**TO:** *(INSERT NAME OF CHIEF SCHOOL ADMINISTRATOR/SUPERINTENDENT)*

 Chief school administrator, (INSERT NAME OF SCHOOL DISTRICT)

**FROM:** *(INSERT NAME OF LOCAL ASSOCIATION PRESIDENT)*

 President, (INSERT FULL NAME OF LOCAL ASSOCIATION)

**RE:** **Confirmation that evaluations must be conducted by district employees working in a supervisory role**

**DATE:** (INSERT DATE)

The *(INSERT FULL NAME OF LOCAL EDUCATION ASSOCIATION)* is issuing this letter to confirm the Association’s unequivocal position that no member of the bargaining unit—regardless of the certificates they hold—is permitted to participate in the evaluation process of any other member of the bargaining unit, in any manner whatsoever. All observations for the purposes of evaluation must be conducted by individuals employed by the district in a supervisory capacity.

Please accept this as our notice, with respect to C. 18A:6-120 and C.18A:6-119 (P.L. 2012, c. 26, section 12), to verify that neither teacher members of the School Improvement Panels (ScIPs) in this district nor outside consultants shall be permitted to participate in any component of the evaluation of teaching staff. We want to make sure that there is no confusion or question regarding this issue.

The statute defines evaluation as “a process … that incorporates analysis of multiple measures [including] formal observations, as well as post conferences, conducted and prepared by an individual employed in the district in a supervisory role and capacity and possessing a school administrator certificate, principal certificate, or supervisor certificate.” The law requires those conducting observations for the purposes of the evaluation to be employed by the district in a supervisory role.

This letter confirms the Association’s position that observations for the purposes of evaluation must be conducted by individuals who are employed by the district in a supervisory role. Districts who utilize outside consultants to conduct observations of staff for the purposes of evaluation are in direct violation of the statute.

While we fully support high quality, teacher-driven, collaborative professional development and high quality, confidential and collaborative teacher-led mentoring programs, it is inappropriate and counterproductive to allow anyone other than the district’s own administrators to participate in the high-stakes evaluation system that exists here in New Jersey.

Please share this letter with all administrators and the district board of education to ensure that they are aware of our position and that there is no violation of the statute. We look forward to continuing to work with the district and administrative staff in a positive, collaborative approach on all aspects of teacher evaluation and on the many other issues affecting teaching and learning.

Thank you.

cc:

District administrators

Bargaining unit members

Board of education members