METCALFE COUNTY BOARD OF EDUCATION

PERFORMANCE EVALUATION FOR CLASSIFIED PERSONNEL

2026-2027

METCALFE COUNTY BOARD OF EDUCATION
709 West Stockton Street
EDMONTON, KY 42129
JOSH HURT, SUPERINTENDENT

June 09, 2026

CLASSIFIED PERSONNEL

June 09, 2026

The complete Classified Performance Evaluation Policy Document for all classified personnel is on file in each school and the District's office and is available upon request to all employees or interested parties.

The Metcalfe County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services. Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of superintendent, Metcalfe County Board of Education, 709 West Stockton Street, Edmonton, KY 42129, 270-432-3171.

CLASSIFIED SCHOOL PERSONNEL EVALUATION PLAN

NAME OF DISTRICT:	METCALFE COUNTY
TELEPHONE NUMBER:	(270) 432-3171
ADDRESS:	709 WEST STOCKTON STREET EDMONTON, KY 42129
SUPERINTENDENT:	Josh Hurt
DESIGNATED CONTACT PERSON:	Rachel Dial

EVALUATION PLAN DEVELOPMENT COMMITTEE MEMBERS AND TITLES:

Cheyenne Garmon	Central Office
Randy Lee	Technology
Beth Miller	Food Service Director
Judy Thompson	Family Resource
Lance Zurmehly	Maintenance/Grounds
Donna Harris	MCHS Secretary
Amy London	MCMS Youth Service Center
David Holley	Bus Driver
LaKettia O'Leary	MCMS Secretary

EVALUATION APPEALS PANEL MEMBERS AND TITLES:

Krissy Billingsley	Student Employment Coordinator
Misty Wilson	MCHS Secretary
Becca Neal	Student Employment Coordinator--Alternate
Donna Harris	MCHS Guidance Secretary--Alternate

ASSURANCES
CLASSIFIED SCHOOL PERSONNEL EVALUATION PLAN

The Metcalfe County School District hereby assures that:

An evaluation committee composed of an employee from each department developed this evaluation plan.

The evaluation process and criteria for evaluation will be explained to and discussed with all classified personnel annually within one month of reporting for employment. This shall occur prior to the implementation of the plan. The evaluation of each classified staff member will be conducted or supervised by the immediate supervisor of the employee.

The principal or immediate supervisor will discuss the need for an IGP (Individual growth plan. If needed one will be developed.

Each person evaluated will have both formative and summative evaluations with the evaluator regarding his/her performance.

Each evaluatee shall be given a copy of his/her summative evaluation and the summative evaluation shall be filed with the official personnel records.

The local evaluation plan provides for the right to a hearing as to every appeal, an opportunity to review all documents presented to the evaluation appeals panel, and a right to presence of evaluatee's chosen representative.

The evaluation plan process will not discriminate on the basis of race, national origin, religion, marital status, sex, or disability.

The local board of education approved the evaluation plan as recorded in the minutes of the meeting held on June 09, 2026.

_____

Signature of District Superintendent — Date – June 09, 2026

_____

Signature of Chairperson, Board of Education — Date – June 09, 2026

CLASSIFIED PERSONNEL EVALUATION
METCALFE COUNTY SCHOOLS

INTRODUCTION

A comprehensive system for classified personnel evaluation is an essential component of improving the teaching and learning process. In order to develop and implement an evaluation system for Metcalfe County, a committee comprised of classified personnel was established. This report, including the evaluation system and instruments, was developed by their efforts and subsequently reviewed and approved.

ASSUMPTIONS

In the development of the evaluation system, the Evaluation Committee made the following assumptions:

- The public is holding schools more accountable for the achievement and behavior of students.
- The public expects that school personnel will be evaluated on a regular basis.
- The evaluation process should be a means of professional self-actualization. It is our professional responsibility to grow and improve.
- Evaluation can be a positive approach to improving teacher and administrator performance.
- Teachers and administrators have a strong desire to be successful.
- All evaluations must be based on performance criteria, which are understood clearly by those being evaluated and those conducting the evaluation.
- Effective evaluation must emphasize continued improvement rather than a post-performance rating process.

