

**MERCER COUNTY SCHOOLS FAMILY RESOURCE YOUTH SERVICES CENTER (FRYSC)
EVALUATION SUMMATIVE CONFERENCE FORM**

Center Coordinator: _____ **Date of Conference** _____ **Reviewer:** _____

Center Name: _____

Supervisor(s): _____ **Position:** FRC/YSC Coordinator

CENTER SITE	Meets	Meets With Growth Needed	Does Not Meet	Activities or Growth Plan Discussed and/or recommended
1. The center's hours of operation are posted where parents/guardians/visitors can see them.				
2. The center has a designated place or way to interview participants so that the conversation remains confidential or not easily overheard.				
3. The center provides a safe, "family friendly" environment in which the staff can work and/or provide services. The center is also maintained in an orderly fashion.				
4. The center has an updated, accurate brochure.				
5. The center has an updated webpage and calendar that can be accessed by parents and the community (on-going).				
ADVISORY COUNCIL	Meets	Meets With Growth Needed	Does Not Meet	Activities/Growth Plan Discussed and/or recommended
1. The advisory council meets every other month. (Regular meeting dates are set at the beginning of the year.)				
2. During the advisory council meetings, members review the following information: a. Status of action plan implementation b. Financial status, including budget balance				
3. There is regular communication between the SBDM and the FRYSC. (FRYSC should be on the SBDM Agenda at least two times every school year.)				
4. The center coordinator and advisory council demonstrates a good working relationship.				
ADMINISTRATION	Meets	Meets With Growth Needed	Does Not Meet	Activities/Growth Plan Discussed and/or recommended
1. The center coordinator has a copy of the following items: a. Approved Continuation Program Plan and amendments b. Contract c. Administrator's Guidebook				
2. The center coordinator has documentation of involvement with the Comprehensive School Improvement Plan (CSIP).				
3. The center coordinator is on at least one active CSIP planning team.				
RECORD KEEPING	Meets	Meets With Growth Needed	Does Not Meet	Activities/Growth Plan Discussed and/or recommended
1. The center coordinator has a current needs assessment with appropriate questions (required every other year).				
2. The assessment includes a process for identifying those families most in need of services.				
3. The center maintains a current component activities book (i.e. scrapbook, pictures, Combination Document, etc.)				
4. The center coordinator maintains a Daily Contact Log or other daily tracking system.				
5. The center coordinator completes necessary and required training.				

PARTICIPANT / FAMILY RECORD REVIEW	Meets	Meets With Growth Needed	Does Not Meet	Activities/Growth Plan Discussed and/or recommended
1. The center coordinator requires that records in the computer and /or file cabinets be secured and confidential (if applicable).				
2. The student/family records contain the following items (if applicable): a. Participant information b. Parental/guardian consent to participate forms c. Confidentiality and/or consent to case conference forms d. Service activity and referrals				
3. The center coordinator maintains confidentiality.				
BUDGET	Meets	Meets With Growth Needed	Does Not Meet	Activities/Growth Plan Discussed and/or recommended
1. The center coordinator keeps an updated balance of grant fund expenditures. The center coordinator keeps monthly detailed MUNIS reports on file.				
2. The center coordinator keeps records of grant fund balance; these match the districts' ledger.				
3. The center coordinator turns in a current inventory to the district each fiscal year.				
4. The advisory council, District Contact and Regional Program Manager approve non-expendables over \$500.00 and subcontracts over \$1,000.00.				
5. The advisory council, District Contact and Regional Program Manager approves all single purchases of equipment or furniture for \$500.00 and over.				
SCHOOL ENVIRONMENT	Meets	Meets With Growth Needed	Does Not Meet	Activities/Growth Plan Discussed and/or recommended
1. The center coordinator displays regular attendance.				
2. The center coordinator is punctual for all assignments.				
3. The center coordinator acts as a resource person to students.				
4. The center coordinator acts as a resource person to school staff.				
5. The center coordinator makes all students aware of all services provided by the center.				
6. The center coordinator makes all school staff aware of all services provided by the center.				
7. The center coordinator provides the correct documentation for attendance (i.e. sign – in and sign-out sheets in the school office, emails to staff if absent or out of center office, calendar of work days, etc.) This documentation is completed in the appropriate amount of time.				
8. The center coordinator maintains confidentiality.				
9. The center coordinator demonstrates professionalism.				
10. The center coordinator demonstrates a good working relationship with the school principal and the school staff.				
MISCELLANEOUS	Meets	Meets With Growth Needed	Does Not Meet	Activities/Growth Plan Discussed and/or recommended
1. The center coordinator attends monthly district meetings regularly.				
2. The center coordinator attends regional meetings regularly. (This depends on how many meetings the Regional Program Manager schedules; usually 3 or 4)				
3. The center coordinator attends at least one of the two state-mandated trainings (i.e. Victory Over Violence, Fall Institute, etc)				
4. The center coordinator has the current Program Plan Implementation and Result (I &R) report approved as an informational item on the Advisory Council Meeting agenda and SBDM Council Meeting agenda prior to being presented at to the Mercer Co. Board of Education (MCBOE). An updated I & R will be presented to the MCBOE two times a year.				

Overall does the employee meet the designated performance standards? ☐ Yes ☐ No

Would you recommend this employee for re-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: _____

