

Guymon Public Schools

Board of Education Regular Meeting

Monday, February 9, 2026 5:30 PM

Science Annex of Junior High School, 712 N James, Guymon, OK 73942

1. **ORDER OF BUSINESS**

1.A. Call to Order

The meeting was called to order at 5:30 p.m.

1.B. Roll Call

Mitzi Dain:	Present
Andy Espericueta:	Present
Ms Carla Hernandez:	Present
Mrs. Elvia Hernandez:	Present
Luis Romero:	Absent

1.C. Moment of Silence/Pledge of Allegiance

1.D. BPA Presentation

This week is National Business Professionals of America (BPA) week. The members of the high school BPA chapter spoke to the Board about BPA, what they do, state and national competitions, and fundraising.

1.E. Open Forum

2. **SUPERINTENDENT'S REPORT**

- Bond/Construction Update
- TIF Update
- Teacher of the Year
- Strategic Plan

Superintendent Watson gave an update on the bond/construction progress. There is a lot of progress inside the new school, which is hard to see now that the outside walls are all up. They have a meeting with the contractors and architect on Wednesday, February 11th, for another update. She also gave an update regarding the TIF #2. We are currently waiting for the lawyers to change the language in the TIF #2 agreement. Once that is completed, it will go to City Council for approval.

Superintendent Watson informed the Board that the Teacher of the Year nominations have gone out. On Friday, each site will name their Teacher of the Year. The final winner will be announced in late April. Lastly, she noted that the first round of strategic planning went well. They will continue to meet for further strategic planning.

3. **FINANCIALS**

Motion to approve the financials reports Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea

Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

- 3.A. Approval of Budget Reports for January 2026
- 3.B. Approval of Treasurer's Report for January 2026
- 3.C. Approval of expenditures, transfer of funds, and financial statement of Guymon Public School's Activity Funds

3.D. Consider and possibly vote to approve new Encumbrances, Claims, and Supplemental Claims **YEAR 2026**

- 1. General Fund: \$84,872.27 PO #590 - 638
- 2. Building Fund: \$1,500.00 PO #38
- 3. Sinking Fund: \$1,609,950.00 PO #3 - 5

- 4. **CONSENT AGENDA:** The following are items of a routine nature that are normally approved at the Board meetings and will be considered and voted upon with one motion unless any Board Member requests to have a separate vote on any or all of them.
Approval of the Consent Agenda as Listed Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

4.A. Approval of Minutes of Regular Meetings: January 12, 2026

5. **ACTION TOPICS**

- 5.A. Discussion and possible action to approve the Guaranteed Maximum Price Amendment (GMAX) for the Charity Headrick Hitch Elementary School
Motion to approve the Guaranteed Maximum Price Amendment (GMAX) for the Charity Headrick Hitch Elementary School Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

- 5.B. Discussion and possible action to approve, disapprove or table the board resolution approving an independent football schedule
Motion to approve the board resolution approving an independent football schedule Passed with a motion by Mrs. Elvia Hernandez and a second by Mitzi Dain.

Mitzi Dain: Yea
Andy Espericueta: Yea

Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

- 5.C. Discussion and possible action to approve, disapprove or table the Board Resolution to transfer funds between activity subaccounts
Motion to approve the board resolution to transfer funds between activity subaccounts Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

- 5.D. Discussion and possible action to surplus and remove from the inventory the items from Prairie Elementary and High School Room 110
Motion to surplus and remove from the inventory the items from Prairie Elementary and High School Room 110 Passed with a motion by Ms Carla Hernandez and a second by Mitzi Dain.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

- 5.E. Discussion to review the proposed changes to the Support Staff Evaluation
Superintendent Watson noted that this is a discussion only and no action will be taken. These are proposed changes to the support staff evaluation tool. She wanted to ensure the Board had sufficient time to review the policy changes. Next month, the board will vote to approve the changes.

