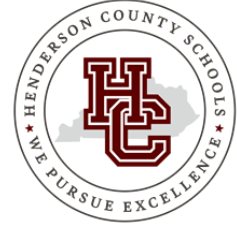


HENDERSON COUNTY SCHOOLS

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Dr. Bob Lawson, Superintendent



April 11, 2023

To: Henderson County Board of Education

From: Jinger Carter, Director of Human Resources

RE: Board Policy 03.28 update & updated Classified Evaluation Policy and Procedures

Board Policy 03.28

In March you approved a first reading of this policy. Please approve the second reading of Policy 03.28.

As a review of the changes, the policy includes the following changes:

Change this sentence: "Thereafter, each classified employees shall be evaluated annually prior to April 1."

to the following: "Thereafter, each classified employee shall be evaluated annually prior to May 1."

Classified Evaluation Plan

Please review and approve the updated Classified Evaluation Plan. Previously all of this information was available separately, but not in a comprehensive plan. The Classified Evaluation Plan Committee, outlined on page 1 of the document, met to create a cohesive plan that brings all documents together

The updates include:

- Assurances added on page 2
- Overview added on page 3
- Procedure 03.28 AP.21 includes an updated classified evaluation form that reflects current language and expectations; changes the scale to Exceed expectations, meets expectations, Does not meet expectations and not applicable; eliminates the outdated bus driver evaluation form; enhances the growth and development section and adds the family resource center evaluation form.
- Includes the instructions and process for the Individual Professional Growth Plan for Assistance or Corrective Action
- Includes the updated Policy 03.28 referenced above as well as the related procedures 03.28 AP.1 (changes the date to May 1 to match the policy and updates the evaluation procedure to allow for electronic submissions); 03.28 AP.12 (no changes) and 03.28 AP.22 (eliminates the check boxes with position title and replaced with a fill in the blank line).

Thank you for your consideration of this request.

