

## Dunmore School District

### SUPERINTENDENT EVALUATION FORM 2020-21

**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	Proficie nt	Disting uished
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 1: Oversee the improvement of the educational program</b>				
1. Lead the District through very uncertain times -Establishment of Pandemic Team -Development of a Reopening Health and Safety Plan -this include athletics -adjustment and adaptation of this plan a Minimum of 5 occasions -Decision-making during controversial and Politically dividing period -instructional model -athletics -in-person school events -Conducted Board Meetings via Zoom 2. 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> 3. 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> <b>-there now exists a detailed, planned curriculum for every course offered in the Dunmore School District including all specialty areas and special education</b> <b>-the process is continuous and is revisited annually</b> 4. Retool master schedule in DJRSRHS Procedure conducted annually to ensure efficiency and maximize student choice and flexibility to an ever-changing educational and occupational skills environment 5. Add additional teaching/learning period to school day – secondary level				<div>9</div> <div>9</div> <div>9</div> <div>9</div> <div>9</div>

<p>Continues to allow for additional course offerings</p> <p>Additional AP's, STEM growth</p> <p>Continuation of Business CO-OP program in conjunction and coordination with Lackawanna Co. CTC</p> <p>Dunmore students will earn credit while Working and earning money</p> <p>Transition to workforce</p> <p>6. Reconfigure elementary school day to allow for more efficient use of instructional time</p> <p>Introduction and adaptation of new reading series</p> <p>Introduction and adaptation of remedial reading series</p> <p>Introduction and adaptation of intervention strategy MTSS</p> <p>State award winning PBIS program</p> <p>Get students on grade level earlier</p> <p>Introduction of "WIN" time – What I Need – small group technique – individual intervention</p> <p>7. Explore a program to promote STEM in grades K-12</p> <p>Introduced 2<sup>nd</sup> level of STEM course – students can have the course for two years</p> <p>Purchased hi-tech CNC machine – students are more prepared for higher level of education or entry into workforce</p> <p>Hybrid learning – DEC</p> <p>K'NEX challenge – DEC</p> <p>"What's so cool about manufacturing – 8<sup>th</sup> grade"</p> <p>Engineering competition – Wilkes University</p> <p>Trebuchet challenge – STEM class</p> <p>Bridge Building Contest of NEPA</p> <p>-a Dunmore student placed 13<sup>th</sup> nationally</p>			<p>2</p> <p>2</p>	
Comments				
<p>- ADDING AP Courses - keep up good work...</p> <p>- CTC - nice work needs to happen and improvement needs to happen on CTC end with co-op..</p>				

- #6- Intervention improvement

- more younger grade STEM moving forward

Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 2: Advance curriculum offerings</b>				
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> <b>SECURED \$6,000 GRANT FROM FNCB TO PAY FOR AP TESTING FEES</b>				9
2. Develop more challenging courses at Lackawanna College (dual enrollment expansion growing towards "Level Up" program) <b>Agreement with Lackawanna College to add to dual enrollment and introduction of opportunity to earn Associates Degree</b> <b>SECURED \$9,375 GRANT FROM FIDELITY BANK TO PAY FOR ALL STUDENTS DUAL ENROLLMENT FEES</b>				9
3. Strengthen courses and programs to better prepare the average student for career or college choices				9
Comments				
<i>- Great work on AP - Keep going</i> <i>- Keep Dual enrollment rolling along</i>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 3: Advance the standing of Dunmore School District</b>				

