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SCHOOL BOARD
OFFICE

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June 13, 2008

Pinellas County School Board
301 Fourth Street SW, P.O. Box 2942
Largo, Florida 33779-2942

Dear Sir / Madam:

It is with great interest that I am applying for the position of County Superintendent of Pinellas County Schools). I have a Master's Degree in Sociological and Philosophical Foundations of Education with endorsements as a K-12 Supervisor, Principal, and Superintendent of Schools. I've also taken post-graduate courses in Educational Administration. I've enjoyed almost twenty (20) years as a public and non-public school administrator. Currently, I am enthusiastic and prepared to contribute my knowledge to the Pinellas County school system to maximize the student learning experience.

With experience in program initiatives, optimizing the learning atmosphere, staff development and promoting a safe environment, I have a proven record for exceeding faculty goals through effective internal and external communication, and a firm commitment to student-centered learning. Please refer to my most recent performance evaluation (attached).

You will find that the enclosures include past accomplishments and imperative skills in detail, but here is what I have to offer Pinellas County students:

- **Leadership Competence:** The ability to promote the philosophy of the Pinellas County schools, provide team-building leadership, promote multi-cultural awareness, gender sensitivity, racial and ethnic appreciation, make informed objective judgments, create an effective staff development plan, and engage in continuing professional development.
- **Administrative Competence:** The talent to maintain a safe, respectful, positive and effective learning environment, evaluate staff performance, monitor financial procedures, and coordinate the Superintendent's advisory council.

What the enclosed resume cannot explain is my uncompromising view that all children can learn, given a positive learning atmosphere that welcomes exploration and enhances student confidence. It is my belief that an educator's mission is to make school enjoyable and exciting - if students look forward to attending school, they will want to LEARN.

I hope to hear from you regarding my candidacy for this exciting opportunity. Perhaps we could arrange a meeting to discuss in detail how I can contribute to the students, staff and community of Pinellas County. Thank you for your time and consideration.

Sincerely,



William R. Frank, III

Enclosures

WILLIAM R. FRANK, III
706 Macroom Court, Bel Air, Maryland 21014
(H) 410-371-7601 (C) 443-966-0855
williamrfrank@comcast.net

SCHOOL PRINCIPAL

Offering almost twenty years of achievement as a superintendent of schools in the public system, elementary public school principal, special education principal and assistant principal of alternative elementary, middle and high school levels in private, non-public schools with a focus on developing productive, student-focused environments to maximize learning experiences.

Dedicated, resourceful education professional with proven ability to: create and monitor policies and practices that promote a safe learning environment; ensure a school culture that encourages continuous improvements for staff and students; develop an environment that encourages open communication with colleagues, students, and the community; and mentor educators in the creation and implementation of class instruction, lesson plans, and student assessment in conjunction with state learning regulations. Detailed educational knowledge and core skills include:

Student-Centered Instruction / Program Development / Parental and Community Involvement
Attendance and Grade Reports / Individual Education Plans / Curriculum Development and
Implementation / Extracurricular Involvement / Training and Development / Budgeting and Forecasting /
Team Building / Educational Administration / Classroom Management / Instructional Programming

EDUCATION

Post-Graduate Study in Educational Administration, Several Universities in NJ and DE (30 cr. hrs.)
Master of Education, Rutgers University, New Brunswick, NJ – Kappa Delta Pi Honors Fraternity
Bachelor of Arts, Rowan University, Glassboro, NJ – Intercollegiate Varsity Football letter winner

CERTIFICATIONS

Maryland MSDE School Administrator I and II with ancillary credits in Special Education, valid until 6 / 30 / 2012
New Jersey NJDOE current K-12 School Administrator, K-12 Principal, K-12 Supervisor, Comprehensive Science, K-12 Health Education Teacher, K-12 Physical Education Teacher, Driver's Education Teacher