CLASSIFIED PERSONNEL EFFECTIVENESS AND PRODUCTIVITY

As a basis for establishing an evaluation system, the committee reviewed the literature and research related to effective schools. The following are characteristics of effectiveness that educational programs should demonstrate.

- Strong and facilitative instructional leadership.
- High expectations for students and faculty.
- Emphasis on learning as the top priority.
- A pleasant and orderly atmosphere.
- Stress on rewards rather than punishments.
- Continual monitoring of student progress.
- Existence of a short and long-range plan of action.
- Committed to mastery of subject matter.
- Yearly evaluations of program and staff.
- Active parent and community involvement.
- A professional development system for teacher/administrator improvement.
- School-wide academic goals, which are clearly defined.
- A curriculum, which is closely linked to school-wide and district-wide goals.
- Basic rules of conduct are clearly established and consistently enforced.
- Personnel hold high expectations for students and for themselves.
- Personnel check student progress on a frequent and systematic basis.
- Personnel assign meaningful homework and monitor it carefully.
- Students take responsibility for their own learning and behavior.
- Students spend a majority of school time on learning and behavior.
- Personnel choose curriculum materials that match students' abilities.
- Personnel rely on a variety of teaching strategies to help students achieve a high rate of success.
- Personnel and principals care about students and communicate that message to parents and students in words and deeds.
- Principals, who are strong leaders, listen and act upon requests from students, teachers and support staff.
- Parents and community members are encouraged to participate in school activities.
- Personnel are kept up-to-date on instruction and technology through planned professional development.

The evaluation system contained in this report is directly related to the characteristics of school and classified personnel effectiveness listed above. The goal of the Evaluation Committee is not only to improve upon the evaluation system but also to create and maintain a system that will enhance student achievement through more effective and productive instructional practices in the schools and classrooms.

POLICY STATEMENT

1. The specific purposes of evaluation will be:
   a. To improve instruction;
   b. To provide a measure of performance accountability to citizens;
   c. Foster professional growth and give assistance to classified employees;
   d. To support individual personnel decisions.

2. It is the policy of the Metcalfe County Board of Education that all classified employees be evaluated on a regular, systematic basis.

3. The evaluation of each employee shall be conducted/supervised by the immediate supervisor. The selection of the third-party observer shall, if possible, be determined through mutual agreement by evaluator and evaluatee. An employee who exercises this option shall do so, in writing to the evaluator, by no later than February 15 of the academic year in which the summative evaluation occurs. If the evaluator and evaluatee have not agreed upon the selection of the third-party observer within five (5) working days of the employee's written request, the evaluator shall select the third-party observer.

4. All evaluations of classified employees shall be documented on district forms, the evaluatee shall have the opportunity to make a written response, and the evaluation shall become part of the official personnel record.

5. Each evaluation cycle of classified employees shall include both formative and summative procedures.

6. All monitoring or observations of the performance of a classified employee shall be conducted with the full knowledge of the employee

7. By the end of the first month of reporting for employment for each school year, the criteria on which classified school personnel are to be evaluated will be explained and discussed. This shall be accomplished in groups or individual setting. The primary evaluator shall be responsible for documentation of the orientation of all classified personnel assigned to his/her supervision. A copy of the documentation shall be sent to the district contact person immediately following all orientations.

8. The supervisor shall perform a minimum of one scheduled observation per year.

9. Unannounced or as needed observations may occur and may provide information relative to job performance criteria.

10. A scheduled observation shall be no less than thirty (30) minutes. Unannounced or unscheduled observations may be less than thirty minutes.

11. Formative evaluation shall include a conference(s) between the evaluator and the classified employee being evaluated to be held within one workweek following each scheduled observation.

12. A completed and signed copy of the evaluation forms will be provided to each person being evaluated immediately following the formative and/or summative evaluation conference.

13. All personnel who are evaluated shall have an opportunity to respond in writing to the evaluation. Responses shall be placed in the personnel file of the person being evaluated and become a part of the official personnel record. The file may be examined upon request to the Superintendent or his/her designee.

