

## Dunmore School District

### SUPERINTENDENT EVALUATION FORM 2019-20

**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 Improvement	Proficient	Distinguished
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 1: Oversee the improvement of the educational program</b>				
<p>1. Conduct transition meetings in summer for all transition grade levels  <b>Use of data to position students, curricula, and strategic plan</b>  <b>Oversee implementation and construction of master schedule</b>  <b>Oversee all curricular offerings</b></p> <p>2. Develop new curricula  <b>Created and implemented curricula for every class in DSD in 3-year cycle</b>  <b>Revisited and amended math and ELA</b></p> <p>3. Retool master schedule in DJRSRHS  Procedure conducted annually to ensure efficiency and maximize student choice</p> <p>4. Add additional teaching/learning period to school day – secondary level  <b>Continues to allow for additional course offerings</b>  <b>Additional AP's, STEM growth</b>  <b>Introduction of Business CO-OP program in conjunction and coordination with Lackawanna Co. CTC</b>  <b>Dunmore students will earn credit while Working and earning money</b>  <b>Transition to workforce</b></p> <p>5. Reconfigure elementary school day to allow for more efficient use of instructional time  <b>Introduction and adaptation of new reading series</b>  <b>Introduction and adaptation of remedial reading series</b>  <b>Introduction and adaptation of intervention strategy MTSS</b>  <b>State award winning PBIS program</b>  <b>Get students on grade level earlier</b>  <b>Introduction of "WIN" time – What I Need – small group technique – individual intervention</b></p>				<p>(9)</p> <p>(9)</p> <p>(9)</p> <p>(9)</p> <p>(9)</p>

<p>6. Explore a program to promote STEM in grades K-12  <b>Introduced 2<sup>nd</sup> level of STEM course – students can have the course for two years</b>  <b>Purchased hi-tech CNC machine – students are more prepared for higher level of education or entry into workforce</b>  <b>Hybrid learning – DEC</b>  <b>K’NEX challenge – DEC</b>  <b>“What’s so cool about manufacturing – 8<sup>th</sup> grade”</b>  <b>Engineering competition – Wilkes University</b>  <b>Trebuchet challenge – STEM class</b>  <b>Bridge Building Contest of NEPA</b></p>				<p>(9)</p>
<p>Comments</p>				
<p><i>Very happy with progress this district has made Academically. Always room for improvement - stem (Elementary) - Happy with AP</i></p>				
<p>Gradient</p>				
	(0-2)	(3-4)	(5-8)	(9-10)
<p><b>Goal 2: Advance curriculum offerings</b></p>				
<p>1. Expand AP, SAT Prep, and remediation classes in DHS  <b>-118 students scored 3 or better</b>  <b>182 students took AP exams</b>  <b>64.5% pass rate</b></p> <p>2. Develop more challenging courses at Lackawanna College (dual enrollment expansion)  <b>Agreement with Lackawanna College to add to dual enrollment and introduction of opportunity to earn Associates Degree</b></p> <p>3. Strengthen courses and programs to better prepare the average student for career or college choices.</p>				<p>(10)</p> <p>(10)</p> <p>(8)</p>
<p>Comments</p>				
<p><i>Keystone Partnership for Dual Enrollment.</i></p>				

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 3: Advance the standing of Dunmore School District</b>				
1. Improve School Performance Profile <b>Year-long training and preparedness for transition to FUTURE READY INDEX</b> 2. Improve scores on standardized tests – N/A 3. Improve attendance rate – N/A 4. Improve graduation rate 5. Measure annual progress of existing SAT prep program <ul style="list-style-type: none"> <li>• <b>Average SAT score has increased every year over the past 4 years</b></li> </ul>				
Comments				
<i>Growing the "Average" student more "Gifted student2"</i>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 4: Continue to foster positive relationships with staff</b>				
1. Act as liaison between the Board and personnel, working toward a high degree of mutual communication, understanding, and respect. <b>Facilitated a meeting with Senator Blake and Representative Kyle Mullins</b> <ul style="list-style-type: none"> <li>- <b>Work is on-going with all governmental representatives to ensure the Dunmore School District has a presence in the decision-making process</b></li> </ul> <b>Work continually with Dunmore Borough -DPD and DFD</b>				
2. Spend time in schools observing staff and students				

