

Department of Education

**Daniel L. Perez Elementary School**

400 Gayinero Drive, Yigo, Guam 96929

Telephone: 653-0404/2646

Accredited by the School Commission of the Western Association of Schools and Colleges



**Jon J.P. Fernandez**

*Superintendent of Education*

**Julie T. Mendiola**

*Principal*

**Anderson A. Joseph**

*Assistant Principal*

**NON-INSTRUCTIONAL**

**TEACHER EVALUATION**

**School Year 2014 - 2015**

Name of Teacher: **Femelyne C. Wesolowski, School Librarian**

Certification: Elementary K-6, Reading K-12, ESL, Librarian

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| **Observation Record:**For School Year 2014-2015, Femelyne C. Wesolowski was able to accomplish the following:  SCHOOL   * Teach Grade 4 August 18 – September 22, 2014 until Grade 4 teacher hired * Organize donated books for PBIS Game Room * Participate as member of Accreditation Focus Group D SY2014-2015; continue for SY2015-2016 * Conduct partial inventory of Technology Equipment for Accreditation Focus Group D * Administer SBA Math, Reading, Science, Social Studies tests to Grade 1 Room 42 students * Administer SBA make up tests to Grade 1 students * Help with ESL Reports * Provide classroom teachers with ESL Support as needed * Prep library with staff assistance for meetings & professional development days   PRESENTATIONS   * Present “SIOP for ELs & ALL: An Introduction” w/ Dr. Arlene Diaz & Sra. Antonia Salas on November 4, 2014 to DLPES Faculty & Staff * Present “SIOP: Content & Language Objectives” w/ Dr. Arlene Diaz & Sra. Antonia Salas on January 28, 2015 to DLPES Faculty & Staff * Present “Sharpie Art plus” w/ GATE, SpEd, Nurse, Counselor for Faculty Meeting May 13, 2015   PROFESSIONAL DEVELOPMENT   * Attend Mini-Workshop presented by Mr. Joseph Sanchez for Reading, Writing, & Math Kits by Teacher Created Materials November 26, 2014 * Attend Level 1 Training for Promethean Smart Board December 4, 2014 * Attend Follow-Up Level 1 Session w/ Dimension Systems * Attend School Library Conference March 23-27, 2015   LIBRARY  *GENERAL*   * Implement School Library Media Program Plan School Year * Organize library administrative files * Prepare Library Handbook & Schedule * Create Library Website   *CURRICULUM*   * Conduct Library Instruction: Check-Out Procedures, Compare/Contrast Fiction & Non-Fiction, Check 5 Check or 5 Finger Rule (choosing a book)   *TECHNOLOGY*   * Complete Equipment Inventory for library * Collaborate w/ Technology Team on “Fanihis Soaring Through Technology” – FSAIS grant for 1 Interactive White Board for Library submitted September 15, 2014; approved December 1, 2015 (email from Mrs. J. Mendiola) * Meet with PCMerge to set up administrative protocol for Library Computer Station * Monitor Student & Faculty/Staff Use of Library Computer Station * Set up Work Room & Standard Operating Procedures for Binding Machine, Laminator, Cutting Board   *AUTOMATION SYSTEM*   * Maintain Library World – library automation system as online catalog & circulation process * Attend School Librarian meetings   *COLLECTION BUILDING & MAINTENANCE*   * Clean/Dust Shelves * Shelve Books * Plan & Implement Library Budget – Needs Assessment, Vendor Meetings, Requisition Entry   *LIBRARY STRUCTURE*   * Clean, Paint, Organize library environment, books & materials, equipment * Plan for library storage & furniture   *SPECIAL PROGRAMS & OTHER ACTIVITIES*   * Train Grade 4 Student Library Volunteers: Service with a Smile, Walking the Route, Shelving Fiction books – Everybody, Paperback, Novels   EDUCATIONAL DEVELOPMENT   * Attend 1st Annual Conference TEAM – Technology, Education, Assessment & Management October 24-26, 2014 (sponsored by UOG Research, Graduate Studies) * Attend 27th Language Arts Conference November 14-16, 2014 (sponsored by UOG CLASS, SOE & IRA) * Attend McREL Guam Alliance Presentation on “Toolkit of Resources for Engaging Parents & Community as Partners in Education” November 12 & 13, 2014 (2:30-5:30 PM) |
| **Overall Evaluation:**  Satisfactory (XXX) Unsatisfactory ( )  Note: Evaluations of Unsatisfactory must be substantiated by specific comments providing the basis upon which the evaluation was made. |
| **Comments by the Evaluator:** |
| The teacher and evaluator must sign this form after a conference between them takes place. The signature of the teacher indicates that the report has been seen, but does not necessarily constitute an agreement with the evaluation.  **Comments by Evaluatee:**  Evaluatee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Grade/Department Date  Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Grade/Department Date |