



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS



STATE BOARD OF EDUCATION
PUBLIC SCHOOL SYSTEM
P.O. BOX 501370
SAIPAN, MP 96950

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coe.ras@cnmipss.org

PUBLIC NOTICE OF PROPOSED RULES AND REGULATIONS WHICH ARE AMENDMENTS TO THE RULES AND REGULATIONS REGARDING CNMI PUBLIC SCHOOL SYSTEM RULES AND REGULATIONS

PROPOSED RULES AND REGULATIONS: The Commonwealth of the Northern Mariana Islands Public School System ("PSS") finds that:

INTENDED ACTION TO ADOPT THESE PROPOSED RULES AND REGULATIONS: The Commonwealth of the Northern Mariana Islands Public School System intends to adopt as permanent regulations the attached Proposed Regulations, pursuant to the procedures of the Administrative Procedure Act, 1 CMC § 9104(a). The Regulations would become effective 10 days after adoption and publication in the Commonwealth Register. (1 CMC § 9105(b))

AUTHORITY: The proposed amendments to PSS regulations are promulgated pursuant to the Board's authority as provided by Article XV of the CNMI Constitution, Public Law 6-10 and the CNMI Administrative Procedures Act.

THE TERMS AND SUBSTANCE: The proposed regulation is set forth to provide procedural guidelines for performance evaluations for school administrators within the CNMI Public School System.

THE SUBJECTS AND ISSUES INVOLVED: This regulation sets forth the regulations and procedures required for evaluating the performance of school administrators within the CNMI Public School System.

DIRECTIONS FOR FILING AND PUBLICATION: These Proposed Regulations shall be published in the Commonwealth Register in the section on proposed and newly adopted regulations. (1 CMC § 9102(a) (1) and posted in convenient places in the civic center and in local government offices in each senatorial district, both in English and in the principal vernacular. (1 CMC § 9104 (a) (1))

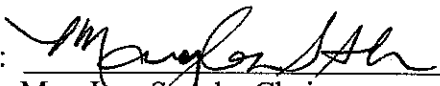
State Board of Education
Telephone: (670) 237-3027
Fax: (670) 664-3711

"Students First"
www.cnmipss.org

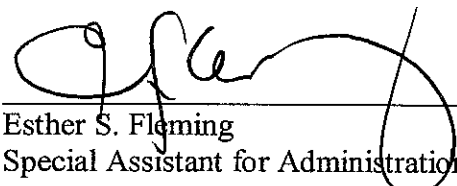
Commissioner of Education
Telephone: (670) 237-3001/3061/3075
Fax: (670) 664-3798

TO PROVIDE COMMENTS: All interest persons may examine the proposed amendments and submit written comments, positions, or statements for or against the proposed amendments to the Chairperson, State Board of Education, P.O. Box 501370 CK, Saipan, MP 96950, call 670-237-3027 or fax 670-664-3711 within thirty (30) calendar days following the date of the publication in the Commonwealth Register of these amendments. (1 CMC § 9104(a) (2))

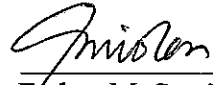
This regulation was approved at the State Board of Education Meeting on Tinian on May 19, 2011.

Submitted by: 
MaryLou S. Ada, Chairperson
State Board of Education

June 09, 2011
Date

Received by: 
Esther S. Fleming
Special Assistant for Administration


6/27/11
Date

Filed and
Recorded by: 
Esther M. San Nicolas
Commonwealth Register

06-27-11
Date

Pursuant to 1 CMC § 2153(e) (AG approval of regulations to be promulgated as to form) and 1 CMC § 9104 (a) (3) (obtain AG approval) the proposed regulations attached hereto have been reviewed and approved as to form and legal sufficiency by the CNMI Attorney General and shall be published (1 CMC § 2153(f) (publication of rules and regulations)).

Dated this 27 day of June, 2011.


