

Work Session
Monday, June 11, 2018 6:30 PM

Board Room, St. Paul Public School
PO Box 325
St. Paul, NE 68873-0325

Agenda

1. Call to Order
 - 1.1. Recognition of Public Notice of Open Meeting
 - 1.2. Recognition of Posted Notice of the Open Meetings Law
2. Roll Call
3. Business
 - 3.1. Jay Spearman from Ameritas will speak on the school bond.
 - 3.2. School Improvement Process Information/ILCD
 - 3.3. Evaluation Process
4. Adjournment

**ST. PAUL PUBLIC SCHOOL
EMPLOYEE PERFORMANCE EVALUATION**

Employee: _____ Position: : _____

Evaluator: _____ Date: _____

Ratings Key:

4. Exemplary-Performance is of exceptionally high quality. Regularly performs quantity and quality of work that significantly exceeds that which is minimally required. Highly responsive to the needs of the organization.
3. Effective-Performs in a manner that consistently meets all of the basic requirements and expectations for the position. Is responsive to efforts to improve personal performance and performance of the organization.
2. Growth Needed - Performs in a manner that meets many of the requirements and expectations but improvement is necessary to achieve the effective level of performance.
1. Must Improve -Performance is at an unacceptable level. Has failed to respond appropriately to previous notice that growth was needed. Continued performance at this level will result in disciplinary action.

I. INTERPERSONAL

A. Interacts with others in the workplace in a positive manner.

4 3 2 1

Comment: _____

B. Demonstrates the ability to work with others in a team effort both within and across employee groups.

4 3 2 1

Comment: _____

C. Accepts and/or offers constructive criticism in an appropriate manner.

4 3 2 1

Comment: _____

D. Demonstrates traits of honesty, integrity and civility.

4 3 2 1

Comment: _____

II. WORK PRODUCT AND PROCESS

A. Seeks to expand upon the knowledge and skills required for assigned responsibilities.

4 3 2 1

Comment: _____

B. Completes work with accuracy and in a timely manner.

4 3 2 1

Comment: _____

C. Is able to take initiative and identify work that needs to be done.

4 3 2 1

Comment: _____

D. Demonstrates the ability to organize, set priorities, and handle multiple tasks.

4 3 2 1

Comment: _____

E. Accepts change and successfully adapts to changing work situations.

4 3 2 1

Comment: _____

F. Effectively articulates thoughts, ideas and questions when speaking, and listens carefully to others.

4 3 2 1

Comment: _____

G. Written communications, if applicable, are clear, concise, and meaningful.

4 3 2 1

Comment: _____

III. OTHER

A. Is absent from assigned duties only with good reason and only infrequently.

4 3 2 1

Comment: _____

B. Is consistently on time for work, meetings, and assignments.

4 3 2 1

Comment: _____

C. Consistently abides by all of the organization's polices and rules.

4 3 2 1

Comment; _____

D. Maintains confidentiality when it is required.

4 3 2 1

Comment: _____

IV. SUMMATIVE EVALUATION

___ Exceptional performance -highly recommended for continued employment.

___ Performance meets all basic expectations and is exceptional in areas -highly recommended for continued employment.

___ Performance meets basic expectations with continued improvement expected recommended for continued employment.

___ Performance meets some basic expectations but is seriously lacking in others -recommend specific improvement plan with notable improvement necessary for continued employment.

___ Performance is not satisfactory -not recommended for continued employment (see attached written comments).

V. SUMMATIVE COMMENTS

Evaluator's Signature

Date

I have read the evaluation and discussed with the evaluator:

Employee's Signature

Date

**St. Paul Public Schools
Principal Evaluation Form**

Name: _____

Position: _____

Date: _____

Performance Scale: Meets Expectations: Results show attainment of primary work objectives in the manner reasonably expected of a well-trained individual.

Needs Improvement: Results are generally below satisfactory achievements. Attainment of the primary work objectives has not been reached. Performance improvement is indicated.

Not Applicable: N A

I. Responsibility-Related Personal and Professional Characteristics.

| | <u>Meets Expectations</u> | <u>Needs Improvement</u> |
|--|-------------------------------|------------------------------|
| 1. Personal physical and emotional health. | _____ | _____ |
| 2. Personal moral and ethical behavior. | _____ | _____ |
| 3. Pleasing personal appearance, grooming, dress, etc. | _____ | _____ |
| 4. Degree of self-confidence. | _____ | _____ |
| 5. Judgement and common sense. | _____ | _____ |
| 6. Ability to face controversy, to remain true to convictions, and to live with a high pressure job. | _____ | _____ |
| 7. Ability to speak and communicate effectively. | _____ | _____ |
| 8. Participates in professional activities. | _____ | _____ |
| 9. Sound philosophy of education and its role in life. | _____ | _____ |

II. General Administrative and Management Responsibilities.

| | <u>Meets Expectations</u> | <u>Needs Improvement</u> |
|---|-------------------------------|------------------------------|
| 1. Demonstrated ability to make decisions promptly and correctly. | _____ | _____ |
| 2. Proven ability to lead and assume responsibility. | _____ | _____ |
| 3. Ability to organize effectively and to plan ahead to meet the school's problems. | _____ | _____ |
| 4. Performs administrative assignments promptly and diligently. | _____ | _____ |
| 5. Competence in plant operation and maintenance. | _____ | _____ |
| 6. Ability to delegate authority and to expedite action. | _____ | _____ |
| 7. Displays positive building-budget preparation and control. | _____ | _____ |

III. School Climate.

| | | |
|--|-------|-------|
| 1. Deep-seated belief that the school is operated for the benefit of children. | _____ | _____ |
| 2. Aggressive about upgrading and improving the school. | _____ | _____ |
| 3. Unquestioned courage, integrity, and honesty to act for the good of the students in all situations. | _____ | _____ |

IV. Relationship with Students.

| | | |
|---|-------|-------|
| 1. Is responsive to student problems and moves quickly and forcefully to develop and apply solutions. | _____ | _____ |
| 2. Carries out administrative role in style which elicits respect from student. | _____ | _____ |
| 3. Demonstrates knowledge and understanding of the evolving legal status and social development of the student community. | _____ | _____ |
| 4. Demonstrates appropriate sensitivity, patience and firmness in dealing with the District's student population. | _____ | _____ |
| 5. Contacts parents personally regarding disciplinary problems. | _____ | _____ |

V. Relationship with Staff Members.

1. Exhibits competence in personnel administration. _____
2. Seeks to foster high morale and cohesiveness among all support personnel. _____
3. Encourages individual staff leadership capabilities. _____
4. Evaluates individual staff objectively, fairly, and provides confidential and prompt follow-up conferences. _____
5. Provides adequate staff supervision. _____
6. Keeps staff appropriately informed and provides adequate guidance and direction in the performance of their responsibilities. _____
7. Administers in a style which elicits respect from staff. _____
8. Exhibits values and priorities which are clear to staff. _____
9. Seeks actively to maintain a "job climate" conducive to positive staff attitudes. _____
10. Encourages staff engagement in self-improvement programs and activities that expose them to new developments in their fields. _____
11. Displays respect for staff. _____

VI. Relationship with Superiors.

1. Displays openness and frankness in offering solutions and recommendations for problems involving the administrative team and decisions. _____
2. Displays loyalty and confidentiality in working relationships with superiors. _____
3. Keeps the Board of Education and Superintendent adequately informed of developments and administrative actions. _____
4. Adheres to Board policies and Administrative procedures. _____