

# **Pennsylvania Association for Supervision and Curriculum Development**



## **Policy and Procedures Manual**

## Pennsylvania Association for Supervision and Curriculum Development Policies and Procedures Manual

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## **PASCD Policy and Procedures Manual**

### **100.0 Introduction**

The Pennsylvania Association for Supervision and Curriculum Development (PASCD) is an organization committed to the improvement of curriculum development, supervision, instruction, and promotion of professional growth and education of children. As a state affiliate of the Association for Supervision and Curriculum Development (ASCD), PASCD promotes quality leadership by providing timely programs and services to its membership.

### **200.0 History**

The earliest official document of the organization is the minutes of the Annual Business Meeting held in December, 1940. These minutes were handwritten on Hotel Harrisburg stationery. From 1940-1950 the organization was known as Supervisors and Directors of Elementary Instruction, a section of the Department of Classroom Teachers, PSEA. The first reference to representation in the Association for Supervision and Curriculum Development (ASCD) appeared in the minutes of the Annual Business Meeting of 1950.

The organization was known as the Department of Supervision and Curriculum Development, PSEA from 1950-1972. The Harrisburg area became the permanent site of the state conference in 1960. The organization became independent from PSEA and firmly established itself as the Pennsylvania Association for Supervision and Curriculum Development on November 21, 1972, at the close of the 22<sup>nd</sup> Annual Conference.

### **300.0 Philosophy**

#### **300.1 Beliefs (Revised November 18, 2007)**

- A. All learners must have equal access to a quality education.
- B. Curriculum, instruction, and assessment must meet the needs of all learners.
- C. Decisions about student learning and program effectiveness must be based on information from a variety of data sources and diverse assessments.
- D. Educators must seize leadership roles that shape and influence educational practices, policies, and decisions.
- E. Teaching and learning are to be supported through the integration of information tools and technologies.
- F. The processes of curriculum development, supervision, teaching, and learning are dynamic and interdependent.
- G. Professional development is essential to all educators.
- H. Educational accomplishments shall be identified, shared, and celebrated.

#### **300.2 Mission Statement (Revised November 18, 2007)**

PASCD, educators impacting teaching and learning through leadership.

### **300.3 Goals (PASC D September 24, 2010 Strategic Plan)**

- A. Expand and promote PASC D's programs, products and services .
- B. Grow and engage PASC D's diverse communities
- C. Reorganize the support structure of PASC D.

## **400.0 Organizational Structure**

### **400.1 Executive Committee, Executive Board and Advisory Board**

#### **A. Executive Committee**

The officers of this Association, according to the Constitution, are the members of the Executive Committee. The President, Past President or President-Elect, Executive Director, and Treasurer comprise the Executive Committee.

Unless approved by the President, all Executive Committee members shall be members of ASCD, PASC D, and the appropriate regional affiliate.

#### **B. Executive Board**

The Executive Committee, Region Presidents, and Chairpersons of the Curriculum and Instruction, Membership, Strategic Planning, Supervision, Influence, and Technology committees are members of the Executive Board. The Executive Director, appointed by the Executive Board, is an ex-officio, non-voting member of the Board. All members of the Executive Board must be members of the Association and the appropriate regional affiliate.

The Executive Board shall meet, according to the Constitution, at least three times per year (electronically or in person), at the discretion of the President or upon the request of at least five members of the Executive Board.

#### **C. The Executive Advisory Board**

The Executive Advisory Board shall consist of the Conference Chairperson, Diversity, Equity and Access Chairperson, Publications Chairpersons, and the Scholarship Chairperson. The Executive Advisory Board members serve on the Board in a non-voting capacity.

##### **1. Executive and Advisory Board General Duties and Responsibilities**

- a. Maintain current membership in PASC D and appropriate region affiliate.
- b. Participate, as a new Board member, in an orientation planned by PASC D.
- c. Review the constitution, organizational structure, policies and procedures, and the association's goals and objectives as stated in the strategic plan.
- d. Attend or assign a representative to attend all scheduled Board meetings.
- e. Prepare for board meetings and contribute to discussions.

- f. Serve as an ambassador of PASCD encouraging membership and promoting programs.
- g. Identify members for PASCD projects and activities ensuring broad representation from across the state.
- h. Complete projects as assigned by the Executive Board.
- i. Nominate individuals for PASCD and ASCD offices and committees.
- j. Establish policy which will be maintained in the PASCD Policies and Procedures Manual.

## **D. Officers**

### **1. President**

The President is elected at large by the membership according to the Constitution and serves on the Board of Directors for four years; one year as President-Elect, two years as president and one year as Past President. The term of office begins on July 1<sup>st</sup>, following the annual meeting of the Association at which the results have been announced.

#### **President Duties and Responsibilities**

- a. Preside at all meetings of the Executive Board and the Annual Meeting.
- b. Represent Pennsylvania at all ASCD international and regional meetings.
- c. Maintain regular communication with members of the PASCD Executive Board.
- d. Establish dates for Executive Board and Executive Committee meetings.
- e. Prepare articles for dissemination to the membership.
- f. Forward copies of all correspondence to the Executive Director.
- g. Retain or reappoint committee chairpersons as he/she sees fit.
- h. Arrange for the orientation of new Executive Board members.
- i. Solicit nominees from the Executive Board when opportunities are presented for statewide involvement by the Pennsylvania Department of Education.
- j. Conduct annual evaluations of the Executive Director with input from the Executive Committee.

### **2. Past President or President-Elect Duties and Responsibilities**

- a. Preside in the absence of the president.
- b. Serve as liaison with PASCD regions.
- c. Work with the president on providing assistance to the regions.
- d. Select the annual conference chair (President-Elect).
- d. Chair the PASCD Nominating Committee (Past President).
- e. Coordinate the Annual PASCD Awards Program.
- f. Attend designated ASCD meetings (President-Elect).
- g. Maintain/update the PASCD Policies and Procedures Manual.
- h. Perform other duties as assigned by the President.

### **3. Treasurer Duties and Responsibilities**

- a. Receive, expend and account for all monies.
- b. Prepare the annual budget.
- c. Invest PASCD funds and maintain a responsible cash flow.
- d. Maintain a bookkeeping system that parallels the annual budget.
- e. Prepare written financial reports for distribution at each board meeting.
- f. Issue checks for budgeted or Board approved expenditures.
- g. File all required federal, state, and local tax reporting forms.
- h. Maintain workers compensation insurance, liability insurance, and fidelity (bond) as required by law and/or to protect the assets of the Association.
- i. Surrender records for examination by an Auditing Committee at the end of each fiscal year or as designated by the President.

### **4. Region Presidents**

Region officers of PASCD Regions shall be installed in the even numbered years in the South Central, Eastern, Midwestern, North Central, and Southwestern Regions and in odd numbered years in the Delaware Valley, Northeastern, Northwestern, Southern, and Western Regions.