PROFESSIONAL ADMINISTRATIVE EXPERIENCE

Public Elementary School Principal	pre-K-6	1988-1999	
Superintendent of Schools	K-12	1992-1994	Concurrent with principalship
Special Education Principal & A.P.	K-12	2003-Present	Concurrent with MSA Site Test Coordinator
Transition to College Principal		2006-2007	Concurrent with academy principalship

SELECTED ACHIEVEMENTS AND SKILLS

- Conceived, organized, planned and facilitated the presentation of NJ's first known all-elementary Career Day and subsequently public commendation by being awarded the Essex County Chamber of Commerce's annual Excellence in Education Award in 1999.
- Developed data-driven curriculum programs as MSA Site Testing Coordinator and positive behavior guidelines utilizing behavior modification rewards.
- Successfully developed and managed district and school-based budgets.
- District professional development coordinator and presenter to in-district staff and state conference attendees.
- Facilitated successful completion of state monitoring processes as a first year principal.
- Organized and chaired first and subsequent successful district budget campaigns.
- Introduced specialty subjects to Kindergarten and Special Education students at no additional cost to the budget.
- Recently reversed poor student and staff attendance and promptness.

COMMUNITY ACTIVITIES AND ORGANIZATIONS

- Elected Runnemede NJ Board of Education member and VP for eight years.
- Elected Camden County NJ Educational Services Commission Board of Directors.
- Private School Director of Board of Education and Consultant to the Principal.
- Elected to the Morris County American Heart Association Board of Directors.
- Elected to the St. Elizabeth College Board of Advisors.
- Kiwanis Club member.
- Served meals in a homeless shelter.
- Executive Officer of Sigma Phi Delta.
- Legislative Delegate to the Camden County School Boards.
- Executive Officer of Camden County Principals and Supervisors Association.

ADDITIONAL INFORMATION

References and related documents will be provided upon request.

Villa Maria

Competency-Based Performance Appraisal

Name: Rick Frank

Date: 2-15-08

Position Title: Assistant Principal

Appraisal Period: _____

Reports to: Sally Maxton

Instructions for Completing the Form

Beginning of Review Period

1. Review the goals and objectives established for the previous review period.

During Review Period

1. Update goals and objectives, as necessary.
2. Provide ongoing feedback and document exhibited performance in terms of meeting competencies on the Supervisor's Log.

End of Review Period

1. Evaluate exhibited performance of competencies and provide reasons under "comments". Refer to the Supervisor's Log as necessary.
2. Establish goals and objectives with the employee for the upcoming review period.
3. Identify a plan for improvement for areas in which competencies are not met.
4. Discuss the review with the employee and provide future guidance.
5. Sign the form and forward it to Human Resources with the attached Supervisor's Log.

Rating Categories:	Y=Competent	N=Not competent	NA=Not able to assess
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CHILDREN'S AND FAMILY'S RIGHTS				
CHILDREN'S AND FAMILY'S RIGHTS FAMILY/PROVIDER PARTNERSHIP	MEASUREMENT/FREQUENCY	Y	N	NA
1. Respects each child's and family's rights as demonstrated by consistent interactions that are collaborative, non-judgmental and considerate of the individual's personal dignity, personal value, and belief systems.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
2. Encourages the participation of clients and families as a key resource in problem solving and decision-making by obtaining input from the client and family.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
3. Consistently maintains the confidentiality of all information pertaining to the child and family according to Villa Maria policies and procedures.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

CORE COMPETENCY ARTAS (continued)

COMMENTS: Mr. Frank clearly respects the rights and dignity of the students and families that our school serves. Although he handles many challenging bus situations which can be upsetting to our clientele, he does this diplomatically and in a way that is engaging. He has built solid relationships with the parents with whom he interacts.

ENVIRONMENT OF CARE	MEASUREMENT/FREQUENCY	Y	N	NA
1. Demonstrates the ability to assess risk and maintain client safety throughout service delivery.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
2. Collaborates in ensuring compliance with standards for a therapeutic environment	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			

COMMENTS: Mr. Frank has done a wonderful job overseeing the Rules Committee and the implementation of the Committee's recommendations in order to provide a safer environment. He has seasoned judgment and a good understanding of therapeutic strategies, and uses these to ensure that the environment at our school is therapeutic.

PERFORMANCE IMPROVEMENT	MEASUREMENT/FREQUENCY	Y	N	NA
1. Incorporates Performance Improvement in his/her daily work.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
2. Demonstrates an understanding of his/her role in a continuous quality improvement program as evidenced by participation in committees and/or workgroups, identifying opportunities for improvement, and participating in monitoring or evaluation activities.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			

COMMENTS: Mr. Frank plays a key role in quality improvement at our school. In addition to chairing the Rules Committee for PBIS and other school safety strategies, he also coordinates MSA activities for the school. He also serves on the Villa Maria Quality Council and mentoring grant oversight committee.

INFECTION CONTROL	MEASUREMENT/FREQUENCY	Y	N	NA
1. Consistently demonstrates an accurate understanding and application of his/her specific role in the surveillance, prevention, and control of infections to children, families, visitors, and staff according to Villa Maria policies and procedures.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			

COMMENTS: Mr. Frank demonstrates a sound understanding of infection control policies and practices.

AGE SPECIFIC KNOWLEDGE	MEASUREMENT/FREQUENCY	Y	N	NA
1. Accurately applies knowledge of growth and development to the range of treatment required and the approaches appropriate to the physical and developmental age of individuals served in the following age ranges.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
• Under 5 years		X		

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

CORE COMPETENCY AREAS (continued)		Y	N	NA
• 5-12 years		X		
• 13-14 years				
• 15-18 years				
• 19 years to adult				
<p>COMMENTS: Mr. Frank has a good understanding of the developmental needs of the elementary age students attending our school. He does a good job of using language with students that is understandable and of providing both support and consequences that are appropriate for the young students that we serve.</p>				
COMPUTER KNOWLEDGE	MEASUREMENT/FREQUENCY	Y	N	
1. Effectively utilizes computer systems and software necessary to perform position functions.	MEASUREMENT CODE: 1,3,8	X		
	FREQUENCY: ongoing			
<p>COMMENTS: Mr. Frank has a solid understanding of the computer systems operating at Villa Maria. Unfortunately, the firewall and other aspects of the Villa system have created barriers that have made data collection and provision from and to MSDE very challenging. He has continuously worked with the IT department to correct these issues so that he can fulfill the requirements of MSA.</p>				

CORE COMPETENCY AREAS	MEASUREMENT/FREQUENCY	Y	N	NA
1. Provides effective staff supervision, which includes regular meeting opportunities, identification of employee strengths and areas needing development, timely feedback, and effective competency assessments. Motivates employees by creating an environment that provides recognition for accomplishing group and individual goals.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
<p>COMMENTS: Mr. Frank does a good job in supervising ETA's, specials teachers and behavioral specialists by ensuring regular meeting opportunities (as long as coverage permits), helping to identify employee strengths as well as improvement opportunities, and motivating employees to grow and improve. He is very good about keeping the principal up to date on supervisory concerns. He is liked, respected, and trusted by the staff that he supervises.</p>				
2. Deals tactfully and effectively with people both inter- and intra-departmentally. Uses effective communication skills, including: informs appropriate others of decisions, changes, and other relevant information on a timely basis, listens actively and conveys understanding of ideas, comments and questions of others, and displays effective writing skills in correspondence, reports, and performance appraisals.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
<p>COMMENTS: Mr. Frank has enjoyed a very good reputation across the Villa Maria Continuum because of his strong communication and people skills. He has a knack for expressing ideas and ensuring that those who need to know are kept informed. His writing skills are polished, and he uses humor and his gift for the language to fluently express his thoughts and concerns in a meaningful way.</p>				

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

COLLEGE SUPERVISORY COMPETENCIES (continued)

3. Effectively and legally addresses employees job performance or job related problems.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Although his staff has not required a great deal of formal progressive discipline, Mr. Frank is a seasoned administrator and addresses job performance issues adeptly and fairly.				
4. Provides positive leadership and direction to staff consistent with department and organization goals.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Mr. Frank sets a good example for staff through his consistent implementation of policies and procedures and good willed leadership. He is an adept problem solver who is good to have in a crisis.				
5. Involves staff in decision-making wherever possible, including the development and execution of goals.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Mr. Frank has done a good job using committees for MSA and school safety implementation in order to involve staff in decision making through the development and execution of goals. This also occurs at staff meetings where he frequently leads discussions that ensure the engagement of staff.				
6. Develops departmental budget. Regularly monitors expenditures to ensure the department stays within budgetary limits.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Once alerted to the budget challenges this year, Mr. Rick ensured that ESC's provided by staff working extra shifts were eliminated and continued to search for and use other cost containment measures.				
7. Understands and effectively complies with employment laws and regulations. Recognizes harassment in the workplace and knows how to respond effectively to employee complaints.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Mr. Frank clearly understands employment laws and regulations. He is effective in responding to employee complaints and concerns. When he is unsure about a specific policy or practice specific to Villa Maria, he always asks his supervisor.				
8. Promotes the mission, vision, and values of Villa Maria and Associated Catholic Charities.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Mr. Frank promotes the mission and values of Villa by exhibiting kindness and compassion in his interactions with students, parents, and staff.				

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

JOB SPECIFIC COMPETENCY AREAS (continued)

JOB SPECIFIC COMPETENCY AREAS

MANAGEMENT RESPONSIBILITIES	MEASUREMENT/FREQUENCY	Y	N	NA
1. Assists the principal in the supervision and implementation of curriculum, instructional, and management programs throughout Villa Maria School.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
2. Assists in the observation and evaluation of professional staff.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
3. Supervises the observation and evaluation of all paraprofessional staff.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
4. Supervises staff implementation of all behavioral programs.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
5. Assists in the recruitment and hiring of professional staff.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
6. Recruits and hires all paraprofessional staff.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing as needed			
7. Conducts the daily business of the school in the absence of the principal.	MEASUREMENT CODES: ongoing	X		
	FREQUENCY: daily			
COMMENTS: Because of his longstanding history as an educational administrator, Mr. Frank easily fills in when the principal needs to leave the school for agency meetings. He has been helpful in sharing his observations of classroom teachers as well as of the paraprofessionals, specials teachers, and behavioral specialists who come under his supervision. His supervisory skills reflect his wealth of experience as an administrator.				
COMMUNICATION AND COORDINATION	MEASUREMENT/FREQUENCY	Y	N	NA
1. Develops and maintains positive relationships with staff, students and their families, interdisciplinary and interagency representatives, and visitors.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
2. Assists in the coordination of related services to students and their families.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
3. Participates in the IEP/ARD Nonpublic Tuition Assistance process.	MEASUREMENT CODES: 1,3,8			NA
	FREQUENCY: ongoing			

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

JOB SPECIFIC COMPETENCY AREAS (continued)

4. Represents the school and Children's Continuum as needed.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
5. Participates in interdisciplinary meetings.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
6. Conducts and /or attends meetings in the absence of the principal.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
7. Provides, assesses, interprets, and communicates age specific data in response to treatment.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Mr. Frank represents the school superbly at interdisciplinary meetings and at external meetings and trainings. He is not only personable, but willing to ask the right questions. He clearly knows what information needs to be shared with staff from these events. He also has a knack for assessing and interpreting data. For example, he often presents a review of PBIS data on a classroom by classroom basis at school staff meetings.				
CLINICAL PERFORMANCE	MEASUREMENT/FREQUENCY	Y	N	NA
1. Demonstrates competence in accordance with the needs of special education students, ages 6-14, identified as seriously emotionally disturbed, learning disabled, and/or mildly retarded.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
2. Demonstrates knowledge of normal/abnormal growth and development throughout the age continuum.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
3. Assists resource staff in maintaining safety in the school.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
COMMENTS: Mr. Frank has a clear understanding of the needs of the special education population served at our school. He consistently demonstrates kind yet firm interventions when students exhibit challenging behavior. He consistently reminds staff of the need to be therapeutic in all of their interventions with the E.D. population served at St. Vincent's.				

