

## Recommendations and Motions for District Administrators

I recommend extending the 11 month term contract of Wade Youngblood-Elementary School Principal for one year which will make the new contract extend through July 31, 2015.

“I move to extend the 11 month term contract of Wade Youngblood-Waskom Elementary School Principal for one year which will make the new contract extend through July 31, 2015.”

I recommend extending the 12 month ½ day term contract of Margie Bell-District Director of State and Federal Grant Programs for one year which will make the new contract extend through June 30, 2015.

“I move to extend the 12 month ½ day term contract of Margie Bell-District Director of State and Federal Grant Programs for one year which will make the new contract extend through June 30, 2015.”

I recommend extending the 12 month term contract of Whitney Keeling-Waskom ISD Athletic Director/Head Football Coach for one year which will make the new contract extend through June 30, 2015.

“I move to extend the 12 month term contract of Whitney Keeling-Waskom ISD Athletic Director/Head Football Coach for one year which will make the new contract extend through June 30, 2015.”

I recommend a two year 11 month term contract for Bonita Cherry-Waskom Elementary/Middle School Director of Student Services. This contract would extend from August 1, 2013 through July 31, 2015.

“I move to place Bonita Cherry-Waskom Elementary/Middle School Director of Student Services on a two year 11 month term contract which will extend through July 31, 2015.”

I recommend a two year 11 month term contract for Rachael Hawkins-Waskom Middle School Principal. This contract would extend from August 1, 2013 through July 31, 2015.

"I move to place Rachael Hawkins-Waskom Middle School Principal on a two year 11 month term contract which will extend through July 31, 2015."

I recommend a two year 12 month term contract for Jay Ratcliff-Waskom High School Principal. This contract would extend from July 1, 2013 through June 30, 2015.

"I move to place Jay Ratcliff-Waskom High School Principal on a two year 12 month term contract which will extend through June 30, 2015."

WASKOM ISD  
PRINCIPAL EVALUATION



NAME Wade Youngblood

DATE 1-22-13

(1) Exceeds      (2) Proficient      (3) Below      (4) Unsatisfactory

I. SCHOOL CLIMATE

- 1.1 Exhibits a positive and caring attitude towards staff, students and parents. 1
- 1.2 Has knowledge of the school's mission and involves the staff in decision-making when appropriate. 1
- 1.3 Provides recognition for excellence and achievement for staff and students. 1
- 1.4 Effectively resolves conflicts in a timely manner. 1

II. SCHOOL IMPROVEMENT

- 2.1 Is knowledgeable of the effective school correlates and utilizes data to improve the school. 2
- 2.2 Demonstrates the ability to periodically review established programs and policies for possible improvement. 1

III. INSTRUCTIONAL MANAGEMENT

- 3.1 Supports the teaching staff with guidelines and resources necessary to accomplish instructional goals. 1
- 3.2 Directs appropriate curriculum reviews and initiates curriculum updates as needed. 1
- 3.3 Initiates instructional programs that are related to desired instructional outcomes. 1
- 3.4 Is a cooperative and contributory member of the district administrative team. 1

IV. PERSONNEL MANAGEMENT

- 4.1 Uses the PDAS appropriately and ensures that evaluations comply with all guidelines and reflect staff performance. 1
- 4.2 Makes sound and effective personnel recommendations concerning placement, transfer, and contract status. 1
- 4.3 Clearly defines expectations for staff performance regarding instructional strategies, classroom management and school/ community relations. 1
- 4.4 Fosters a professional relationship with staff. 1

V. ADMINISTRATION & FISCAL

- 5.1 Ensures that required reports are submitted promptly. 1
- 5.2 Complies with applicable district policies, state and federal laws, and regulations of the SBOE and TEA in pursuing the mission of the school. 1
- 5.3 Works with appropriate personnel in developing a campus budget. 1
- 5.4 Manages the school facilities effectively to ensure a clean, orderly and safe campus. 1
- 5.5 Maintains accurate records including pupil accounting, textbooks, and capital assets. 1