EDWARD BUCKINGHAM
Attorney General

COMMONWEALTH GI SANGKATTAN NA ISLAS MARIANAS SIHA

STATE BOARD OF EDUCATION
SISTEMAN ISKUELAN PUPBLIKU
P. O. BOX 501370
SAIPAN, MP 96950

NUTISIAN PUPBLIKU PUT I MANMAPROPONIN AREKLAMENTU YAN REGULASION SIHA NI MAN MA'AMENDA PARA I AREKLAMENTU YAN REGULASION SIHA SIGUN GI SISTEMAN ESKUELAN PUPBLIKU CNMI

MANMAPROPONI NA AREKLAMENTU YAN REGULASION SIHA: I Commonwealth gi Sangkattan na Islas Marianas Sistemán Eskuelan Pupblíku ("PSS") ha sodda' na:

I AKSION NI MA'INTENSIONA NA PARA U MA'ADÁPTA ESTI SIHA I MAN MAPROPONI NA AREKLAMENTU YAN REGULASION SIHA: I Commonwealth gi Sangkattan na Islas Mariánas Siha, Sistemán Eskuelan Pupblíku ("PSS") ha intensiona para u adápta komu petmanenti na regulasion siha ni mañechettun gi manmaproponi na Regulasion, sigun gi areklamentu siha gi Áktun Administrative Procedures, 1 CMC § 9104 (a). I Regulasion siha para u ifektibu gi halum dies (10) diha siha dispues di adaptasion yan publikasion gi halum i Rehistran Commonwealth. (1 CMC § 9105 (b))

ÁTURIDÁT: I manmaproponi na amendasion para i PSS na regulasion siha macho'gui sigun gi aturidát i Kuetpu komu mapribeniyi ginin i Attikulu XV gi Konstitusion CNMI, Lai Pupblíku 6-10 yan i Áktun i CNMI Administrative Procedures.

I TEMA YAN SUSTÁNSIAN I PALÁBRA SIHA: I manmaproponi na regulasion mapega mo'na para u pribeniyi maneran giniha siha para i performance evaluations para i atministradot eskuela siha gi halum i CNMI Sistemán Eskuelan Pupblíku.


SUHETU NI MASUMÁRIA YAN ASUNTU NI TINEKKA: Esti na regulasion mapega mo'na para i regulasion yan manera siha ni madimánda para atministradot eskuela siha gi halum i CNMI Sistemán Eskuelan Pupblíku.

DIREKSION PARA U MAPO'LU YAN MAPUPBLIKA: Esti i Manmaproponi na Regulasion siha debi na u mapupblika gi halum i Rehistran Commonwealth gi Seksiona ni manmaproponi yan nuebu na ma'adápta na regulasion siha (1 CMC §9102 (a))(1) yan mapega gi hálum i kumbenienti na lugát siha gi halum ufisinan gubietnamentu gi kada distritun senadot, parehu English yan i dos na lingguáhin natibu. (1 CMC §9104(a) (1))


PARA U MAPRIBENIYI OPIÑON SIHA: Todu maninterisáo na petsona siña ma'eksamina i manmaproponi na amendasion siha yan u mana'hálum i tinigi' imfetmasion, pusision, pat diklarasion

inaksepta pat kinentran i manmaproponi na amendasion siha guatu gi Kabiseyu, Kuetpun Idukasion, P.O. Box 501370 C.K., Saipan, MP 96950, ágang 237-3027 pat fax 664-3711 gi halum i trenta (30) dihas ni tinattitiyi ni fechan pupublikasion gi halum i Rehistran Commonwealth gi esti na amendasion siha. (1 CMC §9104(a) (2))

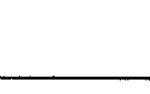
Esti na regulasion ma'apueba gi huntan Kuetpun Idukasion gi islan Saipan gi Máyu 19, 2011.

Nina'hálum as: 
MaryLou S. Ada, Kabiseyu
Kuetpun Idukasion

June 24, 2011
Fecha

Rinisibi as: 
Esther S. Fleming
Espisiát Na Ayudánti Para I Atministrasion


6/27/11
Fecha

Pine'lu yan
Ninota as: 
Esther M. San Nicolas
Rehistran Commonwealth

06-27-11
Fecha

Sigun I 1 CMC §2153(e) (I Abugádu Henerát ha aprueba i regulasion siha na para u macho'gui komu fotma) yan 1 CMC §9104 (a)(3) (hentan inapruaban Abugádu Henerát) I manmaproponi na regulasion siha ni mañechettun guini ni manmarebisa yan manma'apueba komu fotma yan sufisienti ligát ginin I CNMI Abugádu Henerát yan debi na u mapupblika, 1 CMC §2153(f) (pupublikasion I areklamentu yan regulasion siha).

Mafecha guini gi diha 27, Huniu 2011.


