



**MOSHANNON VALLEY SCHOOL
DISTRICT**

**ACT 93 COMPENSATION AND
BENEFITS PLAN**

July 1, 2013 – June 30, 2017

Adopted by the Moshannon Valley
School District Board of Directors
June 24, 2013

MOSHANNON VALLEY SCHOOL DISTRICT ACT 93 COMPENSATION AND BENEFITS PLAN

I. INTRODUCTION

This Moshannon Valley School District Act 93 Compensation and Benefits Plan (hereinafter "Plan") is intended to provide a fair and adequate compensation and fringe benefit package which incorporates performance evaluation. It is based on the philosophy that a strong, highly competent leadership team is extremely important to carrying out the goals of the Moshannon Valley School District (hereinafter "District"), and that this team should be recognized for the responsibility it carries. Equitable and competitive compensation is important to attracting and retaining those who are of value to the District. Additionally, in the event that enhancements are provided to professional employees during the course of this Plan, the Board of Directors of the Moshannon Valley School District (hereinafter "Board") will consider whether such enhancements should be extended to those covered by this Plan, unless otherwise required by the terms of the Plan, as set forth herein.

II. TERM

The Board has implemented this Plan effective July 1, 2013 for the 2013-2014 school year, and thereafter renewing on an annual basis through and including the 2016-2017 school year, which shall be deemed, for purposes of this Plan, to end on June 30, 2017. This Plan shall end on June 30, 2017.

In 2013, prior to the adoption of this Plan, the Board, in accordance with applicable law, received the input of school administrators, and considered said input in determining the terms of this Plan. Based upon this input, the Board has elected to implement this Plan. This Plan succeeds the current Act 93 Plan which is effective through June 30, 2013.

III. EMPLOYEES SUBJECT TO THIS PLAN

This Plan shall apply to the Elementary School Principal, the High School Principal, the Assistant Principal, the Special Education Supervisor, the Cafeteria Manager, and the Maintenance Supervisor. This Plan shall also apply to any other employees who fill administrative positions which may be created by the Board during the term of this Plan. Hereafter, all covered employees as defined herein shall be collectively referred to as "Act 93 Participants" or individually as "Participant."

IV. RESULTS ORIENTED PERFORMANCE MANAGEMENT

The Board and the Superintendent of Schools (hereinafter "Superintendent") will develop annual goals for the District, and these will be reflected in each Participant's annual performance appraisal. The Participant and the Superintendent will meet at the

beginning of the school year to discuss expectations, develop goals and review evaluation criteria. At mid-year, the Superintendent and the Participant will review mid-year progress in an informal conference. At the conclusion of the school year, the Participant and the Superintendent will document performance for the year.

The performance of the High School Principal, Elementary School Principal, Assistant Principal and Special Education Supervisor shall be in accordance with the Principal Effectiveness Rubric Assessment attached hereto as Exhibit "A," and as the same may be amended by the Pennsylvania Department of Education (hereinafter "PDE"). Should the PDE discontinue the use of Exhibit "A," to include any modifications thereof, the High School Principal, Elementary School Principal, Assistant Principal and Special Education Supervisor will be evaluated using the evaluation tool used under the prior Act 93 Plan which expired on June 30, 2013. Should any new positions be created for which this performance assessment would be appropriate, Exhibit "A" shall be used for the Participants in those new positions.

The Cafeteria Manager and the Maintenance Supervisor shall be evaluated using the document attached hereto as Exhibit "B." Should any new positions created for which this performance assessment would be appropriate, Exhibit "B" shall be used for the Participants in those new positions.

The Superintendent will discuss his/her assessment of each Participant's performance and provide the Participant with a copy of the assessment as recorded on the performance appraisal form.

V. SALARY AND NUMBER OF WORK DAYS PER YEAR

For the 2013-2014 school year, the following salaries shall be applicable. The number of work days shall be applicable for the duration of the term of this Plan, unless changed by the Board. Should the number of days be changed, the Board reserves the right to adjust the affected Participant's salary accordingly.