#### **Region President Duties and Responsibilities**

- a. Maintain an up-to-date region constitution and strategic plan aligned with PASCD and post it on the PASCD regional website.
- b. Maintain an up-to-date list of region officers and contact information and post the list on the PASCD regional website.
- c. When requested by the President, submit a Region Data Profile to the Executive Board.
- d. Orient new region board members to PASCD and region goals and expectations.
- e. Communicate with region members on a regular basis about PASCD activities via scheduled meetings, newsletters or electronic means.
- f. Develop region activities/projects based on the goals and objectives addressed in the PASCD strategic plan.
- g. Promote membership in PASCD at region events.
- h. Promote participation in the PASCD Annual Conference and other PASCD events.
- i. Assist the Conference Chair in promoting region involvement during the Annual Conference (i.e. region banner, registration booth, event volunteers, etc.).
- j. Share PASCD position statements and gather input on major issues.
- k. Nominate individuals or submit regional winners for the PASCD Awards Program.
- l. Submit to the Executive Director, on a regular basis, information about the region and region activities for publication.
- m. Submit a written region report to the President at each meeting to be incorporated in the minutes.
- n. Report region concerns to the PASCD Executive Board.
- o. Maintain a file of pertinent information of past events and activities for succeeding Region Presidents.



## **5. Standing Committees**

Standing Committee Chairs shall be appointed by the President and approved by the Executive Board and specifically charged in writing with their responsibilities. The Executive Board shall provide guidance and assistance in the development of committee activities.

### **Standing Committee Chair General Duties and Responsibilities**

- a. Appoint committee members promoting regional representation on the committee.
- b. Maintain an up-to-date list of committee members and contact information.
- c. Clearly delineate committee goals, objectives, activities/projects based on the goals and objectives addressed in the PASCD strategic plan.
- d. Communicate with committee members on a regular basis about PASCD activities via scheduled meetings, newsletters or electronic means.
- e. Submit a written region report to the President at each meeting to be incorporated in the minutes.
- f. Submit to the Executive Director, on a regular basis, information about committee work and committee activities for publication.
- g. Submit Board approved committee expenses to the Executive Director in a timely manner.
- h. Maintain a file of pertinent information on past events and activities for succeeding Standing Committee Chairpersons.

## **6. Ex-Officio Executive Board Members**

Ex-officio members of the Executive Board include the Executive Director, Conference Chairperson, Diversity, Equity and Access Chairperson, Publications Chairpersons, Scholarship Chairperson, and Ad Hoc Committee Chairs. Ex-officio members are non-voting members of the Board.

### **D. Board Attendance Requirement**

All voting members of the Executive Board or their respective designated representative shall be required to attend more than half of the Board's meetings during a given year. According to the Constitution, if this attendance requirement is not met, the Region President or Standing Committee Chairperson may be removed at the discretion of a majority vote of the Executive Board.

## **400.2 Standing Committee Specific Duties and Responsibilities**

### **A. Publications Committee (Journal and Newsletter)**

1. Establish guidelines for the submission of manuscripts for publications.
2. Solicit manuscripts and articles for publication.
3. The journal editors will maintain a roster of manuscript reviewers.

4. The journal editors will maintain two issues of Pennsylvania Educational Leadership annually.
5. The newsletter editor will publish a monthly PASCD Newsletter.
6. Oversee the development of all special publications of the Association.
7. Recommend policies and shape the direction for PASCD publications.

**B. Conference Committee**

1. Select a committee of Conference planning people who are active in PASCD.
2. Solicit the PASCD Executive Board for ideas and suggestions of topics, themes, personnel and organization of the conference.
3. Plan, execute, and evaluate the Annual Conference in cooperation with the Executive Director.
4. Recommend conference fees or fee structures for approval by the Executive Board.

**C. Curriculum and Instruction Committee**

1. Establish annual goals for curriculum related products and services.
2. Develop data-based curriculum, instructional, and professional development programs that reflect best practices and latest research.
3. Disseminate exemplary program information to the membership in a timely and effective manner.
4. Use information technologies as a means of promoting curriculum and “life-long” professional development.
5. Work with the Executive Director in the scheduling and delivery of professional development opportunities.

**D. Equity and Access Committee**

1. Champion the cause of providing full access to school programs for students regardless of their cultural, economic, or social status.
2. Promote ASCD and PASCD position statements/campaigns in support of equal access to educational opportunities for all students.

**E. Influence Committee**

1. Identify issues to be addressed by PASCD.
2. Develop a process to seek input on issues from the membership.
3. Develop a process for the preparation of position papers consistent with identified priorities.
4. Disseminate PASCD and ASCD position statements to the membership.
5. Promote the ASCD Educator Advocates Program.

**F. Membership Committee**

1. Review membership data on a quarterly basis to identify areas of potential growth or areas in need of attention.
2. Establish annual membership goals.
3. Develop and implement strategies to increase membership numbers and diversity.
4. Provide assistance to the regions for membership growth.
5. Revise membership recruitment material and resources on an as needed basis.

**G Scholarship Committee**

1. Establish eligibility guidelines per approval of the Executive Board.
2. Develop the process for identifying perspective college students in pursuit of a career in teaching.
3. Coordinate the PASCD Scholarship Program.
4. Maintain a data base of previous scholarship winners.

**H Strategic Planning/Constitution Committee**

1. Coordinate the development, monitoring and evaluation of the strategic planning process.
2. Recommend revisions to the PASCD Constitution as needed, or as directed by the PASCD Executive Board or ASCD.
3. Assist the regions in aligning or updating regional strategic plans and constitutions with the PASCD strategic plan and Constitution.

**I. Supervision and Evaluation Committee**

1. Establish annual goals supervision related products and services.
2. Develop and disseminate pertinent information on effective supervisory practices and models to improve the teaching and learning process.
3. Identify school districts that meet the established criteria for the PASCD Supervision Award and oversee the Supervisory Audit Process.
4. Work with the Executive Director in the scheduling and delivery of professional development opportunities.

**J. Technology Committee**

1. Expand the capacity to communicate with the PASCD membership through technology.
2. Provide technology professional development opportunities to Board members on the use of effective strategies to deliver services to the membership.
3. Explore ways to deliver professional development opportunities through the use of technology.
4. Work with the Executive Director in the scheduling and delivery of professional development opportunities.

### **400.3 Ad Hoc Committee Duties**

#### **A. Nominations Committee**

1. Select at least four additional voting members of the Executive Board to serve on the Nominating Committee.
2. Present a slate of at least two persons for President-Elect to the Executive Board in September.
3. Coordinate and monitor the electronic voting of the President.
4. Present the nominees at the state conference Annual Business Meeting.

### **500.0 Budget, Expenses, Reimbursements and Disbursements**

#### **500.1 Fiscal Year**

The fiscal year of the Association shall be July 1 to June 30.

#### **500.2 Allowable Expenses and Reimbursements**

The PASCD Expense Request for Reimbursement Form and accompanying receipts shall be submitted to the PASCD Executive Director for reimbursable expenses. Mileage reimbursement is calculated at the IRS rate. The per diem meal allowance is limited to \$40.00 per day. Alcoholic beverage expenses will not be reimbursed.

