

Building/Office	District Office
Administrator	Edwin Bowser, Superintendent

Goals listed for school year	2017-2018
Date	August 1, 2017

1. The superintendent will assist the business manager in providing leadership in all facets of the school's operation – budget and finance, negotiations, public relations, and maintain a balanced budget.
2. The superintendent will work with the school board, administration, Eckles Architectural and Engineering, and PJ Dick representatives to systematically maneuver through the final phases of the Pennsylvania Department of Education's PlanCon process. In addition, the superintendent will provide necessary documentation to secure available reimbursements associated with this construction project. The superintendent will constantly monitor the progress associated with the sale of the middle school and potential construction of the new athletic complex/stadium.
3. The superintendent will work cooperatively with building administration to continue the implementation of the PDE teacher and principal observations/evaluation process, attend professional development activities associated with this initiative, while continuing to foster a positive working rapport with the professional staff through continual communication with FHEA and other professional associations and staff. The superintendent will work diligently to negotiate all contracts and agreements with all organizations prior to expiration.
4. The superintendent will work to create opportunities and easy access for the community to maximize utilization of all buildings located within the district.
5. The superintendent will solicit legal counsel and advice from our solicitor prior to making high profile decisions.
6. The superintendent will coordinate and develop a comprehensive/systematic plan that promotes personalized student success by collaborating, communicating, engaging, and empowering others inside and outside the organization to pursue excellence in learning.
7. The superintendent will work collaboratively with staff members to create an educational environment conducive to learning for all students and create programs so that the academically talented as well as the educationally challenged will be able to reach their career aspirations and become productive citizens upon graduation.

Building/Office

Junior High School

**Goals listed for
school year**

2017-2018

Administrator

Edward Alexander, Principal

Due Date

**August 1,
2017**

1. The principal will continue to implement the Botvin Life Skills Training Curriculum, into the second year of the three-year cycle.

2. The principal will continue to enhance communication among faculty, staff, students and parents, in the Junior-Senior High, through the use of Google Suite for Education.

3. The principal will assume all duties associated with Power School administrator title and successfully transition the district in the use of Power Teacher Pro, the newest gradebook system.

4. The principal will regularly meet with each grade level team and departmental faculty to discuss and address curriculum and/or student concerns. This will be accomplished during collaboration time, prep periods and scheduled meeting time.

5. The principal will complete all teacher evaluations/observations in a timely manner. As the instructional leader of the building, he will increase the number of documented walkthroughs over the course of the year. Classroom visits will be prioritized weekly.

6. The principal will transition the new junior high school dean of students into his role as smoothly as possible.

7. The principal will work closely with the director of education, elementary administration and the high school administration in the alignment of k-12 curriculum to better prepare our students throughout transition periods.

Building/Office

Food Service

**Goals listed for
school year**

2017-18

Administrator

Marian Boyer, Director

Date

**August 1,
2017**

1. The food service director will maintain high district wide participation by providing good quality nutritious foods, at a good price. She will document student feedback to measure acceptability of menu items. She will also provide samples of new items, when available, in preparation for launching new items.

2. The food service director will utilize the opportunity offered by PDE to apply for additional waivers on whole grain items, to include FH recipes for fresh baked school bread/roll items. Since the implementation of 100% whole grains as part of the HHFKA, students and staff frequently express their desire to have the non-whole grain version of some fresh baked products.

3. Continue to build on interest in the new Jr. Sr. High food. Plan for cost effective ways to produce and provide multiple meal choices in the new setting, while meeting the HHFKA Guidelines for NSLP and NSBP. Expand Smart Snack offerings.

4. Work with job descriptions and guidelines, adjusting as needed, to best utilize existing employee labor hours and abilities.

5. Continue working to reduce the amount of student meal account debt, and improve collection. Charges will be capped at \$30, before students must pack a lunch, or receive an alternate lunch. Parents will be notified by letter, and by telephone. Notification of this change has been added to student handbooks.

6. Manage food and supply costs through the use of USDA commodities, Favors commodity produce system, purchasing from PRFSD's bid, and minimizing waste.

7. Meet the 17-18 level of PDE continuing education credit requirements for all food service staff and substitutes by providing training in pertinent topics. Track credit hours through Primero Edge's Amigo program.

Building/Office

Elementary School

**Goals listed for
school year**

2017-2018

Administrator

**Dr. Robert Dill, Assistant
Principal**

Due Date

**August 1,
2017**

1. The assistant principal will work with Mr. Alexander, Mr. Kostan, and Mr. Elias to successfully transition the District to a Google District.

2. The assistant principal will continue to consult with Mr. Bowser, and now Mr. Jacobs, to ensure the implementation of heutagogical practices into our professional development with fidelity.

3. The assistant principal will be visible throughout the elementary building by completing daily building walkthroughs, being present during bus dismissals and assisting with cafeteria duties.

