

# 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the scale to Exceed expectations, meets expectations, Does not meet expectations and not applicable; eliminates the outdated bus driver evaluation form; enhances the growth and development section and adds the family resource center evaluation form.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.

