

ALDINE INDEPENDENT SCHOOL DISTRICT  
SUMMATIVE EVALUATION

NAME \_\_\_\_\_ SCHOOL YEAR 2007-2008

POSITION Principal YEARS IN CURRENT POSITION \_\_\_\_\_

CAMPUS \_\_\_\_\_

**Rating for Performance**

Performance will be appraised in each Domain using the criterion listed below:

| Percent Per Domain | Number of Indicators (41 indicators) | Rating | Scale                           |
|--------------------|--------------------------------------|--------|---------------------------------|
|                    |                                      | N/A    | Not Applicable                  |
|                    |                                      | 5      | No Measurable Progress          |
|                    |                                      | 4      | Progressed Toward The Goal      |
|                    |                                      | 3      | Met The Goal                    |
|                    |                                      | 2      | Exceeded The Goal               |
|                    |                                      | 1      | Significantly Exceeded The Goal |

**Recommendation for Contract**

\_\_\_\_\_ One Year Contract

\_\_\_\_\_ No Extension of Present Contract

\_\_\_\_\_ Two Year Contract

\_\_\_\_\_ Non-Renewal

\_\_\_\_\_ One Year Extension of Present Contract

A formal conference was held on (date) \_\_\_\_\_ with my supervisor about my contract recommendation. I acknowledge the recommendation for my contract was discussed. I understand that my signature below does not necessarily mean that I agree with the recommendation. I may submit a written rebuttal statement within fifteen (15) days to any procedure or content of my contract recommendation.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Area Superintendent

A formal conference was held on (date) \_\_\_\_\_ with my evaluator. I acknowledge the contents of the evaluation were discussed. I understand that my signature below does not necessarily mean that I agree with the evaluation. I may submit a written rebuttal statement within fifteen (15) days to any procedure or content of my evaluation.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Area Superintendent

**Principal Performance Scorecard Appraisal Document**

**Name:**

**Title:**

**School Year: 2007-2008**

**Performance against goals:** For each goal, briefly describe the level of performance achieved. Be specific with regards to time, levels of participation, cost and deployment. Please complete your achievement level for each goal using the following scale:  
**1 = significantly exceeded the goal; 2 = exceeded the goal; 3 =met the goal; 4 = progress toward the goal; 5 =no measurable progress; N/A= measurement not being taken**

**1. Student Achievement**

| Goals  | Targets   | Results | Achievement Level |
|--|---|---------|-------------------|
| 1.1) School meets passing standards on TAKS text.  | <b>90%</b>  |         |                   |
| 1.2) Parent Portal/Parents Registered  | BASELINE  |         |                   |
| 1.2a) Implement Campus Homework Plan   | 100%  |         |                   |
| 1.3) All processes to support student achievement are aligned  | Aligned processes   |         |                   |
| <ul style="list-style-type: none"> <li>* AYP.....</li> <li>* AEIS/TAKS.....</li> <li>* Benchmarks.....</li> <li>* SDAA.....</li> <li>* ITBS/ITED.....</li> <li>* LOGRAMOS.....</li> <li>* Brigrance.....</li> <li>* TPRI/Tejas Lee.....</li> </ul> | <p>100%</p> <p>Based on campus/student group/set by prin/area supt.</p> <p>Above grade level</p> <p>Above grade level</p> <p>95%</p> <p>70/80% or + for K</p> |         |                   |

