

Dunmore School District

SUPERINTENDENT EVALUATION FORM 2017-18

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				
<p>1. Conduct transition meetings summer for all transition grade levels Establishment of two levels of ESY in the DSD Use of data to position students, curricula, and strategic plan</p> <p>2. Develop new curricula Implemented Math and ELA Completed Science and Social Studies Began Special Education and all specialty areas Introduced STEM course (technology/physics)</p> <p>3. Retool master schedule in DJRSRHS</p> <p>4. Add additional teaching/learning period to school day – secondary level Continues to allow for additional course offerings Additional AP's, STEM Introduction of Business CO-OP program in conjunction and coordination with Lackawanna Co. CTC Dunmore students will earn credit while Working and earning money Transition to workforce</p> <p>5. Reconfigure elementary school day to allow for more efficient use of instructional time Introduction and adaptation of new reading series Introduction and adaptation of remedial reading series Introduction and adaptation of intervention strategy MTSS Get students on grade level earlier</p> <p>6. Explore a program to promote STEM in grades K-12 Hybrid learning – DEC K'NEX challenge – DEC</p>			8	9 9 10 10 10

<p>“What’s so cool about manufacturing – 8th grade” Engineering competition – Wilkes University Trebuchet challenge – STEM class</p>				
Comments				
<p><i>Continues to show leadership that we have seen since the beginning of his tenure</i></p>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 2: Advance curriculum offerings				
<p>1. Expand AP, SAT Prep, and remediation classes in DHS AP additions – Physics, English Language and Composition, Govt. and Politics 2018-2019 school year: Statistics, Psychology, French, Spanish AP Honor Roll – 8th addition 1 of only 2 districts in NEPA 447 districts achieved in U.S. and Canada</p> <p>2. Develop more challenging courses at Lackawanna College (dual enrollment expansion) Agreement with Lackawanna College to add to dual enrollment and introduction of opportunity to earn Associates Degree</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>10</p>
Comments				
<p><i>Outstanding results in this category.</i></p>				

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 3: Advance the standing of Dunmore School District				
1. Improve School Performance Profile Year-long training and preparedness for transition to FUTURE READY INDEX 2. Improve scores on standardized tests Exceeded state averages in all tested areas (PSSA, Keystone) 3. Improve attendance rate 4. Improve graduation rate 5. Measure annual progress of existing SAT prep program Experienced an average increase of 122 points per student (2016 – 928 avg 2017 – 1050 avg)			8 8	10 10 10
Comments				
Excellent progress				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 4: Continue to foster positive relationships with staff				
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				9 10 10 10 10 10

<p>7. Conduct a survey that will focus on trust throughout the school district ?</p>				
<p>Comments</p>				
<p>Excellent Communication with Faculty and Staff</p>				
<p>Gradient</p>				
	(0-2)	(3-4)	(5-8)	(9-10)
<p>Goal 5: Advance academic standing and career opportunities for students</p>				
<p>1. Increase percentage of students reading at grade proficiency level in elementary school New Reading Series New Remedial Reading Series Intervention Program</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) Multiple changes and improvements in the structure and procedures to ensure the safety of the DSD</p> <p>4. Work to improve overall student morale Creation and expansion of breakfast offering at both buildings – will ensure that more students have the opportunity to eat breakfast In conjunction with new school store Will improve economic standing with Nutrition Inc.</p> <p>5. Create awareness of all vocational educational opportunities offered at local institutions such as Lackawanna Career Technology Center.</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>			<p>9</p> <p>8</p> <p>10</p> <p>7</p> <p>8</p> <p>10</p>	
<p>Comment</p>				
<p>Has been moving forward in this category</p>				

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 Total reconstruction and revamping of Policy Manual Housing of Policy Manual on district web site Coordination and agreement with Policy Manual and individual school hand books 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 Hiring policy and process has been a success – recent additions have improved educational process in a politically neutral manner 4. Provide the Board with sufficient data and appropriate alternatives			7	10 9 9
Comment				
Board would like to see improvement in communication. Perhaps a weekly e-mail summarizing the district activities and issues dealt with in DEC/DMS/OHS.				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 7: Continue to carefully monitor the financial expenditures of the school				
1. Continue to find ways to keep special education spending under control Creation of Autistic Support 2nd level at DEC – keep and recapture Dunmore Students – prevent outplacement Introduction of similar program at secondary level				10

<p>Subcontract OT/PT services with Coordinated Health – large savings opportunity and elimination of inefficient practices PETS program through CIL and OVR at no cost to DSD – improves transitional services CIL – great partnership for special needs students at a reduced rate Crafted and executed new Special Education Plan Ensures compliance and decreases Potential liability and ligation</p> <p>2. Manage the subcontracting of maintenance to continue to save resources Secure summer help via CareerLink – no cost to the district – 2 to 3 workers</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 Reconfiguration of administrative/Act 93 group in an efficient, creative manner</p> <p>5. Work to recapture Dunmore students enrolled in charter/cyber charter schools Successful marketing campaign Agreement with Penn Foster</p> <p>6. Evaluate educational needs and translate them into financial recommendations</p> <p>7. Secured donations from partners for athletic equipment Donation from CIL - \$8,500 – scoreboard Coordinated Health – scorer's table and athletic training room \$15,000 Donation from NEPA Flag Football League \$500</p>				<p>10</p> <p>8</p> <p>9</p> <p>10</p> <p>10</p> <p>10</p>
Comments				
<p>HAS shown fine leadership and continues to improve in this category.</p>				

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
Goal 8: Keep the public informed				
1. Provide monthly messages to the community e Establishment and maintenance of TWITTER account Curriculum posted on district web site Policy Manual posted on district web site			8.	
2. Facilitate public meetings periodically to garner feedback and public input				9.
Comments				
Communication continues to improve under Superintendent's tenure				

OVERALL PERFORMANCE RATING

Satisfactory	✓	Unsatisfactory	
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Evaluators' Signatures

[Signature]

Joseph A. Winkler

Joseph Muracco

Robert Holahan

Michael J. Hallinan

Michael H. Butler

Michael T. Deery

James C. Middle Jr.

Superintendent's Signature

John Marchi

Date

7/24/18