

Article VI

School Calendar and Teacher Work Year

A. The authority for establishing, adopting and approving deviation from the school calendar is vested in the Board of Education. The Association will be notified of any change.

B. The work year for ten month employees shall not exceed 184 days. These days will include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

Any additional days upon which teacher attendance may be requested shall be compensated as outlined in Article 7.

C. Teachers shall be required by the Administration to attend no more than two (2) evening assignments or meetings during a school year. If a teacher is required to attend more than two such meetings, the teacher shall be compensated at the established hourly rate. The two (2) evening assignments shall be considered part of the "Regular work day, work week, or work year". Any teacher who is assigned by the administration to chaperone an extracurricular activity or assignment not specified as part of the teaching and duty assignments scheduled in the regular work day, work week, or work year will be compensated at the established hourly rate.

D. All teachers, with the exception of district recruiters, who are assigned by the administration to attend a Saturday information session or recruitment activity or district sponsored event, will be compensated at the established hourly rate.

E. All teachers and full time aides who are either required to attend by the administration or volunteer to attend the Skills USA Competition/Open House or the Ocean County Mall show shall be remunerated with one (1) compensation day. Teachers must be in attendance for no less than four (4) hours. Said day shall be used on the last day that teacher attendance is required.

Approved by BOE - 7/24/2014
[Signature]

Ocean County Vocational Technical Education Association Article 15

A. Teachers shall be evaluated consistent with N.J.A.C. 6A:10

B. PRECONFERENCES

An evaluation preconference shall be conducted between the in-district certified supervisor conducting the observation and the employee being evaluated.

C. OBSERVATIONS

1. Each required observation will result in a performance rating which shall be shared with the employee and discussed at the post-observation conference within fifteen (15) school working days.
2. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.
3. Each required observation shall be scheduled at a reasonable time during the school year. In addition, there shall be at least a reasonable amount of time between the time one evaluation is completed, including the post observation conference and submission of any responses, and the subsequent observation or evaluation.
4. All vocational teachers shall have at least one observation in a practical/performance setting.
5. When a teacher is being evaluated during a team teaching assignment the observing administrator must indicate which teacher is being observed.

D. EVALUATION REPORTS

1. An employee shall be given a copy of any visit, observation or evaluation report prepared by his/her evaluator(s). No such report shall be finalized or submitted to the central office, placed in the employee's file, electronically finalized, or otherwise acted upon until after the post-observation conference with the employee has occurred.
2. Evaluation reports shall be presented to each employee in accordance with the following procedures:
 - a. Such reports shall be addressed to the employee.
 - b. Such reports shall be written in narrative form and shall include:
 1. Strengths of the employee as evidenced during the period since the previous report, citing specific domains and indicators.

2. Specific suggestions as to measures which the employee might take to improve his/her performance in each of the areas wherein weaknesses have been indicated, citing specific domains and indicators.
 - c. No employee shall be required to sign a blank or incomplete evaluation form. An employee's signature on a completed evaluation indicates only that an employee has reviewed a copy of the evaluation, not that the employee is in agreement with any or all of the findings of the evaluation.
 - d. Each observation cycle shall be completed before another cycle begins.
 - e. Each employee shall have the right to attach a written statement of rebuttal/response to all evaluations. Such responses shall be attached to and remain with the evaluation, whether stored physically or electronically.
3. All evaluation reports, documents, records, and other evaluative materials – whether in a non-electronic or electronic form – are considered confidential personnel records. The individual records may not be made available or released to the public.

E. POST-OBSERVATION CONFERENCES

1. Every post-observation conference must occur face-to-face between the certified supervisor conducting the evaluation and the employee who was evaluated.
2. The post-observation conference shall occur within fifteen (15) school working days of the observation.
3. The post-observation conference shall include data from the observation and all the evidence that shall be included in the evaluation report, as well as the draft evaluation report.

F. INFORMAL OBSERVATIONS/WALKTHROUGHS

1. Any observation – whether formal or informal – shall be conducted openly and with the knowledge of the employee being observed.
2. All employees shall have copies of any forms or checklists being used as part of informal observations prior to any informal observations being conducted. Information on these approaches – including criteria – shall be included in training on the teacher practice evaluation rubric being used.

G. OBSERVERS/EVALUATORS

1. The Association will be provided a copy of the list of observers/evaluators who have been certified by the chief school administrator as being competent in applying the educator practice instruments and any other evaluation rubrics and the criteria used to assess competence. The list shall be provided annually prior to any administrator conducting an observation or evaluation.

2. No teacher member of the School Improvement Panel (ScIP), no other teaching staff member unless hired as a certificated supervisor or administrator in the district, nor any non-certificated staff member shall be permitted to evaluate, feed into the evaluation of, or participate in the evaluation in any way of any other certificated or non-certificated staff member.

H. USE OF VIDEO AND/OR AUDIO RECORDING DEVICES IN EVALUATION

1. During a classroom or workplace observation/evaluation, whether formal or informal, no tape recorders, videotape equipment, telephones, or any other device with video or audio recording capability shall be used to record the staff member. Videotape equipment can only be used with the permission of the teacher.
2. Evaluation of a staff member shall not be accomplished through electronic monitoring or taping.

I. INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (PDP)

1. The Individual Professional Development Plan (PDP) shall be developed by the teaching staff member and the teaching staff member's certified district supervisor.
2. The PDP shall be considered a living document. The employee shall have the right to modify the plans, goals, and activities listed throughout the calendar year to meet his/her emerging goals, amending the plan in collaboration with his/her immediate certified supervisor.

J. CORRECTIVE ACTION PLAN (CAP)

1. Any Corrective Action Plan shall be developed collaboratively by the staff member who needs to address the deficiency or deficiencies which led to an "ineffective" or "partially effective" annual summative rating and the individual's certified supervisor.
2. The Corrective Action Plan must define both the individual's responsibilities and the district's and supervisors'/administrators' responsibilities in helping the employee address any identified deficiencies.
3. The Corrective Action Plan shall spell out which specific evaluation component(s) and elements need to be addressed.
4. The Corrective Action Plan shall spell out which specific evaluation component(s) and elements need to be addressed. It may include the individual's opportunities to view modeling of "effective" representations of meeting the components by the certified supervisor and those rated "effective" or "highly effective" in such components/elements and be provided opportunities to practice and demonstrate them.

5. The Corrective Action Plan shall be established for a period of not less than one year in order to provide the individual with sufficient time and multiple resources to address the identified deficiency or deficiencies, as well as the district to provide the necessary time, resources, and support.
6. Any observations for an individual who has a Corrective Action Plan shall be conducted for 40 minutes, shall be announced, and shall require a pre-conference.
7. Every individual on a Corrective Action Plan shall be provided regular and continuous support toward and feedback about their progress in addressing any deficiencies.
8. No School Improvement Panel teacher member will be involved in creating or meeting another staff member's Corrective Action Plan.

K. TRAINING

1. Training on the teacher evaluation model shall be grade and/or subject specific and clearly outline developmentally appropriate exemplars and specific descriptors for each domain and element within the teacher practice model.
2. The training also shall include the specific information regarding the rating system and criteria for Student Growth Percentiles, the development and assessment of Student Growth Objectives, and how the final rating is determined for each component and the evaluation system as a whole.

L. SCHOOL IMPROVEMENT PANEL

No teacher or other unit member who serves on the School Improvement Panel shall evaluate, participate in, or feed into the evaluation or any component of the evaluation of any other teacher or unit member, including formulating the Corrective Action Plan.

Approved by BOE. 7/24/2014
AUG BLAYNE