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

JOB SPECIFIC COMPETENCY AREAS (continued)

CLIENT INTERVENTION/CARE	MEASUREMENT/FREQUENCY	Y	N	NA
Supports and implements the organizational philosophy/policy to prevent, reduce, and strive to eliminate the use of LETO/TH by demonstrating the following according to Villa Maria policy:				
1. Demonstrates an accurate understanding of the underlying causes of threatening behaviors in children.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
2. Demonstrates accurate use of de-escalation techniques, using non-physical interventions based on the behavior management assessment.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
3. Demonstrates accurate judgment regarding the need for a therapeutic hold by initiating a therapeutic hold for up to 30 minutes only when non-physical interventions are ineffective or not viable, and when there is an imminent risk of a child physically harming himself or herself, staff or others.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
4. Demonstrates accurate application of a LETO or a therapeutic hold according to Villa Maria policy and procedure.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
5. Demonstrates knowledge of the care of the child in LETO/TH by making accurate assessments of signs of distress and intervening as necessary; maintaining constant observation of the child; assisting the child in meeting the behavior criteria for the discontinuation of the LETO or TH; and discontinuing the LETO or TH as soon as the child meets the behavior criteria.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
6. Participates in the debriefing of the LETO or TH episode with the child and staff involved.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
7. Accurately documents each episode of LETO/TH according to Villa Maria policy.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			
<p>COMMENTS: Mr. Frank has a good understanding of TCI and LETO policies and strategies. He consistently follows through with the debriefings on safety holds at this school, which seldom exceed three a month. He has provided leadership in this area through ongoing discussions with staff on the data reflected in the Utilization Review statements. When staff have missed required elements of safety hold forms or occurrence reports, he meets with them to ensure that these have been corrected.</p>				
PROGRAM DEVELOPMENT AND IMPLEMENTATION	MEASUREMENT/FREQUENCY	Y	N	NA
1. Provides direct input into policy, procedure, budget and other associated administrative functions.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

THE SPECIFIC COMPETENCY AREAS (continued)				
2. Properly implements policies regarding suspension/expulsion of students.	MEASUREMENT CODES: 1,3,8	X		
	FREQUENCY: ongoing			

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

101. ETHNIC COMPLIENCY AREAS (continued)

3. Schedules paraprofessionals and float staff on a daily basis to ensure adequate coverage for programs.	MEASUREMENT CODES: 1,3,8	X				
	FREQUENCY: ongoing					
4. Understands, applies, and enforces Federal and State regulations regarding special education law, policies, and procedures.	MEASUREMENT CODES: 1,3,8	X				
	FREQUENCY: ongoing					
5. Adheres to departmental and organizational policies and procedures, exercising authority appropriately.	MEASUREMENT CODES: 1,3,8	X				
	FREQUENCY: ongoing					
<p>COMMENTS: Although our school does not suspend or expel students, Mr. Frank does a very good job communicating with the Transportation Departments of the referring LEA's regarding bus suspensions. Reinstatement hearings have been conducted professionally and both the LEA's and the parents involved in these hearings have noted that they are satisfied with the outcomes. Bus drivers have noted their ongoing satisfaction regarding Mr. Frank's interactions with them.</p> <p>Mr. Frank arrives at work two and three hours early and ensures that coverage has been completed before staff arrive. He is very proactive in scheduling staff. His clarity regarding agency policies and procedures are reflected in his actions.</p>						
PROFESSIONAL DEVELOPMENT		MEASUREMENTS		Y	N	NA

s relevant licensure/ certification.	MEASUREMENT CODES: 1,3,8	X			
	FREQUENCY: ongoing				
all professional standards	MEASUREMENT CODES: 1,3,8	X			
	FREQUENCY: ongoing				

COMMENTS: Mr. Frank submitted his request for interstate reciprocity for licensure to MSDE within the required 30 days of his hire. The MSDE website reports that his Maryland certification in process.

Is coordinating the schools MSA process via the school's MSA committee this year. Has attended required MSDE training and met with the former school MSA coordinator for briefings on MSA procedures.	MEASUREMENT CODES: 1,3,8
	FREQUENCY: ongoing
Has initiated and coordinated the school Rules Committee to upgrade the implementation of PBIS practices and other school safety considerations resulting in a safer more civil school environment.	MEASUREMENT CODES: 1,3,8
	FREQUENCY: ongoing
Has met regularly with ETA's, specials teachers, and behavioral specialists for supervision and to address their concerns. This has resulted in increased morale and improved performance for these staff.	MEASUREMENT CODES: 1,3,8
	FREQUENCY: ongoing

MEASUREMENT CODES: 1-Supervision/observation, 2-Review of documents/clinical records, 3-Staff report (Rate the Raters), 4-Review of chart records, 5-UR data, 6-Client satisfaction data, 7-Committee feedback, 8-Observation/feedback from other departments, 9-Evidence of Continuing Education credits, 10-Risk Management data, 11-Exit survey data, 12-Return demonstrate, 13-Other (Methods used are determined by the position)

Performance Evaluation

EMPLOYEE CHARACTERISTICS	Rating scale (check one)		
	Exceeds Standards	Meets standards	Needs Improvement
1. Amount of supervision required	X		
2. Ability to work under pressure	X		
3. Works cooperatively with team members to achieve organizational goals	X		
4. Demonstrates effective problem-solving skills	X		
5. Demonstrates dependability and reliability in attendance	X		
6. Demonstrates promptness	X		
7. Willingly accepts assignments and demonstrates initiative	X		
<p>COMMENTS: Mr. Frank has been a wonderful addition to our school. His professional experience and engaging personal style have resulted in a more cohesive staff culture and a safer school. He is consistently willing to go above and beyond to do whatever it takes to take the school to the next level both in terms of instruction and therapeutic interventions.</p>			

TRAINING AND DEVELOPMENT		
(Check off the training programs the employee has attended during the evaluation year as required by their position. Indicate a "Not Applicable" where appropriate. Attach a complete list of all training employee has received during the evaluation period.)	Yes	No
Emergency Preparedness	X	
CPR Training	X	
Infection Control Training/Updates	X	
Vehicle Training	X	
First Aid Training		
Crisis Prevention Training/Refresher	X	
Did the employee obtain the required number of credit hours during the evaluation period?	X	
Has the employee provided evidence of freedom from Tuberculosis in a communicable form within the prescribed period? (Failure to provide such evidence will result in a denial of any step-related increases and may jeopardize employment within the Children's Continuum.)	X	

PERFORMANCE IMPROVEMENT PLAN

DEVELOPMENT NEEDS	DEVELOPMENT PLANS
List those major areas of the job that the employee needs to improve	Outline the actions planned in the near future to help the employee meet his needs for improved performance

GOALS AND OBJECTIVES
<p>List goals and objectives for the next review period, as well as plans for meeting them.</p> <ol style="list-style-type: none">1. Continue the implementation of the MSA process in conjunction with the school MSA committee to ensure that accommodations are provided according to the IEP's of students during the testing process and that all MSDE rules and regulations regarding MSA administration are adhered to.2. Continue the ongoing review of SWIS and PBIS data to reduce the use of the resolution room and safety holds.3. Continue to provide supervision of ETA's in a way that improves the instructional and therapeutic progress of the school.

ADDITIONAL MANAGER COMMENTS

EMPLOYEE COMMENTS:

"I agree to abide by Villa Maria policy and procedures and all professional and ethical standards where applicable."

Employee's Signature: Wilee R. L. #

Date: 3/5/08

Manager's Signature: Jilly Mayton

Date: 3/5/08