

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
Hawthorne, Nevada 89415
BOARD OF TRUSTEES MEETING
Tuesday, May 3, 2022

REGD MINORITY CLERK
APR 28 '22 4:08:58

LOCATION OF MEETING: **Arlo K. Funk District Services Center**
751 A Street, Room 23
Hawthorne, Nevada

I would like to acknowledge that this meeting is being held on traditional lands of the Paiute People, and pay our respect to elders both past and present.

Board and Staff will utilize an online presence as well as social distancing for this meeting.

Please Note: The Board reserves the right: (1) to take agenda items in a different order, (2) to combine two or more agenda items for consideration, and (3) to remove an item from the agenda or delay discussion relating to an item on the agenda at any time, in order to accomplish the business on the Agenda in the most efficient manner.

CALL TO ORDER: 5:30 PM

1. Certification of Public Notice, Roll Call, and Pledge of Allegiance
2. Approval of a flexible agenda. (For Possible Action)
3. Person or Group Recognition
4. Presentations

CONSENT ITEMS: (FOR POSSIBLE ACTION)

Items listed under the consent calendar will be voted on as a block. If a member of the public or a Board Member wishes to discuss an item in the consent calendar, that item will be removed from the Consent Items and placed with the Action Items for possible action.

1. Minutes: April 19, 2022
2. Payroll Vouchers: 1147,1148
3. Payroll Checks: 87288-87320
4. Warrants: 24816-24851
5. Personnel Report – Information Only

ACTION ITEMS: (FOR POSSIBLE ACTION)

There will be an opportunity for public comment on each Action Item following Board discussion on the item and before the Board makes a motion on the item. You may request to speak by raising your hand during the Public Comment period or by completing a Request to Address the MCSD Board form prior to the Public Comment period. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

1. **Recommendation:** Discussion and Possible Approval of the proposals from Garland/DBS to repair the roofs at Hawthorne Elementary School and the District Office buildings.
Supporting Information: Approval of the proposals from Garland/DBS to repair the roofs at Hawthorne Elementary School and the District Office buildings.
Budget Consideration: Estimated budget \$90K to \$100K
2. **Recommendation:** Discussion and Possible Approval of Policy JBC, Gender Identity and Gender Non-Conformity-Students.
Supporting Information: Approval of JBC Gender Identity and Gender Non-Conformity-Students.
Budget Consideration: NONE

MINERAL COUNTY SCHOOL DISTRICT
751 A. STREET
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BOARD OF TRUSTEES MEETING
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3. **Recommendation:** Discussion and Possible Approval of out of state travel for Andre Ponder to attend the Legislature Advocacy Conference in Washington, DC.
Supporting Information: Approval of out of state travel for Andre Ponder to attend the Legislature Advocacy Conference in Washington, DC on July 12-14, 2022.
Budget Consideration: \$2,500 Superintendent Travel Fund
4. **Recommendation:** Discussion and Possible Approval for Mr. Ponder's Annual Evaluation
Supporting Information: Discussion and Possible Approval for Mr. Ponder's Annual Evaluation
Budget Consideration: None
5. **Closed Session:** Pursuant to Nevada Revised Statutes (NRS) 288.220 to Discuss labor unit contracts and negotiations.
6. **Open Session:** Discussion of labor unit contracts and negotiations.
7. **Closed Session** – Pursuant to Nevada Revised Statute (NRS) 241.015(2)(b)(2) to receive information from legal counsel relative to general pending litigation.
8. **Open Session** – Discussion and possible action relative to pending litigation.

COMMUNICATIONS AND REPORTS: (FOR DISCUSSION ONLY)

1. Correspondence & Announcements
2. Board Member Reports
3. Superintendent Report
4. Principals Report

GENERAL PUBLIC COMMENT:

It is the School Board's intention to listen and be responsive to the public's concerns. Comments from the public regarding topics not on the agenda are invited at this time. You may request to speak by raising your hand during the General Public comment period or by completing a Request to Address the MCSD Board form prior to the General Public Comment period. The Board may discuss items that are introduced, however, by law, the Board cannot take any action, reach a consensus or hear personal attacks at this time. Those who submit the form will normally be called on first. Speaking time will be limited to a maximum of 3 minutes. The President may allow additional time to a given speaker as time allows and in his/her discretion.