VI. STUDENT MANAGEMENT

- 6.1 Effectively develops and communicates school guidelines for student conduct to students, staff and parents. 1
- 6.2 Ensures that the discipline management plan is applied equitably to all students. 1
- 6.3 Resolves problems by successfully conferencing with parents, students and teachers. 1



VII. SCHOOL/COMMUNITY RELATIONS

- 7.1 Projects a positive image to the community 1
- 7.2 Encourages two-way communication between the school and the community. 1
- 7.3 Provides avenues for parent involvement. 1

VIII. PROFESSIONAL GROWTH & DEVELOPMENT

- 8.1 Seeks workshops/conferences that will provide professional growth opportunities. 2
- 8.2 Encourages staff to seek professional growth strategies that will enhance their abilities. 1

IX. ACADEMIC EXCELLENCE INDICATORS AND CAMPUS PERFORMANCE OBJECTIVES

- 9.1 Initiates instructional and/or teaching updates designed to improve student performance as reflected by TAAS test scores. 1
- 9.2 Provides good student attendance by follow-up action on students with poor attendance and recognizes students with good attendance. 1
- 9.3 Encourages students to enroll in courses that are academically challenging. N/A
- 9.4 Inservices teachers to have high expectations for their students. 1
- 9.5 Monitors the percentage of students who fail by grade level and subject, and provides leadership in developing remediation activities. 1

What specific recommendations do you have for the administrator to improve his/her performance?

Seek Professional Development in the areas of Curriculum and Assessment.

RECOMMENDATION

- Recommended for extension of contract Extension will make new contract extend through July 31, 2015
- Not recommended for extension of contract

Jimmy E. Cox 1-22-13  
SUPERINTENDENT DATE

I understand that my signature does not necessarily mean I agree with the evaluation.

Wade Youngblood 1-22-13  
PRINCIPAL DATE

WASKOM ISD  
PRINCIPAL EVALUATION



NAME Rachael Hawkins DATE 1-22-13

(1) Exceeds      (2) Proficient      (3) Below      (4) Unsatisfactory

I. SCHOOL CLIMATE

- 1.1 Exhibits a positive and caring attitude towards staff, students and parents. 1
- 1.2 Has knowledge of the school's mission and involves the staff in decision-making when appropriate. 1
- 1.3 Provides recognition for excellence and achievement for staff and students. 2
- 1.4 Effectively resolves conflicts in a timely manner. 1

II. SCHOOL IMPROVEMENT

- 2.1 Is knowledgeable of the effective school correlates and utilizes data to improve the school. 2
- 2.2 Demonstrates the ability to periodically review established programs and policies for possible improvement. 1

III. INSTRUCTIONAL MANAGEMENT

- 3.1 Supports the teaching staff with guidelines and resources necessary to accomplish instructional goals. 1
- 3.2 Directs appropriate curriculum reviews and initiates curriculum updates as needed. 1
- 3.3 Initiates instructional programs that are related to desired instructional outcomes. 1
- 3.4 Is a cooperative and contributory member of the district administrative team. 1

IV. PERSONNEL MANAGEMENT

- 4.1 Uses the PDAS appropriately and ensures that evaluations comply with all guidelines and reflect staff performance. 2
- 4.2 Makes sound and effective personnel recommendations concerning placement, transfer, and contract status. 2
- 4.3 Clearly defines expectations for staff performance regarding instructional strategies, classroom management and school/community relations. 1
- 4.4 Fosters a professional relationship with staff. 1

V. ADMINISTRATION & FISCAL

- 5.1 Ensures that required reports are submitted promptly. 1
- 5.2 Complies with applicable district policies, state and federal laws, and regulations of the SBOE and TEA in pursuing the mission of the school. 1
- 5.3 Works with appropriate personnel in developing a campus budget. 2
- 5.4 Manages the school facilities effectively to ensure a clean, orderly and safe campus. 1
- 5.5 Maintains accurate records including pupil accounting, textbooks, and capital assets. 2

