

**New Jersey Commissioner of Education**

**Decision**

In the Matter of the Suspension of the School Counselor Certificate of Elizabeth Wood Norman, Trenton Stem-to-Civics Charter School, Mercer County.

For petitioner, Andrew W. Li, Esq.

No appearance by or on behalf of respondent


This matter was opened before the Commissioner of Education on December 28, 2021, by way of an Order to Show Cause served by petitioner (Trenton Stem-to-Civics Charter School) upon respondent (Elizabeth Wood Norman), requiring respondent to show cause why an order should not be entered suspending her school counselor certificate pursuant to *N.J.S.A. 18A:26-10* and *N.J.S.A. 18A:28-8* for resigning without giving the notice required by her employment contract and without the notice required for tenured employees. By notice dated January 12, 2022, the Office of Controversies and Disputes (Office) acknowledged proof that the Order to Show Cause had been served upon respondent and directed respondent to answer within 20 days.

No answer having yet been received, on March 15, 2022, the Office sent respondent a second and final notice – via certified and regular mail – directing that she must file an answer within ten days. The notice advised that, pursuant to *N.J.A.C. 6A:3-1.5(e)*, failure to answer would cause each allegation in petitioner’s papers to be deemed admitted and might result in summary decision by the Commissioner. No answer to the Order to Show Cause has been filed as of this date.

The petition and supporting exhibits submitted by petitioner in this matter indicate that: respondent was a tenured employee; respondent entered into a contract to work as a full-time school counselor for the 2021-22 school year that required 60-days' notice prior to termination; on October 22, 2021, respondent sent correspondence indicating that she was resigning and her last day would be November 12, 2021, providing less than 60 days' notice. The respondent has not denied these allegations; therefore, the Commissioner deems such allegations to be admitted pursuant to *N.J.A.C. 6A:3-1.5(e)* and further deems them sufficient to justify suspension of respondent's school counselor certification pursuant to *N.J.S.A. 18A:26-10* and *N.J.S.A. 18A:28-8*.

Accordingly, summary decision is hereby granted to petitioner, and respondent's school counselor certification is suspended for a period of one year from the filing date of this decision, a copy of which shall be forwarded to the State Board of Examiners for implementation of the suspension.

IT IS SO ORDERED.<sup>1</sup>

  
ANGELINA ALLEN-McMILLAN, J.D.  
ACTING COMMISSIONER OF EDUCATION

Date of Decision: May 19, 2022  
Date of Mailing: May 19, 2022

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<sup>1</sup> This decision may be appealed to the Appellate Division of the Superior Court pursuant to *N.J.S.A. 18A:6-9.1*. Under *N.J.Ct.R. 2:4-1(b)*, a notice of appeal must be filed with the Appellate Division within 45 days from the date of mailing of this decision.