The meeting attendance expenses of the Executive Board will be paid by the Association, with the exception of the Executive Board Meeting held in conjunction with the Annual Conference.

In addition, the following expenses will be reimbursed:

#### **A. Executive Director**

1. Full reimbursement for all related travel expenses, other professional organization memberships and conference fees, office equipment and supplies, postage, commercial printing, etc.
2. Use of home office and related expenses
3. PASCD and ASCD memberships
4. PASCD and ASCD Annual Conferences
5. ASCD affiliate meetings

#### **B. President**

1. Full reimbursement for all related travel expenses
2. PASCD and ASCD memberships
3. PASCD and ASCD Annual Conferences
4. ASCD affiliate meetings
5. Other expenses as approved by the Executive Director

**C. Treasurer**

1. Full reimbursement for postage and commercial printing
2. Use of home office and related expenses
3. PASCDC and ASCDC memberships
4. PASCDC Annual Conference
5. ASCDC or a President-approved Annual Conference - Maximum \$1500

**D. Technology and Communications Coordinator**

1. Reimbursement for related expenses as approved by the Executive Director

**E. Conference Chair**

1. PASCDC Annual Conference

**F. Standing and Ad Hoc Committees**

1. Reimbursement for all travel related expenses with prior approval of the Executive Board within the parameters set by the Annual Budget.

**500.3 Disbursements**

All checks issued by the Treasurer will require two signatures. The Executive Director, President and Treasurer may serve as approved signatories.

**500.4 Stipends/Salaries paid by the Association**

Salaries/stipends will be paid by the Association for the following:

- A. Executive Director
- B. Treasurer
- C. Technology and Communications Coordinator

**600.00 Membership**

**600.1 Membership Categories**

PASCDC membership is open to any person who has an interest in the education of children. There shall be four categories of members: regular, student, institutional, and retired.

- A. Regular Member** – any person who meets eligibility requirements for membership, pays annual dues, and is a member of good standing with the Association.
- B. Student Member** – any person who is actively enrolled as a full-time student in a program in an institution of higher education.

**C. Institutional Member** – any group of five or more people directly associated with the same school district, intermediate unit, higher education agency, or other educational organization.

**D. Retired Member** – any retired person.

#### **600.2 Dues**

Changes to the dues structure of the Association will be approved by the Executive Board in compliance with ASCD’s timeline for changes in affiliate dues structures.

No dues shall be included in conference refunds.

### **700.00 Elections**

#### **700.1 Eligibility**

PASCD elects a President every two years. The successful candidate in the election makes a four-year commitment to serve as follows:



Year 1	Vice-President/President Elect
Years 2 & 3	President
Year 4	Vice-President/Past President

To be eligible, candidates must be a current member of PASCD and have served on its Executive Board. PASCD’s Constitution and By-laws charge the Past-President with the responsibility, as Chairperson of the Nominations and Elections Committee, to organize, conduct, and oversee the process. The winner of the election is determined by a majority of votes on the approved ballot. The term of office begins on July 1<sup>st</sup>.

#### **700.2 Criteria for Identifying Nominees**

- A. Served at least one year on the Executive and/or Advisory Board.
- B. Recent involvement with the state organization.
- C. Served on the Conference Committee (or sub-committee).
- D. Attended, presented, or has been involved to some degree with the Annual Conference.
- E. Worked on one or more Standing Committees or involved in Region activities.
- F. Ability to organize well.
- G. Ability to conduct a meeting.
- H. Relates well to people.
- I. Can devote necessary time to Association business.

**700.3 Election Timeline**

<b>Month</b>	<b>Activity</b>	<b>Responsibility</b>
September	Select candidates Verify acceptance of nominations Report names of candidates to Executive Director and President Report names of candidates to Executive Board Secure pictures and profiles of candidates Set date for release and return of electronic ballots	Nominations Committee   Executive Director
October	Prepare newsletter article Review returns	Nominations Committee Executive Director
November	Notify candidates of election results Announce winner of election to Executive Board Announce winner of election at conference	Nominations Committee  

**700.4 Committee Activity Prior to the Election**

- A. Outline the process for the Executive Board.
- B. Invite members of the Executive Board to nominate potential candidates.
- C. Set tentative meeting dates for the nominations committee.
- D. Establish a timeline for the process.
- E. Assemble a pool of potential candidates from Executive Board nominations, committee recommendations, and members.
- F. Review candidates from five previous years. Review gender, geography, home region and other characteristics.
- G. Discuss, set, and prioritize selection criteria.
- H. Use an appropriate process until finalists remain.
- I. Inform nominees and confirm their intent to run.
- J. Report on candidates and process at the September Executive Board Meeting.
- H. Forward instructions, candidate profile summary, and other pertinent information to candidates.
- K. Obtain several pictures (color and black & white) of each candidate.
- L. Prepare and set up an electronic ballot.
- M. Send out electronic communication to members about the election.
- N. Send information to be posted on the PASCD website.
- O. Send information on the election process and candidates for publication in the newsletter.

**700.5 Committee Activity After the Election**

- A. Obtain results from the Executive Director or Past President.
- B. Inform candidates, President, Nominations Committee and Executive Board of election results.
- C. Review how the election results will be announced and how the President-Elect will be presented at the Annual Conference.
- D. Prepare an article for the PASCD newsletter.

- E. Announce results and post information on the PASCD website.
- F. Review the process and make recommendations for improvement.

#### **700.6 Additional Reminders**

- A. Start as early as possible. Anticipate and plan for scheduling and logistical problems.
- B. Increase the size of the Nominations Committee. Consider a committee of 8 – 12 to insure widespread representation and to provide adequate input if some members are unable to attend meetings.
- C. When developing selection criteria, review past elections regional, geographic, and gender representation. Avoid selecting two candidates from the same region (and if possible the same area of the state).
- D. Keep the Executive Director and President informed throughout the process.
- E. Use a common format for the ballot and announcements.
- F. The format for candidate profiles and length of text should equal for both candidates. Pictures should be included on the ballot and announcements.
- G. Assemble ballot information and pictures early.
- H. Inform both candidates of the election results prior to the Annual Conference and before the announcement to the membership.
- I. Plan to complete the election process in early November so the President-Elect can be presented to the membership at the Annual Conference.

#### **800.0 Awards Program**

PASCD's Annual Awards Program honors PASCD members and organizations whose contributions to the organization or education profession deserve special recognition. Awards are presented during the PASCD Annual Conference Banquet. Award nomination forms and scoring rubrics are posted on the PASCD website.

##### **800.1 Supervision and Curriculum Development Award**

The PASCD Supervision and Curriculum Development Award is presented to a PASCD member who has made a significant contribution in the area of supervision and/or curriculum development. Documentation should be provided to support involvement and leadership in professional activities, programs or projects that have positively impacted schools and students. The documentation will be reviewed on the basis of contributions in the area of supervision and contributions in the area of curriculum development.

##### **800.2 Robert V. Flynn Memorial Distinguished Service Award**

The Robert V. Flynn Memorial Distinguished Service Award is presented to a PASCD member who has demonstrated a commitment to serving and enriching the Association. Documentation should be provided to support long-term service to PASCD, involvement in PASCD programs and projects, and service to the membership.



