

**Administrator: Edwin Bowser  
Superintendent**

**Goals listed for 2016-2017 SY**

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 Pennsylvania Department of Education's PlanCon process. Ensure that requirements associated with the construction of the new junior-senior high school are successfully addressed. In addition, provide necessary documentation to secure available reimbursement associated with this construction project. The superintendent will constantly monitor the progress associated with the construction of the new building to ensure that the November 4, 2016 substantial completion date is met.
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 the teacher growth committee and monitor requirements identified by the Pennsylvania Department of Education with its implementation.
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 for the January 9, 2017 transition from the middle school and high school into the new junior-senior high school building.
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.

**Administrator: Edward Alexander  
Middle School Principal**

**Goals listed for 2016-2017 SY**

1. Continue to implement the Botvin Life Skills Training Curriculum, into the second three-year cycle, as a result of receiving the grant again.
2. Utilize the middle school dean of students efficiently, as we prepare to transition into the new junior-senior high school building.
3. Complete all teacher evaluations/observations in a timely manner.
4. Complete all tasks associated with the transition into the new junior-senior high school in December.
5. Continue to enhance communication among faculty, staff, students and parents, especially regarding the transition into the junior-senior high school.
6. Regularly meet with each grade level team and departmental faculty to discuss and address curriculum and/or student concerns.
7. Assume all duties associated with Power School Administrator title.

**Administrator**

**Marian Boyer  
Food Service Director**

**Goals listed for 2016-2017 SY**

1. Develop menus for the new junior-senior high school food court opening that will capture student interest and participation. 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.
2. Develop job descriptions and guidelines to best utilize and blend existing middle school and high school cafeteria staff members in the new junior-senior high school building for a smooth transition.
3. Maintain high district wide participation by providing good quality nutritious foods. Document student acceptability of menu items. Provide samples of new items to help incorporate feedback into menu planning.
4. Implement procedures 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. Notification of this change has been added to student handbooks.
5. Increase updates to Free Direct Certification list from monthly to weekly, through the use of Primero Edge. Maximize the availability of free and reduced meal benefits to eligible families through distribution of paper applications and posting applications on the website.
6. Manage food and supply costs through the use of USDA commodities, Favors commodity produce system, purchasing from PRFSD's bid now managed by PriDe Performance Consulting, and minimizing waste.
7. Meet the 16-17 level of PDE continuing education credit requirements for all food service staff by providing training in pertinent topics, and tracking credit hours through Primero Edge's Amigo program.

**Administrator**

**Larry Celmer  
Assistant Elementary Principal**

**Goals listed for 2016-2017 SY**

1. To assist Mr. Jacobs with monitoring and making changes if necessary to the new instructional delivery system in grades 4, 5, and 6.
2. To monitor the number of discipline problems in grades 2 thru 6 due to the heterogeneous grouping for homerooms and special area classes. The number of discipline referrals will compare to the 2015-16 school year numbers.
3. To continue to monitor district wide attendance policy for its effectiveness. The goal is to improve student daily attendance in the elementary school. Goal will be accomplished by comparing and contrasting the attendance statistics from previous years with the attendance statistics from the 2015-16 school year. Students missing less than 3 days did increase during the 2015-16 school year.
4. To continue to monitor the effectiveness of the After School Detention Program. The program was piloted during the 2014-15 school year. The goal of the program is to deter inappropriate student behavior during the instructional day. The number of student referrals during the 2016-17 school year will be compared with the number of student referrals from the 2015-16 school year.  
Overall student referrals did decline during the 2015-16 school year.
5. To continue to 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 2017. The use of more walkthrough observations will take place to due to the new delivery system in grades 4, 5, and 6.
6. As the Forest Hills Safe Schools Coordinator to assist with the building of the new Forest Hills Junior-Senior High School. The goal will be accomplished by attending all meetings associated with the safety and security of the new building. The handling of all access will be a major focus.
7. As the Forest Hills Safe Schools Coordinator, to continue to monitor and enhance the everyday safety and security operations for Forest Hills School District. To secure a PA Safe Schools target grant to secure an identification system for the elementary school.

