

ADMINISTRATIVE SUPERVISION, EVALUATION, AND COMPENSATION

The Muhlenberg School District recognizes the importance of supervision and evaluation of the educational program and operation of the school district. Because of this belief, the Board supports the importance of a comprehensive supervision, evaluation, and compensation program for its administrative staff. This program will help insure that:

- A planned learning environment for the students of the district is maintained so that all students can reach their maximum potential;
- District administrators maintain a proactive approach to instructional leadership and recognize their individual responsibilities to the success of the administrative team;
- Annual goals will be established that will encourage continuous improvement and lifelong learning;
- Positive communications exist among the board, administrative team, staff, and community;
- The management of the district remains current and maintains high standards of performance;
- Administrators are compensated in a fair and equitable manner consistent with the provisions of Act 93, Management Compensation Plan for Administrators.

The Superintendent of Schools is responsible for the establishment of a program of administrative observation, supervision, evaluation, and rating.

Resources: Act 93 and Pennsylvania School Code, Article XI, Section 1164.

Policy : 2.5
Adopted: 2/6/85
Amended: 6/21/95
Amended: 7/17/96
Amended: 7/14/99
Amended: 1/10/07

ADMINISTRATIVE EVALUATION AND COMPENSATION

The term "Administrative Employee" shall include the Principals; Assistant Principals; Supervisor of Special Education; Business Operations Coordinator; Supervisor of Accounts; Food Service Coordinator; Buildings/Grounds/Transportation Coordinator; Reading Supervisor; Director of Athletics, Director of Technology, Energy Management/Maintenance Supervisor, Building Head Custodians, Building Head Cooks, Athletic Trainers, Director of Aquatics, and Confidential Secretary to the Superintendent.

The term "Employee" used only hereafter shall refer to the above personnel.

I. **Administrative Supervision**

- A. The administrative evaluation accompanied by the DEBE 5501 shall be the official evaluation system for all certificated employees. The administrative evaluation shall be the evaluation system for non-certificated employees.
1. **Job Performance** - Each employee will be rated annually by his/her immediate supervisor based on fulfillment of assigned duties as outlined in the Board approved position description for each administrative position. In addition to the job performance, achievement of annual goals will be included in the performance review.
 2. **Goals** - Each employee will submit three (3) to five (5) professional goals each year using the Administrative Team Goals form (Attachment A). These goals will be developed collaboratively with the Employee's immediate supervisor and approved by the Superintendent of Schools.
 - (a) Goals must be agreed to by the Employee and the Employee's immediate supervisor by November 1 each year. Objectives that have budget implications must be pre-approved by April 15 of the preceding year by the Superintendent.
 - (b) Goals can be modified on the basis of a recommendation by the Employee's supervisor and final approval of the Superintendent of Schools.
 - (c) Goals not accomplished due to circumstances beyond the control of the Employee will be waived.
 - (d) Objectives partially completed shall be rated on the basis of the portion completed.
 3. **Performance Reviews** -- Reviews of job performance and goals will be held by the Employee's immediate supervisor twice each year, usually during January and June-July. The Employee will complete the Administrator Goal Report (Attachment B) and submit it to the Superintendent prior to the final evaluation conference. A written evaluation summary report will be provided to each Employee in June-July or within 30 days following the release of the PSSA assessment results.
 4. **Final Evaluation** - The Superintendent will review administrative performance with the board prior to determining administrators' final evaluations. A final evaluation conference will be held annually in the June-July period or within 30 days following the release of the PSSA assessment results. During this evaluation, a final rating will be given on job performance and goals. These ratings will determine salary adjustments and/or incentive payments as outlined in the agreement between the Muhlenberg School Board and Muhlenberg Administrators' Association. PDE-5501 will also be given at the June-July or final evaluation conference for certified employees.

5. Evaluation Appeal - Employees who disagree with any phase of their evaluation may attach a written statement to their evaluation. Employees may also appeal the evaluation to the Superintendent of Schools. In cases where the Superintendent of Schools is the immediate supervisor, the employee may appeal directly to the Board of Education.
6. Administrative Meet and Discuss - A minimum of three Board Members, three Administrators, the Superintendent, and the Assistant Superintendent will meet as required to review the Agreement between the Muhlenberg School District and the Muhlenberg Administrators Association and to arrive at a compensation plan. Meetings to discuss any aspect of the program can be requested by any party at any time.

II. **Observation Requirement**

- A. Informal observations of the employee's performance of his/her duties will be conducted on an ongoing basis. Following an informal observation, the observer may confer immediately with the employee or wait until the next scheduled performance review.

Items observed informally which could affect the employee's overall rating should be discussed with an employee within a reasonable length of time. A written record of the observation and the conference may be given to the employee and filed by the observer in the employee's file. The employee may exercise his/her right to respond to any written report that may be given.