6. **EXECUTIVE SESSION**

Consider and possible vote to go into Executive Session to:

- Discuss the employment, hiring, appointment, promotion, or resignation of support and certified staff, as listed in **Appendix A**, pursuant to 25 O.S. Section 307(B)(1)
- Conduct the Superintendent's evaluation, pursuant to 25 O.S. Section 307(B)(1)

Motion to go into executive session at 6:31 p.m. Passed with a motion by Andy Espericueta and a second by Mitzi Dain.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea

Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

7. Acknowledge Return into Open Session

Acknowledge Return to Open Session at 7:35 p.m. Passed with a motion by Andy Espericueta and a second by Mrs. Elvia Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

8. Executive session minutes compliance announcement

The board entered into executive session at 6:31 p.m. to discuss the employment, hiring, promotion, or resignation of support and certified staff as listed in Appendix A, authorized by 25 O.S. Section 307(B)(1) and to conduct the Superintendent's evaluation, pursuant to 25 O.S. Section 307(B)(1). Those present in executive session were Andy Espericueta, Elvia Hernandez, Carla Hernandez, Mitzi Dain, and Superintendent Melissa Watson. No action was taken by the board of education.

9. Consider and vote to approve, disapprove or table the District Personnel Report (**Appendix A**)

Motion to approve the District Personnel Report Passed with a motion by Mitzi Dain and a second by Ms Carla Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

10. **NEW BUSINESS**

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

11. **ADJOURN**

INDIVIDUALS HAVING A PHYSICAL CONDITION THAT PREVENTS THEM FROM ATTENDING THE BOARD MEETING ARE REQUESTED TO CONTACT THIS OFFICE NO LATER THAN 12:00 NOON ON THE DAY OF SAID MEETING SO ARRANGEMENTS MAY BE MADE TO ACCOMMODATE SAID INDIVIDUALS.

I, Kari Montgomery, posted this agenda on the _____ Day of _____,
_____ on the front door of the Administration Building, 111 NW 11th St, Guymon, OK
73942.

Kari Montgomery, CFO

Date

Time

The meeting was adjourned at 7:36 p.m.

Guymon Public Schools

Board of Education Regular Meeting

Monday, January 12, 2026 5:30 PM

Science Annex of Junior High School, 712 N James, Guymon, OK 73942

1. **ORDER OF BUSINESS**

1.A. Call to Order

The meeting was called to order at 5:30 p.m.

1.B. Roll Call

Mitzi Dain: Present

Andy Espericueta: Present

Ms Carla Hernandez: Present

Mrs. Elvia Hernandez: Present

Luis Romero: Absent

1.C. Moment of Silence/Pledge of Allegiance

1.D. Open Forum

2. **SUPERINTENDENT'S REPORT**

- Board Member Appreciation Month
- Bond Update
- National School Boards Association Conference
- Strategic Plan

Superintendent Watson stated that January is School Board Member Appreciation Month. She thanked our board members for volunteering and committing to serve on the Board of Education and for their support of Guymon Schools. Next, Superintendent Watson gave an update on the bond/construction progress. They had their second meeting with the architect and contractors last week. All the steel has been installed, and the City sewer line was connected last week. Construction is moving along nicely with the warmer weather. The next group meeting will be on February 11th.

Superintendent Watson informed the board members that the National School Boards Association Conference will be on April 10th–12th in San Antonio. Any board members interested in attending may register, and the school district will reimburse them after the conference. Lastly, she informed the board members that she will be sending them an invitation to serve on a committee/group for the Strategic Plan.

3. **FINANCIALS**

Motion to approve the financial reports Passed with a motion by Mitzi Dain and a second by Ms Carla Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

3.A. Approval of Budget Reports for December 2025

3.B. Approval of Treasurer's Report for December 2025

3.C. Approval of expenditures, transfer of funds, and financial statement of Guymon Public School's Activity Funds

3.D. Consider and possibly vote to approve new Encumbrances, Claims, and Supplemental Claims

YEAR 2026

1. General Fund: \$56,135.10

PO # 563 - 589

2. Building Fund: \$49,000.00

PO # 37

4. CONSENT AGENDA:

The following are items of a routine nature that are normally approved at the Board meetings and will be considered and voted upon with one motion unless any Board Member requests to have a separate vote on any or all of them.