<p><b>Visit both buildings on a daily basis</b></p> <p>3. Work with the staff to identify educational objectives  <b>Created ATSI steering committee comprised of administration, teachers, students, and community members</b>  <b>With the administrative team we researched, purchased, and trained our entire staff in BOARDWORKS – a supplementary tool to support our curriculum</b></p> <p>4. Treat all personnel fairly while insisting on satisfactory performance of duties</p> <p>5. Encourage effective two-way communication and staff participation in planning, procedure development, policy interpretation and decision making  <b>Established a professional development day every month – this will enable the establishment of professional learning networks that will give the teachers the support they need to drive instruction, work with data, and provide the best educational experience possible</b>  <b>Conducted surveys with the following groups: Parents, Teachers, Students - shared results with stakeholders to ensure that everyone has a voice and we are all working to improve the educational experience</b>  <b>Conducted Focus Groups with teachers and Students – shared results with all stakeholders to ensure everyone has a voice and We are all working to improve the educational experience</b></p> <p>6. Establish standards of performance for all staff positions and work with staff to achieve consistently high standards of performance</p> <p>7. Conduct a survey that will focus on trust throughout the school district – <b>see above</b></p>			<p>(9)</p> <p>(9)</p>	<p>(10)</p> <p>(9)</p> <p>(9)</p>
<p>Comments</p>				
<p>- Monitoring execution of Programs (Career School)</p> <p>- Data to Drive Instruction (Elem)</p>				

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 5: Advance academic standing and career opportunities for students</b>				
<p>1. Increase percentage of students reading at grade proficiency level in elementary school  <b>New Reading Series</b>  <b>New Remedial Reading Series</b>  <b>Intervention Program</b></p> <p>2. Review graduate surveys, identify areas of concern and strategize improvement plans as appropriate</p> <p>3. Express a genuine concern for and interest in the welfare of students (and staff)  <b>Established the presence of a mental health team that has grown to two full teams, one in each school to provide support for, and meet the needs of Dunmore's students at no cost to the District</b>  <b>Multiple changes and improvements in the structure and procedures to ensure the safety of the DSD</b>  <b>Total revamping of Dunmore School District's "ALL HAZ" PLANS</b>  <b>Multiple improvements in the area of safety to comply with ACT 44</b>  <b>Created Pandemic team</b>  <b>Created Diversity Committee</b>  <b>-will establish Diversity Clubs in both schools</b></p> <p>4. Work to improve overall student morale  <b>Creation and expansion of breakfast offering at both buildings – will ensure that more students have the opportunity to eat breakfast</b>  <b>In conjunction with new school store</b>  <b>Will improve economic standing with Nutrition Inc.</b></p> <p>5. Create awareness of all vocational educational opportunities offered at local institutions such as Lackawanna Career Technology Center.  <b>Sponsored an open house at Lackawanna Co. CTC</b>  <b>Sponsored an in-service experience for entire secondary teaching staff at Lackawanna Co. CTC</b></p>			<p>8</p>	<p>9</p> <p>10</p> <p>9</p> <p>10</p>

<p>Field trips from DEC to Lackawanna Co. CTC to educate earlier on potential career pathways</p> <p>6. Establishment of a School Store at the secondary level that will be operated by our special needs students and special education department</p> <ul style="list-style-type: none"> <li>- School store was a success – the students realized a profit which was used for a transitional field trip in the community</li> </ul> <p>7. DEC field trips to the Geisinger School of Medicine – FRI – career pathways          Kane logistics          McLain logistics          Keystone Landfill          General Dynamics          Scranton Chamber of Commerce</p>				<p>(9)</p> <p>(9)</p>
<p>Comment</p>				
<p><i>will in program or new series. Awaiting Data &amp; Results</i></p> <p><i>- using CARES money for Elan Guidance</i></p> <p><i>- Teacher part in "All meetings" (Very Involved)</i></p> <p><i>- Happy with Vn-Tech Program.</i></p>				
<p>Gradient</p>	<p>(0-2)</p>	<p>(3-4)</p>	<p>(5-8)</p>	<p>(9-10)</p>
<p><b>Goal 6: Continue to improve relations with the board</b></p>				
<p>1. Interpret and execute the intent of Board policy  <b>Total reconstruction and revamping of Policy Manual</b>  <b>Housing of Policy Manual on district web site</b>  <b>Coordination and agreement with Policy Manual and individual school hand books</b></p> <p>2. Keep the Board informed on issues, needs and operations of the school system  <b>Communication with Board President – almost daily</b></p> <ul style="list-style-type: none"> <li>- Two-way communication with all members on-going via text, email, and phone</li> <li>- Attempt to update the Board on topics weekly at a minimum</li> </ul>				<p>(9)</p> <p>(10)</p>