ADJOURNMENT:

The Agenda of this meeting has been posted at the following locations: 1) Administration Office, 2) Hawthorne Post Office, 3) Mineral County Independent News Office, 4) Schurz Post Office, 5) Mina Post Office, 6) County Courthouse 7) School Offices. Mineral County School District is pleased to provide accommodations for individuals with disabilities. If you have a disability, please let us know, and we will provide assistance or accommodate you in any way that we possibly can. Copies of agenda and supporting material may be picked up at the Mineral County School District Arlo K. Funk District Services Center, 751 A. Street, Hawthorne, Nevada, or by contacting Crystal Sasser at (775) 945-2403, prior to the scheduled meeting.

PAYROLL VOUCHERS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1147

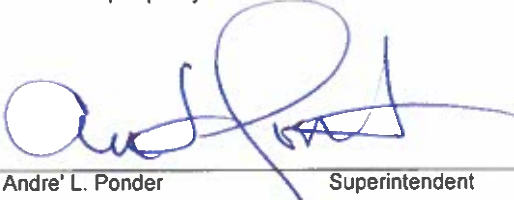
Voucher Date: 04/22/2022

Prepared By:


Printed: 04/20/2022 09:51:10 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$25,125.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Andre' L. Ponder Superintendent

Keith Neville School Board President

Tyler Viani School Board Vice President

Kathryn Castagnola School Board Clerk

Candice Birchum School Board Member

Juanita Diede School Board Member

MINERAL COUNTY SCHOOL DISTRICT

| Fund | | Amount |
|------|---|--------------------|
| 100 | General Fund | \$18,931.88 |
| 206 | PCFP English Learner (Restricted Funding) | \$69.74 |
| 210 | Class Size Reduction | \$459.68 |
| 230 | Adult Education | \$319.52 |
| 240 | State Grants | \$349.71 |
| 250 | Special Education | \$2,311.43 |
| 280 | Federal Funds | \$2,347.12 |
| 290 | Food Service Funds | \$336.20 |
| | | \$25,125.28 |

EFTPS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1148

Voucher Date: 04/22/2022

Prepared By:

Wape Blinco

Printed: 04/20/2022 11:03:39 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$130,886.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Andre' L. Ponder
Andre' L. Ponder Superintendent

Keith Neville School Board President

Tyler Viani School Board Vice President

Kathryn Castagnola School Board Clerk

Candice Birchum School Board Member

Juanita Diede School Board Member

MINERAL COUNTY SCHOOL DISTRICT

| Fund | | Amount |
|------|----------------------|---------------------|
| 100 | General Fund | \$95,469.16 |
| 210 | Class Size Reduction | \$3,619.47 |
| 230 | Adult Education | \$1,055.53 |
| 240 | State Grants | \$2,246.45 |
| 250 | Special Education | \$12,604.68 |
| 280 | Federal Funds | \$13,473.62 |
| 290 | Food Service Funds | \$2,418.03 |
| | | \$130,886.94 |

Direct Deposit

PAYROLL CHECKS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 21

Voucher Date: 04/22/2022

Prepared By:

[Signature]
Printed: 04/20/2022 11:33:01 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$30,735.59 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

[Signature]

Andre' L. Ponder Superintendent

Keith Neville School Board President

Tyler Viani School Board Vice President

Kathryn Castagnola School Board Member

Candice Birchum School Board Member

Juanita Diede School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

*EE check #
87288-
87320*

| Fund | | Amount |
|------|---|--------------------|
| 100 | General Fund | \$22,324.03 |
| 206 | PCFP English Learner (Restricted Funding) | \$561.05 |
| 210 | Class Size Reduction | \$0.00 |
| 230 | Adult Education | \$0.00 |
| 240 | State Grants | \$655.27 |
| 250 | Special Education | \$1,444.56 |
| 280 | Federal Funds | \$4,404.49 |
| 290 | Food Service Funds | \$1,346.19 |
| | | \$30,735.59 |

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1149

Voucher Date: 04/22/2022

Prepared By:

Hope Blinco

Printed: 04/20/2022 11:44:15 AM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$94,601.71 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Andre' L. Ponder

Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

*Vendor CK#
87321-87337*

| Fund | | Amount |
|------|---|--------------------|
| 100 | General Fund | \$69,310.37 |
| 206 | PCFP English Learner (Restricted Funding) | \$165.70 |
| 210 | Class Size Reduction | \$2,667.59 |
| 230 | Adult Education | \$72.06 |
| 240 | State Grants | \$1,155.48 |
| 250 | Special Education | \$10,095.86 |
| 280 | Federal Funds | \$8,657.23 |
| 290 | Food Service Funds | \$2,477.42 |
| | | \$94,601.71 |

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1146

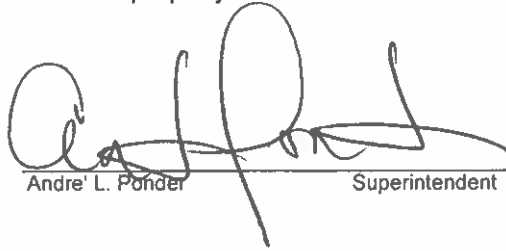
Voucher Date: 04/15/2022

Prepared By:

Spring Blazewick
Printed: 04/15/2022 06:02:00 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$82,236.82 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.


Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Clerk

Candice Birchum

School Board Member

Juanita Diede

School Board Member

MINERAL COUNTY SCHOOL DISTRICT

| Fund | | Amount |
|------|-----------------------------------|--------------------|
| 100 | General Fund | \$31,677.85 |
| 208 | PCFP At-Risk (Restricted Funding) | \$3,454.61 |
| 250 | Special Education | \$1,055.06 |
| 280 | Federal Funds | \$40,264.02 |
| 290 | Food Service Funds | \$5,785.28 |
| | | \$82,236.82 |

*CK #5
24816-24851*

WARRANTS

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1150

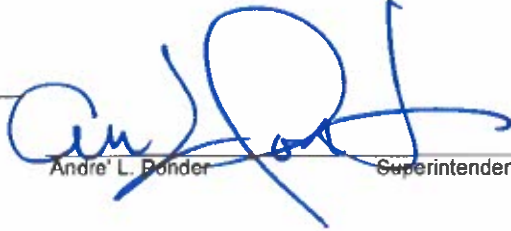
Voucher Date: 04/20/2022

Prepared By:

Spring Blazewick
Printed: 04/20/2022 01:42:30 PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$25,402.94 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Andre L. Boder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

| Fund | | Amount |
|------|--------------------|--------------------|
| 100 | General Fund | \$17,974.31 |
| 280 | Federal Funds | \$6,586.13 |
| 290 | Food Service Funds | \$842.50 |
| | | \$25,402.94 |

*CK #s
24853-24868*

MINERAL COUNTY SCHOOL DISTRICT VOUCHER

Voucher No: 1151

Voucher Date: 04/21/2022

Prepared By

Spring Blazewick
Printed: 04/21/2022 06:41/45/PM

MINERAL COUNTY SCHOOL DISTRICT is hereby authorized to draw warrants against MINERAL COUNTY SCHOOL DISTRICT funds for the sum of \$11,562.42 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Andre' L. Ponder

Superintendent

Keith Neville

School Board President

Tyler Viani

School Board Vice President

Kathryn Castagnola

School Board Member

Candice Birchum

School Board Member

Juanita Diede

School Board Clerk

MINERAL COUNTY SCHOOL DISTRICT

| Fund | | Amount |
|------|---|--------------------|
| 100 | General Fund | \$7,409.15 |
| 206 | PCFP English Learner (Restricted Funding) | \$887.21 |
| 208 | PCFP At-Risk (Restricted Funding) | \$955.85 |
| 240 | State Grants | \$1,551.21 |
| 250 | Special Education | \$759.00 |
| | | \$11,562.42 |

*CK #'s
24869-24879*

PERSONNEL REPORT

ACTION

ITEM #1

BACKGROUND

The 2022 Facilities Management Team calls for the restoration of the roof at 751 A Street Hawthorne NV. Currently the roofing is a spray applied foam, in poor shape, and requires more maintenance than other similar roofs within the Mineral County School District. A foam roof requires routine maintenance of the waterproof acrylic barrier which is applied directly to the foam. Over the life of the roof this maintenance has been completed on a schedule that is longer than recommended. This roof section will need extended maintenance to extend the life of the system.