Approval of the Consent Agenda as Listed Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent

Yea: 4, Nay: 0, Absent: 1

4.A. Approval of Minutes of Regular Meetings: December 8, 2025

4.B. Approval of fundraisers (**Appendix B**)

5. ACTION TOPICS

5.A. Discussion and possible action to approve, disapprove or table the fiscal year audit for 2024-2025 completed by Bledsoe, Hewett & Gullekson, Certified Public Accountants, PLLLP Peter Cheng with Bledsoe, Hewett & Gullekson, Certified Public Accountants, PLLLP presented the audit report via telephone.

Motion to approve the fiscal year audit for 2024-2025 completed by Bledsoe, Hewett & Gullekson, Certified Public Accountants, PLLLP Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea

Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent
Yea: 4, Nay: 0, Absent: 1

5.B. Discussion and possible action to approve, disapprove or table proceeding with the pool restoration at the old YMCA location

Motion to accept the recommendation from Administration to not move forward with the pool restoration Passed with a motion by Mrs. Elvia Hernandez and a second by Mitzi Dain.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent
Yea: 4, Nay: 0, Absent: 1

5.C. Discussion and possible action to surplus and remove from the inventory the items from Homer Long Annex

Motion to surplus and remove from the inventory the items from Homer Long Annex Passed with a motion by Ms Carla Hernandez and a second by Mrs. Elvia Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent
Yea: 4, Nay: 0, Absent: 1

5.D. Discussion and possible action to approve, disapprove or table the Parking and Property Improvement Agreement between Guymon Public Schools and Trinity Evangelical Lutheran Church

Motion to approve the Parking and Property Improvement Agreement between Guymon Public Schools and Trinity Evangelical Lutheran Church Passed with a motion by Ms Carla Hernandez and a second by Mitzi Dain.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent
Yea: 4, Nay: 0, Absent: 1

6. **EXECUTIVE SESSION**

Consider and possible vote to go into Executive Session to discuss the employment, hiring, appointment, or resignation of support and certified staff as listed in Appendix A, pursuant to 25 O.S. Section 307 (B)(1)

Motion to go into executive session at 6:21 p.m. Passed with a motion by Ms Carla Hernandez and a second by Mrs. Elvia Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent
Yea: 4, Nay: 0, Absent: 1

7. Acknowledge Return into Open Session

Acknowledge Return to Open Session at 7:16 p.m. Passed with a motion by Andy Espericueta and a second by Mrs. Elvia Hernandez.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent
Yea: 4, Nay: 0, Absent: 1

8. Executive session minutes compliance announcement

The board entered into executive session at 6:21 p.m. to discuss the employment, hiring, appointment, or resignation of support and certified staff as listed in Appendix A, pursuant to 25 O.S. Section 307(B)(1). Those present in executive session were Andy Espericueta, Elvia Hernandez, Carla Hernandez, Mitzi Dain, and Superintendent Melissa Watson. No action was taken by the board of education.

9. Consider and vote to approve, disapprove or table the District Personnel Report (**Appendix A**)

Motion to approve the District Personnel Report Passed with a motion by Mrs. Elvia Hernandez and a second by Mitzi Dain.

Mitzi Dain: Yea
Andy Espericueta: Yea
Ms Carla Hernandez: Yea
Mrs. Elvia Hernandez: Yea
Luis Romero: Absent
Yea: 4, Nay: 0, Absent: 1

10. **NEW BUSINESS**

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

11. **ADJOURN**

INDIVIDUALS HAVING A PHYSICAL CONDITION THAT PREVENTS THEM FROM ATTENDING THE BOARD MEETING ARE REQUESTED TO CONTACT THIS

OFFICE NO LATER THAN 12:00 NOON ON THE DAY OF SAID MEETING SO ARRANGEMENTS MAY BE MADE TO ACCOMMODATE SAID INDIVIDUALS.

I, Kari Montgomery, posted this agenda on the _____ Day of _____, _____ on the front door of the Administration Building, 111 NW 11th St, Guymon, OK 73942.

Kari Montgomery, CFO

Date

Time

The meeting was adjourned at 7:17 p.m.