**Administrator: Joe Gironda**  
**Athletics & Transportation**

**Goals for 2016-2017 SY**

1. Research most effective methods for the transport of students (currently using 3 separate contractors).
2. Create efficient storage of athletic equipment while transitioning from current buildings to new building.
3. Continue to become more familiar with district layout as it relates to transportation of students.
4. Work with student-athletes from all varsity sports to consider offering a Student-Athlete Advisory Council in the future.
5. Research the development of a social media policy for student-athletes and coaches.
6. 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. Complete a Title IX Self-Audit for our athletic program for the 2016-17 school year.

1. To meet the requirements for the school performance profile as determined by the Pennsylvania Department of Education guidelines. This goal will be accomplished by guiding and leading teachers in utilizing PVAAS (growth data), in conjunction with achievement data, to make sure students are on the path to proficiency and beyond. By utilizing all the data available (growth and achievement), administration and teachers will be able to make data-informed instructional decisions to ensure the academic growth and achievement of the students.
2. To supervise and monitor the second year of Houghton Mifflin Harcourt (GO Math!) within the grade levels of K-6 through ongoing meetings with teachers, Director of Education and Superintendent of Schools.
3. To complete the tasks associated with Title I and Title II within the required timelines determined by the Pennsylvania Department of Education (Division of Federal Programs) for the 2016-17 school year.
4. To adjust and refine F<sup>H</sup>OSS (Focus On Student Skills) in Reading for grades K-3 to effectively reach as many at-risk students as possible. F<sup>H</sup>OSS is designed after a PA Department of Education initiative called Response to Instruction and Intervention (RtII). This goal will be accomplished by assisting the teachers in using and understanding the DIBELS benchmark data along with bi-weekly progress monitoring data throughout the 2016-2017 school year.
6. To supervise and monitor the effectiveness of the newly created curriculum / instructional delivery system within the elementary building for grades two – six through ongoing meetings with students, teachers / staff, parents and administration.  
  
To extend, improve and monitor cross-curricular connections to instruction of all subject areas when appropriate. This goal will be accomplished by reviewing our newly designed curriculum / instructional delivery system in grades four – six during ELA, Mathematics, Science / Social Studies and Writing / Grammar instruction throughout the 2016-2017 school year.
8. To continue to monitor the Elementary Behavior Support Classroom. The goal / intention is to service students with chronically disruptive behaviors or students with violations of school policy that would merit long-term suspension or expulsion. The administration will work collaboratively throughout the 2016-17 school year to assess individual student referrals and the overall framework of the Elementary Behavior Support Classroom.
9. To be visible throughout the elementary building by completing daily building walk-throughs, being present during bus dismissals and assisting with cafeteria duties.
10. To continue to utilize and expand the use of the Forest Hills School District PAETEP teacher observation management tool with the elementary staff. This goal will be accomplished by completing all necessary steps in the observation management tool with the elementary teachers.

**Administrator Brian J. Kostan**  
**High School Assistant Principal**

**Goals listed for 2016-2017 SY**

1. Create an online google document for discipline that all staff are comfortable using with grades 7-12.
2. Problem solve all issues associated with the transition to the new building.
3. Implement evacuation procedures for grades 7-12 to the field house and the football field.
4. Monitor intervention procedures and the impact from previous year with a goal of increased attendance of students late for school.
5. Complete more walk through observations for the 2016-2017 school year.
6. Decrease the amount of incomplete grades and failures by working closely with staff, students, and parents along with the appropriate interventions when needed.
7. 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.

**Administrator**

**Dan Lester / Ed Beyer  
Maintenance Department**

**Goals listed for 2016-2017 SY**

1. Make repairs to the tennis courts. This is an on-going item. This item needs to be put in the long term planning along with the track maintenance.
2. Assist in the new junior-senior high school building project.
3. Repair the roof at the high school and middle school. This is an on-going item.
4. Work with the architect on the football field.
5. Make repairs to the track. This is an on-going item. This item needs to be put in the long term planning after the football field is replaced to do a total replacement.
6. Continue to work with principals and teaching staff with the ongoing plans to make the transfer of equipment and teaching materials into the new building as uneventful as possible.
7. Assist the athletic director with the many changes needed to our facilities for sporting events during construction.