4. The assistant principal will assist Mrs. Roberts in ensuring a smooth transition in building administration for the 2017-2018 school year.

5. The assistant principal will utilize and expand the use of the Forest Hills SD PAETEP observation management tool with elementary staff. Goal will be met by successfully completing all teacher observations by the end of April 2018.

6. The assistant principal will work with Mrs. Roberts, supervise and monitor the effectiveness of the year-old curriculum/instructional delivery system within the elementary building for grades two – six through ongoing observation and analysis of data.

7. The assistant principal will monitor the effectiveness of the after school detention program, tutoring program, and LGI lunch program and make recommendations to increase effectiveness if necessary.

Building/Office

Technology

**Goals listed for
school year**

2017-2018

Administrator

Jay Elias, Director

Due Date

**August 1,
2017**

1. The director will install Boxlight short throw projector equipment for the elementary teachers so that they will have a smooth start to the school year and be able to utilize this new technology to enhance their classroom environment. This equipment, will be monitored throughout the school year.

2. The director will meet with the Technology Staff and Superintendent of Schools to discuss the technology needs in our district. This will be ongoing throughout the school year.

3. The director will work closely with administration, faculty and staff to discuss the usage and implementation of technology in our schools, so that it can enhance the classroom environment and aid in the productivity of our district. This will be ongoing throughout the school year.

4. The director will install Meraki high speed wireless internet on the athletic field so that our entire campus will have wireless internet capabilities.

5. The director will maintain new networking and classroom technology equipment purchased and installed in all buildings. This will be ongoing throughout the school year.

6. The director will continue to grow as a "Google for Education" school so that the teachers and students will have the latest technology available to them. This will hopefully help students as they move on to college and into the workforce.

7. The technology department will maintain the Technology Help Desk and address new issues in a timely manner. The district website and Channel 182 will be maintained and updated as needed throughout the school year.

**Building/Office
Administrator**

Athletics/Transportation

Joe Gironda, Director

Goals for

2017-18

Date

August 1, 2017

1. The transportation director will continue to research the most effective methods for the transport of students.
2. The transportation director will compile an electronic file for all communications related to transportation (currently using a paper file).
3. The athletic director will work directly with the maintenance supervisor to ensure all facilities are in proper order for athletic contests and practices.
4. The athletic director will work with student-athletes from all varsity sports to consider offering a Student-Athlete Advisory Council in the future.
5. The athletic director will research the development of a social media policy for student-athletes and coaches.
6. The athletic director will research current procedures for ImPACT testing, focusing on availability of data for parents and students from any location (parent access to student records via mobile devices).
7. The athletic director will complete a Title IX Self-Audit for our athletic program for the 2017-18 school year.

Building/Office

District Office

**Goals listed for
school year**

2017-2018

Administrator

**Lucas Jacobs, Director of
Education**

Due Date

**August 1,
2017**

1. The director of education will keep abreast of developments in curriculum and instruction, and furnish leadership in determining their appropriateness for inclusion in the District's educational plan.
2. The director of education will work with administration to evaluate PSSA / Keystone assessment data and make necessary curriculum and assessment adjustments to improve students' results.
3. The director of education will complete the tasks associated with Title I, Title II and Title IV within the required timelines determined by the Pennsylvania Department of Education (Division of Federal Programs) for the 2017-2018 school year.
4. The director of education will supervise and monitor the professional staff in the completion of the Forest Hills School District Professional Development Focus: (Topics Connected to Danielson's Framework for Teaching).
5. The director will supervise and coordinate the PIMS submission process across the District meeting the 2017-2018 School Year PIMS timeline for each individual submission upload.
6. The director of education will conduct analyses of instructional programs and materials, and work to assure that courses are designed with adequate attention to scope, sequence and alignment of Pennsylvania Core Standards and Pennsylvania Academic Standards.
7. The director of education will continue to utilize and expand the use of the Forest Hills School District Differentiated Supervision Plan with newly hired staff.

Building/Office

Junior and Senior High School

**Goals listed for
school year**

2017-2018

Administrator

**Brian J. Kostan, Assistant
Principal**

Due Date

**August 1,
2017**

1. The assistant principal will implement an online google document for discipline that all staff are comfortable with grades 10-12 for the 2017-2018 school year.

2. The assistant principal will problem solve all issues associated with the transition of job responsibilities for grades 7-12.

3. The assistant principal will implement and run evacuation procedures for grades 7-12 to the football field.

4. The assistant principal will complete more walk through observations for the 2017-2018 school year.

5. The assistant principal will increase parental involvement with students that were attendance problems the previous school year by requesting parental conferences at the start of this school year.

6. The assistant principal will implement intervention procedures with attendance that follow the new state law requirements.

