

**Building/Office** **District Office**  
**Administrator** **Edwin Bowser, Superintendent**

**Goals listed for school year** **2018-2019**  
**Date** **8/14/2018**

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 and administration to systematically maneuver through the beginning phases of the Phase IV of the multipurpose fields and athletic complex construction initiative. The superintendent will assist the board in the selection of an architect to design and prepare all documentation prior to dissemination of bids to potential contractors. The superintendent will work adamantly to complete the entire design and bid submission process prior to his retirement December 28, 2018. In addition, he will assist in reviewing all aspects and documentation to ensure that the project is meeting the athletic needs of our district while maintaining financial responsibility to our taxpayers.
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, and continue to foster a positive working rapport with the professional staff through continual communication with FHEA and other professional associations and staff.
4. The superintendent will work to create opportunities and easy access for the community to maximize utilization of all buildings and facilities 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 and systematic plan that promotes personalized student success by collaborating, communicating, engaging, and empowering others inside and outside the organization to pursue excellence in learning. Beginning in the fall of the 2018-2019 school year the superintendent will initiate a curriculum mapping process to ensure alignment of all academic courses in the district.
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.
8. The superintendent will work cooperatively with the District's solicitor, business manager, school board and third-party contacts to finalize the sale of the middle school prior to his retirement in December 2018.

9.

The superintendent will work cooperatively with the newly appointed superintendent to ensure a seamless transition prior to his retirement date of December 28, 2018.

<b>Building/Office</b>	<b>District Office</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Lucas Jacobs Director of Education</b>	<b>Due Date</b>	<b>August 1, 2018</b>

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 2018-2019 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 of education will supervise and coordinate the PIMS submission process across the District meeting the 2018-2019 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. In addition, the director of education will work closely with the elementary and junior/senior high administration in the alignment of pre-k - 12 curriculum to better prepare our students throughout transitional periods.

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.

<b>Building/Office</b>	<b>DISTRICT OFFICE</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>CHRIS REIGHARD BUSINESS MANAGER</b>	<b>Due Date</b>	<b>August 1, 2018</b>

1. For the twenty-fifth 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 twelfth consecutive year.

2. The business manager will complete district independent with no audit exceptions for the 2017-2018 school year.

3. The business manager will negotiate a new contract agreement with the Forest Hills Education Support Professionals.

4. The business manager will complete the sale of the former middle school building.

5. The business manager will secure financing for the new stadium complex.

6. The business manager will assist in the transition of the newly appointed Superintendent.

7. The business manager will work on an agreeable district tuition rate with State Cyber Charter Schools.

<b>Building/Office</b>	<b>District Office</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Mrs. Jesslyn Anslinger, Food Service Director</b>	<b>Due Date</b>	<b>August 1, 2018</b>

1. I will become familiar with the buildings and facilities within the Forest Hills School District.
2. I will build a close working relationship with all of the cafeteria staff in both buildings.
3. I will become acquainted with all of the staff within the Forest Hills School District.
4. I will work closely with the school nurse in order to be sure we are meeting the needs of all the students in the Forest Hills School District that have food allergies or other special diets.
5. I will help Jill Wolfhope have a smooth transition into her new position as the Food Service Secretary.
6. I will help Theresa Mayes have a smooth transition to the head cooks position at the elementary school.
7. I will work closely with all of the other administrators at Forest Hills to meet their needs associated with the school cafeterias and food services.

<b>Building/Office</b>	<b>District Office</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Erica LaMantia, Special Education Supervisor</b>	<b>Due Date</b>	<b>August 1, 2018</b>

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

2. The special education supervisor will complete all formal and simplified teacher observations in a timely manner or by May 24, 2019.

3. The special education supervisor will work cooperatively with IU 8 and agency staff to meet the needs of all students with low-incidence disabilities such as hearing support.

4. The special education supervisor will work collaboratively with the school psychologist to ensure evaluation and re-evaluation timelines are being met as cited by state regulations.

5. The special education supervisor will attend IEP/GIEP meetings as the LEA as often as possible, and when not available will ensure a building level LEA is able to attend.

6. The special education supervisor will work with members of Concussion Management Teams to ensure students who have been impacted by a concussion follow the "Return to Learn/Return to Play" concussion protocol.

7. The special education supervisor will work with special education staff to ensure community based instructional needs for qualifying students are met.

<b>Building/Office</b>	District Office	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	Donna Murphy-Carosi, School Psychologist	<b>Due Date</b>	August 1, 2018

1. The school psychologist will complete all Gifted Written Reports, Evaluation Reports and Reevaluation Reports within timelines cited in state regulations.

2. The school psychologist will attend GIEP/IEP meetings for newly eligible students and current students as needed to deal with specific concerns.

3. The school psychologist will collaborate with community providers to coordinate needed services.

4. The school psychologist will consult as needed with families, teachers, administration, staff, and other school-employed mental health professionals (such as school counselors and the school social worker) to recommend, discuss, and improve support strategies.

5. The school psychologist will assist the professional staff in generating referrals for Multidisciplinary Evaluations and Gifted Multidisciplinary Evaluations.

6. The school psychologist will work with school administrators to discuss and improve school-wide practices and policies, especially in regard to Special and Gifted Education.

7. The school psychologist will work with the members of the Concussion Management Teams to ensure that the Return to Learn/Return to Play Concussion Protocol is appropriately implemented.

<b>Building/Office</b>	<b>District Office</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Jay Elias, Technology Coordinator</b>	<b>Due Date</b>	<b>August 1, 2018</b>

1. The technology coordinator and staff will continue to maintain a high standard in the district by addressing technology issues in a timely manner. The Technology Help Desk will be monitored regularly and issues will be prioritized and addressed as quickly as possible.
  
2. The technology coordinator will continue to research the latest educational technology. He will attend workshops, conferences, conventions, and online classes to stay current with the ever-changing educational technology trends to address the needs of the district.
  
3. The technology coordinator will manage printing and supply costs through the use of companies that offer free printers and repairs, while offering reasonable toner prices. In addition, we will purchase high yield toner when possible, and continue to monitor staff and student usage through the Print Fleet software in order to minimize costs.
  
4. The technology coordinator will continue to consult and meet with the superintendent of schools in order to maintain a good line of communication and discuss the technology needs in our district.
  
5. The technology coordinator will work closely with administration, faculty, and staff to discuss the usage and implementation of educational technology in our schools. This technology can enhance the classroom environment and aid in the productivity of our district.
  
6. The technology coordinator will continue to build on the interest of new educational technology, such as Google and Office 365. He will research cost effective ways to utilize this technology in the classroom.
  
7. The technology coordinator and staff will prepare and install new equipment that was ordered by teachers and staff through the budgetary process. This will be completed in a timely manner so that the teachers and staff can utilize this new technology to enhance their classroom environment throughout the school year.



# Forest Hills School District

---

<b>Building/Office</b>	<b>District Maintenance Department</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Mr. Lester/ Mr. Beyer</b>	<b>Due Date</b>	<b>August 1, 2018</b>

1. The maintenance department will make repairs to the tennis courts. This is an on-going item.
2. The maintenance department will finish the closing of the former middle school building. We are in the final phase and will be moving bleachers from the former middle school to the current main campus.
3. The maintenance department will continue to work with administrators to ensure a safe and clean educational environment.
4. The maintenance department will work Mr. Gironda to complete and maintain the football field/sports facilities.
5. The maintenance department will make repairs to the track and assist in the construction and renovation of the new sports complex.
6. The maintenance department will finish the close out of the junior/senior high project.
7. The maintenance department will work with the athletic director on having things ready for the 2018-2019 sports seasons.

<b>Building/Office</b>	<b>Elementary</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Rebecca Roberts, Principal</b>	<b>Due Date</b>	<b>August 1, 2018</b>

1. The principal, in collaboration with the assistant principal, will align student attendance procedures to streamline the process by centralizing it in the main office.

2. In collaboration with the director of education and assistant principal, the principal will explore and create curriculum forms to begin revising current curriculum in math and ELA.

3. The principal will work with the school counselors and develop curriculum for students in grades K-1. The counselors will present the provided curriculum in each classroom a minimum of 4x/year.

4. In conjunction with the technology teacher and assistant principal, the principal will develop a vision and curriculum for a STEM program in grades 5 & 6.

5. The principal will develop procedures and guidelines regarding the implementation of a daily enrichment/PSSA prep course in grades 4-6. These procedures to include regular data meetings at these grade levels to address progression and regression.

6. The principal will develop a mentor program for Americorp workers creating opportunities for collaboration, curriculum planning, and professional growth.

7. The principal will work in conjunction with the special education director and school psychologist to review SSS procedures and make any necessary changes throughout the year (if necessary) prior to special education evaluations recommended by school staff.

<b>Building/Office</b>	<b>Elementary School</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Dr. Dill, Assistant Principal</b>	<b>Due Date</b>	<b>August 1, 2018</b>

1. In collaboration with the MTSS team, the assistant principal will spearhead the Elementary School's evolution from RTII to a MTSS model in FhOSS.

2. The assistant principal, in collaboration with the principal, will align student attendance procedures to streamline the process by centralizing it in the main office.

3. In collaboration with the guidance counselors and the SRO, the assistant principal will explore and implement activities designed to make the SRO more accessible and visible to students.

4. In collaboration with the principal, the assistant principal will monitor the new instructional delivery system in grades 4 and 5 by examining student achievement data and soliciting input from teachers.

5. The assistant principal, in consultation with the principal, will explore and propose new discipline procedures as well as examine Positive Behavior Intervention Support (PBIS) components.

6. In collaboration with the Director of Education and principal, the assistant principal will explore and create curriculum mapping forms for teachers to utilize.

7. The assistant principal will explore and implement Google forms and procedures to enhance communication and information sharing with staff.

**Building/Office**

**Junior-Senior High School**

**Goals listed for  
school year**

**2018-2019**

**Administrator**

**Edward Alexander, Junior High  
Principal**

**Due Date**

**August 1, 2018**

1. The principal will continue to implement the *Botvin Life Skills Training Curriculum* into the third year of the second three-year grant cycle and prepare to sustain the program at the conclusion of the grant cycle.

2. The principal will successfully facilitate the grades 7-9 math curriculum and transition with two new textbook series in pre-algebra and algebra 1. As the Power School administrator, I will oversee the synchronization of all digital resources for teachers.

3. The principal will successfully facilitate and implement Multi-Tiered Systems of Support (MTSS) in grades 7 & 8 math. RTII services will be used with all students in need will be addressed and the MTSS Team will coordinate.

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

5. The principal will successfully facilitate the implementation and utilization of Study Island in grades 7 & 8 Integrated Science classes in order to modify and enhance instructional delivery to maximize student learning.

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

7. The principal will continue to enhance communication among faculty, staff, students and parents, in the Jr.-Sr. High, through the use of Google Suite for Education. He will attain Levels 1 & 2 Certification as a Google Instructor this year.

8. The principal will successfully oversee the development of the Forest Hills School District app. continue to enhance communication with the Forest Hills community and customize the app for future use.

<b>Building/Office</b>	<b>Junior-Senior High School</b>	<b>Goals listed for school year</b>	<b>2018-2019</b>
<b>Administrator</b>	<b>Brian J. Kostan, Assistant Principal</b>	<b>Due Date</b>	<b>August 1, 2018</b>

1. The assistant principal will monitor the new attendance law and the impact of implementing a school attendance improvement plan with individual students to increase school attendance.

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

3. The assistant principal will assist Mr. Alexander and the Junior High School Dean of Students throughout the 2018-2019 school year with discipline and teacher observations as needed.

4. The assistant principal will monitor curriculum and assist in creating the master schedule at the High School for the 2018-2019 school year.

5. The assistant principal will complete more walkthrough observations in the 2018-2019 school year.

6. The assistant principal will continue improving and expanding his Google Classroom as a resource for staff.

7. The assistant principal will prioritize to meet with student focus groups monthly to improve the school climate at the Junior/Senior High.

**Building/Office**

**Junior-Senior High School**

**Goals listed for  
school year**

**2018-2019**

**Administrator**

**Curt P. Vasas, High School  
Principal**

**Due Date**

**August 1, 2018**

1. The principal will work with the FHAA to develop a database that can be utilized as a tool to establish personal learning networks for students. Alumni would post information about their career paths and volunteer to serve as contacts for current students interested in various fields of study or work.

2. The principal will establish direct connections with local businesses for work release, job shadowing, and/or internship opportunities for students.

3. The principal will develop collaborative programs to involve students with local agencies for campus beautification and utilization opportunities.

4. The principal will continue to develop a career readiness plan to include a career roadmap and incorporate components such as campus tours, community service, and job shadowing/internships. Each student should have a direct connection with an employer upon graduation.

5. The principal will form a school wide principal advisory committee that meets on a regular basis.

6. The principal will continue to work with the district office and the school resource officer to maximize the effect of the SRO position within the district.

7. The principal will establish a satellite office one day a week within the building to increase visibility inside and outside of the classroom environment.