14. A conference for the purpose of establishing goals, objectives, and reviewing evaluation criteria will be conducted annually with each administrator and their primary evaluator.

15. The District shall provide an Evaluation Appeals Panel. All classified employees shall be entitled to an appeal process regarding their summative evaluation, which shall include a right to a hearing, opportunity to review all documents presented in an appeal, and the right to the presence of a chosen representative.

16. Multiple observations shall be conducted with classified employees whose observation results are unsatisfactory.

17. The Superintendent shall name a district contact person who shall be responsible for monitoring evaluation training and implementing the evaluation plan.

18. The Board of Education shall annually review the Evaluation Plan.

19. The district will provide training for the primary evaluators in the local evaluation process.

NOTIFICATION AND TIME LINE

Evaluation Orientation Conference

Annually each primary evaluator will be responsible for an explanation and discussion of appropriate evaluation forms, job descriptions to all classified personnel under his/her supervision no later than the end of the first month of reporting for employment.

Each evaluator will establish a time line for evaluations. It shall be the responsibility of the evaluator to ensure that all classified personnel are evaluated within the required cycles.

APPEALS PROCESS

If a classified employee is displeased with the conferences and results of the summative evaluation they may appeal their summative evaluation as specified in the Appeals Panel Local District Policy (MCBE 03.18)

- Classified Personnel -

Classified Personnel Evaluation Page 1

Employee's Name _____

School Year _____

Worksite/School _____

Supervisor _____

Position:

☐ Bus Driver ☐ Food Service Employee

☐ Custodian ☐ Maintenance Personnel

☐ Instructional Assistant ☐ Bus Mechanic

☐ Clerical Personnel ☐ Other, specify _____

Explanation of the Scale:

Satisfactory (S) Unsatisfactory (U)
Improvement Needed (IN) Not Applicable (NA)

Job Knowledge:

Evaluate skill/knowledge of the information, procedures, materials, equipment, techniques, etc., required for the position.

	S	IN	U	NA
(a) Has necessary skills to complete tasks required in current job.				
(b) Understands and completes all records, reports, and documents required.				
(c) Has working knowledge of equipment/material that is necessary for completion of assigned task.				
(d) Attends appropriate in-service programs.				
(e) Adheres to Board policies.				

Comments: _____

_____

Productivity and Quality of Work:

Rate the completion, accuracy, timeliness, and volume of work.

	S	IN	U	NA
(a) Completes the required tasks.				
(b) Completes tasks accurately.				
(c) Completes tasks in a timely manner.				
(d) Uses proper safety measures when working.				
(e) Takes initiative in seeking and completing tasks without supervision.				

Comments: _____

_____

Classified Personnel Evaluation Page 2

RESPONSIBILITY, DEPENDABILITY, AND ATTENDANCE:

Consider efforts to ensure the successful completion of tasks, extra efforts made to meet work demands, attendance, dependability, and general assistance.

	S	IN	U	NA
(a) Uses discretion with confidential or privileged information.				
(b) Follows directions.				
(c) Uses good judgment in performing responsibilities.				
(d) Organizes work responsibilities and sets priorities.				
(e) Has a good attendance record.				
(f) Reports to work punctually.				
(g) Returns to work from break and/or lunch punctually.				

Comments: _____

_____

INTERPERSONAL RELATIONS:

Consider relationships with other employees, students, and the community, and willingness to perform required duties and to help others accomplish tasks.

	S	IN	U	NA
(a) Deals with students and parents in a positive, constructive manner.				
(b) Deals with colleagues and supervisors in a positive, constructive manner.				
(c) Cooperates in accomplishing school and District goals and objectives.				
(d) Handles problems in a constructive and fair manner.				
(e) Works through line/staff relationships when addressing problems.				
(f) Offers differing opinions in a constructive and helpful manner.				
(g) Demonstrates effective written and verbal communication skills.				

Comments: _____

_____

SUMMARY

	S	IN	U	NA
Overall job performance on applicable items.				