<p>1. <b>U.S. News and World Report:</b>  <b>Named Dunmore High School one of the best schools in the nation</b>  <b>-#132 in state of PA</b>  <b>-#2 in Scranton Metro Area</b>  <b>*38% of students had opportunity to take An AP exam</b>  <b>*24% of students passed at least one AP exam</b>  <b>*76% proficiency in mathematics</b>  <b>*83% proficiency in reading</b>  <b>*93% graduation rate</b></p> <p>2. <b>Improve School Performance Profile</b>  <b>Year-long training and preparedness for transition to FUTURE READY INDEX</b></p> <p>3. <b>Improve scores on standardized tests – N/A</b></p> <p>4. <b>Improve attendance rate – N/A</b></p> <p>5. <b>Improve graduation rate</b></p> <p>6. <b>Measure annual progress of existing SAT prep program</b></p> <ul style="list-style-type: none"> <li><b>Average SAT score has increased every year over the past 4 years</b></li> </ul>				<p>10</p> <p>9</p> <p>9</p> <p>9</p>
<p>Comments  <i>need to identify more ("Gifted")</i></p>				
Gradient	(0-2)	(3-4)	(5-8)	(9-10)
<b>Goal 4: Continue to foster positive relationships with staff</b>				
<p>1. Act as liaison between the Board and personnel, working toward a high degree of mutual communication, understanding, and respect. Negotiated 3 MOU's and other working agreements with DFT</p> <p>-teacher recommendations established and adjusted throughout the pandemic</p> <p><b>Work is on-going with all governmental representatives to ensure the Dunmore School District has a presence in the decision-making process</b></p> <p><b>Have met and communicated with Sen. Blake</b></p>				<p>10</p>

<p><b>And Sen. Flynn's office as well as Rep. Mullins' office</b></p> <p><b>Work continually with Dunmore Borough -DPD and DFD</b></p> <p>2. Spend time in schools observing staff and students</p> <p><b>Visit both buildings on a daily basis</b></p> <p>3. Work with the staff to identify educational objectives</p> <p><b>Created ATSI steering committee comprised of administration, teachers, students, and community members</b></p> <p><b>-presented upgraded ATSI plan</b></p> <p><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</p> <p><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></p> <p><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></p> <p><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>9</p> <p>8</p> <p>9</p> <p>9</p>
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# Is Data Driving Instruction?

Comments				
Keep Communication going with the Union. Keep being seen at events + extra curriculars Google Surveys are great				
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 New Reading Series New Remedial Reading Series Intervention Program				9
2. Plan, develop and implement a comprehensive summer program to bring students back to grade-level standing and recoup learning loss caused by the pandemic -DEC and Jr/Sr High School -academic offering -artistic enhancement offering -credit recovery				10
3. Review graduate surveys, identify areas of concern and strategize improvement plans as appropriate			7	
4. Express a genuine concern for and interest in the welfare of students (and staff) 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 Multiple changes and improvements in the structure and procedures to ensure the safety of the DSD Total revamping of Dunmore School District's "ALL HAZ" PLANS Multiple improvements in the area of safety to comply with ACT 44 and ACT 82 Created Pandemic team Created Diversity Committee -will establish Diversity Clubs in both schools				9

5. 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 Will improve economic standing with Nutrition Inc.</b>				9
6. 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> <b>Field trips from DEC to Lackawanna Co. CTC to educate earlier on potential career pathways</b>				9
7. Establishment of a School Store at the secondary level that will be operated by our special needs students and special education department - School store was a success – the students realized a profit which was used for a transitional field trip in the community				9
8. DEC field trips to the Geisinger School of Medicine – FRI – career pathways Kane logistics Mclain logistics Keystone Landfill General Dynamics Scranton Chamber of Commerce				9
Comment				
- Great Summer Program - top staff Expanded next year.				
- Please expand Diversity Club (start up)				
- more kids participating CTC				
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				