The School District worked with local roofing industry leaders, manufacturers, OMNIA, and our own staff to determine the best roofing system to utilize in the restoration of the original roof system. The new roof system will include scarifying of the existing foam (approx. 1" deep), spraying new sloped foam to the drains, and a new water proof coating, of which Garland will provide a leak tight (non-pro-rated) warranty for 10 years. The Garland Company is ISO 9001 certified and is over 125 years old.

OMNIA is a government purchasing cooperative co-owned by five governmental entities (National Association of Counties (NACo), National League of Cities (NLC), Association of School Business Officials (ASBO), U.S Conference of Mayors, and National Institute of Governmental Purchasing (NIGP)) that provides purchasing solutions to local and state government agencies. OMNIA has performed a national bid search for roofing products and services which mirrors Nevada Revised Statutes (NRS) regulations for the selection of Design Build contractors (NRS 338.1721 thru .1727) and has awarded a five-year contract to Garland/DBS for those products and services. The "labor only" portion of this contract will be locally bid according to NRS requirements and the work will be monitored by Garland/DBS and MCSD staff.

Staff has concluded that OMNIA contracting process yields the best price by eliminating contractor markup, using volume discount for bonding, volume pricing for materials, and includes manufacturer technical observation of the installation process to ensure proper material placement.

Humboldt County School District, White Pine County School District, Tahoe Truckee Unified School District, Nye County School District, Douglas County Unified School District, and Lander County School District have used the OMNIA program with Garland/DBS to re-roof several of their facilities with very positive results.

The attached proposals from Garland/DBS includes a breakdown of estimated costs per building at the District.

ACTION

ITEM #2

Gender Identity and Gender Non-Conformity- Students

1. Gender-Based Discrimination/Harassment/Bullying of Students Prohibited

It is the policy of the Board of Trustees of the Mineral County School District to recognize student physical privacy rights and the need to ensure student safety and maintain school discipline, and to maintain a safe and respectful learning and educational environment that is free from gender-based discrimination, harassment, intimidation, and bullying.

The Board of Trustees of the Mineral County School District hereby prohibits all staff and all students from all gender-based discrimination, harassment and/or bullying of all students. In particular, gender non-conforming students must be protected from discrimination, harassment and bullying in the school system. Site administration and staff must:

- A.** Take responsible measures to maintain the confidentiality of a gender non-conforming student's gender assigned at birth as well as the fact that the student is a gender non-conforming student; and
- B.** Respond appropriately to create an environment free from any gender-based discrimination, harassment and/or bullying.

2. Definitions

- A.** "Gender" means a student's biological sex assigned at birth.
- B.** "Gender non-conforming" students are students whose gender identity and/or gender expression does not conform to the social expectations or norms for a person of that gender.
- C.** "Gender identity" is a student's inner sense of being male or female, regardless of the student's gender assigned at birth.
- D.** "Gender Expression"

The following are examples of ways in which transgender and gender nonconforming youth describe their lives and gendered experiences: trans, transsexual, transgender, male-to-female (MTF), female-to-male (FTM), bi-gender, trans man, and trans woman.

Faculty and staff may inquire which terms students may prefer and avoid terms that make these students uncomfortable; a good general guideline is to employ those terms which the students use to describe themselves.

3. Student Privacy

The status of gender non-conforming students must be kept private except to the extent necessary to disclose such status to school officials or otherwise. In all circumstances, the guiding principle is the well-being of the student.

4. Names/Pronouns

Gender non-conforming students shall have the right to be addressed by a requested name and pronoun corresponding to their gender identity or expression. Students are not required to obtain a court ordered name and/or gender change or to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. This directive does not prohibit inadvertent slips or honest mistakes, but it does apply to an intentional and persistent refusal to respect a student's gender identity. The requested name shall be included in the system student

records in addition to the student's legal name, in order to inform teachers of the name preference to use when addressing the student.

5. Official Records

The District is required to maintain a mandatory permanent student record which includes the legal name of the student, as well as the student's gender assigned at birth. The District shall change a student's official records to reflect a change in legal name or gender upon receipt of documentation that such legal name and/or gender have been changed pursuant to Nevada legal requirements.

6. Sports and Gym Class

Gender non-conforming students shall not be denied the opportunity to participate in physical education, nor shall they be forced to have physical education outside of the assigned class time. Generally, students should be permitted to participate in gender-segregated recreational gym class activities and sports in accordance with the student's gender identity. Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis, and for high school students, in accordance with NIAA guidance.

7. Dress Codes

Gender non-conforming students may dress in accordance with their gender identity or expression, within the constraints of the dress codes adopted at their school.

END OF POLICY

ACTION

ITEM #3

LOGIN VIEW CART : ABOUT : CORPORATE OPPORTUNITIES : CONTACT : Q   

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LEGISLATIVE ADVOCACY CONFERENCE

SAVE THE DATE!
2022 LEGISLATIVE ADVOCACY CONFERENCE
JULY 12–14 • WASHINGTON, D.C.



Join school business officials and superintendents in Washington, D.C., to learn about the federal policy issues affecting your school community at this annual event, co-hosted by ASBO International and AASA, The School Superintendents Association. Attend for an opportunity to hear from policymakers and other VIP guests, meet with your elected officials, and develop your advocacy leadership skills.

HOTEL & REGISTRATION

[Hyatt Regency on Capitol Hill](#)
400 New Jersey Ave NW
Washington, DC 20001
P: 202.737.1234

*Event registration and hotel room block information will be made available in May 2022.

*Attendees are responsible for scheduling their appointments during Capitol Hill Day, on Wednesday, July 13. (If you need help contacting your officials, [please email us.](#))

WANT TO LEARN MORE?

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[Review ASBO International's Legislative Priorities & Resources](#)

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Leadership Forum

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Future Meetings

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ASBO International relies on our strategic partners to support our mission to lead the profession of school business forward. Because of this, ASBO works with partners to bring our members the latest resources, offers, and solutions for their business needs. Click to learn more about how our partners can help you as an ASBO member.

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Association of School Business Officials International (ASBO)
44790 Maynard Square, Suite 200, Ashburn, VA 20147

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WORLD OF HYATT®



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38

Hyatt Regency Washington on Capitol Hill

1 King Bed

Mon, Jul 11, 2022 - Thu, Jul 14, 2022

1 Room, 1 Guest

Members Advance Purchase

Price Summary

| | |
|-----------------------------|-----------------|
| 3 Night Stay | \$709.14 |
| Taxes & Fees | \$174.99 |
| Show Price Details | |
| Total Cost Per Room* | \$884.13 |

*Changes in taxes or fees will affect the total price.

To book the Member Rate you've selected, Sign In or join World of Hyatt on this page.

Contact Information

<https://www.hyatt.com/payment/details>



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1

Welcome

Thanks for choosing United for your upcoming flight. We're putting health and safety at the forefront of your journey through our United CleanPlusSM commitment. [Learn more at united.com/cleanplus](#)

Traveler Info

To comply with the TSA Secure Flight program, the traveler information listed here must exactly match the information of the government-issued photo ID that each traveler presents at the airport.



[Sign in](#) to your MileagePlus[®] account for even better search results.

Traveler 1

First name (required)

Last name (required)

Middle name/initial

(if shown on ID)

Date of birth (required)

Date of Birth (required)

Month  DD YYYY

Gender (required) 

Select a gender 

Suffix

 **Frequent flyer program (optional)**

Frequent flyer program

Select a program 

Frequent flyer number

 **Traveler contact information (optional)**

 **Known Traveler Number or Redress Number (optional)**

 **Special meal requests (optional)**

 **Special travel needs (optional)**

FareLock

Hold this fare and complete your purchase at a later date.