VI. STUDENT MANAGEMENT

- 6.1 Effectively develops and communicates school guidelines for student conduct to students, staff and parents. 1
- 6.2 Ensures that the discipline management plan is applied equitably to all students. 1
- 6.3 Resolves problems by successfully conferencing with parents, students and teachers. 1



VII. SCHOOL/COMMUNITY RELATIONS

- 7.1 Projects a positive image to the community 1
- 7.2 Encourages two-way communication between the school and the community. 1
- 7.3 Provides avenues for parent involvement. 2

VIII. PROFESSIONAL GROWTH & DEVELOPMENT

- 8.1 Seeks workshops/conferences that will provide professional growth opportunities. 1
- 8.2 Encourages staff to seek professional growth strategies that will enhance their abilities. 1

IX. ACADEMIC EXCELLENCE INDICATORS AND CAMPUS PERFORMANCE OBJECTIVES

- 9.1 Initiates instructional and/or teaching updates designed to improve student performance as reflected by TAAS test scores. 1
- 9.2 Provides good student attendance by follow-up action on students with poor attendance and recognizes students with good attendance. 1
- 9.3 Encourages students to enroll in courses that are academically challenging. N/A
- 9.4 Inservices teachers to have high expectations for their students. 1
- 9.5 Monitors the percentage of students who fail by grade level and subject, and provides leadership in developing remediation activities. 1

What specific recommendations do you have for the administrator to improve his/her performance?

Developing skills in the delegation of specific assignments. Learning to trust staff members in their delegated duties.

RECOMMENDATION

Recommended for extension of contract 2 year 10 month Term Contract  
 Not recommended for extension of contract Extending through July 31, 2015

Jimmy E. Coy 1-22-13  
 SUPERINTENDENT DATE

I understand that my signature does not necessarily mean I agree with the evaluation.

Rachel Hawkins 1-22-13  
 PRINCIPAL DATE

WASKOM ISD  
PRINCIPAL EVALUATION



NAME Jay Ratcliff DATE 1-22-13

(1) Exceeds      (2) Proficient      (3) Below      (4) Unsatisfactory

**I. SCHOOL CLIMATE**

- 1.1 Exhibits a positive and caring attitude towards staff, students and parents. 1
- 1.2 Has knowledge of the school's mission and involves the staff in decision-making when appropriate. 2
- 1.3 Provides recognition for excellence and achievement for staff and students. 1
- 1.4 Effectively resolves conflicts in a timely manner. 1

**II. SCHOOL IMPROVEMENT**

- 2.1 Is knowledgeable of the effective school correlates and utilizes data to improve the school. 1
- 2.2 Demonstrates the ability to periodically review established programs and policies for possible improvement. 1

**III. INSTRUCTIONAL MANAGEMENT**

- 3.1 Supports the teaching staff with guidelines and resources necessary to accomplish instructional goals. 1
- 3.2 Directs appropriate curriculum reviews and initiates curriculum updates as needed. 2
- 3.3 Initiates instructional programs that are related to desired instructional outcomes. 1
- 3.4 Is a cooperative and contributory member of the district administrative team. 1

**IV. PERSONNEL MANAGEMENT**

- 4.1 Uses the PDAS appropriately and ensures that evaluations comply with all guidelines and reflect staff performance. 1
- 4.2 Makes sound and effective personnel recommendations concerning placement, transfer, and contract status. 1
- 4.3 Clearly defines expectations for staff performance regarding instructional strategies, classroom management and school/community relations. 2
- 4.4 Fosters a professional relationship with staff. 1

**V. ADMINISTRATION & FISCAL**

- 5.1 Ensures that required reports are submitted promptly. 1
- 5.2 Complies with applicable district policies, state and federal laws, and regulations of the SBOE and TEA in pursuing the mission of the school. 1
- 5.3 Works with appropriate personnel in developing a campus budget. 2
- 5.4 Manages the school facilities effectively to ensure a clean, orderly and safe campus. 1
- 5.5 Maintains accurate records including pupil accounting, textbooks, and capital assets. 1