**1. Student Achievement Cont'd**

| Goals   | Targets   | Results | Achievement Level |
|---|---|---------|-------------------|
| 1.3a) <ul style="list-style-type: none"> <li>* SAT/ACT.....</li> <li>* % of Texas Scholars....</li> <li>* % of Distinguished Graduates</li> <li>* % Attending College</li> <li>* % of Students in AP classes                             <ul style="list-style-type: none"> <li>* # of students in dual credit classes</li> </ul> </li> <li>* # of National Merit</li> <li>* # of reclassified 9<sup>th</sup> graders</li> <li>* # of Bump Up Students</li> </ul> | 900-950 SAT/19 ACT<br>85%<br>3%<br>BASELINE<br>Increase 5%<br>Increase 10%<br>1 per High School<br>decreased #'s<br>Baseline/On Grade Level |         |                   |
| 1.4) Deploy district vision and goals with staff members  | All staff aware of district vision  |         |                   |
| 1.5) Campus goal for use of technology in administration and instruction  | Administrative 100%<br>Instructional 87%  |         |                   |
| 1.6) Dropout rate for campus is 1% or less  | Less than 1%  |         |                   |
| 1.7) Align campus plan to the vertical/district objectives and goals  | Alignment of goals and objectives.  |         |                   |
| 1.8) Completion rate/4 years.   | 80%   |         |                   |
| 1.8) Continuation of High School (5 years).   | 20%   |         |                   |
| 1.9) Achieve 97% attendance rate for campus   | 97%   |         |                   |
| 1.10 Campus staff development to reinforce curriculum, instruction and expectations   | staff development based on campus needs   |         |                   |
|   |   |         |                   |

**Overall Performance Level for the Year:**

|                              |                |              |                    |                            |                       |
|------------------------------|----------------|--------------|--------------------|----------------------------|-----------------------|
|                              |                |              |                    |                            |                       |
| <b>1</b>                     | <b>2</b>       | <b>3</b>     | <b>4</b>           | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i> | <i>Meets</i> | <i>Progressing</i> | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**2. School Organizational Improvement**

| Goals  | Targets   | Results | Achievement Level |
|--|---|---------|-------------------|
| 2.1) Monitors classrooms through CWT's                                 | 6 CWT's per teacher   |         |                   |
| 2.2) Analyzes and uses data to determine effectiveness of campus plan  | Per 6 weeks   |         |                   |
| 2.3) Identify strengths and deficits by subject/grade level            | Per 6 weeks   |         |                   |
| 2.4) Closed all gaps between student groups and grade levels           | gaps closing  |         |                   |
| 2.5) Monitors changes to campus performance based on peer assessments. | Address OFI's on campus plans   |         |                   |
| 2.6) Monitor effectiveness of collaborative planning periods.          | BASELINE:<br>Trinity Training Results<br>Evaluation of Collaborative Planning Periods |         |                   |
| Comments:  |   |         |                   |

**Overall Performance Level for the Year:**

|                              |                      |                      |                      |                            |                       |
|------------------------------|----------------------|----------------------|----------------------|----------------------------|-----------------------|
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>  |
| <b>1</b>                     | <b>2</b>             | <b>3</b>             | <b>4</b>             | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i>       | <i>Meets</i>         | <i>Progressing</i>   | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**3. Student Management**

| Goals  | Targets                                | Results | Achievement Level |
|--|--|---------|-------------------|
| 3.1) Establish a campus discipline committee that will elicit positive reactions and contributions from students   | Committees developed                   |         |                   |
| 3.2) Develop a Discipline Framework that included consistent, practices, procedures and policies.  | Discipline framework developed         |         |                   |
| 3.3) Establish consistent discipline management policies among administrators that align with the policies of the district for discipline management   | Discipline policies/procedures aligned |         |                   |
| 3.4) Ensure consequences for inappropriate behavior are consistent within each campus and between campuses in a vertical – ie. in school suspension, SAC, expulsion, assignment to alternative education center                                  | BASELINE                               |         |                   |
| 3.5) Monitor effectiveness of campus wide discipline management plans <ul style="list-style-type: none"> <li>• # Students to COMPASS/Project</li> <li>• # Students/SAC</li> <li>• # Students/Tardies</li> <li>• # Students/Dress Code</li> </ul> |  |         |                   |
| 3.6) Implement social skills program   | Monthly implementation                 |         |                   |
| 3.7) Crisis Intervention plan deployed and effective   | Plan developed and deployed            |         |                   |
| 3.8) Effectiveness of fire safety monitoring by campus   | Reduction by 50%.                      |         |                   |
| Comments:  |  |         |                   |

**Overall Performance Level for the Year:**

|          |          |          |          |          |            |
|----------|----------|----------|----------|----------|------------|
|          |          |          |          |          |            |
| <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>N/A</b> |

*Significantly exceeds    Exceeds    Meets    Progressing    No Progress to Goal    No Measurement*

**4. Faculty and Staff Focus**

| Goals   | Targets   | Results | Achievement Level |
|---|---|---------|-------------------|
| 4.1) Maintains an up-to-date website and school brochure  | All campuses up to date.  |         |                   |
| 4.2) Staff development goal for campus will meet or exceed district goals   | Professional: 40 Hours<br>Support, New: 15 Hours<br><br>Current: 6 Hours              |         |                   |
| 4.3) Monitor campus turnover rate   | Less than 10%   |         |                   |
| 4.4) Works with the staff to continue or initiate positive, productive campus climate   | 7 calls per campus.   |         |                   |
| 4.5) Analyzes incidents of employees dissatisfaction, identifies root causes, develop plan to improve                                   | Trend complaints  |         |                   |
| 4.6) Recognizes efforts and achievements and the administrative staff and teachers  | Campus celebrations   |         |                   |
| 4.7) Utilizes the district's administrative appraisal instrument appropriately  | Evaluate staff fairly/consistently.   |         |                   |
| 4.8) Collaborates with others to recommend hiring for campus staff  | Led and served on panels  |         |                   |
| 4.9) Meets regularly with assigned staff to discuss goals and objectives, and to collaboratively develop professional improvement plans | Campus meetings goals and objectives are discussed. Tied to campus improvement plans. |         |                   |
| 4.10) Monitors ethnicity to ensure diversity  | Reflect district % for all groups. 15% up/down  |         |                   |
| 4.11) Monitors attendance   | 98% Goal  |         |                   |
| Comments:   |   |         |                   |

**Overall Performance Level for the Year:**

|                              |                |              |                    |                            |                       |
|------------------------------|----------------|--------------|--------------------|----------------------------|-----------------------|
|                              |                |              |                    |                            |                       |
| <b>1</b>                     | <b>2</b>       | <b>3</b>     | <b>4</b>           | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i> | <i>Meets</i> | <i>Progressing</i> | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**5. Administration/Facilities Management**

| Goals   | Targets                                      | Results | Achievement Level |
|---|--|---------|-------------------|
| 5.1) Completes requisitions for use of buses for field trips, extended year/day, and other transportation needs on time | All requisitions on time.                    |         |                   |
| 5.2) Causes school to comply with all policies and laws   | Laws/waivers are monitored                   |         |                   |
| 5.3) Requests waivers when applicable   | Class size/Pre-K                             |         |                   |
| 5.4) Proves effective in communicating district policy, goals and guidelines to area principals                         | Effective communication                      |         |                   |
| 5.5) Evaluates and recommends facility needs  | Evaluate/Monitor Maintenance/Temp. Buildings |         |                   |
| 5.6) Use school data to predict enrollment  | Enrollment with 90% projected enrollment     |         |                   |
| 5.7) Completes administrative tasks in an effective and timely manner   | Tasks completed on time.                     |         |                   |
| Comments:   |  |         |                   |

**Overall Performance Level for the Year:**

|                              |                |              |                    |                            |                       |
|------------------------------|----------------|--------------|--------------------|----------------------------|-----------------------|
|                              |                |              |                    |                            |                       |
| <b>1</b>                     | <b>2</b>       | <b>3</b>     | <b>4</b>           | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i> | <i>Meets</i> | <i>Progressing</i> | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**6. Stakeholder Focus**