High School Principal	-	\$77,000.00; 12 months/243 days
Elementary School Principal	-	\$73,889.66; 12 months/243 days
Assistant Principal	-	Salary to be determined for individual to be hired for presently vacant position; 12 months/243 days
Special Education Supervisor	-	\$70,000.00; 10 months/205 days (plus up to 10 additional days during the summer to cover extended school year, to be paid at employee's per diem rate)
Cafeteria Manager	-	\$25,452.25; 9 months/185 days

Maintenance Supervisor - \$46,350.00; 12 months/243 days

Unless excused by the Superintendent, the High School Principal, the Elementary School Principal, the Assistant Principal, the Special Education Supervisor, and the Maintenance Supervisor shall attend all regular and special meetings of the Board. The Cafeteria Manager shall attend Board meetings upon the request of the Superintendent.

Compensation adjustments will normally be effective July 1st for the following Plan year, beginning on July 1, 2014. Annual compensation adjustments for Act 93 Participants shall be determined by the Board with input from the Superintendent as follows.

For those Participants evaluated using the document attached as Exhibit "A," each of the nineteen (19) categories shall be rated and scored as follows:

- Distinguished – 3 points
- Proficient – 2 points
- Needs Improvement – 1 point
- Failing – 0 points

For any Participant receiving a perfect score of fifty-seven (57) (distinguished in every category), that Participant shall receive a one time stipend of \$1,000.00.

Salary adjustments shall be determined based upon total points, as follows:

- 41-57 – Proficient – 3% increase
- 32-40 – Proficient – 2% increase
- 26-31 – Need Improvement – 1% increase
- 19-25 – Needs Improvement – no increase
- 0-18 – Failing – no increase

For those Participants evaluated using the document attached as Exhibit "B," the following rating scale shall apply:

- Excellent – 3 points
- Proficient – 2 points
- Needs Improvement – 1 point
- Unsatisfactory – 0 points

Salary adjustments shall be determined based upon total points, as follows:

- 78-105 – Excellent – 3% increase
- 63-77 – Average – 2% increase
- 49-62 – Needs Improvement – 1%
- 36-48 – Unsatisfactory – 0% increase
- 35 and below – Failing – 0% increase

VI. FRINGE BENEFITS

During the term of this Plan, all Act 93 Participants shall receive the following fringe benefits, except that should any category of benefit provided to professional employees under the Collective Bargaining Agreement with the Moshannon Valley Education Association exceed the benefits set forth herein, Participants shall receive the benefit of the professional employee.

- (a) Personal Leave – each Participant shall receive three (3) days of personal leave annually. Up to two (2) days may be carried forward to accumulate a maximum of five (5) days per year. The Participant need not state the reason for carrying forward personal leave. Any unused personal leave exceeding the maximum accumulation that may be carried forward shall be converted to sick leave on June 30th of each year of the Plan.
- (b) Sick Leave – each Participant shall accrue one (1) day of sick leave per month based upon the number of months worked each year in Section V above. Unused sick leave may accrue year to year without limit. The Superintendent has the discretion to request a medical excuse to document the need for a period of sick leave in excess of three (3) consecutive work days.
- (c) Emergency Leave – each Participant shall receive three (3) days of emergency leave annually, which shall not accumulate from year to year, and which shall not be deducted from the Participant's sick leave. An emergency day shall be defined as an unforeseen combination of circumstances which prevents a Participant's presence at work. This definition shall specifically exclude emergency day use for shopping, recreation, or attending graduations or other family events. In addition to the aforesaid three (3) days of annual, non-accumulating emergency leave, each Participant shall receive an additional two (2) days of emergency leave which may be used on work days cancelled by the Superintendent due to weather conditions or emergency conditions which are not directly related to a condition or situation existing on school property.

- (d) Bereavement Leave – bereavement leave shall be per Sections 1154(b) and (c) of the Public School Code, except that Act 93 Participants shall be permitted up to five (5) days of leave for the death of an immediate family member.
- (e) Paid Vacation – annual vacation benefits are granted as follows: 12 month employees – 20 days; 11 month employees – 15 days; 10 month employees – 10 days; 9 month employees – 10 days. Prior written approval from the Participant's immediate supervisor and the Superintendent is required prior to the use of paid vacation. Paid vacation shall count toward satisfying the minimal annual work day requirements set forth in Section V above.

Vacation benefits shall accrue at the beginning of the Plan year. The vacation benefits earned within an annual period may be used within the annual period in which they are earned or, upon written request directed to and approved by the Superintendent, a maximum of five (5) days may be transferred to the following Plan year; however, any such days transferred to the following Plan year must be used for the period beginning July 1st and ending the day before the first day on which professional employees are to report for the next school year. Vacation days must follow the Automated Educational Substitute Operator Program (AESOP) procedures for vacation time. Any days carried forward, but not used as set forth heretofore, are converted to sick leave.