### **800.3 Outstanding Research and Publication Award**

The Outstanding Research and Publication Award is presented to PASCD member who has researched and published within the past two PASCD fiscal years. The person being nominated shall submit the published article, book, book chapter or research report with the application form. Submitted documentation will be reviewed on the basis of design, conceptual framework, format, and publication.

### **800.4 Exemplary Practices in Teacher Supervision and Evaluation Award**

This award recognizes the work of Pennsylvania school districts in developing and implementing outstanding systems of teacher supervision and evaluation. In addition to receiving the award at the conference, the winning district is also given the opportunity to share its exemplary system in a future conference small group session.

All districts in the Commonwealth who believe they have established outstanding supervision and evaluation systems that will be in at least their third year of implementation are encouraged to apply for the award. Districts who wish to be considered for the award should submit a letter of interest to the Chairperson of the Supervision Committee. Districts will be asked to supply specific documentation concerning its supervision and evaluation policies and procedures.

### **900.0 ASCD Student Chapter Program**

The ASCD Student Chapter Program accelerates the professional growth of preservice educators and their self-identification as education professionals. To start an ASCD student chapter, a group must meet the following criteria:

- A. The chapter can be formed only through an accredited institution that offers programs in education. The institution must formally recognize the chapter as a student organization.
- B. The chapter needs a faculty advisor who will be the recognized liaison between the chapter and both ASCD and the ASCD local affiliate.
- C. Membership in the chapter is open to all students, but all members of the student chapter must be members of ASCD.

PASCD recognizes ASCD affiliated student chapters.

### **1000.0 Conflict of Interest**

A conflict of interest may exist when the interests or concerns of an Executive Board member, staff member, or organization is viewed as competing with the interests or concerns of PASCD. A conflict may also exist where an Executive Board member, staff member, or organization obtains a financial benefit or advantage that would not have been obtained absent a relationship with PASCD.

### **1000.1 Conference Vendors**

A limited number of Annual Conference presentation time slots will be made available to commercial conference vendors. Interested vendors must adhere to the conference session proposal application process, timeline, and evaluation process used to select presentations. In addition, in order to be considered, vendors must purchase a booth at the Conference. The Conference proposal must directly relate to supervision and/or curriculum (teaching/learning/assessing), and be research based. All audio-visual needs, including Internet connections must be provided by the vendor. During the selection process, preference will be given to corporate sponsors and vendors co-presenting with Pennsylvania school entities.

### **1000.2 Advertisements and Endorsements**

Requests by Executive Board members, staff members or organizations to advertise in PASCD newsletters and journals or on the PASCD website, or seeking product/service endorsements will be subject to review and approval by the PASCD Executive Board.

## **Appendix**

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## Appendix A – Region Representation Plan

### Delaware Valley Region

#### IU 22 - Bucks

##### **Bucks County**

- Bensalem Township SD
- Bristol Borough SD
- Bristol Township SD
- Centennial SD
- Central Bucks SD
- Council Rock SD
- Morrisville Borough SD
- Neshaminy SD
- New Hope-Solebury SD
- Palisades SD
- Pennridge SD
- Pennsbury SD
- Quakertown Community SD

#### IU 23 - Montgomery

##### **Montgomery County**

- Abington SD
- Cheltenham Township SD
- Colonial SD
- Hatboro-Horsham SD
- Jenkintown SD
- Lower Merion SD
- Lower Moreland Township SD
- Methacton SD
- Norristown Area SD
- North Penn SD
- Perkiomen Valley SD
- Pottsgrove SD
- Pottstown SD
- Souderton Area SD
- Spring-Ford Area SD
- Springfield Twp. SD
- Upper Dublin SD
- Upper Merion Area SD
- Upper Moreland Township SD
- Upper Perkiomen SD
- Wissahickon SD

#### IU 24 - Chester

##### **Chester County**

- Avon Grove SD
- Coatesville Area SD
- Downingtown Area SD
- Great Valley SD
- Kennett Consolidated SD
- Octorara Area SD
- Owen J. Roberts SD
- Oxford Area SD
- Phoenixville Area SD
- Tredyffrin-Easttown SD
- Unionville-Chadds Ford SD
- West Chester Area SD

#### IU 25 - Delaware

##### **Delaware County**

- Chester-Upland SD
- Chichester SD
- Garnet Valley SD
- Haverford Township SD
- Interboro SD
- Marple Newtown SD
- Penn-Delco SD
- Radnor Township SD
- Ridley SD
- Rose Tree Media SD
- Southeast Delco SD
- Springfield SD
- Upper Darby SD
- Wallingford-Swarthmore SD
- William Penn SD

#### IU 26 - Philadelphia

##### **Philadelphia County**

- Philadelphia City SD

## Eastern Region

### IU 14 - Berks

#### **Berks County**

Antietam SD  
Boyertown Area SD  
Brandywine Heights Area SD  
Conrad Weiser Area SD  
Daniel Boone Area SD  
Exeter Township SD  
Fleetwood Area SD  
Governor Mifflin SD  
Hamburg Area SD  
Kutztown Area SD  
Muhlenberg SD  
Oley Valley SD  
Reading SD  
Schuylkill Valley SD  
Tulpehocken Area SD  
Twin Valley SD  
Wilson SD  
Wyomissing Area SD

### IU 20 - Colonial Northampton

#### **Monroe County**

Eastern Stroudsburg Area SD  
Pleasant Valley SD  
Pocono Mountain SD  
Stroudsburg Area SD

#### **Northampton County**

Bangor Area SD  
Bethlehem Area SD  
Easton Area SD  
Nazareth Area SD  
Northampton Area SD  
Pen Argyl Area SD  
Saucon Valley SD  
Wilson Area SD

### IU 21 - Carbon-Lehigh

#### **Carbon County**

Jim Thorpe Area SD  
Lehigh Area SD  
Palmerston Area SD  
Panther Valley SD  
Weatherly Area SD

#### **Lehigh County**

Allentown City SD  
Catasauqua Area SD  
East Penn SD  
Northern Lehigh SD  
Northwestern Lehigh SD  
Parkland SD  
Salisbury Township SD  
Southern Lehigh SD  
Whitehall-Coplay SD

### IU 29 - Schuylkill

#### **Schuylkill County**

Blue Mountain SD  
Mahanoy Area SD  
Minersville Area SD  
North Schuylkill SD  
Pine Grove Area SD  
Pottsville Area SD  
Saint Clair SD  
Schuylkill Haven Area SD  
Shenandoah Valley SD  
Tamaqua Area SD  
Tri-Valley SD  
Williams Valley SD

## Midwestern Region

### IU4 - Midwestern

#### Butler County

Butler Area SD  
Karnes City Area SD  
Mars Area SD  
Moniteau SD  
Seneca Valley SD  
Slippery Rock Area SD  
South Butler County SD

#### Lawrence County

Ellwood City Area SD  
Laurel SD  
Mohawk Area SD  
Neshannock Township SD  
New Castle Area SD  
Shenango Area SD  
Union Area SD  
Wilmington Area SD

