**Support Services & Evaluation Systems**

As we're getting well into the first month of the second semester, your school's performance evaluation process is in a crucial phase with Observations and Feedback Conferences being completed and the time drawing near for the completion of all certified Annual Performance Reports and Conferences. Especially with this new timeline, you may find that questions will arise among your administrative team regarding various facets of the District’s evaluation processes.

I'm available to provide on-site PAI support for your administrative teams, if desired. I'll be glad to come to your school to meet with one or all members of your administrative team regarding any of the evaluation processes (before, during, or after the school day). I can review PAI procedural issues, the evaluation process for teachers and/or administrators, classified evaluations, have a Q & A session, or focus on other designated area(s) of your choosing. If interested, please contact me at (770) 426-3393 or jan.holley@cobbk12.org to schedule your on-site visit. Thanks!

Jan Holley, Director Evaluation Systems

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**Employment**

**Classified Committee**

The Cobb County School District Classified Committee will meet on Tuesday, February 5, 2008 at the Southern Polytechnic State University’s Wilson Student Center from 10:00 a.m. until 12:00 noon. Any questions can be directed to Carrie Lamb, Classified Supervisor, Human Resources. An invitation was sent out to each committee member and copied to their school secretaries.

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Include Charge Code Information on your EAF’s

Ensuring that employees are set up with correct charge codes in the Payroll System is critical to the District and can impact future funding for federally-funded programs.

The Human Resources office is making a requirement for schools to include the CHARGE CODE in the comments section of the Employee Action Form for EVERY action that affects a change in this code.

Thanks for your assistance in providing this critical piece of information.
Leadership Management

Leadership Academies
Application and Due Date

The application and recommendation form for the 2008-2009 Cobb County School District (CCSD) Leadership Academies will be available on the Human Resources webpage under Leadership Management beginning Friday, February 1. All application materials including online application, resume, and principal recommendation form will be due to Leadership Management by 5:00 p.m. on Friday, February 15. Please make those on your staff who are interested in the Leadership Academies aware of the following changes.

NEW APPLICATION DATES
Friday, February 1 through Friday, February 15
Applicants to be notified of selection or non-selection prior to Spring Break

NEW MEETING SCHEDULE
In an effort to reduce the number of days participants are away from their schools, the following new meeting schedule has been established.

Leadership Academy I
Meet 5 days during the summer (’08) and 3 days during the school year

Leadership Academy II
Meet 2 days during the summer (’08) and 7 days during the school year

Leadership Academy III
Meet 2 days during the summer (’08) and 7 days during the school year

(Some dates will be set at a later date)

Employee Relations

Principals, please remember that teachers at-risk for possible nonrenewal should already be on a PDP by now and those PDPs should end no later than late March. Preliminary nonrenewal proposals, which can be found on page 22 of your ‘Supervisor’s Guide to Documentation’, are due to your AAS by February 4th. Should you have any questions, please call John Adams at 770-420-4958.