No Participant may use vacation for more than five (5) consecutive days when school is in session without written request to and approval of the Superintendent. Furthermore, vacation requests any day(s) in the first five (5) work days after the end of a school year or day(s) in the last five (5) work days before the commencement of a new school year may only be taken with special permission of the Superintendent.

VII. MILEAGE REIMBURSEMENT

Act 93 Participants shall be reimbursed for school approved travel in personal vehicles. Reimbursement shall be at the then prevailing IRS rate. There shall be no reimbursement made for travel between the buildings that comprise the District campus.

VIII. PAYROLL DEDUCTION

Act 93 Participants shall have the option of having payroll deductions for purposes of purchasing United States savings bonds, for purchasing service credit for retirement and/or contributing to a tax-deferred annuity.

IX. RETIREMENT BENEFITS

Act 93 Participants shall participate in the Public School Employees' Retirement System (PSERS) in accordance with the applicable PSERS regulations. The District shall contribute to the Participant's PSERS benefit as required. Any contributions to PSERS required of the Participant shall be deducted by the District and remitted to PSERS as applicable.

X. PROFESSIONAL GROWTH

Upon approval of the Superintendent, the District shall prepay credit costs for Act 93 Participants upon the Participant submitting an invoice from an accredited university or other education provider confirming the Participant's enrollment in the course. Within fourteen (14) calendar days of the Participant's receipt of the transcript for the course, the Participant shall present the District with the transcript as evidence of the completion of the course. The Participant shall also submit the official transcript of the course. In those instances where the District prepays a course, but the Participant fails to complete the same, or the Participant fails to earn a grade of B- or better, the Participant shall reimburse the District for the full payment of the course or courses.

Under no circumstances shall the amount paid to or on behalf of a Participant for courses exceed the lesser of (i) 100% of the actual cost, or (ii) 95% of the Pennsylvania State University (Penn State) graduate rate. The Participant shall only be eligible for fifteen (15) credit hours per year of the term of this Plan, except that eighteen (18) credit hours shall be permitted in a cohort program.

If a Participant voluntarily ends employment or is terminated from employment in the District within one (1) full year after completion of the course work, the Participant must reimburse the District for 50% of the amounts paid for the course work on the Participant's behalf. If the Participant leaves employment with the District (whether voluntarily or involuntarily), more than one (1) year after completion of the course work, but less than two (2) years after completion of the course work, the Participant shall reimburse the District based on the following scale: twelve months and one day to fifteen months, 40%; fifteen months and one day to eighteen months, 30%; eighteen months and one day to twenty-one months, 20%; twenty-one months and one day to twenty-four months, less one day, 10%.

If the Participant leaves the District for purposes of retirement (and begins drawing a benefit from PSERS) any time after the completion of coursework, no reimbursement will be required.

XI. PROFESSIONAL ASSOCIATION DUES

The District will pay dues for professional associations selected by Act 93 Participants and approved by the Superintendent, not to exceed \$800.00 per Plan year.

XII. MEDICAL INSURANCE

During the term of this Plan, the District shall contribute toward the monthly premium of a Highmark PPO Blue plan for each Act 93 Participant and the Participant's dependents (as defined by applicable law). The District reserves the right to change insurance carriers provided the coverage so selected is comparable to that provided at the date of the commencement of this Plan. The levels and types of coverage are subject to the operating guidelines and procedures of the insurance provider in all respects. Any changes in coverage or level shall coincide with the Professional Employee Collective Bargaining Agreement with the Moshannon Valley Education Association. During the term of this Plan, Participants shall contribute toward the cost of their health care premiums at the same level as required by the Professional Employee Collective Bargaining Agreement. Participants are permitted to opt out of the medical insurance plan under the same terms and conditions (to include additional cash payments in lieu of medical coverage) as provided in the Professional Employee Collective Bargaining Agreement.

Participants shall provide, complete and/or execute any necessary forms and/or other documents which may be needed for purposes of providing coverage as stated herein. Participants shall also provide the District or PSERS with any other necessary, required or requested documentation.

XIII. VISION PLAN

The District will pay the full premium for Act 93 Participants and their dependents (as defined by applicable law) for vision coverage. The choice of plans is solely at the discretion of the District. The District reserves the right to change plan providers, so long as the coverage so selected is comparable to that provided at the commencement of the term of this Plan. In all respects, the levels and types of coverage are subject to the operating guidelines and procedures of the insurance provider.