EDWARD T. BUCKINGHAM
Abugádu Henerát

MÁNGEMÁNGIL IGHA EBWE FILLÓÓY POMWOL ALLÉGH: Gakkool Toulap mellól Commonwealth Téél falúw kka falúwasch Efáng Marianas, Alléghúl Gakkool Toulap (PSS) e tipeli ebwe ipighil fillóóy Pomwol Allégh kka e appasch bwelle reel mwóghutul Administrative Procedure Act, 1 CMC Tálil 9104 (a). Allégh kkaal ebwe kkamall llól seigh (10) rááilil ngáre schagh raa fillóóy me akkatééló llól Commonwealth Register. (1 CMC lálil 9105 (b))

BWÁNGIL: Pomwol ssiwel kkaal sáangi alléghúl PSS ebwe akkaté bwelle reel bwáng ye e toowow mereel Article XV mellól CNMI Allégh Lapalap. Alléghúl Toulap 6-10 , me mwóghutul CNMI Administrative Procedure Act.

AWEEWE ME KKAPASAL: Pomwol ssiwel kkaal nge aa amwóláátá reel tappal schéél (alughulugh) Certificates me yááyál ngáli milikka aa ssiwel.

KKAPASAL ME AWEEWE KKA EYOOR: Reel apilúghúlúgh yeel a faat llól mwóghutughut me abwungubwung reel Interim Assignments.

AFALAFAL REEL AMMWELIL ME AKKATÉÉL: Pomwol allégh ebwe akkatééló Commonwealth Register llól Tálil ye rekke Pomwoli me fillóóy allégh kka e ffé. (1CMC Tálil 9102 (a)(1) me appasch llól civic center me llól bwulasiyool gobenno kkaal llól senatorial district, e weewe schagh llól mwáliyeer Amerikkónu, Refaluwasch me Remeraalis (1CMC Tálil 9104 (a)(1)).

ISISILONGOL AGHIYEGH: Schóókka re tipeli nge emmwel óubwe ischilong reel samwool, Board of Education, P.O. Box 501370 CK, Seipél mp 96950, faingi 237-3027 me ngáre fax reel 664-3711 llól elligh (30) rááilil mwiril yaal akkatééló llól Commonwealth Register sangi ssiwel kkaal. (1CMC Tálil 9104 (a)(2)).

Allégh kkaal nge aa ammwel sáangi schulapeer mwiischil Gakko (Board of Education) wóól Tchiliyól wóól Ghúúw 19, 2011.

Isaliyallong: Mary Lou S. Ada
Mary Lou S. Ada

Mwiischil Gakko

June 24, 2011
Ráál

Mwir Sáangi: Esther S. Fleming
Esther S. Fleming

Sów alillisil Sów Iemelem

6/27/11
Ráál

Ammwel Sáangi: Esther M. San Nicolas
Esther M. San Nicolas

Commonwealth Register

06-27-11
Ráál

Sáangi allégh ye 1 CMC táilil 2153(e) (alughulugh me AG reel allégh kka ebwe akkaté ighila) Pomwol allégh kka e appasch nge raa takkal amweri fischiiy me allégheló mereel AG Sów Bwúngúl Allégh Lapalap me ebwe akkatéeló (1CMC Táilil 2153 (f) akkatéel allégh kkaal).

Ráál ye _____ Ilól Alimaté 2011

Edward Buckingham

Sów Bwúngúl Allégh Lapalap

Proposed BOE Policy on Performance Evaluation System for School Administrators
(Principals and Vice Principals)

*Proposed Policy on CNMI Public School System's Performance Evaluation Rubric and Process
for School Administrators Evaluation*

Purpose:

To assess school administrators in relation to the CNMI Public School System "professional teaching standards and school administrator leadership standards" and to design a plan for professional growth. The Performance Evaluation shall be conducted on a yearly basis, on the respective School Administrator's anniversary date.

The Commissioner of Education or designee will conduct the performance evaluation process in which the principal will actively participate through the use of self-study assessment, reflection, presentation of artifacts, and supervisory and administrative performance requirements.