#### Mercer County

Commodore Perry SD  
Farrell Area SD  
Greenville Area SD  
Grove City SD  
Hermitage SD  
Jamestown Area SD  
Lakeview SD  
Mercer Area SD  
Reynolds SD  
Sharon City SD  
Sharpsville Area SD  
West Middlesex Area SD

#### Clearfield County

DuBois Area SD

#### Forest County

Forest Area SD

#### Jefferson County

Brockway Area SD  
Brookville Area SD  
Punxsutawney Area SD

#### Venango County

Cranberry Area SD  
Franklin Area SD  
Oil City SD  
Valley Grove SD

### IU 27 - Beaver Valley

#### Beaver County

Aliquippa Borough SD  
Ambridge Area SD  
Beaver Area SD  
Big Beaver Falls Area SD  
Blackhawk SD  
Center Area SD  
Freedom Area SD  
Hopewell Area SD  
Midland Borough SD  
Monaca SD  
New Brighton Area SD  
Riverside Beaver County SD  
Rochester Area SD  
South Side Area SD  
Western Beaver County SD

### IU 6 - Riverview

#### Clarion County

Allegheny-Clarion Valley SD  
Clarion Area SD  
Clarion-Limestone Area SD  
Keystone SD  
North Clarion County SD  
Redbank Valley SD  
Union SD

## North Central Region

### IU 9 - Seneca Highlands

#### **Cameron County**

Cameron County SD

#### **Elk County**

Johnsonburg Area SD

Ridgway Area SD

Saint Marys Area SD

#### **McKean County**

Bradford Area SD

Kane Area SD

Otto-Eldred SD

Port Allegany SD

Smethport Area SD

#### **Potter County**

Austin Area SD

Coudersport Area SD

Galeton Area SD

Northern Potter SD

Oswayo Valley SD

### IU 10 - Central

#### **Centre County**

Bald Eagle Area SD

Bellefonte Area SD

Penns Valley Area SD

State College Area SD

#### **Clearfield County**

Clearfield Area SD

Curwensville Area SD

Glendale SD

Harmony Area SD

Moshannon Valley SD

Philipsburg-Osceola Area SD

West Branch Area SD

#### **Clinton County**

Keystone Central SD

### IU 16 - Central Susquehanna

#### **Columbia County**

Benton Area SD

Berwick Area SD

Bloomsburg Area SD

Central Columbia SD

Millville Area SD

Southern Columbia Area SD

#### **Montour County**

Danville Area SD

#### **Northumberland County**

Line Mountain SD

Milton Area SD

Mount Carmel Area SD

Shamokin Area SD

Shikellamy SD

Warrior Run SD

#### **Snyder County**

Mid-West SD

#### **Union County**

Lewisburg Area SD

Mifflinburg Area SD

## Northeastern Region

### IU 17 - BLAST

#### **Bradford County**

Athens Area SD  
Canton Area SD  
Northeast Bradford SD  
Sayre Area SD  
Towanda Area SD  
Troy Area SD  
Wyalusing Area SD

#### **Lycoming County**

East Lycoming SD  
Jersey Shore Area SD  
Loyalsock Township SD  
Montgomery Area SD  
Montoursville Area SD  
Muncy SD  
South Williamsport Area SD  
Williamsport Area SD

#### **Sullivan County**

Sullivan County SD

#### **Tioga County**

Northern Tioga SD  
Southern Tioga SD  
Wellsboro Area SD

### IU 18 - Luzerne

#### **Luzerne County**

Crestwood SD  
Dallas SD  
Greater Nanticoke Area SD  
Hanover Area SD  
Hazleton Area SD  
Lake-Lehman SD  
Northwest Area SD  
Pittston Area SD  
Wilkes-Barre Area SD  
Wyoming Area SD  
Wyoming Valley West SD

### IU 18 – Luzerne (continued)

#### **Wyoming County**

Tunkhannock Area SD

### IU 19 - Northeastern Ed

#### **Lackawanna County**

Abington Heights SD  
Carbondale Area SD  
Dunmore SD  
Lakeland SD  
Mid Valley SD  
North Pocono SD  
Old Forge SD  
Riverside SD  
Scranton SD  
Valley View SD

#### **Susquehanna County**

Blue Ridge SD  
Elk Lake SD  
Forest City Regional SD  
Montrose Area SD  
Mountain View SD  
Susquehanna Comm. SD

#### **Wayne County**

Wallenpaupack Area SD  
Wayne Highlands SD  
Western Wayne SD

#### **Wyoming County**

Lackawanna Trail SD

#### **Pike County**

Delaware Valley SD

## Northwestern Region

### IU 5 - Northwest Tri-County

#### **Crawford County**

Conneaut SD  
Crawford Central SD  
PENNCREST SD

#### **Erie County**

Corry Area SD  
Erie City SD  
Fairview SD  
Fort LeBouef SD  
General McLane SD  
Girard SD  
Harbor Creek SD  
Iroquois SD  
Millcreek Township SD  
North East SD  
Northwestern SD  
Union City Area SD  
Wattsburg Area SD

#### **Warren County**

Warren County SD

### IU 6 - Riverside

#### **Venango County**

Titusville Area SD



## South Central Region

### IU 8 - Appalachia

#### **Bedford County**

Bedford Area SD  
Chestnut Ridge SD  
Everett Area SD  
Northern Bedford County SD  
Tussey Mountain SD

#### **Blair County**

Altoona Area SD  
Bellwood-Antis SD  
Claysburg-Kimmel SD  
Hollidaysburg Area SD  
Spring Cove SD  
Tyrone Area SD  
Williamsburg Community SD

#### **Cambria County**

Blacklick Valley SD  
Cambria Heights SD  
Central Cambria SD  
Conemaugh Valley SD  
Ferndale Area SD  
Forest Hills SD  
Greater Johnstown SD  
Northern Cambria SD  
Penn Cambria SD  
Portage Area SD  
Richland Area SD  
Westmont Hilltop SD

### IU – 8 Appalachia (continued)

#### **Somerset County**

Berlin Brothers Valley SD  
Conemaugh Township. Area SD  
Meyersdale Area SD  
North Star SD  
Rockwood Area SD  
Salisbury-Elk Lick SD  
Shade Central City SD  
Shanksville-Stonycreek SD  
Somerset Area SD  
Turkeyfoot Valley Area SD  
Windber Area SD

### IU 11 - Tuscarora

#### **Fulton County**

Central Fulton SD  
Forbes Road SD  
Southern Fulton SD

#### **Huntingdon County**

Huntingdon Area SD  
Juniata Valley SD  
Mount Union Area SD  
South Huntingdon County SD

#### **Juniata County**

Juniata County SD

#### **Mifflin County**

Mifflin County SD  
Blacklick Valley SD

**Southern Region**

Manheim Township SD

**IU 12 - Lincoln**

**Adams County**

Bermudian Springs SD  
Conewago Valley SD  
Fairfield Area SD  
Gettysburg Area SD  
Littlestown Area SD  
Upper Adams SD

**Franklin County**

Chambersburg Area SD  
Fannett-Metal SD  
Greencastle-Antrim SD  
Tuscarora SD  
Waynesboro Area SD

**York County**

Central York SD  
Dallastown Area SD  
Dover Area SD  
Eastern York SD  
Hanover Public SD  
Northeastern SD  
Red Lion Area SD  
South Eastern SD  
South Western SD  
Southern York County SD  
Spring Grove Area SD  
West York Area SD  
York City SD  
York Suburban SD

**IU 13 - Lancaster-Lebanon**

**Lancaster County**

Cocalico SD  
Columbia Borough SD  
Conestoga Valley SD  
Donegal SD  
Eastern Lancaster County SD  
Elizabethtown Area SD  
Ephrata Area SD  
Hempfield SD  
Lampeter-Strasburg SD  
Lancaster City SD

Manheim Central SD

**IU 13 - Lancaster-Lebanon (continued)**

Penn Manor SD  
Pequea Valley SD  
Solanco SD  
Warwick SD

**Lebanon County**

Annville-Cleona SD  
Cornwall-Lebanon SD  
Eastern Lebanon County SD  
Lebanon SD  
Northern Lebanon SD  
Palmyra Area SD

**IU 15 - Capital Area**

**Cumberland County**

Big Spring SD  
Camp Hill SD  
Carlisle Area SD  
Cumberland Valley SD  
East Pennsboro Area SD  
Mechanicsburg Area SD  
Shippensburg Area SD  
South Middleton SD  
West Shore SD

**Dauphin County**

Central Dauphin SD  
Derry Township SD  
Halifax Area SD  
Harrisburg City SD  
Lower Dauphin SD  
Middletown Area SD  
Millersburg Area SD  
Steelton-Highspire SD  
Susquehanna Twp. SD  
Upper Dauphin Area SD

**Perry County**

Greenwood SD  
Newport SD  
Susquenita SD  
West Perry SD

**York County**

Northern York County SD

## Southwestern Region

### IU 1 - Intermediate Unit 1

#### **Fayette County**

Albert Gallatin Area SD  
Brownsville Area SD  
Connellsville Area SD  
Frazier SD  
Laurel Highlands SD  
Uniontown Area SD

#### **Greene County**

Carmichaels Area SD  
Central Greene SD  
Jefferson-Morgan SD  
Southeastern Greene SD  
West Greene SD

#### **Washington County**

Avella SD  
Bentworth SD  
Bethlehem-Center SD  
Burgettstown Area SD  
California Area SD  
Canon-McMillan SD  
Charleroi Area SD  
Chartiers-Houston SD  
Fort Cherry SD  
McGuffey SD  
Peters Township SD  
Ringgold SD  
Trinity Area SD  
Washington SD

### IU 7 - Westmoreland

#### **Westmoreland County**

Belle Vernon Area SD  
Burrell SD  
Derry Area SD  
Franklin Regional SD  
Greater Latrobe SD  
Greensburg-Salem SD  
Hempfield Area SD  
Jeannette City SD  
Kiski Area SD  
Ligonier Valley SD  
Monessen City SD  
Mount Pleasant Area SD  
New Kensington-Arnold SD  
Norwin SD  
Penn-Trafford SD  
Southmoreland SD  
Yough SD

### IU 28 - ARIN

#### **Armstrong County**

Apollo-Ridge SD  
Armstrong SD  
Freeport SD  
Leechburg SD

#### **Indiana County**

Blairsville-Saltsburg-SD  
Homer Center SD  
Indiana Area SD  
Marion Center SD  
Penns Manor Area SD  
Purchase Line SD  
United SD

## Western Region

### IU 2 - Pittsburgh-Mt Oliver

#### Allegheny County

Pittsburgh SD

### IU 3 - Allegheny

#### Allegheny County

Allegheny Valley SD  
Avonworth SD  
Baldwin-Whitehall SD  
Bethel Park SD  
Brentwood Borough SD  
Carlynton SD  
Chartiers Valley SD  
Clairton City SD  
Cornell SD  
Deer Lake SD  
Duquesne City SD  
East Allegheny SD  
Elizabeth Forward SD  
Fox Chapel Area SD  
Gateway SD  
Hampton Township SD  
Highlands SD  
Keystone Oaks SD  
McKeesport Area SD  
Montour SD  
Moon Area SD  
Mount Lebanon SD  
North Allegheny SD  
Northgate SD  
North Hills SD  
Penn Hills SD  
Pine Richland SD  
Plum Borough SD  
Quaker Valley SD  
Riverview SD  
Shaler Area SD  
South Allegheny SD  
South Fayette Township SD  
South Park SD  
Steel Valley SD  
Sto-Rox SD  
Upper Saint Clair Township SD  
West Allegheny SD  
West Jefferson Hills SD  
West Mifflin SD  
Wilkesburg SD  
Woodland Hills SD

## **Appendix B – Executive Director Job Description**

**POSITION TITLE:** Executive Director **APPROVED:** February 17, 2012

**REPORTS TO:** Executive Board

**JOB SUMMARY:** Chief staff executive and operation officer of the Pennsylvania Association for Supervision and Curriculum Development, with responsibility for the management and direction of all operations, programs, activities and affairs of the association.

### **PRIMARY RESPONSIBILITIES:**

1. Implement membership development programs and other revenue generating activities to meet association goals.
2. Establish the association as an influential presence in Pennsylvania’s educational policy-making arenas.
3. Create and maintain effective relationships with policymakers, association affiliate and network leaders, association members and potential members, relevant professional associations, and other national associations.
4. Create innovative partnerships, other organizations, businesses or funders to contribute to association resources.
5. Approve disbursements of the association to conduct the business of the association.
6. Support the posting on the PASCD website association records and official papers.
7. Coordinate arrangements for association meetings, conferences, institutes, workshops and displays.
8. Represent the association at international, state, and regional association meetings/events.
9. Serve as an ex-officio member of all association standing and ad hoc committees.
10. Perform other duties as assigned by the Executive Board/Executive Committee.

**QUALIFICATIONS:** M. Ed in education or related field required; advanced degree(s) preferred. Strong leadership, management, and communication skills required.

**TERMS OF EMPLOYMENT:** 12-Month Part-Time Contract

## **SPECIFIC DUTIES:**

### **Executive Board Duties:**

1. Provide timely information to the board.
2. Arrange logistics for Executive Board meetings.
3. Send meeting reminders to Executive Board members at least one month prior to scheduled Executive Board meetings.
4. Coordinate the agenda for each Executive Board meeting in consultation with the Board President.
5. Prepare and distribute Executive Board and Annual Meeting minutes.
6. Send Executive Board meeting materials to Board members unable to attend Executive Board meetings.
7. Respond to specific requests for Committee Chairs and Regional Presidents.
8. Assist with New Board Member Orientation upon request.
9. Meet with Region Boards and Committees upon request.

### **Advocacy/Influence Duties:**

1. Maintain relationships with the Pennsylvania Department of Education, State Board, legislators and professional associations.
2. Maintain partnerships with other local, regional, state and national organizations.
3. Serves as a liaison to the Association for Supervision and Curriculum Development (ASCD) and its advocacy activities and positions.
4. Advocate to legislators, State Board and Pennsylvania Department of Education (PDE) for PASCD Executive Board adopted position statements and issues by attending meetings, giving testimony, preparing talking points, etc.
5. Take an active leadership role and responsibility in Influence Committee and Equity and Access Committee activities through regular communication with committee chairpersons.
6. Provide timely information to the Executive Board regarding legislative and State Board actions impacting education.

7. Assist the Influence Committee and members of the Executive Board to determine needs for the development of position statements regarding current legislative issues.
8. Assist the Influence Committee and the Executive Board to determine needs for the development of position statements regarding current legislative issues.

**Annual Conference Duties:**

1. Negotiate contract with conference hotel on an annual basis.
2. Coordinate conference logistics with conference hotel.
3. Arrange logistics for Conference Committee meetings.
4. Attend Conference Committee meetings.
5. Support and assist the Conference Chair, as needed.
6. Send conference banquet invitations to guests and past-presidents.

**Academy/Workshop Duties:**

1. Schedule and coordinate academy/workshops with Intermediate Units or co-sponsoring organization(s).
2. Receive and confirm academy/workshop registrations.
3. Order academy/workshop materials upon request.
4. Provide copies of registration forms to the Intermediate Unit/co-sponsoring organization(s) and the Treasurer.
5. Approve academy/workshop expenses.
6. Respond to academy/workshop inquiries.

**Miscellaneous Duties:**

1. Maintain up-to-date information on the PASCD website, in conjunction with the Webmaster.
2. Forward all approved bills to the Treasurer.
3. Review association insurance policies on an annual basis.
4. Monitor association credit card expenditures.
5. Archive all PASCD awards, including plaques, trophies, and printed materials.
6. Serve as Assistant Treasurer.
7. Represent PASCD at events/meetings of other educational or educational related groups and organizations.
8. Maintain a working relationship with the Pennsylvania Department of Education.

**Appendix C - Annual Performance Evaluation Form for Executive Director**

Please rate each performance item on the following scale:

- 1** - Does Not Meet Expectation
- 2** - Meets Expectation
- 3** - Exceeds Expectation

		<b>1</b>	<b>2</b>	<b>3</b>
1	Maintains collaborative relationships with the PASCD President, Executive Committee and Executive Board.			
2	Coordinates the agenda for each PASCD Executive Board meeting after soliciting items for the board and after consulting with the President.			
3	Sends reminders of scheduled Executive Board meetings at least one month in advance of the meetings.			
4	Makes arrangements with hotel for Executive Board meetings; makes reservations and room assignments for members.			
5	Prepares and distributes minutes of Executive Board meetings.			
6	Creates innovative partnerships with other organizations, business or funders to contribute to association resources.			
7	Works with the Executive Board to promote effective programs, products, and services that align with PASCD strategic planning goals.			
8	Supports the work of the Membership Chair and Committee by pursuing means of increasing PASCD membership.			
9	Assists the Influence Committee and members of the Executive Board to determine needs for the development of position statements regarding current legislative, State Board and PDE issues.			
10	Advocates to legislators, State Board and PDE for PASCD Executive Board adopted positions statements and issues by attending meetings, giving testimony, preparing talking points, etc.			
11	Provides timely information to the Executive Board regarding legislative and State Board actions impacting education.			
12	Coordinates arrangements for PASCD meetings, conferences, institutes, workshops and displays.			
13	Receives and authorizes the Treasurer to pay PASCD bills.			
14	Archives all PASCD awards, including plaques, trophies, and printed matter.			
15	Represents PASCD at meetings and maintains relationships and with PDE, the State Board, legislators and other professional associations.			
16	Represents PASCD oat related PASCD and ASCD events.			
17	Completes other duties as assigned by the Executive Committee and/or Board.			



## Appendix D - Treasurer Job Description

**POSITION TITLE:** Treasurer **APPROVED:** September 21, 2012

**REPORTS TO:** Executive Board

**JOB SUMMARY:** Chief financial officer of the Pennsylvania Association for Supervision and Curriculum Development, with fiscal and state and federal compliance responsibility.

### PRIMARY RESPONSIBILITIES:

1. Electronically maintain the financial records of the association.
2. Electronically maintain the association's checking, savings and investment accounts in a manner deemed fiscally prudent. Transfer funds between these accounts to gain the advantage of interest, dividends, and growth through consultations, as needed, with a certified public accountant or a certified financial advisor.
3. Assure that all funds belonging to the association are kept separate and distinct from all personal funds/accounts, as well as those of other entities.
4. Maintain a business relationship with a public accountant or certified public accountant to assist with the preparation of tax forms and other governmental filing requirements, and to provide an audit of the associations financial records as requested.
5. Prepare and present a Treasurer's Report at Executive Board meetings and the Annual Business Meeting.
6. Prepare detailed Semi-annual Financial Statements (December 31<sup>st</sup> and June 30<sup>th</sup>) to be presented to the Executive Director and PASCD President.
7. Maintain workers' compensation insurance, liability insurance and a fidelity insurance (bond) as required by law and/or to protect the assets of the association.
8. Provide the Executive Director and PASCD President with association financial information upon request.

**QUALIFICATIONS:** Member of PASCD. Bachelor's Degree in related field required. Advanced degree preferred. Experience in using financial software packages for accounting purposes and creating and managing annual budgets in excess of \$200,000. Working knowledge of word processing, spreadsheet, presentation, data base and publishing software.

**TERMS OF EMPLOYMENT:** 12-Month Part-Time

**SPECIFIC DUTIES:**

1. Prepare invoices as directed by the Executive Director.
2. Receive and deposit all revenue from dues contributions, grants and other sources from the Executive Director.
3. Receive all bills and invoices approved by the Executive Director and make payments in a timely manner.
4. Maintain records of salaries and stipends paid.
5. Make monthly deposits of salaried employee's federal withholding tax.
6. In conjunction with the accountant, file federal W-2 and 1099 forms with the Internal Revenue Service. Send copies to all salaried employees and individuals receiving stipends from the association.
7. In conjunction with the accountant, file quarterly and annual federal tax returns (Form 990 for organizations with tax exempt status).

## **Appendix E - Technology and Communications Coordinator Job Description**

**POSITION TITLE:** Technology and Communications Coordinator                      **APPROVED:** September 21, 2012

**REPORTS TO:** Executive Director

**JOB SUMMARY:** Responsible for coordinating Pennsylvania Association for Supervision and Curriculum Development's digital communications and printed newsletter and other resources.

### **PRIMARY RESPONSIBILITIES:**

1. Coordinate and maintain the association's membership database.
2. Design and maintain the association's web site.
3. Create and assure the functionality of the links, online forms, surveys and scripts running behind the web site.
4. Troubleshoot and provide routine maintenance of the web site.
5. Provide training, support, and services to the Executive Board for the web site's content management system.
6. Coordinate and facilitate webcasts, video conference-based Executive Board meetings, webinars, etc. on an as needed basis.
7. Coordinate and facilitate the association's social networking sites such as Facebook, Twitter, ASCD Express, and additional new and emerging technologies.
8. Provide professional development to the Executive Board on a wide range of digital technologies as requested.
9. Coordinate the creation and distribution of the organization's printed communications including, but not limited to newsletters, brochures, fliers, etc.
10. Provide support and guidance to the regional presidents and committee chairs in the area of digital communications, instructional technologies, and online tools.
11. Work collaboratively with Executive Board members and committee chairs in order to empower others to become more technologically efficient in areas that are of direct benefit to their committee or the association as a whole.

**QUALIFICATIONS:** PASCD member. Bachelor's Degree in related field required. Advanced degree preferred. Experience in creating, maintaining and coordinating digital communications such as web sites, video conferencing, webcasting, electronic communications and other emerging technologies. Experience in creating high quality print publications. Working knowledge of word processing, spreadsheet, presentation, data base and publishing and web 2.0 tools and software.

**TERMS OF EMPLOYMENT:** 12-Month Part-Time

**SPECIFIC DUTIES:**

1. Research, evaluate, and test new software, tools, and hardware related to the website.
2. Create and administer password protected web pages/sites as needed.
3. Modify and update web page content and maintain a consistent web page layout in collaboration with the Executive Board.
4. Monitor and analyze web site traffic and prepare statistical reports as needed.
5. Convert files between various formats to include but not limited to graphics, word processing, spreadsheets, PowerPoints, PDF, and HTML in order to ensure user accessibility.
6. Configure and administer individual Executive Board member web publishing security settings for posting content.
7. Develop documentation and training materials related to authoring and maintaining of the association's web site and digital communications.
8. Maintain the association's web based calendar.
9. Administer and maintain both the public and password protected discussion boards.
10. Coordinate, administer, and evaluate the e-Link database and e-Link templates.
11. Distribute links in collaboration with other Executive Board members as needed.
12. Coordinate and administer an electronic registration system for the annual conference where registration connects to a digital means for accepting online payments for conference registrations.
13. Coordinate and administer an electronic system for members to register and submit payment for attending PASCD workshops/academies where successful completion of the academies generates an electronic communication to the participant and automatically uploads the correct number of Act 48 or Act 45 hours earned to the Pennsylvania Department of Education.
14. Coordinate the creation and distribution of the association's digital survey and evaluation tools to gather data requested by the Executive Board as needed.

**Appendix F - Regional President's Report to Executive Board**

**REGION:**

**REGIONAL  
PRESIDENT:**

**REPORT PREPARED BY:**

**REGIONAL VICE-PRESIDENT:**

**REGIONAL PRESIDENT-ELECT  
OR PAST PRESIDENT:**

**TREASURER:**

**SECRETARY:**

**MEMBERSHIP CHAIR:**

**INFLUENCE CHAIR:**

**OTHER BOARD MEMBERS:**

**CONSTITUTION IS UP-TO-DATE:** YES NO

**STRATEGIC PLAN IS UP-TO-DATE:** YES NO

**TREASURY BALANCE AS OF THIS REPORT:** \$

**REGIONAL GOALS FOR THIS YEAR (\_\_\_\_\_):**

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**GOAL STATUS AS OF THIS REPORT:**

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**RECENT ACTIVITIES NOT ADDRESSED ABOVE:**

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## **Appendix G - Criteria for the Establishment of a Committee**

- PASCDC Executive Board defined or mandated need
- PASCDC Executive Board clearly identifies committee purpose or charge
- PASCDC Executive Board identifies scope of committee work i.e., representation, resources, timeline, evaluation, etc.

### **Committee Accountability Checklist**

1. Has the committee established goals? Board established? Committee established?
2. Has the committee met its goals?
3. Has a timeline for committee tasks been established?
4. Has evidence of committee work been collected i.e., committee rosters, meeting agenda/minutes, communications, products, etc.?
5. Do the committee outcomes have value?
6. Has an annual committee self-evaluation been conducted?

### **Course of Action for Committee**

1. Committee chair completion of accountability checklist and submission to president by May 1<sup>st</sup>.
2. Board assessment of all committees by mid-May.
3. Executive Council review of Committee and Executive Board assessments by retreat to:
  - a) Determine if committee has met criteria
  - b) If necessary, develop an improvement plan in conjunction with committee chair(s)
4. Executive Council course of action recommendation
  - a) Revitalization of committee
  - b) Dissolution of committee**

**Appendix H - Committee Self-Evaluation Rubric**

	<b>An Emerging Committee . . .</b>	<b>An Effective Committee (Includes Emerging Criteria Descriptors)</b>	<b>An Exemplary Committee (Includes Emerging and Effective Criteria Descriptors)</b>
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li>○ seeks and involves new committee members</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ meets on a periodic basis</li> <li>○ identifies and utilizes regional contacts</li> <li>○ conducts training on the role of the committee</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ reflects diversity and regional representation</li> <li>○ actively engages all members</li> <li>○ trains/orients members</li> <li>○ builds capacity for leadership</li> </ul> <input type="checkbox"/>
<b>Committee Leadership/Governance</b>	<ul style="list-style-type: none"> <li>○ gathers relevant information</li> <li>○ has identified goals, roles, responsibilities, term lengths, and budget</li> <li>○ is represented regularly at executive board meetings</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ establishes goals, outcomes and performance indicators</li> <li>○ ties expenditures to goals, outcomes and performance indicators</li> <li>○ is represented at all executive board meetings and reports progress</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ goals have been achieved and documented</li> <li>○ evaluates work of committee</li> <li>○ conducts an internal audit of expenditures/resources</li> <li>○ is represented at all executive board meetings and reports/makes recommendations</li> </ul> <input type="checkbox"/>
<b>Committee Influence</b>	<ul style="list-style-type: none"> <li>○ minimal impact on PASCD—members and PA children</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ adequate impact on PASCD members/PA children and potential impact internationally through ASCD</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ significant impact on PASCD members and PA children that expands our programs and services and some international impact through ASCD</li> </ul> <input type="checkbox"/>
<b>Committee Programs, Products, Services</b>	<ul style="list-style-type: none"> <li>○ generates ideas for consideration</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ develops pilots</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ delivers, evaluates, and improves when appropriate</li> </ul> <input type="checkbox"/>
<b>Committee Communications</b>	<ul style="list-style-type: none"> <li>○ communicates on a limited, one-way or inconsistent basis</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ maintains consistent communication with all relevant constituent groups</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○ communicates in an ongoing effective manner</li> <li>○ uses different forms of communication</li> <li>○ communication is characterized by networking, collaboration, responsiveness and partnerships</li> </ul> <input type="checkbox"/>
<b>*Overall Evaluation (Please list 3-4 Performance Indicators from your Goals and Outcomes to Support)</b>	<ul style="list-style-type: none"> <li>○</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○</li> </ul> <input type="checkbox"/>	<ul style="list-style-type: none"> <li>○</li> </ul> <input type="checkbox"/>