XIV. DENTAL INSURANCE

The District will provide a dental plan for Act 93 Participants and their dependents (as defined by applicable law) with the following coverage: 100% preventative and general services, 100% oral surgery, 50% prosthetics, and 50% periodontics. The District reserves the right to change plan providers, so long as the coverage so selected is comparable to that provided at the commencement of the term of this Plan. In all respects, the levels and types of coverage are subject to the operating guidelines and procedures of the insurance provider.

XVI. INSURANCE COVERAGE

The District will provide a term life insurance policy for each Act 93 Participant while that Participant is in service to the District. The amount of the policy shall be 100% of the Participant's salary or wages, rounded to the nearest thousand; however,

there shall be a minimum of a \$35,000.00 face value for the policy provided for each Participant. The choice of the insurance provider is solely at the discretion of the District.

XVII. DISABILITY/INCOME PROTECTION INSURANCE

The District will pay the full premium for Act 93 Participants to provide income protection/long term disability insurance for a maximum of 66 2/3% of the Participant's salary. In no event shall the benefit payable exceed the following monthly amounts in the following plan years:

- 2013-2014 - \$5,700.00
- 2014-2015 - \$6,000.00
- 2015-2016 - \$6,300.00
- 2016-2017 - \$6,600.00

XVIII. RETIREMENT INCENTIVE

Act 93 Participants shall be eligible for the following retirement incentives in all years of the term of this Plan:

(a) Cash payment (subject to required federal, state and local tax withholding) in the following amounts:

- | | | |
|-------------|---|--|
| \$20,000.00 | - | 15 to 27 years of PSERS credited service |
| \$19,000.00 | - | 28 to 30 years of PSERS credited service |
| \$18,000.00 | - | 31 to 32 years of PSERS credited service |
| \$17,000.00 | - | 33 to 34 years of PSERS credited service |
| \$16,000.00 | - | 35 or more years of PSERS credit service |

In order to qualify for this incentive, the Participant must have ten (10) years of service with the District, must leave the District for purposes of retirement, and commence drawing on his/her accrued PSERS benefit within three (3) months of leaving employment with the District. Should a retirement incentive payable to professional employees under the Collective Bargaining Agreement with the Moshannon Valley Education Association provide a greater retirement incentive in any year of the term of this Plan, that incentive shall be the incentive available to Act 93 Participants for that Plan year.

(b) Participants retiring during the term of this Plan shall receive individual medical insurance coverage until reaching age 65, unless the Participant qualifies for some other healthcare plan available to him or her at a reasonable out-of-pocket cost. Reasonable out-of-pocket cost shall be defined as a necessary/required contribution toward the premium to obtain coverage in an amount that is less than or equal to the monthly amount of health insurance premium assistance made available through PSERS. For those retired Participants receiving coverage under this provision, the

District's contribution toward the cost of individual medical insurance shall be the difference between the health insurance premium assistance made available through PSERS and the total monthly premium for the cost of individual medical insurance coverage. To qualify for this incentive, retiring Participants must leave the District for purposes of retirement, and commence drawing on his/her accrued PSERS benefit within three (3) months of leaving employment with the District.

(c) Upon retirement, or upon death, Participants (or their estates) will be compensated for any remaining accumulated sick days at a rate of \$75.00 per day for a maximum of two hundred (200) days. However, in no event shall a retiring Participant receive compensation for less than 100% of the accrued sick leave earned during service with the District, should the total accrued sick leave exceed two hundred (200) days. For purposes of calculating accrued sick leave for this provision, all sick leave taken during service with the District shall cumulatively be defined as sick leave earned while in service with the District until such time as sick leave earned while in service with District is exhausted. To qualify for this incentive, retiring Participants must leave the District for purposes of retirement, and commence drawing on his/her accrued PSERS benefit within three (3) months of leaving employment with the District.

(d) The retiring Participant shall have the choice of any one (1) of the following options, which must be irrevocably elected in writing:

1. The District will provide \$200.00 per month toward health insurance for a spouse of the Participant for the lesser of: (i) five (5) years from the date of retirement; (ii) until the spouse turns 65 years of age; or (iii) the spouse qualifies for some other health coverage at a reasonable out-of-pocket cost.

2. The District will provide \$100.00 per month toward health insurance for a spouse of the Participant for the lesser of: (i) ten (10) years from the date of retirement; (ii) until the spouse turns 65 years of age; or (iii) the spouse qualifies for some other health coverage at a reasonable out-of-pocket cost.

3. The District will provide a \$10,000.00 non-elective deferral to the Participant's 403(b) plan.

To qualify for this incentive, retiring Participants must leave the District for purposes of retirement, and commence drawing on his/her accrued PSERS benefit within three (3) months of leaving employment with the District.

MOSHANNON VALLEY SCHOOL DISTRICT

Rodney Kitko, President
Board of School Directors

Ruth Saupp, Vice President
Board of School Directors

PRINCIPAL EFFECTIVENESS RUBRIC ASSESSMENT

DOMAIN 1: Strategic/Cultural Leadership

Goals for Domain (as applicable)

Artifacts and Evidence Provided to Support Goals

Summary of Results

<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>1a: Creates an Organizational Vision, Mission, and Strategic Goals: The school leader plans strategically and creates an organizational vision, mission, and goals around personalized student success that is aligned to LEA goals.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>1b: Uses Data for Informed Decision Making: The school leader analyzes and uses multiple data sources to drive effective decision-making.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>1c: Builds a Collaborative and Empowering Work Environment: The school leader develops a culture of collaboration, distributive leadership, and continuous improvement conducive to student learning and professional growth. The school leader empowers staff in the development and successful implementation of initiatives that better serve students, staff, and the school.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>1d: Leads Change Efforts for Continuous Improvement: The school leader systematically guides staff through the change process to positively impact the culture and performance of the school.</p>

<ul style="list-style-type: none">○ NR ○ F○ NI○ P○ D	<p>1e: Celebrates Accomplishments and Acknowledges Failures: The school leader utilizes lessons from accomplishments and failures to positively impact the culture and performance of the school.</p>
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Domain 2: Systems Leadership

<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>2a: Leverages Human and Financial Resources: The school leader establishes systems for marshaling all available resources to better serve students, staff, and the school.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>2b: Ensures School Safety: The school leader ensures the development and implementation of a comprehensive safe schools plan that includes prevention, intervention, crisis response, and recovery.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>2c: Complies with Federal, State, and LEA Mandates: The school leader designs protocols and processes in order to comply with federal, state and LEA mandates.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>2d: Establishes and Implements Expectations for Students and Staff: The school leader establishes and implements clear expectations, structures, rules, and procedures for students and staff.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>2e: Communicates Effectively and Strategically: The school leader strategically designs and utilizes various forms of formal and informal communication with all staff and stakeholders.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>2f: Manages Conflict Constructively: The leader effectively and efficiently manages the complexity of human interactions and relationships, including those among and between parents/guardians, students, and staff.</p>

Domain 3: Leadership for Learning

<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>3a: Leads School Improvement Initiatives: The school leader develops, implements, monitors, and evaluates a School Improvement Plan that provides the structure for the vision, goals, and changes necessary for improved student achievement.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>3b: Aligns Curricula, Instruction, and Assessments: The school leader ensures that the adopted curricula, instructional practices, and associated assessments are implemented within a Standards Aligned System. Data are used to drive refinements to the system.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>3c: Implements High Quality Instruction: The school leader monitors progress of teachers and staff. In addition, the school leader conducts formative and summative assessments in measuring teacher effectiveness in order to ensure that rigorous, relevant, and appropriate instruction and learning experiences are delivered to and for all students.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>3d: Sets High Expectations for All Students: The school leader holds all staff accountable for setting and achieving rigorous performance goals for all students.</p>
<ul style="list-style-type: none"> <input type="radio"/> NR <input type="radio"/> F <input type="radio"/> NI <input type="radio"/> P <input type="radio"/> D 	<p>3e: Maximizes Instructional Time: The school leader creates processes which protect teachers from disruption of instructional and preparation time.</p>