**VI. STUDENT MANAGEMENT**

- 6.1 Effectively develops and communicates school guidelines for student conduct to students, staff and parents. 1
- 6.2 Ensures that the discipline management plan is applied equitably to all students. 1
- 6.3 Resolves problems by successfully conferencing with parents, students and teachers. 1



VII. SCHOOL/COMMUNITY RELATIONS

- 7.1 Projects a positive image to the community 1
- 7.2 Encourages two-way communication between the school and the community. 1
- 7.3 Provides avenues for parent involvement. 2

VIII. PROFESSIONAL GROWTH & DEVELOPMENT

- 8.1 Seeks workshops/conferences that will provide professional growth opportunities. 1
- 8.2 Encourages staff to seek professional growth strategies that will enhance their abilities. 1

IX. ACADEMIC EXCELLENCE INDICATORS AND CAMPUS PERFORMANCE OBJECTIVES

- 9.1 Initiates instructional and/or teaching updates designed to improve student performance as reflected by TAAS test scores. 2
- 9.2 Provides good student attendance by follow-up action on students with poor attendance and recognizes students with good attendance. 1
- 9.3 Encourages students to enroll in courses that are academically challenging. 1
- 9.4 Inservices teachers to have high expectations for their students. 1
- 9.5 Monitors the percentage of students who fail by grade level and subject, and provides leadership in developing remediation activities. 1

What specific recommendations do you have for the administrator to improve his/her performance?

Provide high quality staff development in the areas of data management and assessment to all WIS staff

RECOMMENDATION

- Recommended for extension of contract 2 year 12 month term contract
- Not recommended for extension of contract Extend through June 30, 2015

Jimmy E. Coy 1-22-13  
 SUPERINTENDENT DATE

I understand that my signature does not necessarily mean I agree with the evaluation.

[Signature] 1-22-13  
 PRINCIPAL DATE



## WASKOM ISD ATHLETIC DIRECTOR EVALUATION

Name Whitney Keeling

DATE 1-24-13

(1) Exceeds    (2) Proficient    (3) Below    (4) Unsatisfactory

	Self Evaluation	Superintendent's Evaluation
1. Demonstrates skills in supporting members of the athletic program.	<u>1</u>	<u>1</u>
2. Demonstrates appropriate supervision and discipline of student athletes.	<u>2</u>	<u>2</u>
3. Demonstrates knowledge of sport(s), fundamentals, and appropriate coaching and teaching strategies.	<u>1</u>	<u>1</u>
4. Demonstrates skill in organizing and planning.	<u>1</u>	<u>1</u>
5. Demonstrates skill in development and maintenance of the athletic program.	<u>2</u>	<u>2</u>
6. Demonstrates skill in public relations.	<u>1</u>	<u>1</u>
7. Demonstrates compliance with established policies.	<u>1</u>	<u>1</u>
8. Demonstrates skill in communicating.	<u>1</u>	<u>1</u>
9. Demonstrates support for the "total" school program.	<u>2</u>	<u>2</u>
10. Demonstrates the ability and commitment to maintain a high level of professionalism.	<u>2</u>	<u>2</u>

Comments: Become more knowledgeable and  
supportive of the total Athletic Program.  
Bring all athletic programs up to a  
high level of performance.

### RECOMMENDATION

Recommended for extension of contract

Not recommended for extension of contract

12 month 2 year term Extension to June 30,  
2015

Jimmy E. Cox 1-24-13  
 Superintendent Date

[Signature] 1-24-13  
 Athletic Director Date

I understand that my signature does not necessarily mean I agree with the evaluation.



