

Dunmore School District

SUPERINTENDENT EVALUATION FORM 2016-17

INSTRUCTIONS: Please evaluate the Superintendent's performance by reviewing his goal, assessing your opinion of how well he met that goal, and fill in the appropriate blank with a gradient from the appropriate block above. **IMPORTANT:** Please provide supporting comments for all areas in which the goal was not met satisfactorily.

RATING DEFINITIONS:

Failing	Needs Improvement	Proficient	Distinguished
(0-2)	(3-4)	(5-8)	(9-10)

Evaluations

Evaluation is one of the most effective tools that board members have to measure and sharpen the skills of the superintendent. Tying the evaluation to annual goals brings more objectivity to the superintendent's performance report.

The board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy. An effective school board develops and maintains a productive relationship with the superintendent. That relationship consists of mutual respect and a clear understanding of respective roles, responsibilities and expectations. It should be grounded in a thoughtfully crafted employment contract and job description along with procedures for communications and reliance upon written board policy.

The superintendent is the chief executive officer of the district. The board delegates authority to him or her to operate the district and provide leadership to staff. Delegating authority empowers the superintendent and staff to pursue board ends — its mission and goals — single mindedly and without hesitation. Having delegated the authority, the board has the responsibility to assure that the resources are in place to carry them out. The board also has the responsibility to monitor performance, ensuring that the district is making progress towards its ends and is in compliance with written board policy. The superintendent evaluation process is a highly visible and important monitoring process and is culminated in a vote of the board of satisfactory or unsatisfactory performance.

The goals format will provide the school board with a fresh look at superintendent evaluation. It is designed to assist the board and superintendent in fully developing their superintendent evaluation process — a process that should be fully owned and led collaboratively by the board of education and the superintendent. This allows the board to monitor superintendent performance, guide the district toward continuous improvement, and develop and maintain an effective, respectful relationship between the superintendent and the entire board of education.

Goal Description Comment	Failing	Needs Improv ement	Profi- cient	Disting uished
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 1: Oversee the improvement of the educational program				
<ol style="list-style-type: none"> 1. Conduct transition meetings summer for all transition grade levels 2. Develop new curricula 3. Retool master schedule in DJRSRHS 4. Add additional teaching/learning period to school day – secondary level 5. Reconfigure elementary school day to allow for more efficient use of instructional time 6. Explore a program to promote STEM in grades K-12 				 ✓ ✓ ✓ ✓ ✓ ✓
Comments				
<i>Has taken the lead in this category since Day 1 of his tenure</i>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 2: Advance curriculum offerings				
<ol style="list-style-type: none"> 1. Expand AP, SAT Prep, and remediation classes in DHS 2. Develop more challenging courses at Lackawanna College (dual enrollment expansion) 3. Strengthen courses and programs to better prepare the average student for career or college choices 				 ✓ ✓ ✓
Comments				
<i>Very strong and continues to show great vision.</i>				

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 3: Advance the standing of Dunmore School District				
<ol style="list-style-type: none"> 1. Improve School Performance Profile 2. Improve scores on standardized tests 3. Improve attendance rate 4. Improve graduation rate 5. Measure annual progress of existing SAT prep program 			✓ ✓ ✓	.
Comments				
<i>Has only began his tenure. This Area needs to be revisited in future evaluations</i>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 4: Continue to foster positive relationships with staff				
<ol style="list-style-type: none"> 1. Act as liaison between the Board and personnel, working toward a high degree of mutual communication, understanding, and respect. 2. Spend time in schools observing staff and students 3. Work with the staff to identify educational objectives 4. Treat all personnel fairly while insisting on satisfactory performance of duties 5. Encourage effective two-way communication and staff participation in planning, procedure development, policy interpretation and decision making 6. Establish standards of performance for all staff positions and work with staff to achieve consistently high standards of performance 7. Conduct a survey that will focus on trust throughout the school district 				✓ ✓ ✓ ✓ ✓ ✓ ✓
Comments				
<i>Has worked extremely hard in this area.</i>				

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 5: Advance academic standing and career opportunities for students				
1. Increase percentage of students reading at grade proficiency level in elementary school 2. Review graduate surveys, identify areas of concern and strategize improvement plans as appropriate 3. Express a genuine concern for and interest in the welfare of students 4. Work to improve overall student morale 5. Create awareness of all vocational educational opportunities offered at local institutions such as Lackawanna Career Technology Center.			✓ ✓ ✓	✓ ✓
Comment				
<i>This Area will continue to improve as MR. MARICHAK CONTINUES HIS tenure. He has shown great vision with this goal.</i>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 6: Continue to improve relations with the board				
1. Interpret and execute the intent of Board policy 2. Keep the Board informed on issues, needs and operations of the school system 3. Make recommendations for employment or promotion of personnel and accept responsibility for recommendations 4. Provide the Board with sufficient data and appropriate alternatives				✓ ✓ ✓ ✓
Comment				
<i>Has been very good. Shawn great leadership.</i>				

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 7: Continue to carefully monitor the financial expenditures of the school				
<ol style="list-style-type: none"> 1. Continue to find ways to keep special education spending under control 2. Manage the subcontracting of maintenance to continue to save resources 3. Plan the various phases of facilities renovations 4. Monitor transportation activities and ensure efficiency in routes and special transportation 5. Continue to monitor expenses limiting tax increase to as close to zero as possible 6. Work to recapture Dunmore students enrolled in charter/cyber charter schools 7. Evaluate educational needs and translate them into financial recommendations 				 ✓ ✓ ✓ ✓ ✓ ✓ ✓
Comments				
<p><i>HAS TAKEN ON MANY OF THESE TASKS AND CONTINUES TO MAKE IMPROVEMENTS</i></p>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 8: Keep the public informed				
<ol style="list-style-type: none"> 1. Provide monthly message to community on web site 2. Facilitate public meetings periodically to garner feedback and public input 				 ✓ ✓
Comments				
<p><i>HAS BEEN EXCELLENT IN THIS AREA. HAS BEEN A GREAT ADDITION TO DUNMORE SCHOOL DISTRICT.</i></p>				

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OVERALL PERFORMANCE RATING

Satisfactory	✓	Unsatisfactory	
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Evaluators' Signatures

Michael H Butler

Michael J Keller

Robert J. Holtham

Joseph R. Muraco

Joseph A. Dunbar

Edward J. [unclear]

John W. Parnis

John V. Summa

Don C. [unclear]

Superintendent's Signature

John Marchese

Date

6/20/17