

Cora A. Wood

Director of Personnel

**Elizabethtown Independent Schools**

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TO: Mr. Jon Ballard, Superintendent of Schools, and the Elizabethtown Independent Schools Board of Education

FROM: Cora Wood, Director of Personnel

SUBJECT: Appointment of Certified Evaluation Appeals Panel Member and Alternate

DATE: August 31, 2016

As part of our district’s evaluation process, an Evaluation Appeals Panel is established each school year. This is an important element in the evaluation process; it ensures that our evaluation process and guidelines have been followed, and it provides a process to ascertain whether an employee has been fairly evaluated on his/her summative evaluation.

The Evaluation Appeals Panel is made up of three members – all certified staff members.

Two members of the three-member team are elected by the certified staff members in the district. The third member is appointed by the Board of Education.

An alternate representative is selected by both the certified staff members and the Board of Education. The alternate representative from the certified staff members will be the nominee with the third highest number of votes in the election.

The certified staff members have selected the following to serve on the panel for this school year:

* Mary Bell
* Tabitha Kerr
* Jerry Crabtree (Alternate)

The Elizabethtown Independent Schools Board of Education is required to appoint the third member of the panel and an alternate. As soon as I receive the names of those certified staff members appointed by the Board of Education, I will inform all EIS employees of the Evaluation Appeals Panel’s membership for this school year.