EVALUATION OF SUPPORT STAFF

Performance Rating Report

Employee _____ Department _____

Supervisor _____ Date of Rating _____

RATING SCALE:

1 = Unsatisfactory
2 = Improvement Needed

3 = Satisfactory
4 = Outstanding

RATING FACTORS

CIRCLE PROPER RATING

1.	<u>Quality of work:</u> The ability to produce work that satisfies or surpasses job requirements. Consider accuracy, completeness, thoroughness, neatness of work.	1	2	3	4
2.	<u>Quantity of work:</u> Volume or amount of work done.	1	2	3	4
3.	<u>Knowledge:</u> Knowledge of methods, materials, objectives, and other fundamental skills.	1	2	3	4
4.	<u>Adaptability:</u> Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.	1	2	3	4
5.	<u>Work habits:</u> Organization of work, care of equipment, safety, industry.	1	2	3	4
6.	<u>Working relationship with students and other employees:</u> Ability to get along with students and coworkers.	1	2	3	4
7.	<u>Dependability:</u> Degree to which employee can be relied upon to do the job without close supervision. Punctuality, attendance on the job.	1	2	3	4
8.	<u>Loyalty:</u> Interest in work, willingness to meet job requirements and accept suggestions, loyalty to the organization, ethical conduct.	1	2	3	4
9.	<u>Judgment:</u> Soundness of decisions, common sense.	1	2	3	4
	<u>Overall rating:</u> Should reflect the average of the rating.	1	2	3	4

EVALUATION OF SUPPORT STAFF (Cont.)

COMMENTS

1. What are employee's strengths? (MUST be completed for outstanding ratings.)

2. What are employee's weaknesses? (MUST be completed for Unsatisfactory and Improvement Needed ratings.)

3. Additional comments.

I have discussed this performance rating with the evaluator.

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's signature

Date

Evaluator's signature

Date

EVALUATION OF SUPPORT STAFF

The Guymon Board of Education believes that the evaluation process is a collaborative effort between staff and the Board, designed to support continuous improvement of the district’s educational program. Strengthening the district’s instructional and operational practices is a shared responsibility between the school system and each individual employee.

All support staff will be evaluated using a 3-2-1 scale instrument. Completed evaluations will be maintained in the employee’s personnel file.

Workplace Expectations:

1. **Attendance and Punctuality**
The employee demonstrates consistent and reliable attendance, reports to work on time, meets deadlines, attends required meetings, and adheres to assigned schedules.
2. **Personal Appearance**
The employee maintains dress, grooming, and hygiene that are appropriate and professional for the work setting and job assignment.
3. **Confidentiality**
The employee protects confidential information related to students, families, colleagues, and district patrons, and discloses such information only when authorized and required to perform assigned duties.
4. **Following Policies and Directives**
The employee follows district policies, administrative directives, supervisor instructions, applicable regulations, and job-specific procedures.
5. **Personal Conduct**
The employee maintains conduct that reflects positively on the district, refrains from actions detrimental to the workplace, and upholds standards expected of all district employees.

Expectations may be supplemented based on position-specific duties.

Support Staff Performance Point Scale:

Rating	Descriptor	Point Value	Definition
M – Meets	Performance consistently meets or exceeds district standards	3 points	Employee reliably demonstrates competence, professionalism, and effectiveness in all major job duties.
P – Progressing	Performance is moving toward district standards	2 points	Employee shows developing skill, with some inconsistencies; improvement is needed to consistently meet expectations.
N – Needs Improvement	Performance is below district standards	1 point	Employee does not meet expectations in one or more areas; performance negatively impacts effectiveness and requires immediate improvement.

EVALUATION OF SUPPORT STAFF (Cont.)**Performance Indicators:**

Each performance indicator includes definitions that define competency expectations. Employees are evaluated on each criteria.

A. Job Knowledge

1. Performs job procedures and responsibilities accurately and consistently.
2. Has willingness to learn new skills, as evidenced by participating in ongoing professional development.
3. Identifies and uses available resources, equipment, and technology appropriate to the position.

B. Communication and Interpersonal Skills

4. Cooperative and works professionally with others.
5. Understands and follows instructions.
6. Responds to requests in a timely and complete manner.
7. Communicates appropriately through established lines of authority.
8. Demonstrates effective verbal and written communication skills.
9. Exhibits courteous, tactful, and constructive communication.
10. Listens carefully and asks questions when needed.