| Goals  | Targets   | Results | Achievement Level |
|--|---|---------|-------------------|
| 6.1) Monitor stakeholder communication<br><ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Calendars</li> <li>• Websites</li> <li>• Meetings</li> <li>• Marquees</li> </ul> | Monitor campus communications                                       |         |                   |
| 6.2) Monitors parent attendance at ACC meetings  | 2 per campus/meeting  |         |                   |
| 6.3) Monitors number of volunteers in schools (VISA)   | Submit monthly VISA reports   |         |                   |
| 6.4) Maintain or increase number of business partners  | 2 per campus;   |         |                   |
| 6.5) Evaluates causes of parent dissatisfaction and develops plan for improvement  | Trend complaint logs<br>comment cards                               |         |                   |
| 6.6) Monitors stakeholder satisfaction   | Monitor through:<br>Parent visits<br>Phone calls<br>Campus Meetings |         |                   |
| 6.7) Monitor "welcoming" campus status.  | BASELINE: Provide Training  |         |                   |
| 6.8) Monitors parent training on each campus:  | 2 per quarter   |         |                   |
| 6.9) Monitor dissemination of promotion and graduation policies  | Review of related documentation: SSI, Graduation.                   |         |                   |
| Comments:  |   |         |                   |

**Overall Performance Level for the Year:**

|                              |                |              |                    |                            |                       |
|------------------------------|----------------|--------------|--------------------|----------------------------|-----------------------|
|                              |                |              |                    |                            |                       |
| <b>1</b>                     | <b>2</b>       | <b>3</b>     | <b>4</b>           | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i> | <i>Meets</i> | <i>Progressing</i> | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**7. Financial Focus**

| Goals   | Targets   | Results | Achievement Level |
|---|---|---------|-------------------|
| 7.1) Demonstrates fiscal responsibility over assigned budgets | Appropriate budget expenditures                       |         |                   |
| 7.2) Monitors expenditures to results                         | Monitor: Accountability Ratings<br>Audits, Scorecards |         |                   |
| Comments:   |   |         |                   |

**Overall Performance Level for the Year:**

|                              |                      |                      |                      |                            |                       |
|------------------------------|----------------------|----------------------|----------------------|----------------------------|-----------------------|
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>  |
| <b>1</b>                     | <b>2</b>             | <b>3</b>             | <b>4</b>             | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i>       | <i>Meets</i>         | <i>Progressing</i>   | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**8. Professional Growth and Development**

| Goals  | Targets   | Results | Achievement Level |
|--|---|---------|-------------------|
| 8.1) Uses information provided through assessment instruments, the district appraisal process, and evaluative feedback to improve performance.   | Seek professional development opportunities to increase student achievement and process management training |         |                   |
| 8.2) Strives to improve leadership skills through self-initiated professional development activities<br>- Leadership/Data<br>- Technology Integration Instruction – Strategies for Differentiation | 60 Hours  |         |                   |
| 8.3) Conducts oneself in a professional, ethical, and responsible manner   | 100%  |         |                   |
| Comments:  |   |         |                   |

**Overall Performance Level for the Year:**

|                              |                      |                      |                      |                            |                       |
|------------------------------|----------------------|----------------------|----------------------|----------------------------|-----------------------|
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>  |
| <b>1</b>                     | <b>2</b>             | <b>3</b>             | <b>4</b>             | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i>       | <i>Meets</i>         | <i>Progressing</i>   | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**9. Other**

| Goals   | Targets | Results | Achievement Level |
|---|---------|---------|-------------------|
| 9.1) Performs other duties as assigned by the Area Superintendent | 100%    |         |                   |
| Comments:   |         |         |                   |

**Overall Performance Level for the Year:**

|                              |                      |                      |                      |                            |                       |
|------------------------------|----------------------|----------------------|----------------------|----------------------------|-----------------------|
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>  |
| <b>1</b>                     | <b>2</b>             | <b>3</b>             | <b>4</b>             | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i>       | <i>Meets</i>         | <i>Progressing</i>   | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**Overall Performance Level for the Year:**

|                              |                      |                      |                      |                            |                       |
|------------------------------|----------------------|----------------------|----------------------|----------------------------|-----------------------|
| <input type="text"/>         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>       | <input type="text"/>  |
| <b>1</b>                     | <b>2</b>             | <b>3</b>             | <b>4</b>             | <b>5</b>                   | <b>N/A</b>            |
| <i>Significantly exceeds</i> | <i>Exceeds</i>       | <i>Meets</i>         | <i>Progressing</i>   | <i>No Progress to Goal</i> | <i>No Measurement</i> |

**Additional Comments:**