- 3 days for **\$5.99 per person**
- 7 days for **\$8.99 per person**
- 14 days for **\$12.99 per person**

| | |
|------------------|-----------------|
| Fare | \$816.74 |
| Taxes and fees | \$108.46 |
| Total due | \$925.20 |

Continue

EXCLUSIVE OFFER

\$300 statement credit after first purchase + **30,000** bonus miles after qualifying purchases

[Learn more >](#)



| | |
|-----------------------|-----------|
| You Pay Today | \$925.20 |
| Card Statement Credit | -\$300.00 |

Total After Statement Credit \$625.20

Traveler contact information* ▼

Calculate checked baggage charges ▼

Terms & conditions ▼

Learn More:

[View fare rules and restrictions](#)

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ACTION

ITEM #4

MINERAL COUNTY SCHOOL DISTRICT
Confidential SUPERINTENDENT'S EVALUATION
BOARD OF TRUSTEES
2022

Superintendent: _____

Member doing this Evaluation: _____ **Title** _____

Note: Please provide one circle for Outstanding, Excellent, Needs Improvement, or Unsatisfactory in each section. Refrain from using X for Insufficient Information unless there is absolutely no way to rate a statement. A Comment Section will follow the rating system sections, as well as an ending formula.

Rating Scale for Section 1

| | | |
|-----|-------------------|---|
| 5 | Outstanding | -Area of strength. |
| 4 | Excellent | -Performance is effective and exceeds expectations. |
| 3 | Average | -Performance is effective and meets expectations. |
| 2 | Needs Improvement | -Self-improvement efforts needed. |
| 1 | Unsatisfactory | -Performance is ineffective and does not meet expectations. |
| N/A | No Applicable | -Cannot be appraised due to insufficient information. |

SECTION A: JOB RESPONSIBILITIES

(Circle One Response)

| | | | | | | |
|----|---|---|---|---|---|---|
| 1. | School Board is informed on the conditions and concerns and concerns of the District's educational system, with a responsiveness to Board requests for information or research. | 5 | 4 | 3 | 2 | 1 |
| 2. | <u>Information</u> is given to the School Board in the form of monthly written reports, incident reporting, agendas, notes or updates when requested, needed and valid. | 5 | 4 | 3 | 2 | 1 |
| 3. | Works with the School Board in the development of <u>overall annual goals and objectives</u> for the District. | 5 | 4 | 3 | 2 | 1 |
| 4. | The Superintendent reports academic progress to the School Board on an annual basis and reports plans for the progress to the School Board. | 5 | 4 | 3 | 2 | 1 |
| 5. | The School Board and Superintendent will develop <u>long-range & short-range</u> plans consistent with educational needs, and budget goals. | 5 | 4 | 3 | 2 | 1 |
| 6. | Insures that the <u>Governance Calendar is up-to-date</u> , properly maintained and followed by all staff. | 5 | 4 | 3 | 2 | 1 |
| 7. | <u>Develops/Follows and updates policies, and procedures.</u> | 5 | 4 | 3 | 2 | 1 |
| 8. | Develops and maintains <u>services</u> for employees. | 5 | 4 | 3 | 2 | 1 |

| | | | | | | |
|-----|---|---|---|---|---|---|
| 9. | <u>Maintains high standards of performance review among all District personnel.</u> | 5 | 4 | 3 | 2 | 1 |
| 10. | Maintains effective relations and involvement with employee and State or School Board organizations. | 5 | 4 | 3 | 2 | 1 |
| 11. | <u>Understands and Supervises</u> the preparation, and administration of the School District budgets & including grants and presents the Board quarterly reports. | 5 | 4 | 3 | 2 | 1 |
| 12. | <u>Represents the District</u> effectively in interactions with the public, other school systems/districts, agencies, or in state management. | 5 | 4 | 3 | 2 | 1 |
| 13. | <u>Effectively directs the operations and activities of the Central Office administrative staff.</u> | 5 | 4 | 3 | 2 | 1 |
| 14. | Properly maintain staff positions and oversee staffing issues appropriate to their position. | 5 | 4 | 3 | 2 | 1 |
| 15. | <u>Keeps the public informed</u> on the progress and needs of: | | | | | |
| | a. individual schools | 5 | 4 | 3 | 2 | 1 |
| | b. parents and community members | 5 | 4 | 3 | 2 | 1 |
| | c. all staff | 5 | 4 | 3 | 2 | 1 |
| 16. | <u>Provides for the improvement and supervision of instruction in the schools, which includes making recommendations to the School Board regarding curriculum and courses of study.</u> | 5 | 4 | 3 | 2 | 1 |
| 17. | The Superintendent ensures that all District activities are properly supervised. | 5 | 4 | 3 | 2 | 1 |
| 18. | Maintain an overall positive school district climate. | 5 | 4 | 3 | 2 | 1 |
| 19. | <u>Insures that student attendance</u> be reviewed as a priority by policy and law and that parental involvement be encouraged. | 5 | 4 | 3 | 2 | 1 |
| 20. | <u>Provides a safe and secure learning environment.</u> | 5 | 4 | 3 | 2 | 1 |
| 21. | <u>Concentrates on curriculum alignment and other crucial adoption of student learning tools at all schools.</u> | 5 | 4 | 3 | 2 | 1 |