C. Planning and Organization

11. Manages and prioritizes time and resources in order to successfully complete projects on time.
12. Is reliable and stays on task.
13. Completes assignments within time limits.
14. Takes initiative in seeking and completing tasks.

D. Job Performance

15. Provides accurate, neat, and thorough results in job duties.
16. Demonstrates competence in completing job functions.
17. Demonstrates ownership, accountability, and task-orientation.
18. Uses district resources efficiently and responsibly.
19. Uses good judgement in performing responsibilities.
20. Works independently with minimal supervision.

E. Professionalism

21. Positively represents the District in the work place, exhibits professional demeanor, including professional dress, grooming, hygiene and language.
22. Adapts to changes in job duties or work environments.
23. Exercises discretion and safeguards confidential information.
24. Makes sound, informed decisions.
25. Arrives to work on time.
26. Demonstrates dependability.
27. Accepts constructive evaluation feedback and responds professionally.
28. Treats all individuals with respect, civility, and cultural awareness; resolves conflicts professionally.
29. Shares job knowledge and experience to support team effectiveness and productivity.

F. District Policies and Safety Procedures

30. Adheres to safety practices and procedures appropriate to job responsibilities.
31. Applies applicable district, building, and departmental policies, procedures, and work rules.

EVALUATION OF SUPPORT STAFF

Employee _____ Department _____

Supervisor _____ Time Period _____ to _____

Scale score: **M = Meets** – Employee’s overall performance **meets or exceeds** supervisor’s/district’s performance standards.
P = Progressing – Employee’s overall performance is **progressing towards** supervisor’s/district’s performance standards.
N = Needs Improvement – Employee’s overall performance is **well below or does not meet** supervisor’s/district’s performance standards.

	Performance Indicators	Rating	Points	Comments
Job Knowledge	1. Performs job procedures and responsibilities accurately and consistently.			
	2. Has willingness to learn new skills, as evidenced by participating in ongoing professional development.			
	3. Identifies and uses available resources, equipment, and technology appropriate to the position.			
Communication and Interpersonal Skills	4. Cooperative and works professionally with others.			
	5. Understands and follows instructions.			
	6. Responds to requests in a timely and complete manner.			
	7. Communicates appropriately through established lines of authority.			
	8. Demonstrates effective verbal and written communication skills.			
	9. Exhibits courteous, tactful, and constructive communication.			
	10. Listens carefully and asks questions when needed.			
Planning and Organization	11. Manages and prioritizes time and resources in order to successfully complete projects on time.			
	12. Is reliable and stays on task.			
	13. Completes assignments within time limits.			
	14. Takes initiative in seeking and completing tasks.			
Job Performance	15. Provides accurate, neat, and thorough results in job duties.			
	16. Demonstrates competence in completing job functions.			
	17. Demonstrates ownership, accountability, and task-orientation.			

EVALUATION OF SUPPORT STAFF (Cont.)

Performance Indicators		Rating	Points	Comments
Job Performance	18. Uses district resources efficiently and responsibly.			
	19. Uses good judgement in performing responsibilities			
	20. Works independently with minimal supervision.			
Professionalism	21. Positively represents the District in the work place, exhibits professional demeanor, including professional dress, grooming, hygiene and language.			
	22. Adapts to changes in job duties or work environment.			
	23. Exercises discretion and safeguards confidential information.			
	24. Makes sound informed decisions.			
	25. Arrives to work on time.			
	26. Demonstrates dependability.			
	27. Accepts constructive evaluation feedback and responds professionally.			
	28. Treats all individuals with respect, civility, and cultural awareness; resolves conflicts professionally.			
District Policies & Safety Procedures	29. Shares job knowledge and experience to support team effectiveness and productivity.			
	30. Adheres to safety practices and procedures appropriate to job responsibilities.			
	31. Applies applicable district, building, and departmental policies, procedures, and work rules.			
TOTAL POINTS:			/93	% of Total Points

OVERALL PERFORMANCE SCORE:

MEETS
85-100%

PROGRESSING
70-84%

NEEDS IMPROVEMENT
Below 70%

Employee Signature* _____ **Date** _____

Evaluator Signature** _____ **Date** _____

*Employee signature does not necessarily imply he/she agrees with the evaluation, only that he/she has seen and discussed it with the evaluator.
 **Evaluator signature indicates that he/she has reviewed this document with the employee.

