THE WINNETKA PUBLIC SCHOOLS DISTRICT 36

Informational Memo: Non-Teacher Evaluation Summary 2019-2020

To: School Board
                Dr. Trisha Kocanda, *Superintendent*

From: Kelly Tess, *Assistant Superintendent for Professional Learning and*
                Human Resources

Date: May 19, 2020

Background

By State law, the District is required to formally evaluate our certified and classified staff members every year, providing feedback on job performance. This month's memo provides a summary of the evaluations completed for our classified staff. This employment group includes a variety of roles: custodial/maintenance, administrative assistant, nurses, entrance monitors, classroom associates. Each employee within this group is assigned an evaluator at the start of each school year, and is to be evaluated by April 1 of that year.

The District's evaluation system requires evaluators to determine a final summative rating from one of four categories: Excellent, Proficient, Needs Improvement, or Unsatisfactory. This aligns with the requirements in the State's Performance Evaluation Reform Act (PERA) provided for our teachers within their evaluation system; however, the rubrics used for our classified employees vary in accordance with the duties of their role.

Summary

Ninety-eight classified employees were evaluated across the District for the 2019-2020 school year. A summary table of their evaluation performance by building is displayed below. Overall, members of this employment group fell within the Excellent (~86%) or Proficient (~14%) category for their summative rating. A summary of the summative ratings for certified staff will be provided at the June Board meeting.

The Winnetka Public Schools District 36
Educational Support Staff Summative Evaluations
May 2020

	Excellent	Proficient	Needs Improvement	Unsatisfactory	Total
Crow Island	18	1	0	0	19
	94.7%	5.3%	0%	0%	
Greeley	15	3	0	0	18
	83.3%	16.7%	0%	0%	
Hubbard Woods	12	4	0	0	16
	75%	25%	0%	0%	
Skokie	14	1	0	0	15
	93.3%	6.7%	0%	0%	
Washburne	11	0	0	0	11
	100%	0%	0%	0%	
District	14	5	0	0	19
	73.7%	26.3%	0%	0%	
Totals	84	14	0	0	98
	85.7%	14.3%	0%	0%	