**WASKOM ISD**  
**CURRICULUM DIRECTOR EVALUATION**

Name: Margie Bell  
(1) Exceeds (2) Proficient

Date: 2-5-13  
(3) Below (4) Unsatisfactory

I. SCHOOL CLIMATE

- |     |  |          |
|-----|--|----------|
| 1.1 | Develops administrative procedures for the management of curriculum  | <u>2</u> |
| 1.2 | Keeps informed of developments in policies affecting curriculum  | <u>1</u> |
| 1.3 | Prepares and submits any reports related to curriculum or other assignments required by the superintendent | <u>1</u> |
| 1.4 | Provides for effective communication channels with personnel   | <u>1</u> |
| 1.5 | Keeps district personnel informed of major changes and/or directions in curriculum developments            | <u>1</u> |

II. SCHOOL IMPROVEMENT

- |     |   |          |
|-----|---|----------|
| 2.1 | Meets with teachers and administrators to discuss curriculum development                                    | <u>1</u> |
| 2.2 | Works with teachers and administrators to formulate school improvement plans                                | <u>1</u> |
| 2.3 | Provides data for teachers and principals to consider in long-range and short-range instructional goals     | <u>1</u> |
| 2.4 | Provides alternatives for the staff to consider in planning for improvement in the instructional program    | <u>2</u> |
| 2.5 | Works with teachers and administrators to set instructional goals and objectives in each instructional area | <u>1</u> |
| 2.6 | Monitors program improvement activities and disseminates results to teachers                                | <u>1</u> |
| 2.7 | Uses evaluative findings to determine the extent to which goals are met                                     | <u>2</u> |

III. INSTRUCTIONAL MANAGEMENT

- |     |  |          |
|-----|--|----------|
| 3.1 | Assists with the selection, distribution and use of instructional materials                                    | <u>1</u> |
| 3.2 | Serves as a member of the committee for the selection of textbooks   | <u>1</u> |
| 3.3 | Prepares reports for use in evaluating the effectiveness of the instructional program                          | <u>1</u> |
| 3.4 | Supervises and coordinates the writing and revision of curriculum documents for grades PK - 12                 | <u>2</u> |
| 3.5 | Appraises teachers as assigned and provides follow-up instructional assistance to teachers as needed           | <u>1</u> |
| 3.6 | Coordinates district inservice activities  | <u>1</u> |
| 3.7 | Completes and submits required reports assigned, to ensure district compliance with state and federal mandates | <u>1</u> |
| 3.8 | Assists the staff in the implementation of and preparation for local, state and federal directives or audits   | <u>1</u> |

IV. PERSONNEL MANAGEMENT

- |     |  |          |
|-----|--|----------|
| 4.1 | Works with teachers implementing the curriculum  | <u>1</u> |
| 4.2 | Supervises teachers/aides of special programs in implementing program guidelines                                 | <u>1</u> |
| 4.3 | Aids in providing teacher development through inservice education and other programs of professional development | <u>1</u> |
| 4.4 | Appraises teachers as assigned   | <u>2</u> |
| 4.5 | Advises superintendent when necessary of any staff needs that have not been identified by administrators         | <u>1</u> |

V. ADMINISTRATIVE & FISCAL FACILITIES MANAGEMENT

- |     |   |          |
|-----|---|----------|
| 5.1 | Orchestrates the application and administration of federal funds  | <u>1</u> |
| 5.2 | Performs other duties as may be assigned by the superintendent  | <u>1</u> |
| 5.3 | Directs and supervises accounting for and expending of funds provided for programs delegated to this department | <u>1</u> |



VI. STUDENT MANAGEMENT

- 6.1 Supports district policies on discipline management N/A
- 6.2 Coordinates pupil/personnel services in supporting the teaching/learning processes 2

VII. SCHOOL/COMMUNITY RELATIONS

- 7.1 Pursues professional growth and development through reading, attending conferences, participating in workshops and being affiliated with professional organizations 1
- 7.2 Assists staff in keeping aware of new developments that relate to their particular field 1
- 7.3 Encourages continuous professional growth among staff 1
- 7.4 Performs related duties assigned by the superintendent 1

VIII. SCHOOL/COMMUNITY RELATIONS

- 8.1 Assists district personnel in developing and implementing effective communications between the school and community 2
- 8.2 Assists staff in publicizing information about school instructional practices to community N/A
- 8.3 Participates in activities that help to promote positive relationships between the community and school 1
- 8.4 Provides information to individuals and community groups (upon request) about curriculum programs and activities 1
- 8.5 Performs other duties not specified herein, as assigned by the superintendent 1

What specific recommendations do you have for the administrator to improve his/her performance?