<p> <b>-PCCD Safety Grants</b>  <b>\$124,786 – SRO, cameras, visitor ID system</b>  <b>\$35,000 – cameras, SAP training, repeaters</b>  <b>\$181,162 – school health – thermos-cameras,</b>  <b>cleaning supplies, guidance counselor,</b>  <b>HVAC work, PPE, Shields, signage, etc..</b>  <b>-CARES – ESSERS</b>  <b>\$376,548 – Chrome Books, Promethan</b>  <b>Boards, WiFi Jetpacks, LT Subs and aides,</b>  <b>Sub LPN, guidance counselor, disinfecting</b>  <b>spray guns</b>  <b>-Special Ed. COVID 19 Impact Grant</b>  <b>\$19,285</b>  <b>-ATSI-GEER Grant</b>  <b>\$34,900 – salary of new IT assistant</b>  <b>-PCCD ESSERS Phase 2</b>  <b>\$41,588 – additional dividers, programs for</b>  <b>distance learning, thermometers, signage</b>  <b>-FEMA/PEMA</b>  <b>\$29,304 – cleaning supplies, masks, shields,</b>  <b>thermometers, gloves, signage</b>  <b>-CARES – ESSERS –Phase 2</b>  <b>\$1,620,578 – DEC roof, doors, windows,</b>  <b>salaries, dishwasher, 200 computers, 8</b>  <b>servers, new fiber and switches, RWAN,</b>  <b>Pan. Coord. Stipend, flooring DEC, Cyber</b>  <b>programs</b>  <b>-ESSERS Phase 3</b>  <b>\$3,245,092 – 20% for learning loss</b>  <b>-summer programming</b>  <b>-combination with building projects listed</b>  <b>above</b>  <b>-on-going measures</b>  <b>-Keystone Landfill – STEM</b>  <b>\$100,000 – (established before current</b>  <b>administration)</b>  <b>-United Way STEM</b>  <b>\$6,800</b>  <b>-Highmark Foundation</b>  <b>\$3,000</b>  <b>-FNCB</b>  <b>\$6,000</b>  <b>-Fidelity Bank</b>  <b>\$9,375</b> </p>				
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<p>2. 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 multiple 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>  <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>3. Manage the subcontracting of maintenance to continue to save resources  <b>District GESA Project is creating energy savings through upgrading several areas paid for out of those savings</b></p> <p>4. Monitor transportation activities and ensure efficiency in routes and special transportation</p> <p>5. Continue to monitor expenses limiting tax increase to as close to zero as possible  <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</b></p>				<p>9</p> <p>(9)</p> <p>(9)</p> <p>(9)</p>
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<p><b>On tax base in the form of EITC donations</b></p> <ul style="list-style-type: none"> <li>- United Way STEM - \$6,800</li> <li>- Highmark Foundation - \$3,000</li> <li>- FNCB - \$6,000</li> <li>- Fidelity Bank - \$9,375</li> </ul> <p>6. Work to recapture Dunmore students enrolled in charter/cyber charter schools  <b>Successful marketing campaign</b>  <b>Agreement with Penn Foster</b>  <b>-Administrative team will aggressively pursued Dunmore residents enrolled in charter and cyber charter schools to recapture students who left Dunmore during the pandemic</b>  <b>In the past we were successful in recouping over \$309,000 (over 20 students) that was being paid out to these institutions.</b></p> <p>7. Evaluate educational needs and translate them into financial recommendations</p> <p>8. Secured donations from partners for athletic equipment  <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>Comments</p> <p>- nice job by Mrs. Lopatka</p> <p>- keep bringing charter schools back to Dunmore.</p> <p>- keep finding ways to hire teachers at no additional cost</p>				
<p>Gradient</p>	<p>(0-2)</p>	<p>(3-4)</p>	<p>(5-8)</p>	<p>(9-10)</p>
<p><b>Goal 8: Keep the public informed</b></p>				
<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></p>			<p>2</p>	

<b>Board agendas and minutes posted on web site</b> <b>Frequent use of global connect</b>  2. Worked with our Business Manager to reach out to the medical community and Dunmore's Community to establish vaccine clinics -staff – off campus and on campus Medicus/Medicap, Rite Aid Pharmacy(J & J) -students – Medicus/Medicap – gymnasium on 4 occasions  3. Establishment of Title IX Coordinator and procedures to be in compliance with federal statute 4. Through cooperation with Nutrition Inc. -bi-weekly food distribution to entire community 5. 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>				9
				9
				9
Comments <i>website model or organization needs to greatly improve with two IT guys. Sloppy looking</i>				

## OVERALL PERFORMANCE RATING

<b>Satisfactory</b>		<b>Unsatisfactory</b>	
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**Evaluators' Signatures**Michael T. AllenThomas J. AllenJohn FlanJoseph MuracoMichael J. HallinanMichael H. ButlerJames C. McHaleJohn Marshall**Superintendent's Signature****Date**8/19/21