7. The assistant principal will continue to be fair, firm, and consistent with discipline and focus on correcting the behavior along with incorporating more parental involvement.

Building/Office

District Office

**Goals listed for
school year**

2017-2018

Administrator

**Mr. Lester / Mr. Beyer,
Maintenance Supervisors**

Due Date

**August 1,
2017**

1. The maintenance department will make repairs to the tennis courts. This is an on-going item. This item needs to be put in the long term planning.

2. The maintenance department will assist in the completion of the punch list for the new Junior-Senior High School.

3. The maintenance department will finish the closing of the Middle School and bring all the outside bleachers, building and all other items down to the main campus.

4. The maintenance department will work with the architect on the new multi-functional sports complex.

5. The maintenance department will make repairs to the track. This is an ongoing item. This item needs to be put into the long term planning after the field is replaced.

6. The maintenance department will continue to work with the administrators to make this district one of the best district in the state.

7. The maintenance department will assist the athletic director with the many changes needed to our facility for sports events to be on one campus.

Building/Office

District Office

**Goals listed for
school year**

2017-2018

Administrator

**Claudia Mehall, School
Psychologist and Special
Education Supervisor**

Due Date

**August 1,
2017**

1. The special education supervisor will work with all special education staff to ensure that all professional development is completed to meet both district and special education plan requirements.

2. The special education supervisor will continue to monitor gifted and special education referrals to assess quantity and outcome during the current school year.

3. The special education supervisor will continue to collect data on graduation rates and drop-out rates through the transition process.

4. The special education supervisor will complete all formal and simplified teacher observations by May 10, 2018.

5. The school psychologist will complete all evaluations and re-evaluations within the timelines in state regulations.

6. The special education supervisor will work cooperatively with IU 08 and agency staff to meet the needs of all students with low-incidence disabilities such as hearing impaired.

7. The special education supervisor will attend IEP meetings as the LEA when building administrators are unavailable or as requested to deal with specific concerns.

Building/Office

District Office

**Goals listed for
school year**

2017-2018

Administrator

**Chris Reighard, Business
Manager**

Due Date

August 1, 2017

1. For the twenty-fourth consecutive year, the business manager will prepare and submit a budget without a property tax increase and distribute Property Tax Relief to Homestead/Farmstead property owners for the eleventh consecutive year.

2. The business manager will successfully submit PLANCON J to PDE for final project reimbursement percentage for a new Junior-Senior High School.

3. The business manager will complete district independent with no audit exceptions for the 2016-2017 school year.

4. The business manager will negotiate a new contract agreement with the Forest Hills Educational Association.

5. The business manager will negotiate a new contract agreement with the Service Employees International Union #32.

6. The business manager will negotiate the sale of the Middle School.

7. The business manager will secure financing for new stadium complex.

Building/Office

Elementary School

**Goals listed for
school year**

2017-2018

Administrator

Rebecca Roberts, Principal

Due Date

**August 1,
2017**

1. The principal will work cooperatively with district administrators and teachers in becoming acclimated to school schedules, programs, systems, curriculum, and evaluation processes.

2. The principal will be visible within the building, at school wide events, as well as district and community events throughout the year.

3. The principal will develop a sense of belonging between parents, teachers, and the community to build a cohesive learning environment for students. She will work with school staff to develop one new school/community event or program.

4. The principal will maintain the security and safety of students within the district making recommendations and implementing changes in a timely manner including training of any and all changes.

5. The principal will develop and implement a guidance curriculum at the elementary level with counselors, school psychologist, director of education, and assistant principal.

6. The principal will work with the Junior High Principal in developing a 7th grade orientation during the school day in which the students would not only become acclimated with the policies and procedures, but also lockers, cafeteria, and class change routines while others are in the building.

7. The principal will work closely with the superintendent, director of education, and business manager on topics most related to Superintendency for personal and professional growth during the continuation of my education.

Building/Office

High School

**Goals listed for
school year**

2017-2018

Administrator

Curt Vasas, Principal

Due Date

**August 1,
2017**

1. The principal will work cooperatively with the instructional coach to increase student engagement and the use of formative assessments for determining specific needs of students.

2. The principal will monitor the high school curriculum, master schedule, and the eight period day for effectiveness through meetings with school counselors, staff, director of education, and superintendent.

3. The principal will complete formal and simplified teacher observations as determined by the 2017-2018 Supervision Plan.

4. The principal will find methods to become more involved with district level initiatives to promote individual growth and increase the overall effectiveness of the district.

5. The principal will maintain visibility within the school by performing daily morning building security checks, being present at bus dismissal, morning cafeteria duty, and driver's entry, and performing at least three building walk-throughs daily.

6. The principal will meet with student-leaders on a monthly basis to discuss school related initiatives and issues.

7. The principal will assist staff as they work towards their professional development goals.