PERSONNEL 03.28 AP.21
(Continued)

Classified Personnel Evaluation Page 3

Would you recommend this employee for employment? ☐ Yes ☐ No

Comment: _____

_____

_____

Growth and Development: Activities in which the employee has participated which could increase job effectiveness. _____

_____

_____

Improvement in the areas noted on this evaluation can be achieved by the following:

_____

_____

_____

This review has been discussed with the employee who has been given a copy. Signatures acknowledge completion of the evaluation and not necessarily agreement.

_____ _____

Employee's Signature ***Date*** ***Supervisor's Signature*** ***Date***

Employee's Comments: _____

_____

_____

RELATED PROCEDURE:

03.28 AP.22

Review/Revised:3/19/2007

FRYSC Coordinator Evaluation Addendum

School Year: _____ Employee: _____ Evaluation Date: ____

Evaluator(s): _____ Title: _____

_____ Title: _____

_____ Title: _____

1 = Does Not Meet Expectations **2** = Area for Growth **3** = Effective **4** = Exemplary

	1	2	3	4	Comments
1. Utilizes a strengths-based approach in their work with families and students.					
2. Assists students and families in obtaining appropriate community resources.					
3. Seeks out collaborative community partners and programs, attends community meetings, and promotes center activities throughout the community.					
4. Collaborates and communicates with Principal, District Contact, and SBDM Council on center programming and operation.					
5. Participates in Comprehensive Plan, school committees and/or attends staff and PLC meetings.					
6. Builds relationships and collaborates with school personnel (school nurse, administration, guidance counselor, teachers and support staff) to identify students in need of services and for program development.					
7. Holds a minimum of 5 advisory council meetings a year, every other month, and maintains all advisory council meeting documents.					
8. Maintains required records, reports, and data on Infinite Campus and the FRYSC Counts system in a timely manner.					
9. Conducts everyday activities of the center's operation, including:					
A. Maintains accurate budgets for FRYSC state and donated funds,					

school funds, board funds and uses those funds appropriately					
B. Supervises center support staff					
C. Maintains confidentiality					
D. Submits required FRYSC documents on time					
E. Maintains an equitable presence at each school the center serves					
10. Attends required training sessions on the local, regional, and state level.					
11. Prepares and submits a complete Continuation Program Plan bi-annually to the Division of Family Resource and Youth Services Centers.					
12. Ensures that components and requirements of the Continuation Program Plan are implemented.					
13. Collects data and evaluates activities and programs for impact.					
14. Seeks to move services, activities, and programs to higher quality.					

12/1/2022

INDIVIDUAL CORRECTIVE ACTION PLAN
FOR

Date _____ Work Site _____

Standard #	*Present Prof. Growth Stage	Growth Objective/Goal(s) (describe learning outcomes)	Procedures and Activities for Achieving Goals and Objectives (including support personnel)	Appraisal Method and Target Dates

Employee's Comments
Evaluator's Comments:

Individual Corrective Action Plan Developed:	Status: Achieved Revised Continued
Employee Signature Date	Employee Signature Date
Evaluator's Signature Date	Evaluator's Signature Date

PERSONNEL 03.28 AP.22

- Classified Personnel -

Evaluation Appeal Form

INSTRUCTIONS

This form is to be used by classified employees who wish to appeal their final summative evaluation. If you feel that you were not fairly evaluated you may submit an appeal to the Superintendent by completing this form and returning it to the Superintendent within five (5) working days of the receipt of your summative evaluation.

Employee's Name _____

Home Address _____ZIP Code _____

Worksite/School_____

Position:

☐ **Bus Driver** ☐ **School Nutrition Employee**

☐ **Custodian** ☐ **Maintenance Personnel**

☐ **Instructional Assistant** ☐ **Bus Mechanic**

☐ **Clerical Personnel** ☐ **Other, specify** _____

What specifically do you object to or why do you feel you were not fairly evaluated? If additional space is needed, attach additional sheet.

_____

_____

_____

_____

_____

Date you received the evaluation _____

Evaluator's Name _____

Employee's Signature _____ ***Date*** _____

Related Procedures:

03.28 AP.1
03.28 AP.21

Review/Revised:3/19/07