**Administrator**

**Claudia Mehall  
Special Education Supervisor**

**Goals listed for 2016-2017 SY**

1. The Special Education Supervisor will work cooperatively with district administrators to implement staff development included in year one of the new special education plan.
2. The Special Education Supervisor will monitor the screening process for Gifted and Special Education referrals for both quantity and quality.
3. The Special Education Supervisor will continue to monitor graduation rates and dropout rates and explore various options through the transition process.
4. The Special Education Supervisor will complete all change documents required for the move to the new junior-senior high school.
5. The Special Education Supervisor will complete all teacher observations by April 30, 2017
6. The Special Education Supervisor will complete all evaluations and re-evaluations with timelines according to state regulations.
7. The Special Education Supervisor will work cooperatively with IU 8 staff to host the newly created Life Skills Support classroom to ultimately be located in the new junior-senior high school.

**Administrator**

**Chris Reighard  
Business Manager**

**Goals listed for 2016-2017 SY**

1. For the twenty-second consecutive year, prepare and submit a budget without a property tax increase and distribute Property Tax Relief to Homestead/Farmstead property owners for the ninth consecutive year.
2. The Business Manager will successfully secure the final leg of financing for a new junior-senior high school construction project through issuance of bond debt.
3. The Business Manager will successfully file for E-Rate discount and bids for the purchase of networking equipment for the new junior-senior high school and elementary school campus.
4. The Business Manager secure a new five year lease agreement for all districtwide copy machines.
5. The Business Manager will complete the district independent audit with no audit exceptions for the 2015-2016 school year.
6. The Business Manager will successfully submit PLANCON J to PDE for final project reimbursement percentage for a new junior-senior high school.
7. The Business Manager will review all building service agreements and maintenance contracts related to the consolidation of the middle and high school into the new building.
8. The Business Manager monitor the district's new Qualified High Deductible Health Plan and Health Savings Account for all employee groups.

**Administrator**

**Vanessa Sral  
Director of Education**

**Goals listed for 2016-2017 SY**

1. 100% of the professional staff will complete the professional development focus: Topics Connected to Danielson's Framework for Teaching and implement those techniques as indicated in their self-directed professional learning plan.
2. Implement the FHOSS components as identified in the program evaluation process where 90% of students who score below benchmark and well below benchmark on DIBELS to show at least typical growth on the end-of-the-year DIBELS Pathways to Progress report.
3. 100% of eligible students will participate in the Keystone Exam Assessment Plan, including student preparation, benchmark/diagnostic assessments in CDT, meeting AYP/Graduation requirements, and, if applicable, meeting Keystone Project requirements.
4. The Director of Education will work with administration to evaluate PSSA data and make necessary curriculum and assessment adjustments to improve students' PSSA scores.
5. Research and propose a professional development plan for administrators.
6. Supervise and coordinate the PIMS submission process across the District meeting the 2016-2017 School Year PIMS timeline for each individual submission upload.
7. Plan to transition my duties and responsibilities before retirement.

1. Install the Meraki wireless network in the elementary school and district office this summer and in the new building in November 2016. This networking equipment will be monitored throughout the school year and maintained by the Technology Department.
2. Install Mimio 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 entire school year.
3. Meet with the Technology Staff and Superintendent of Schools to discuss the technology needs in our district. This will be ongoing throughout the 2016-2017 school year.
4. 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.
5. Continue to work closely with the architect/engineers and complete all tasks associated with the new building project and help ensure that all technology is in place for a smooth transition to the new school in December 2016. This will be ongoing throughout the school year.
6. Upgrade our internet capacity from 25 MB to 200 MB as well as upgrade to a 1 GB WAN transport through Affiniti and IU-8. This will be monitored by the Technology Department throughout the school year.
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.

**Administrator**

**Curt Vasas  
High School Principal**

**Goals listed for 2016-2017 SY**

1. Work cooperatively with the instructional coach to increase student engagement and the use of formative assessments for determining specific needs of students.
2. Complete tasks associated with the junior-senior high school building project within the required timelines as assigned by the superintendent. A specific focus will be on the transition of the high school to the new building in December 2016 and working with the current middle school administration.
3. Monitor the high school curriculum, master schedule, and the new 8 period day for effectiveness through meetings with school counselors, staff, Director of Education, and Superintendent.
4. Complete formal and simplified teacher observations as determined by the 2016-2017 Supervision Plan.
5. Finds methods to become more involved with district level initiatives to promote individual growth and increase the overall effectiveness of the district.
6. 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.
7. Meet with student-leaders on a monthly basis to discuss school related initiatives and issues.
8. Assist staff as they work towards their professional development goals.