*To learn new skills in the delegation of duties. To become more involved in the daily instructional process.*

RECOMMENDATION

- Recommended for extension of contract *12 month 1/2 day Term Contract*
- Not recommended for extension of contract

*Jimmy E. Corp*  
\_\_\_\_\_  
SUPERINTENDENT *2-5-13*  
DATE

*Margie Bell, Ed.D.*  
\_\_\_\_\_  
CURRICULUM DIRECTOR *2-5-13*  
DATE

I understand that my signature does not necessarily mean I agree with the evaluation.

Bonita Cherry      2-6-13

**Job Title:** Assistant Principal

**Wage/Hour Status:** Exempt

**Reports to:** Principal

**Pay Grade:**

**Dept./School:** Assigned Campus and Level

**Primary Purpose:** ① Exceeds ② Proficient ③ Below ④ Unsatisfactory

Assist the school principal in overall administration of instructional program and campus level operations. Coordinate assigned student activities and services.

**Qualifications:**

**Education/Certification:**

Master's degree

Texas assistant principal or other appropriate Texas certificate

Certified Professional Development and Appraisal System (PDAS) appraiser

**Special Knowledge/Skills:**

Thorough understanding of school operations

Strong organizational, communication, and interpersonal skills

Ability to coordinate campus support operations

**Experience:**

Two years experience as a classroom teacher

**Major Responsibilities and Duties:**

**Instructional Management**

- ② 1. Participate in development and evaluation of educational programs.
- ① 2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
- ① 3. Promote the use of technology in teaching/learning process.

**School/Organizational Climate**

- ① 4. Promote a positive, caring climate for learning.
- ① 5. Deal sensitively and fairly with persons from diverse cultural backgrounds.
- ① 6. Communicate effectively with students and staff.

**School/Organizational Improvement**

- ① 7. Participate in development of campus improvement plans with staff, parents, and community members.
- ① 8. Help principal develop, maintain, and use information systems to maintain and records to track progress on campus performance objectives and academic excellence indicators.

**Personnel Management**

- ② 9. Observe employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for designated teacher appraisal system.
- ① 10. Assist principal in interviewing, selecting, and orienting new staff.

**Administration and Fiscal/Facilities Management**

- ① 11. Supervise operations in principal's absence.
- ① 12. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- ① 13. Supervise reporting and monitoring of student attendance and work with attendance clerk on follow-up investigations.
- ② 14. Work with department heads and faculty to compile annual budget requests based on documented program needs.
- ② 15. Requisition supplies, textbooks, and equipment; check inventory; maintain records; and verify receipts for materials.
- ① 16. Assist with safety inspections and safety-drill practice activities.
- ② 17. Coordinate transportation, custodial, cafeteria, and other support services.
- ① 18. Comply with federal and state laws, State Board of Education rule, and board policy.

**Student Management**

- ① 19. Ensure that students are adequately supervised during noninstructional periods.
- ① 20. Help to develop a student discipline management system that results in positive student behavior.
- ① 21. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
- ① 22. Conduct conferences on student and school issues with parents, students, and teachers.

**Professional Growth and Development**

- ① 23. Participate in professional development to improve skills related to job assignment.

**School/Community Relations**

- ① 24. Articulate the school's mission to community and solicit its support in realizing mission.
- ① 25. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
- ① 26. Use appropriate and effective techniques to encourage community and parent involvement.

**Supervisory Responsibilities:**

Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel and others as assigned.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Work with frequent interruptions. Occasional districtwide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

What specific recommendations do you have for the administrator to improve his/her performance?  
Professional Development in the areas of testing.

Recommend two year 11 month term contract. Extends from Aug. 1, 2013 to July 31, 2015.  
Bonita Cherry 2/6/2013  
Jimmy E. Coy 2-6-13 2015.