Process: The CNMI Public School System School Administrator Leadership process shall include the following steps:

1. Training – before participating in the evaluation process, all principals and peer evaluators must complete training on the evaluation process
2. Orientation – within 6 weeks of the principal's first day of work in any school year, the Commissioner of Education or designee will provide the school administrator with a copy of or directions for obtaining access to a copy of
 - a. The Rubric for Evaluating CNMI Public School System Classroom school administrators;
 - b. This policy; and
 - c. A schedule for completing all the components of the evaluation process
 - i. Copies may be provided by electronic means
3. School Administrator Self-Assessment – using the rubric for evaluating CNMI PSS school administrators, the respective Administrator shall rate his or her own performance at the beginning of the year and reflect on his or her performance throughout the year
4. Pre-Observation Conference
 - a. The first observation shall be a formal and announced observation; before the first observation, the Commissioner shall meet with the principal to discuss the principal's self assessment based on the Rubric for Evaluating CNMI PSS School Administrators; the school principals' most recent professional growth plan, and the supervisory and administrative performance observed. The school principal will provide the Commissioner of Education with a written description of the supervisory and administrative performance activities. The goal of this conference is to prepare the COE for the observation. Pre-observation conferences are not required for subsequent observations.

5. Observations
 - a. A formal observation shall last at least 2 hours
 - b. New school administrators (0-4) – 3 formal observations and one peer to peer observation to be performed annually
 - c. Seasoned school administrators (5 and up) – an evaluation cycle for this group of school administrators. The schedule may be adjusted for the summative evaluation of a seasoned school administration whenever it is deemed necessary; at least 3 observations are required during 2 year employment contract.
6. Post Observation Conference –The post conference with the principal shall be conducted no later than ten days after the observation. During the post observation conference, the principal and the COE shall discuss the document on the Rubric, the strengths and weaknesses of the principal’s performance during the observed principal performance
7. Summary Evaluation Conference and Scoring the Principal Summary Rating Form – prior to the end of the school year and in accordance with the timelines, the Commissioner shall conduct a summary evaluation conference with the principal. During the summary evaluation conference, the Commissioner and the principal shall discuss the principal’s self-assessment, the principal’s most recent Professional Growth Plan, the components of the CNMI PSS School Principal’s Evaluation Process completed during the year, supervisory and administrative activities observations, artifacts submitted or collected during the evaluation process and other evidence of the principal’s performance on the Rubric

At the conclusion of the CNMI PSS School Administrator’s Performance Evaluation Process, the Commissioner shall:

- Give a rating for each Element in the Rubrics
- Make a written comment on any Element marked “non demonstrated”
- Give an overall rating of each Standard in the Rubric
- Provide the Administrator with the opportunity to add comments to the Summary Rating Form
- Review the completed Administrator’s Summary Rating Form with the Administrator; and
- Secure the Administrator’s signature on the Record of School Administrator’s Evaluation Activities and Administrator’s Summary Rating Form
- Discuss and set new goals for the Administrator next review cycle.
- Submit the completed evaluation form to Human Resource Office.
- The completed School Administrator Evaluation Rating forms and justification for renewal are to be attached to employment contract renewals for all teachers.

Individual Growth Plans:

School Administrators who are rated “Proficient” on all the Standards on the School Administrator Summary Rating Form shall develop an Individual Growth Plan designed to improve performance on specifically identified standards and elements with the goal of achieving a “Distinguished” rating on all standards.

Monitored Growth Plans

A school administrator shall be placed on a Monitored Growth Plan whenever he or she:

1. Is rated “Developing” on one or more Standards on the School Administrator Summary Rating Form and he or she;
2. Is not recommended for dismissal or nonrenewal

A monitored growth plan shall, at a minimum identify the standards and elements to be improved, the goals to be accomplished and the activities the school administrator should undertake to achieve proficiency, and a timeline which allows the school administrator one school year to achieve proficiency. A monitored Growth plans that meets those criteria shall be deemed to satisfy the requirements of the School Administrator Evaluation System

Directed Growth Plans

A school administrator shall be placed on a Directed Growth Plan whenever he or she:

1. Is rated
 - a. “not demonstrated” on any standard on the School Administrator Summary Rating form; or
 - b. “developing” on one of more standards on the School Administrator Summary Rating form for two consecutive years; and
 - c. Is not recommended for dismissal or non-renewal
2. The directed growth plan, shall at a minimum, identify the standards and elements to be improved, the goals to be accomplished, the activities that school administrator shall complete to achieve proficiency, a timeline for achieving proficiency within one school year. A Directed Growth Plan that meets those criteria shall be deemed to satisfy the requirements of the School Administrator Evaluation System

Effective Dates

Effective School Year 2010-2011, the PSS shall provide orientation, training seminars and established a teacher/administrator focus group to identify artifacts and a list of evidence to be used with the School Administrator Evaluation System

Effective School Year 2011-2012, all school administrators in the CNMI Public School System will be evaluated using the PSS School Administrator Evaluation System and this policy