

Waller ISD Community and Student Engagement Evaluation Procedures

- The local district committee will meet and create the campus rubric and self-evaluation tools for the nine indicators: Fine Arts, Wellness and Physical Education, Community and Parent Involvement, 21st Century Workforce Development Program, Second Language Acquisition Program, Digital Learning Environment, Educational Programs for GT Students, Compliance with Statutory Reporting Policy Requirements, and Dropout Prevention.
 - Local District Committee Meeting Dates: 2/27/17, 3/20/17,
 - Local District Committee Members for 2016: Kelly Baehren, Kim Seiley (Team Leader), Lea Kohn, Frankie Johnson, Kaley Council, Adela Cornejo, Shelly Elizalde, Jorge Alvarado, Rosa Ojeda, Scotty Johnson, Anita Gilchrist, Marianne Kosik, Kevin Moran, & Danny Twardowski.
- The Director of Curriculum will email the procedures, rubric, self-evaluation tools, and provide CASE Toolkit boxes for storage to the campus principals by April 3, 2017.
- The Campus Principal will set a campus improvement meeting between April 3 – May 12, 2017.
- The Campus Principal will gather all necessary documents and reports for the campus improvement meeting, so the campus rubric and self-evaluation tool can be completed.
- The Campus Improvement Team will evaluate each performance measure for the nine indicators, then they will give an overall rating for each indicator. The Campus Principal will highlight the standard “yellow” in the excel document earned by the campus.
- The Campus Improvement Team will complete the campus self-evaluation tool based on the performance determined in the campus rubric. Place a “√” next to the indicator code awarded for each performance category based on the rubric. For the overall rating, the team will add up the points based on the indicator codes earned (00, 01, 02, 03, 04). The lowest possible points are 8 pts, and the highest possible points are 32 pts. Place a “√” in the overall performance legend next to the overall evaluation rating earned based on the indicator code points and fill in the total campus indicator code points.
- The Campus Principal will submit the campus rubric (in color), the campus self-evaluation tool, and all supporting documents for the meeting and each indicator (MASH – Minutes, Agenda, Sign-in sheet, Handouts) in the CASE Toolkit/Black box to the Director of Curriculum by May 12, 2017.
- The Director of Curriculum and the Community and Student Engagement Team Leader will facilitate the district self-evaluation tool at the District Site Based Decision Making Committee meeting on May 24, 2017. The district self-evaluation tool will be completed by averaging the score for the campuses on each performance category and award an indicator code. For the overall rating, the committee will add up the points based the indicator codes earned (00, 01, 02, 03, 04). The lowest possible points are 8 pts, and the highest possible

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points are 32 pts. Place a “√” in the overall performance legend next to the overall evaluation rating earned based on the indicator code points and fill in the total district indicator code points.

- The Director of Curriculum will retain all documents from the District Site Based Decision Making Committee meeting (MASH – Minutes, Agenda, Sign-in, and Handouts).
- The Director of Curriculum, the local district committee, and the Campus Principals will present the Waller ISD Community and Student Engagement Evaluation to the Waller ISD School Board on June 12, 2017.
- The Director of Curriculum will provide the campus and district self-evaluation tools to the PEIMS Coordinator on June 13, 2017 for entry in the PEIMS Summer Submission #1.
- The Director of Curriculum will post the campus CASE Evaluation letters on the district website for the 2016-2017 SY.
- The Campus Principal will mail home the CASE Evaluation letter prior to the start of school to each student in English and Spanish. A copy of the letter with the mailing date will be submitted to Curriculum Dept. Secretary prior to the first day of school to place in the CASE Toolkit box for each campus.