Domain 4: Professional and Community Leadership

<ul style="list-style-type: none"><input type="radio"/> NR<input type="radio"/> F<input type="radio"/> NI<input type="radio"/> P<input type="radio"/> D	<p>4a: Maximizes Parent and Community Involvement and Outreach: The school leader designs structures and processes which result in parent and community engagement, support, and ownership for the school.</p>
<ul style="list-style-type: none"><input type="radio"/> NR<input type="radio"/> F<input type="radio"/> NI<input type="radio"/> P<input type="radio"/> D	<p>4b: Shows professionalism: The leader operates in a fair and equitable manner with personal and professional integrity.</p>
<ul style="list-style-type: none"><input type="radio"/> NR<input type="radio"/> F<input type="radio"/> NI<input type="radio"/> P<input type="radio"/> D	<p>4c: Supports Professional Growth: The school leader supports continuous professional growth of self and others through practice and inquiry.</p>



MOSHANNON VALLEY SCHOOL

DISTRICT

**ACT 93 MANAGER/SUPERVISOR
EVALUATION**

Moshannon Valley School District
Act 93 Manager

Name: _____

School Year: _____

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(Date)

(Name)

Moshannon Valley School District

Act 93 Manager/Supervisor Evaluation Instrument

- Excellent Results substantially meet the challenging expectations of the Moshannon Valley School District, 3 points
- Average The rating indicates that the manager understands the expectations of the Moshannon Valley School District and is working towards mastery and excellence., 2 points
- Needs Improvement Some results do not substantially meet the expectations of the Moshannon Valley School District, 1 point
- Unsatisfactory Results do not substantially meet the expectations of the Moshannon Valley School District, 0 points

	Excellent	Average	Needs Improvement	Unsatisfactory
Leadership / Professionalism				
1. Projects the desired professional image				
2. Follows district policy and school rules				
3. Is knowledgeable and current in the field				
4. Is receptive to new ideas and change				
5. Works effectively with building administration on all levels so that varied philosophies do not hinder the overall productivity of the District				
<i>Total Points</i>				
Communication				
1. Shares information with staff in a timely manner				
2. Shares information accurately				
3. Keeps the Superintendent informed of potential problems				
4. Keeps the Superintendent informed of special				

Moshannon Valley School District
Act 93 Manager

Name: _____

School Year: _____

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events, programs, department needs, etc.				
5. Works to achieve team goals.				
6. Promotes honest, effective cooperation.				
7. Contributes to overall school district mission.				
8. Uses appropriate communication modes, including current technologies, to communicate with Superintendent, administrative staff, staff and others.				
9. Responds appropriately and timely to all forms of communication				
Total Points				

Initiative and Planning

1. Organizes and controls work responsibilities.				
2. Anticipates needs of school district.				
3. Maintains a visible presence in the school				
4. Uses time appropriately.				
5. Establishes priorities.				
6. Self-motivated				
Total Points				

Productivity

1. Contributes ideas				
2. Anticipates problems				
3. Exercises prudent independent judgment				
4. Completes all work assignments correctly.				
5. Assumes additional tasks when initial assignments				

**Moshannon Valley School District
Act 93 Manager**

Name: _____

School Year: _____

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are completed.				
<i>Total Points</i>				
Work Quality				
1. Analyzes problems effectively and reaches logical conclusions				
2. Reliable				
3. Is knowledgeable of the conditions of his/her department and the school district equipment and reports all areas needing improvement/replacement to the Superintendent				
4. Assures that the school district facilities are clean and organized.				
5. Fulfills requests on a timely basis.				
<i>Total Points</i>				
Human and Public Relations				
1. Maintains good relationships with colleagues				
2. Provides support and assistance when needed				
3. Is proactive in outlook				
<i>Total Points</i>				
Fiscal Management				
1. Prepares a budget consistent with district expectations and budgeting procedures				
2. Monitors the budget and does not exceed allocated amounts				
<i>Total Points</i>				

**Moshannon Valley School District
Act 93 Manager**

Name: _____

School Year: _____

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Scores:

Leadership/Professionalism _____

Communication _____

Initiative and Planning _____

Productivity _____

Work Quality _____

Human & Public Relations _____

Fiscal Management _____

Total Points _____

Total Points:

Excellent 78-105

Average 63-77

Needs Improvement 49-62

Unsatisfactory 36-48

Failing 35 and below

**Moshannon Valley School District
Act 93 Manager/Supervisor Evaluation**

(Name)

Strengths:

**Moshannon Valley School District
Act 93 Manager**

Name: _____

School Year: _____

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Suggestions for Improvement:

Overall Rating: Excellent:
 Average:
 Needs Improvement:
 Unsatisfactory:

Signature of Administrator _____

Date: _____

Signature of Superintendent _____

Date: _____