EVALUATION OF SUPPORT STAFF (Cont.)

Additional Evaluator Comments and/or Development Plan

Training, education, and work assignments which could be used to improve the employee's performance and develop skills during the next appraisal period.

Employee Comments

Use this section to provide comments about this evaluation and/or career goals or performance objectives established.

SUPPORT EMPLOYEE PERFORMANCE RUBRIC

This rubric is to be used as a guide to determine performance levels. If comments are used from this rubric on the evaluation form, addition specific details will need to be added.

Performance Indicator: Job Knowledge

COMPETENCY	NEEDS IMPROVEMENT	PROGRESSING	MEETS
1. Performs job procedures and responsibilities accurately and consistently.	Lacks skills required for the job. Demonstrates a limited knowledge of job skills.	Requires regular instruction, direction and oversight to complete routine tasks. May occasionally require coaching and direction to complete work.	Possesses a full range of knowledge and skills necessary to effectively perform the job. Always assures that work is done right, thoroughly or precisely.
2. Has willingness to learn new skills, as evidenced by participating in ongoing professional development.	Makes little effort to increase knowledge.	Possesses basic job skills required for the job.	Continually strives to stay informed. Seeks opportunities to increase knowledge.
3. Identifies and uses available resources, equipment and technology appropriate to the position.	Frequently fails to identify or use available resources, equipment, or technology effectively.	Generally, uses available resources, equipment, and technology with occasional need for guidance.	Consistently identifies and utilizes available resources, equipment, and technology appropriate to the position.

Performance Indicator: Communication and Interpersonal Skills

COMPETENCY	NEEDS IMPROVEMENT	PROGRESSING	MEETS
4. Cooperative and works professionally with others.	Frequently displays uncooperative, negative, or unprofessional behavior towards coworkers or supervisors. Communication is often discourteous and confrontational.	Cooperation with colleagues is inconsistent and occasionally disrupts workflow. Sometimes responds defensively or unprofessionally when working with others.	Works cooperatively and respectfully with coworkers and supervisors. Demonstrates professionalism in interactions and contributes positively to team objectives.
5. Understands and follows instructions.	Is negative and has difficulty shifting priorities when given instructions. Unable and/or unwilling to accept instruction. Focuses on barriers and avoids following instructions.	Needs occasional help to understand and follow through when given instructions.	Regularly adapts to change. Seeks information or counsel on how to optimize change. Regularly demonstrates flexibility and positive attitude when faced with new situations.
6. Responds to requests in a timely manner.	Responses to requests are often delayed or inconsistent.	Responds to requests, though timeliness may vary.	Responds to requests promptly and reliably.
7. Communicates appropriately through established lines of authority.	Communications are absent, poorly organized, vague, or incomplete, causing mistakes or misunderstandings.	Written and oral communications are generally clear, concise, and well organized. Usually attempts to hear and understand other points of view.	Ideas, opinions, and instructions are clearly and concisely communicated. Continuously seeks input from others and is sensitive to the information needs of others.
8. Demonstrates effective verbal and written communication skills.	Verbal and written communication is unclear, incomplete, or inconsistent.	Verbal and written communication is adequate but may require clarification or improvement at times.	Demonstrates clear, effective, verbal and written communication skills.
9. Exhibits courteous, tactful, and constructive communication.	Is dismissive of others' concerns or ideas. Often creates tension. Is often unpleasant, pessimistic and difficult to be around.	Employee doesn't constructively manage or diffuse difficult situations Rarely exhibits a pleasant, positive attitude.	Is easy to approach and talk to. Displays self-control and a positive attitude, even when handling difficult people or situations.

EVALUATION OF SUPPORT STAFF (Cont.)

Performance Indicator: Communication and Interpersonal Skills (Cont.)