SECTION B: PERSONAL LEADERSHIP

| | | | | | | |
|----|---|---|---|---|---|---|
| 1. | Shows consistency with achieving deadlines, in a timely fashion in regards to regulations, meetings and committees. | 5 | 4 | 3 | 2 | 1 |
|----|---|---|---|---|---|---|

| | | | | | | |
|-----|---|---|---|---|---|---|
| 2. | Respected by teachers, administrators, support staff and others within the working team. | 5 | 4 | 3 | 2 | 1 |
| 3. | Networking with appropriate people in projects and planning. | 5 | 4 | 3 | 2 | 1 |
| 4. | Exhibits a fair and confidential judgement toward problems, troubleshooting and tough decisions. | 5 | 4 | 3 | 2 | 1 |
| 5. | Demonstrates responsibility for self-improvement and enhancement of professional skills/abilities. | 5 | 4 | 3 | 2 | 1 |
| 6. | Encourages teamwork and models it. | 5 | 4 | 3 | 2 | 1 |
| 7. | Maintains respect, integrity and courtesy toward the Public, school board, district staff, and outside agencies, which could reflect directly upon the School District. | | | | | |
| 8. | Shows behaviors for changes or differing ideas or issues. | 5 | 4 | 3 | 2 | 1 |
| 9. | Ensures the respectful manners/communication is followed in a respectful manner. | | | | | |
| 10. | Maintains open communication with all stakeholders. | 5 | 4 | 3 | 2 | 1 |
| 11. | Uses a clear and concise manner in communicating or delegating projects or relaying expectations or requests/needs to staff members. | 5 | 4 | 3 | 2 | 1 |

SECTION C: COMMENTS: Feel free to refer to any previous section and specific question number within your comments, to clarify concerns or highlight an attribute.

RESULTS OF RATING SYSTEM: Calculate totals below by how many of these numbers within a section were counted (Example: By Section; under 5- Outstanding there were 4 circled, under 4 – Excellent there were 7 circled, under 3 – Average there were 8 circled, etc.)

TOTALS: JOB RESPONSIBILITIES – SECTION A
 5 - Outstanding _____
 4 - Excellent _____

3 - Average _____
2 - Needs Improvement _____
1 - Unsatisfactory _____

TOTALS: PERSONAL LEADERSHIP - SECTION B

5 - Outstanding _____
4 - Excellent _____
3 - Average _____
2 - Needs Improvement _____
1 - Unsatisfactory _____

REVIEW EACH SECTION ABOVE, HIGHLIGHTING THE MOST-RATED AREA Achieved. TRANSFER THIS OUTCOME TO THE BREAK DOWN BELOW TO COMPLETE THE MONITORING WITHIN THIS EVALUATION. This will show strongest or weakest Sections of Achievement and an Overall Review.

SECTION A - _____

SECTION B - _____

NOW RETURN TO THE "RATING SCALE" ON THE FIRST PAGE TO REVIEW THIS PERFORMANCE EVALUATION AS DESCRIBED. (If employee received a predominant scoring within SECTION A as 4 - Excellent, this translates that the current performance is effective and exceeding expectations.)

FURTHER RECOMMENDATIONS: