

Pennsylvania  
Department of Education  
Teacher and Principal Evaluation Information  
Individual LEA Data  
For the 2011-12 Rating Period

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GENERAL INFORMATION

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**LEA Name:**

Bucks County Montessori CS

**AUN Number:**

122093460

**Address:**

219 Tyburn Rd Fairless Hills, PA, 19030

**Name Superintendent or Chief School Administrator:**

Brian P. Long CAO

**For Information Contact:**

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TEACHER INFORMATION

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**Describe the LEA's system used to evaluate the performance of your teachers:**

Teacher Evaluation“The learner and the learned need to focus, first and foremost, on the process of understanding as opposed to the product of what is understood -- for if the process is fully developed the latter will naturally follow.” ~M.MontessoriIt has always been BCMCS's attempt to go with the educational best practices, and it is the intent of the Teacher Evaluation Processes, consisting of Formal and Informal Methods [both announced and unannounced], peer mediation and coaching to be a productive and useful progressions and courses of development for helping teachers become most effective in their teaching and its profession. The Informal Evaluation Process is a constant and ongoing practice, being documented and noted on an occurring basis. Informal evaluation observations will be added to appropriate BCMCS evaluation forms in accordance to instance, observations and occurrences in performance, comprising a portion of the summative evaluation(s) at the end of each school year. The Formal Evaluation Process is completed in accordance to the following manner: Formal Evaluation Process: There are three main steps that encompass the BCMCS formal evaluation process: 1. Determination of Documentation Form 2. Pre-Observation 3. Formal Observation 4. Post-Observation Determination of Documentation Form: All BCMCS instructional staff will utilize at least one, or multiple, if having multiple certification and/or credentials, of the listed Observation Forms: PDE-426 for all PA/State Certified staff. BCMCS Montessori Evaluation Form for all Montessori Credentialed Staff. BCMCS Teaching Assistant/SPED/Specials/Intern/Emergency/Certified Form for all other teaching and or instructional staff members. Pre-Observation: In order to best facilitate the observation process, the Principal/CAO and the teacher will meet sometime before the planned lesson occurs. They will discuss the particulars of the lesson so that both parties are very clear as to what will occur. The Principal/CAO will be afforded content material that will be covered, and the methodology that will be used, to cover such. An objective must be clear and also align with Montessori Aims and State Standards. The dialogue that ensues is designed to bring about clarity for both parties. It is also an avenue to address the teacher's areas of concern, to which the Principal/CAO would offer helpful ideas. The more clarity achieved during this process translates to greater gains as a result of the observation and post-observation process -- making the final write-up during the post-observation piece of the process easier to perform. Observation: The Principal/CAO will document what actually occurs, noting both quantitative and qualitative evaluation performance indicators. As well, the content that the teacher addresses and the methodologies used will be noted. The administrator will also document other issues, such as the procedures used in the classroom, how the teacher handles student questions, and whether or not Montessori ideologies and/or school policies are upheld. The Principal/CAO will use this information to develop a post-observation write-up in the comment sections of the evaluation form, which will be electronically emailed to the teacher for viewing prior to the post-observation/cumulative evaluation process. Post-Observation: As the activities that occurred for the Formal Observation, the Principal/CAO will document and present the final write-up process which comprises the Summative Evaluation. The review is only a tool for helping teachers grow. It instills growth by providing both an honest and fair feedback method for the teacher. The Principal/CAO will reflect on the lesson via the notes that were taken and develop a list of teacher strengths and weaknesses. Furthermore, the Principal/CAO will include suggestions for growth. These suggestions are vital for helping the teacher overcome obstacles and reaching his or her highest teaching potential. Summative Evaluation: The Summative Evaluation essentially comprises the completed evaluation form(s) for the academic school year, all of which will be placed in the permanent file of the teacher on an annual basis. A copy/copies of which will be supplied for teacher verification and signature. Summative evaluations can be used to validate teacher candidacy, verify teacher placements and/or status, as well as to be utilized for ongoing contract stipulations as the BCMCS Board of Trustees determines. Final evaluation ratings in all categorized areas need to be at least Satisfactory, as if any one area denotes less, the teacher will not qualify for the yearly percentage salary increase and, at the least, is placed on a Provisional status for the upcoming school year.

**Does the LEA use the results of the teacher evaluation system described above in decisions regarding:**

a. Teacher Development? Yes

Bucks County Montessori CS's essential goals in education lies in its pursuit of improving student education, while creating, in each student, an enduring love and passion for learning and the learning process. For this to manifest as outlined in our school's mission and vision statements, attention to our Professional Education Development Plans [PEDP], in conjunction with the Teacher Evaluation process, is paramount. Our school's PEDP is appraised on an annual basis for performance, organizational effectiveness, and the overall success that it has on each student. Our intention is that every associated goal be accompanied by a well-designed evaluation plan for determining its effectiveness; and our goal is to have access to an expanding body of knowledge in regard to our PEDP which is meaningful and engaging for the students. Our ultimate effort centers inside of the classroom, as it relates to our unique Montessori pedagogy, which requires teachers to not only update their skills for such, but to continually review their own understanding and version of the pedagogy. Therefore, much of our professional development helps teachers learn new roles and teaching strategies universal to the Montessori pedagogy validated through the teacher evaluations and evaluative processes. During the summative teacher evaluation process, three levels of reflection preside: educator practices, organizational changes, and student outcomes. After the summative evaluation to the entire PEDP has been completed, we immediately plan an evaluation considering how the data will be used. It is our ultimate goal for this data to be used to inform and adjust for future Professional Development planning needs.

b. Teacher Compensation? Yes

Yes, as teachers and teaching staff are required to receive all 'Satisfactory' marks in their evaluation report in order to qualify for any BOT mandated increase(s) in pay.

c. Teacher Promotions? No

na

d. Teacher Retention and Removal? Yes

First and foremost at Bucks County Montessori CS, before future teacher retention can be assessed, it is explained in detail with the teachers, so as to ensure true and accurate analysis. Once the procedure is explained and understood, emailed input from meetings [monthly staff or weekly note from Principal] or impromptu visits are provided to aid in documentation. Teachers are given a complete list of expectations via the school's Provisional Policy 2.6 for aforementioned reference at any time. If teachers cannot demonstrate proficiency or expertise during this basic explanation/evaluation process, then mutual agreement is reached between the teacher and the coordinator [the Principal/CAO] for a different course of study. Our innate school design contains a built-in, inherent mentoring structure for all teachers, as every classroom at BCMCS has a tandem team setup including a lead teacher and an assistant/assisting/intern teacher. Lead teachers fulfill the role of the Montessori facilitator; with the assistant's role varying, as they too can hold Montessori credentials, and/or Special Education degrees, and/or something of the like. All members are situated within a system of familiarity, in essence, each acting as a pseudo-mentor. As the pseudo-mentors do not evaluate each other, they do provide feedback and act as a resource when questions arise in regard to the evaluation process. In addition, Bucks County Montessori CS has created positions [i.e. Montessori Team Leader, Department Leads and Literacy

Coaches] to assist and provide support to staff members, both new and experienced. The role of the coaches is non-evaluative in nature and essentially confidential. Their approach to working with the staff is collegial and collaborative, on an as needed basis prompted by the member. Again, however, opinions are provided to the evaluator [Principal/CAO] for resource purposes. BCMCS remains committed to finding and keeping the most productive and quantifiable staff constituents. The school is committed to hiring and retaining only highly qualified teachers, and looks at the evaluation and evaluation processes as data tools in assisting decisions based on teacher retention and/or dismissal.

**Does the LEA teacher evaluation system described above include the following as evaluation criterion:**

- a. Student Achievement Outcomes? No
- b. Student Growth Data? No

**How often does the LEA formally evaluate:**

- a. New Teachers (Less than 3 Years)? More than twice a year
- b. Experienced Teachers (More than 3 Years)? More than twice a year

**Does the LEA use weighting formula(e) and/or rubric(s) to guide teacher evaluators?**

- a. Yes or No? If Yes, describe background and process. No

**Does the LEA publicly report teacher evaluation data by school?**

- a. Yes or No? (Web link provided if applicable.) No

**LEA Teacher Evaluations Summary:**

Number Rated		15
Number Not Rated		0
Total Number Employed		15

**LEA Teacher Evaluations Detail:**

	Total Employed	Not Rated	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
	(Denominator)	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %	(Numerator) %
Unsatisfactory/Satisfactory			Unsatisfactory					Satisfactory

Bucks County Montessori CS	15	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	15	100%
<b>Totals</b>	<b>15</b>	<b>0</b>	<b>0%</b>	<b>15</b>	<b>100%</b>										

Note: - All Building percentages are the result of dividing the number of ratings at each level (Numberator) by the building total (Denominator)

- All Total percentages are the result of dividing the total number of ratings at each level (Numberator) by the overall total (Denominator)

**\*In order to ensure that individual ratings can not be deduced , we have not reported any Teacher or Principal information if building level or LEA level data is less than or equal to 5**

## PRINCIPAL INFORMATION

### Describe the LEA's system used to evaluate the performance of your Principals:

Rating Classifications: 1 – Failed To Achieve Standard: Performance showed limited evidence of progress toward meeting the standard. 2 - Approaching Standard: Occasionally, but does not consistently meet the standard. 3 - Meets Standard: Regularly meets the standards as required. 4 – Exceeds Standard: Consistently meets and at times exceeds the standard.

**Job Responsibility:** Administer the requirements of PA Act 22 of 1997, The Charter School Act. **Essential Criteria:** Full knowledge and understanding of all Act 22 of 1997 requirements, attendance at all PDE required CAO conferences held by PDE and monitoring of policy updates by PDE regarding operations or new requirements. New requirements affecting the school are to be brought to the attention of the Board at the next regular Board meeting or, if urgent, to the immediate attention of the President. A. Responsible for keeping current and ensuring full compliance with all local, state, and federal regulations impacting BCMCS. Shall attend PDE required CAO conferences and report back to the Board on new developments. B. File or cause to be filed, any and all reports required by regulation or statute and provide a copy of same to the Board President. C. Establish a child accounting and attendance process in accordance with Commonwealth of Pennsylvania laws and regulations, as well as a plan for notifying Coalition members of openings that is in compliance with state statute. D. To ensure documentation of all accomplishments, successes and experiments so that all records are in order for future application for charter renewal. E. Shall be fully aware of the requirements of the charter school application and supplemental documentation which now serves as the strategic plan. **Job Responsibility:** Supervise all staff and build a high performing team dedicated to the mission of the school. Recommend the hiring, firing and salary of staff to the Board. **Essential Criteria:** Establish performance review plans that include requirements of Act 48 (professional development) and conduct reviews every 3 months (at a minimum) with staff members regarding performance and specified productivity levels. Maintain and implement the policies and procedures as adopted by the Board of Trustees. Monitor compliance with Act 22 "certified staff requirements" and ensure at least 75% of the school's instructional staff is Pa. certified. Work with the Human Resources Committee should changes to policies and procedures or staff performance issues arise. **Job Responsibility:** Financial and Accounting: The CAO will monitor all financial and accounting activities of the organization for conformance to budget and shall provide requested documentation in support of the bill list and for preparation of the annual budget to the Treasurer of the Board. **Essential Criteria:** The CAO will implement the policies of the Board regarding procurement including obtaining comparative quotations from qualified vendors in recommending new services/contracts to the Board. The CAO will prepare all billings for per pupil payments by the 15th of the prior month to ensure adequate cash flow to BCMCS, including those for special education services, and issue same to the districts under the signature of the CAO. All financial record-keeping will be subject to, and be able to sustain, any potential audit of public records. **Job Responsibility:** Facility Maintenance and Safety: On a daily basis the CAO shall ensure that the facility is clean and presents a suitable environment for learning. The CAO will supervise operation and maintenance of facilities, identify need for repairs, recommend to the Board hiring and/or dismissal of cleaning service providers, supervise cleaning and maintenance personnel/contracts. The CAO will establish, maintain and implement protocols for building security, including visitor admittance. **Essential Criteria:** A. All trashcans shall be emptied at the close of each school day or workshop day. All sanitary facilities are cleaned and supplied with sufficient paper products and soaps for the operation of the next school day. Carpeting shall be vacuumed at the close of each school or workshop day. All water coolers shall be monitored for water usage and fresh supplies replaced as needed to prevent the coolers from "drying out" and causing their replacement. Care of the coffee machine/s, the microwave, the large refrigerated unit, classroom refrigerators and any other appliance are the responsibility of the users on staff. B. The heat/air conditioning and fans shall be monitored for comfort and adjusted by the CAO accordingly. Heat/air conditioning shall be reduced at the end of the school/workshop day to keep utility expenses down. All fire doors shall be kept closed at the end of each day. Monitor the HVAC systems and ensure maintenance according to contract and per lease agreement. C. The CAO shall ensure that any persons who use the facility and are entrusted with a key are apprised of the proper operation and codes for the security system and know how to turn off the lights when they leave. At all times, the CAO is responsible for ensuring that the security system is operational and alarmed when no one is in the building. A list of the persons assigned a key is to be maintained in the files and provided to The Executive Committee of the Board. The CAO will be the primary contact in any emergency call list with the Security Company. The CAO shall post the number of the security company call center near the alarm box. D. Under no circumstances shall the doors to the school be propped open while students are present unless a volunteer parent, for security reasons, monitors that doorway. Under no circumstances shall the doors to the school be unlocked while students are present. E. Under no circumstances are extension cords to be used except on a temporary, one-day basis. Uses of the cords are to be done so as to ensure the safety of the students and the protection of the school property. At the end of the day, those cords are to be removed. F. Animals – all animals are the responsibility of the teacher and classroom. Accommodations for their care and feeding during weekends and extended days off are required. G. Conduct routine inspections for safety and sanitation every three months. H. Ensure the safety of the children by maintaining the front windows with curtains. I. Comply with local fire safety requirements and post the school sign in the front window so that the address and phone number is visible. **Job Responsibility:** The CAO shall ensure the keeping of records and maintain various data. **Essential Criteria:** A. The CAO shall maintain the database of BCMCS families and children, including the child's name, attendance records and emergency contact phone numbers. B. The CAO shall maintain all records, archives, files and documents of the school. Requests to review items "as public records" shall be referred to the school's solicitor. C. Maintain current student health records including immunization records and parent forms. D. Shall obtain the records of every student from their previous school and maintain same in a locked cabinet. Access to this cabinet shall be by the CAO and the Board President only. This cabinet shall be locked at all times to maintain confidentiality. E. Shall maintain records of all Coalition families and their official status regarding enrollment. F. Shall establish and maintain the records regarding the level of parent volunteer involvement and report same periodically to the Board. **Job Responsibility:** The CAO shall coordinate and develop appropriate schedules to accommodate state regulations regarding instructional time with non-instructional time (e.g., Specials such as art, Spanish, music, play time). **Essential Criteria:** A. Develop the school calendar and make recommendations to the Board regarding changes. B. Follow Pennsylvania's decision for school closings or late openings for weather related emergencies. Coordinate early dismissals with various Transportation/Busing departments and ensure that the school remains open until the last bus arrives for pickup of students. Communicate any changes to school openings/closings to the Board President and parents as specified in the Parent Handbook. C. Decide in collaboration with the Board President whether to close the school for

other (non-weather) emergencies.D. Arrange for school nurse visits, file reviews, dental, vision and hearing screenings.E. Coordinate field trips and external busing arrangements with the staff and parent volunteers.F. Assist teachers in establishing parent-teacher conferences and observation opportunities.Job Responsibility: Provide leadership and policy guidance to the BoardEssential Criteria: A. Document and implement new Board approved policy recommendations; implement policies, board directives and the by-laws of the Bucks County Montessori Charter School, Inc.B. Shall provide written reports to the Board of Trustees at their regularly scheduled meetings on issues and accomplishments of the school.C. Shall ensure that the Board is fully informed in a timely fashion of any developments which may affect the school's well-being.D. Shall participate in all Board meetings, including Executive Session as an ex officio member.E. Continuously monitor the internal and external environment of the school and identify pertinent issues affecting the school; think and manage strategically providing insights to the Board on complex issues.Job Responsibility: Shall maintain full enrollment and billings accordingly. Shall report to the Board issues regarding enrollment changes. Shall provide recommendations to the Board regarding future enrollment procedures.Essential Criteria: Shall ensure that all BCMCS staff understand and implement the Board's policy regarding admissions for future years and ensure that communications to interested parents are accurate. Shall provide projected enrollment reports to the Board and associated staffing recommendations. Shall administer the enrollment process for the subsequent school year in accordance with Board policy and Act 22 requirements.Job Responsibility: Other Administration and Operations DutiesEssential Criteria:A. Shall ensure that BCMCS is providing the highest quality Montessori curriculum through membership in Montessori organizations, monitoring of issues in professional associations.B. Shall develop in consultation with the teachers, parents and Board, the school Code of Conduct and shall be responsible to administer appropriate disciplinary actions with the advice and consent of the Human Resources and/or Grievance Committees, when appropriate.C. Shall be responsible for managing the production of a weekly Friday Flyer that contains appropriate and fully explained information on all activities and notices. Shall coordinate distribution of approved flyers to the student population. Shall determine appropriateness of flyers requested by parents to be distributed. Shall obtain flyers from Pennsbury, and other districts as is possible, so that parents remain current on community activities and opportunities. D. Shall develop and maintain the parent handbook and ensure its publication and distribution.E. Shall maintain and publicize the parent Montessori/Charter School reference library and facilitate circulation.F. Shall coordinate parent education seminars, which shall be a specifically required task in each of the teachers' performance plans.G. Shall attend all PTA meetings or designate a staff member to attend.H. Shall facilitate a resolution of any parent/teacher conflictsI. Shall establish a policy for outside persons to observe classrooms and to provide feedback to the school on their observations.Job Responsibility: The CAO shall oversee the administration of all Special Education services in compliance with all state and federal requirements.Essential Criteria:A. Shall facilitate the Special Education program and actively develop a Special Education plan that is in compliance with state and federal guidelines.B. Shall also serve as the LEA during the IEP process and participate as a member of the multidisciplinary team during the evaluation and referral process. As the LEA, the CAO shall be the lead person for coordinating student evaluations, ensuring that IEPs are established and coordinating the appropriate professional team for an IEP meeting, evaluation etc.C. Shall contract for special education services, with approval of the Board.D. Shall ensure that services are billed back to the appropriate school district. E. Shall implement IEPs in accordance with the signed charter agreement with Pennsbury and advise the Board at any time of issues arising that may impact the charter agreement.Job Responsibility: The CAO shall ensure that all verbal, written, electronic communications are accurate, complete, indicate a positive and welcoming tone and reflect the policy direction of the Board where appropriate.Essential Criteria:A. Shall ensure that operating systems such as the telephone, voice mail, email and internet sites are fully operational and that parents are aware of how to access information about the school and their classroom.B. Shall ensure that teachers maintain current classroom information on PTIX, the BCMCS web site or any other electronic communication device used by the school and that teachers respond to parent messages (either through email or voice mail or mail) within 24 hours or as soon as practicable.C. Shall prepare, in cooperation with teachers, a comprehensive plan on the use of the computers, how this will be incorporated into the curriculum, how use will be scheduled, the software that will be used and the Internet policy for students.D. Shall oversee the establishment of the library according to state regulation and work with parents and teachers to provide library sessions for the students.E. Shall ensure that the school's Information Technology Plan is implemented according to the schedule in the approved plan. Recommend to the Chairperson of the IT Committee any deviations to or modifications of the plan so that prior Board approval may be sought.Job Responsibility: Public RelationsEssential Criteria:A. Shall establish good working relations with local newspapers (news, advertising, school activities notices). Shall establish good relations with local school district officials.B. Shall make every effort to attend all school functions, including social and parent teacher conferences. If attendance is not possible, the CAO shall inform the activity leader of their expected absence and designate a staff member to attend as necessary.C. Shall encourage other educators to observe our school. Shall ensure that the observer is provided a confidential feedback form for our files and for the opportunity for continuous improvement. Shall welcome visitors and serve as host for tours.D. Shall seek and maintain links to the Montessori community, with other schools, and with professional associations.

**Does the LEA use the results of the principal evaluation system described above in decisions regarding:**

- a. Principal Development? No
- b. Principal Compensation? Yes  
Yes, as administrative staff are required to receive all 'Satisfactory' marks in their evaluation report in order to qualify for any BOT mandated increase(s) in pay.
- c. Principal Promotions? No
- d. Principal Retention and Removal? No

**Does the LEA principal evaluation system described above include the following as evaluation criterion:**

- a. Student Achievement Outcomes? No
- b. Student Growth Data? No

**How often does the LEA formally evaluate:**