<p>3. Make recommendations for employment or promotion of personnel and accept responsibility for recommendations  <b>Hiring policy and process has been a success – recent additions have improved educational process in a politically neutral manner</b>  <b>Every Board Member has been invited to, and almost all have participated in the hiring process through interviews, question origination, and interaction with candidates</b></p> <p>4. Provide the Board with sufficient data and appropriate alternatives</p>			<p>(9)</p> <p>(9)</p>	
<p>Comment</p> <p><i>Keep up communication. Very important.</i></p> <p><i>Keep giving us your professional opinion.</i></p>				
<p>Gradient</p>	<p>(0-2)</p>	<p>(3-4)</p>	<p>(5-8)</p>	<p>(9-10)</p>
<p><b>Goal 7: Continue to carefully monitor the financial expenditures of the school</b></p>				
<p>1. Continue to find ways to keep special education spending under control  <b>Creation of Autistic Support 2<sup>nd</sup> level at DEC – keep and recapture Dunmore Students – prevent outplacement</b>  <b>Introduction of similar program at secondary level – brought back 6 students who were placed out of the Dunmore School District –</b>  <b>Subcontracted OT/PT services with Coordinated Health – large savings opportunity and elimination of inefficient practices</b>  <b>PETS program through CIL and OVR at no cost to DSD – improves transitional services</b>  <b>CIL – great partnership for special needs students at a reduced rate</b></p>			<p>(9)</p>	



<p><b>Crafted and executed new Special Education Plan</b>  <b>Ensures compliance and decreases Potential liability and litigation</b>  <b>Self-Insured – large savings this school year</b></p> <p>2. Manage the subcontracting of maintenance to continue to save resources</p> <p><b>District GESE Project is creating energy savings through upgrading several areas paid for out of those savings</b></p> <p>3. Monitor transportation activities and ensure efficiency in routes and special transportation</p> <p>4. Continue to monitor expenses limiting tax increase to as close to zero as possible</p> <p><b>Reconfiguration of administrative/Act 93 group in an efficient, creative manner</b>  <b>Reconfiguration of the Dunmore School District’s “Title (Federal) Status”</b></p> <ul style="list-style-type: none"> <li>- Allowed the District to hire three additional teachers at no cost to the district</li> <li>- Allowed every student in the District to have access to the instruction and resources provided through Title services</li> </ul> <p><b>Steps have been taken to establish an Educational foundation to alleviate pressure On tax base in the form of EITC donations</b></p> <p>5. Work to recapture Dunmore students enrolled in charter/cyber charter schools</p> <p><b>Successful marketing campaign</b>  <b>Agreement with Penn Foster</b>  <b>-Administrative team aggressively pursued Dunmore residents enrolled in charter and cyber charter schools and recaptured approximately \$309,000 (over 20 students) that was being paid out to these institutions.</b></p> <p>6. Evaluate educational needs and translate them into financial recommendations</p> <p>7. Secured donations from partners for athletic equipment</p> <p><b>Donation from CIL - \$8,500 – scoreboard</b>  <b>Coordinated Health – scorer’s table and athletic training room \$15,000</b></p>				<p>(9)</p> <p>(9)</p> <p>(9)</p> <p>(10)</p> <p>(9)</p> <p>(9)</p>
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<p><b>Donation from NEPA Flag Football League \$500</b>  <b>Dunmore Oilers - \$500 donation – maintenance - \$1,775 – score board controller</b></p>				
Comments				
<p><i>Keep working with community, Vital. Very Happy with current communication.</i></p>				
Gradient				
(0-2)      (3-4)      (5-8)      (9-10)				
<b>Goal 8: Keep the public informed</b>				
<p>1. Provide monthly messages to the community  <b>Establishment and maintenance of TWITTER account</b>  <b>Established Facebook Accounts in both schools</b>  <b>Curriculum posted on district web site</b>  <b>Policy Manual posted on district web site</b>  <b>Board agendas and minutes posted on web site</b>  <b>Frequent us of global connect</b></p> <p>2. Facilitate public meetings periodically to garner feedback and public input  <b>Multiple open houses and parental meetings for various programs i.e. CTC, Co-op, Financial Aid, Dual Enrollment etc...</b>  <b>Multiple stakeholder surveys conducted</b></p>				
Comments				
<p><i>High School Improvement in Communication.</i></p>				

# OVERALL PERFORMANCE RATING

Satisfactory	✓	Unsatisfactory	
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Evaluators' Signatures Mark T. Ober

John V. Summa

Don C. McHale

Michael J. Hallinan

Joseph W. Lucas

Junica Plon-

Summa

Superintendent's Signature John Marchese

Date 8/20/20