COMPETENCY	NEEDS IMPROVEMENT	PROGRESSING	MEETS
10. Listens carefully and asks questions when needed.	Does not consistently listen or seek clarification, resulting in misunderstanding or errors.	Listens to others and asks questions as needed, though consistency may fluctuate.	Listens attentively and seeks clarification when needed to ensure understanding and accuracy.
11. Manages and prioritizes time and resources in order to successfully complete projects on time.	Projects and tasks are not completed in a timely manner.	Projects and tasks are consistently completed in a timely manner. Still developing skills to ensure commitments are met in a timely manner.	Work is regularly completed in a consistent and timely manner.
12. Is reliable and stays on task.	Employee does not use effective time management.	Is working on the ability to determine priorities to consistently deliver on projects and tasks on time.	Employee is efficient and demonstrates effective time management. Is able to prioritize multiple work projects.
13. Completes assignments within time limits.	Frequently misses deadlines or fails to complete assignments without a valid reason.	Usually completes assignments on time but may require occasional reminders or support.	Consistently completes assignments on time but may require occasional reminders or support.
14. Takes initiative in seeking and completing tasks.	Rarely takes initiative and often waits for direct instruction before beginning tasks.	Shows willingness to take initiative but may not consistently follow through.	Actively takes initiative by identifying and completing tasks without prompting

Performance Indicator: Job Performance

COMPETENCY	NEEDS IMPROVEMENT	PROGRESSING	MEETS
15. Provides accurate, neat, and thorough results in job duties.	Employee struggles to work more efficiently when the workload requires it. Demonstrates lack of concern for getting details right. Produces work that contains notable and careless errors.	Inconsistently produces accurate work. Shows concern when errors are made but does not make efforts to fix them.	Work is accurate, thorough, presentable, appropriate, clear, concise. Always assures that work is done right, thoroughly or precisely. Is attentive to details and produces work with consistent accuracy.
16. Demonstrates competence in completing job functions	Does not exhibit initiative or take ownership in responding to requests. Requires extensive instruction, direction and oversight. Seldom completes assignments in a reasonable amount of time.	Often does not accept responsibility for actions and decisions. Needs occasional guidance in new tasks or duties. Delivers quality work with occasional problems or errors.	Employee is a creative problem solver and provides relevant feedback to existing systems to improve effectiveness. Shows initiative and takes action to ensure expectations are met and issues resolved. Rarely may need instruction and direction to complete work even with new tasks or duties.
17. Demonstrates ownership, accountability and task-orientation	Shows limited accountability for work quality or completion.	Demonstrates responsibility for assigned tasks, though accountability may vary.	Demonstrates reliable task management and prioritizes responsibilities effectively.
18. Uses District resources efficiently and responsibly.	Inefficient, improper, or careless use of District resources.	Uses District's resources appropriately but may need guidance to ensure efficiency.	Uses District's resources responsibly, efficiently, and in alignment with established procedures.
19. Uses good judgment in performing responsibilities.	Makes poor judgment calls that negatively affect work performance or operations.	Judgment is generally appropriate, with occasional lapses that require correction.	Demonstrates sound judgment when performing job duties.
20. Works independently with a minimal amount of supervision.	May become defensive or irritated when times are tough. Inflexible and is reluctant to shift priorities or make adjustments unless given specific direction.	Organizes and maintains information but does not attempt to search for new ideas, methods, or processes. Comfortably refocuses when priorities shift. Successfully diffuses stressful situations.	Independently seeks, accesses, interprets and communicates information on a regular basis. Proactively pursues results and looks for solutions to issues with limited prompting. Regularly handles stressful situations calmly and professionally.

EVALUATION OF SUPPORT STAFF (Cont.)

Performance Indicator: Professionalism

COMPETENCY	NEEDS IMPROVEMENT	PROGRESSING	MEETS
21. Positively represents the District in the work place; exhibits professional demeanor, including professional dress, grooming, hygiene and language.	Often acts or communicates in an inappropriate and disrespectful manner. Employee is rarely professional in dress and conversation. Does not appropriately and effectively deal with grooming and hygiene issues while on the job.	At times words and actions are not appropriate for the professional setting. Occasionally displays a lack of respect towards others. Inconsistent in clean appearance and professional dress while on the job.	Courteous and respectful in most situations. Seeks opportunities to increase professionalism. Consistent in clean appearance and professional dress while on the job.
22. Adapts to changes in job duties or work environment.	Struggles to adapt to changes in job duties or work environment, negatively affecting performance.	Generally, adapts to changes in duties or environment, though may require some guidance.	Adapts smoothly to changes in job duties or work environment, maintains effectiveness and focus.
23. Exercises discretion and safeguards confidential information.	Fails to exercise discretion or protect confidential information.	Exercises discretion appropriately most of the time, with occasional lapses.	Exercises discretion consistently and safeguards confidential information appropriately.
24. Makes sound, informed decisions.	Frequently makes poor or uninformed decisions that compromise outcomes.	Makes decisions that are usually informed, but may need input or oversight.	Makes sound, informed decisions that reflect professional judgment and knowledge of District policies.
25. Arrives to work on time.	Rarely arrives to work on time	Inconsistently arrives to work on time.	Consistently arrives to work on time
26. Demonstrates dependability.	Chronic absenteeism, including frequent call-outs.	Frequent, unplanned absences that disrupt workflow.	Has a good, consistent attendance record; absences are rare and justified.
27. Accepts constructive evaluation feedback and responds professionally.	When provided with performance feedback the employee does not utilize this feedback to look for ways to improve performance. Employee is often unprofessional and inappropriately defensive when provided with evaluation feedback.	Although the employee accepts evaluation feedback, he/she is slow to take action to address improvement areas.	When provided with performance feedback the employee consistently utilizes this feedback to look for ways to improve performance. Consistently displays acceptance of constructive feedback and is open to improvement.
28. Treats all individuals with respect, civility and cultural awareness; resolves conflicts professionally.	Is dismissive of others' concerns or ideas. Often creates tension. Is often unpleasant, pessimistic and difficult to be around.	Employee doesn't constructively manage or diffuse difficult situations Rarely exhibits a pleasant, positive attitude.	Is easy to approach and talk to. Displays self-control and a positive attitude, even when handling difficult people or situations.
29. Shares job knowledge and experience to support team effectiveness and productivity.	Rarely shares knowledge or experience, limiting team effectiveness and collaboration.	Shares knowledge with others, though not consistently or proactively.	Shares expertise and job knowledge proactively to enhance team effectiveness and productivity.

Performance Indicator: District Policies and Safety Procedures

COMPETENCY	NEEDS IMPROVEMENT	PROGRESSING	MEETS
30. Adheres to safety practices and procedures appropriate to job responsibilities.	Behavior significantly compromises workplace safety and may result in incidents, injuries, or violations of district standards.	Inconsistently follows established safety practices or occasionally fails to recognize or report safety concerns. Improvement is needed to ensure consistent adherence to district safety expectations.	Follows established safety practices and procedures appropriate to assigned duties. Maintains safe working environment and complies with district and job-specific safety requirements.
31. Applies applicable district, building, and departmental policies, procedures, and work rules.	Does not follow district policies and guidelines specific to their assigned work and does not know how to locate them.	Knows there are district policies and guidelines but is not able to access them even with direction to use them.	References district policies and guidelines specific to their assigned work and is able to access and use them.

PERSONNEL REPORT

February 2026

APPOINTMENTS SUPPORT STAFF

Johana Rodriguez	Special Education Paraprofessional - Carrier
Kelly Martinez (2/2/26)	Special Education Paraprofessional - High School

RESIGNATIONS CERTIFIED

Shawn Brasher (5/21/26)	Special Education Teacher - Academy
James Cooksey (5/21/26) Retirement	Science Teacher - High School
Fred Freeman (5/21/26) Retirement	Math Teacher - High School
Jonathan McGlasson (5/21/26)	Social Studies Teacher - Jr. High
Dorothy Test (5/21/26) Retirement	Social Studies Teacher - Jr. High
Nancy Freeman (5/21/26) Retirement	English Teacher - North Park

RESIGNATIONS SUPPORT STAFF

Breanna Talbert (5/21/26)	Keyboarding Teacher - Jr. High (Adjunct)
Janie Molina (5/21/26) Retirement	Bilingual Aide - Academy
Annabelle Fernandez (5/21/26)	Special Education Paraprofessional - High School
Andres Perez (2/20/26)	Mechanic - District