

**MONTROSE AREA SCHOOL DISTRICT**  
**COMMUNITY ADVISORY COMMITTEE MEETING**  
**ADMINISTRATION OFFICES**  
**MEETING DATE: NOVEMBER 17, 2011 7:00 P.M.**

**Community Advisory Committee Meeting**

**17 NOVEMBER 2011**

Community Advisory Committee Members Present: Sharon Salsman, Maureen O'Malley, Eric Powers

Administration Present: Mike Ognosky

Board Members Present: Mary Homan, Doug Wilcox and Chris Caterson

Meeting commenced at 7:00 PM.

**Items Discussed:**

- I. Mike Ognosky took the roll and noted the attendance as noted above.
- II. Old Business: The following item was presented under Old Business
  - **Bullying Procedures:** In reviewing the minutes, Mrs. Salsman asked that it be emphasized that bullying does not only manifest its self in student to student situations. There can also be bullying by adults to students and by adults to adults. Mr. Ognosky explained that there are harassment procedures in place in the Policy Manual that reflects all of the various types of harassment possible.
- III. New Business: The following items were discussed under New Business:
  - **Current Evaluation Procedures with Professional Staff:** Mr. Ognosky distributed the formal and informal evaluation tools that are utilized with the professional staff currently. He explained the procedures that are in place by the administration to complete those evaluations as well as the manner in which those evaluations are reviewed with the staff. He also took a moment to review the "walk through" procedures that will be implemented with the professional staff in the near future. Mr. Ognosky then reviewed the end of the year summative evaluation form utilized with the staff. He explained that any staff member who

receives an initial unsatisfactory rating is then placed on an improvement plan that is aimed at addressing the deficiencies that have been identified. If an employee were to receive a second consecutive unsatisfactory despite the improvement plan being in place, they would be recommended for dismissal. The improvement plan process is in place for all employees - support, professional and administrative. In response to the question as to the scheduling of classroom observations, Mr. Ognosky explained that all visits – both formal and informal – are unannounced and can occur at any time. In response to a question regarding student input, Mr. Ognosky explained that there is not a formal procedure in place to gather student input. There are teachers who utilize their own surveys and administer them to students at the close of the school year. They then utilize that information in a self-evaluation process in order to improve their instruction.

- **Current Evaluation Procedures with Coaching Staff:** Mr. Ognosky shared the following documents with the members: the job description including primary duties and responsibilities, qualifications, physical demands, etc. for the position of a varsity coach; the district guidelines and expectations for appropriate behavior of a coach; and, the coaches' evaluation form utilized by the High School Principal in evaluating each head coach at the close of their season. Mr. Ognosky explained that the PIAA (Pennsylvania Interscholastic Athletic Association) requires that the High School Principal be responsible for the direct supervision of athletic programs in a district, so it is the High School Principal who evaluates staff. The principal evaluates the Head Coach, conducts an end of the year meeting with the coach, and develops an improvement plan for the coach if necessary. The head coach and principal also discuss the status of their current staff and recommend any changes to that staff if they feel it is essential. Finally, Mr. Ognosky reviewed the athlete survey and parent survey that were put in place at the end of the fall seasons and will remain in place for the winter and spring. Athletes and their parents are encouraged to take a brief survey on the web page and the results of that survey are then given to the coach for self-evaluation. That survey is not shared with the Principal and has no bearing on the principal's evaluation of the coach.
- **Current Evaluation Procedures with Support Staff:** Mr. Ognosky reviewed the Support Staff end of the year evaluation that is conducted with each member of the support staff by their immediate administrative supervisor. Again, emphasis was placed on the fact that if an unsatisfactory rating is given an improvement plan is developed to address any identified concerns. This is consistent with all evaluations completed in the district.
- **Current Evaluation Procedures with Administrative Staff:** Mr. Ognosky reviewed the procedures in place to annually evaluate administrative personnel and also reviewed the annual evaluation process for the superintendent.

IV. Open Forum: Items of discussion during the open forum included the following:

- In response to a question regarding the hiring process in the district, Mr. Ognosky reviewed the two tier process utilized to select any position that has

benefits associated with it and the single tier building process utilized for all other positions.

- In response to a question regarding the college application process and the Guidance Department's role in the process, Mr. Ognosky explained that this is a question that comes up annually. He explained the assistance that is available for families and students through guidance in that process, but emphasized that the ultimate application responsibilities lie with the student. He explained that guidance holds application assistance evenings and financial assistance evenings to assist students and parents through that process. There is a Financial Aid Night scheduled for December 7<sup>th</sup> in the JSHS. One of the suggestions is that we take advantage of the Adult School and run an evening seminar for interested parents on this process. Mr. Ognosky will schedule the next meeting in the JSHS Guidance Office and provide a hands on tour of the software available to students in regard to this process.

The meeting was adjourned at 8:15 p.m.

**Next meeting is scheduled for Thursday, January 26<sup>th</sup> in the JSHS Guidance Office.**

Submitted by

*Mike Ognosky*