III. **General Evaluation and Rating Procedures for Tenured and State Certified Employees**

- A. THE PDE-5501 shall be the official District rating form.
- B. Numerical ratings shall be assigned to each of four categories as listed on PDE-5501 by the Superintendent of Schools as follows:

Satisfactory	- 20
Needs Improvement	- 18
Unsatisfactory	- 16

- C. Suspensions and Reinstatements - In cases in which suspensions are to be made, professional employees shall be retained on the basis of seniority rights acquired within the school district of current employment (Section 1123.1 Pennsylvania School Code).
- D. Rating shall be conducted by the Superintendent of Schools/Designee. No unsatisfactory rating shall be valid unless approved by the Superintendent.
- E. An evaluation and rating conference must be held between the Superintendent of Schools and the employee within ten (10) working days after the final observation. At the rating conference the following is to occur:
1. A thorough performance review is to be conducted including a review of:
 - (a) informal and formal observations;
 - (b) job performance;
 - (c) annual goals; and
 - (d) the employee's performance as related to categories as detailed in PDE-5501.
 2. The PDE-5501 shall be signed by the Assistant Superintendent, Superintendent, and employee, and a copy given to the employee. In the event of an unsatisfactory rating, the PDE-5501 must be given to the employee by the Superintendent.

3. The employee may submit a written reply to the rating as soon as possible, but not later than ten (10) working days after the evaluation. This reply will be dated and attached to the rating.
- F. Rating of less than 20 in any category shall be substantiated through documentation and discussed with the employee within five (5) working days after the day of the final observation preceding the rating. This documentation will be those reports and anecdotal records used in the administrative evaluation (e.g., job performance and goals). The discussion may take place before or after the rating is approved by the Superintendent. The five-day limitation may be extended only because of emergency or extenuating circumstances.
- G. Copies of the rating form will be furnished to the employee and the Assistant Superintendent. The original copy of the rating form shall be considered the official copy.
- H. Categories for rating administrators will be as follows:
 1. Exceeds Expectations
 2. Meets Expectations (satisfactory)
 3. Needs Improvement
 4. Unsatisfactory
- I. PDE-5501 and documentation are due in the Superintendent's Office by July 1 of each year.

IV. **Improvement Plan**

Prior to an employee receiving an overall Needs Improvement rating, the following steps must be conducted:

1. An observation of the employee's performance must have been conducted.
 - a. Each observation is to be followed by a conference and documented conference report.
 - b. Specific suggestions to remediate weak areas in the employee's performance must be detailed in the conference report.
 - c. An Improvement Plan will be developed in cooperation with the Muhlenberg Administrators' Association and monitored by representatives of the district's administration and the Muhlenberg Administrators' Association.
 - d. Successful completion of the Improvement Plan will lead to a rating of "Satisfactory" in the next rating period.
 - e. Unsuccessful completion of the Improvement Plan will lead to a rating of "Unsatisfactory" in the next rating period.

V. **Unsatisfactory Rating**

Prior to an employee receiving an overall unsatisfactory rating, either A or B as defined below must have occurred:

- A. Observations of the employee's performance must have been conducted.
 1. Each observation is to be followed by a conference resulting in an administrative evaluation.
 2. Specific suggestions to remediate weak areas in the employee's performance must be detailed in the administrative evaluation.
- B. If there is information available to the Superintendent of Schools that the employee is in violation of Section 1122 PA School Code, the following must have occurred:
 1. The employee must have been informed, in writing, of the alleged violation by the Assistant Superintendent or Superintendent;
 2. A conference between the employee and the Assistant Superintendent or Superintendent must have occurred unless unforeseen circumstances prevented it;
 3. A written summary of the conference shall have been placed in the Employee's Personnel File with a copy to the employee and Superintendent;
 4. For all other occurrences, B1, 2, and 3 above apply;
 5. The outcome of the procedures listed above should be reflected on a PDE-5501.

VI. **Compensation Plans**

The authority for developing administrative compensation plans resulted from Act 93 of 1984 passed by the Pennsylvania Legislature and amended the School Code by adding a new section (1164 -- Compensation Plans for Administrators) to Article XI.

- A. **Meet and Discuss** - Section 1164 (c) provides that if a majority of eligible administrators request in writing to meet with the employer regarding administrative compensation, the employer will meet and discuss in good faith prior to adopting an administrative plan.
- B. **Compensation Plan** - The plan must include, but does not have to be limited to:
 - a description of the program determining administrative salaries;
 - salary amounts and/or schedule;
 - a listing of fringe benefits.
- C. **Anti-Strike Law** - Administrative employee's are subject to the "Public Employee Anti-Strike Law," 43 P.S. S 215.1.
- D. **Fact Finding** - The Anti-Strike Law provides for an ad hoc three member fact-finding panel to review and make findings and to report those findings to the school employer for consideration.

The Pennsylvania Department of Education has the statutory responsibility to appoint a third "neutral" member to the fact-finding panel in school disputes (See pre-PERA statute 1947).

Administrative Procedures: 2.5

Approved: 2/6/85

Amended: 6/21/95

Amended: 7/17/96

Amended: 7/14/99

Amended: 1/10/07

Muhlenberg School District
ADMINISTRATIVE TEAM GOALS

Name:

School Year:

GOAL:

Activities to achieve goal:

How progress will be evaluated:

When progress will be evaluated:

1. January _____

2. June _____

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

Theresa D. Haught, Ed.D.
Superintendent

Muhlenberg School District
ADMINISTRATOR GOAL REPORT

To be submitted prior to the end-of-year evaluation conference.

School Year: _____

Administrator: _____

Date: _____

GOAL 1:

Summary of Activities:

Goal Assessment and Impact of Goal:

GOAL 2:

Summary of Activities:

Goal Assessment and Impact of Goal:

GOAL 3:

Summary of Goal Activities:

Goal Assessment and Impact of Goal:

Self-Evaluation as an Instructional Leader for the Student Achievement Initiative

Other Accomplishments:

Self-Evaluation using Administrator's Evaluation Rubric: