

PLEASANT VALLEY SCHOOL DISTRICT
2233 Route 115, Suite 100
Brodheadsville, PA 18322

EMPLOYMENT CONTRACT FOR DISTRICT SUPERINTENDENT

DAVID F. PIPERATO

THIS CONTRACT is entered into this 23rd day of March, 2017, by and between THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY SCHOOL DISTRICT with offices located at 2233 Route 115, Suite 100, Brodheadsville, Monroe County, Pennsylvania 18322 (hereinafter referred to as "Board"), and DAVID F. PIPERATO residing at 568 Huyer Mill Road, Nazareth, Pennsylvania 18064 (hereinafter referred to as "Piperato" or "Superintendent").

I. Term of Employment

- A. The Board, in consideration of the promises herein contained, at a regularly scheduled meeting duly and properly called on the 23rd day of March, 2017, has appointed Piperato in accordance with the Public School Code of 1949, as amended (Section 1073). Piperato hereby accepts said employment as Superintendent of schools of the Pleasant Valley School District for a term of four (4) years beginning August 1, 2017 and ending on July 31, 2021.
- B. As a condition precedent to this contract, Piperato shall continue to hold a valid Superintendent's certificate/commission issued by the Department of Education, Commonwealth of Pennsylvania.
- C. This contract shall terminate immediately upon the expiration of the term unless the contract is permitted to renew automatically for a period of four (4) years.

II. Responsibilities of the Superintendent

- A. Superintendent is responsible for the administration of the schools under the directions of the board of School Directors, and in compliance with all the requirements of Board policy and the school code. Superintendent is also responsible for all duties specifically enumerated in the job description set forth in Exhibit B, attached hereto and incorporated herein by reference. The Superintendent shall recommend, administer and enforce the policies and programs of the board of School Directors. No duties will be performed that conflict with Board policy.
- B. Superintendent shall have a seat on the Board of School Directors and the right to speak on all issues before the Board, but shall not have the right to vote. Superintendent shall have the right to attend all regular and special meetings of the Board and all committee meetings thereof, excepting (at the option of the Board) those executive sessions relating to his own employment or his performance evaluation, and shall serve as advisor to the Board and its committees in all matters affecting the district, and he will inform the Board as to administrative actions taken on its behalf.

III. Superintendent Evaluation

On or about June 15 of each year of this contract, a formal written evaluation shall be conducted by the Board using the evaluative tool as set forth in Exhibit C, or an evaluative tool established by the Pennsylvania Department of Education. The Board shall meet with the Superintendent and deliver to him a copy of the written evaluation and discuss its provisions. The provisions of said written evaluation shall include but not be limited to student growth/achievement, predetermined goals and objectives, organizational leadership, district operations and financial management, communication and community relations, human resource management and professionalism, systems management, all of which are specifically described in Exhibit C attached hereto and made a part hereof.

On or about July 31 of each year, the Board and the Superintendent shall prepare goals and objectives for the next school year for the Superintendent.

IV. Compensation and Benefits

A. Salary

The Board agrees to compensate the Superintendent for the initial 12 months of this contract in the amount of \$155,000.00 (ONE HUNDRED FIFTY-FIVE THOUSAND DOLLARS). Annual increases in excess of the salary of the previous year shall be no less than 2% per year for years 2018-2019, 2019-2020, and 2020-2021. Salary increases shall only be awarded based on a performance evaluation of satisfactory or better. The evaluation shall contain the following performance ratings: excellent, very good, satisfactory, needs improvement or unsatisfactory. If the Commonwealth of Pennsylvania Department of Education enacts a new evaluation tool, the Board and the Superintendent shall meet to assign the new corresponding evaluation equivalent levels.

In the event the Act 93 and PVEA staff employees agree to accept a wage freeze at any time during the duration of this contract, the Superintendent also agrees to accept a wage freeze for the same time period.

B. Fringe Benefits and Other Benefits

The Superintendent shall also be entitled to all the fringe benefits detailed on Exhibit A attached hereto and incorporated herein by reference. All compensation and benefits are outlined exclusively in this contract.

C. Outside Work

Superintendent agrees to devote his full time attention, energy, skills and labor to his employment as District Superintendent during the term of this agreement. The Superintendent is permitted to engage in other consultative work, speaking engagements, writing, lecturing, adjunct teaching or other professional services provided the Board is informed beforehand, and does not direct the Superintendent to discontinue these activities. These activities shall not interfere with the duties of the Superintendent under this agreement. The Board retains the right to limit or terminate the Superintendent's outside work activities at any time with reasonable notice.

D. Post-Retirement Benefits

The post-retirement benefits for the Superintendent are specifically set forth in Exhibit A, Paragraph 5 contained herein.

E. Separation from Employment

1. Termination

Throughout the term of this contract, the Superintendent shall be subject to discharge for valid reasons specified in the Public School Code of the Commonwealth of Pennsylvania. In the event the Superintendent is discharged from employment, this contract shall be terminated, with no additional benefits except as herein provided.

2. Other Separation from Employment

This agreement may also be terminated by resignation of the Superintendent upon 90 days written notice to the school district or written mutual agreement by the parties.

3. Notification

At least 150 days prior to the date of the expiration of this agreement, the Board shall notify the Superintendent that the Board intends to retain him for a further term to be specified or intends to consider another candidate or candidates. In the event the Board fails to take such action at least 150 days prior to the expiration date of this agreement, this agreement shall automatically renew for an additional 4 years from the expiration date. The Superintendent shall be responsible to notify the Board not less than 210 days prior to the expiration of this agreement in the event he intends to not renew his position as Superintendent of the school district. Should the Superintendent fail to notify the Board 210 days prior to the expiration of this contract, this contract shall not automatically renew.

4. Early Severance Options

In the event the Board discharges the Superintendent for valid reasons as specified in the Public School Code prior to the expiration of the term of this agreement as set forth above, or upon mutual agreement of the parties, pay to him the compensation as follows::

- a. In the event the agreement for severance compensation occurs two (2) years or more prior to the end of this contract, said compensation shall not exceed the equivalent of one (1) year compensation and benefits otherwise due under the contract;
- b. In the event the severance agreement occurs less than two (2) years prior to the end of the contract term, such compensation shall not exceed the equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term.

VI. Other Contractual Terms

A. Modification of Agreement

Notwithstanding any terms or provisions herein or elsewhere, oral or in writing, this Agreement shall not be modified except in writing signed by the Superintendent and approved by the Board, and executed by an authorized officer of the Board.

B. Savings

This contract contains the entire agreement between the parties. If during the term of this contract, it is found that a specific clause of the contract violates federal or state law, the remainder of the contract not affected by such ruling shall remain in full force and effect.

C. Applicable Laws

This Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

D. Professional Liability

The Board hereby agrees that it will defend, hold harmless, pay all fees and costs associated herewith and indemnify Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against Superintendent in his individual capacity, or in his official capacity as agent and employee of the Board, provided the incident arose while Superintendent was acting within the scope of his employment. In the event any court of competent jurisdiction shall determine liability by the Superintendent, the district shall indemnify and hold the Superintendent harmless, which includes the payment of legal costs, damages, awards, etc. Such indemnification shall not include the liability for any intentional act by the Superintendent.

E. Obligations

This agreement shall be binding upon and inure to the benefit of the parties, their respective heirs, successors or assigns.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

PLEASANT VALLEY SCHOOL DISTRICT



Russell Gould, President

Attest:



Susan Famularo, Secretary



David F. Piperato

Exhibit A

INSURANCE

1. Health and Medical Insurance

The Superintendent shall receive a benefit plan of family medical coverage equal to the plan as set forth within the Collective Bargaining Agreement (CBA) between the Board and PVEA. The Superintendent covered by this Contract shall also contribute an amount equal to, and in accordance with the same terms as any employee contribution contained in the Collective Bargaining Agreement between the Board and PVEA. Superintendent shall receive the sum of \$1,000.00 each year of this contract for a benefit for himself and family members who are covered by the district medical insurance plan, which such funds shall be utilized for uncovered medical related expenses.

2. Dental Insurance

The Superintendent shall receive a benefit plan of family dental coverage equal to the plan as provided for in the CBA between the Board and PVEA.

3. Group Term Life Insurance/Additional Purchase Provision

Life Insurance provided to the Superintendent shall be in the maximum amount of \$250,000.00. The Superintendent shall have the right to purchase additional increments of life insurance coverage in accordance with the policy provisions at his own expense at rates determined by the district.

4. Disability/Income Protection Plan

The disability/income protection insurance plan for the Superintendent shall provide equal or superior coverage and quality as set forth in the Pennsylvania School Board Association (PSBA)/Fortis Long Term Disability Plan II, which shall be equal to 60% of the base salary of the Superintendent as set forth above.

5. Family Vision Coverage

The Superintendent shall receive a benefit of Family Vision Coverage equal to or better than the coverage provided in the current Act 93 Administrator Compensation Plan.

6. Insurance Benefits for Retired Superintendent

The Superintendent, when eligible for pension benefits and having been an employee of the Pleasant Valley School District for a minimum of ten years, and retires and qualifies for the PSERS superannuation requirement, shall also continue to receive health and medical insurance benefits under the District plan at the expense of the school district for up to ten years or through and including age 65 whichever comes first. The Superintendent shall have the option of paying the family coverage premium to the district and remain a member of the group so insured. This benefit shall commence upon acceptance of a letter of retirement from the Superintendent, and his application to PSERS for benefits at least 90 days prior to the date of retirement.

LEAVES OF ABSENCE

1. Sick Leave

- a) Superintendent is hereby granted fifteen (15) sick days per school year.
- b) Accumulation and usage of sick days shall be in accordance with the provisions of the Pennsylvania School Code of 1949, as amended.
- c) Piperato shall hereby be entitled to transfer thirty (30) sick days from his previous employment position, which such days shall be utilized after his accumulated sick days as Superintendent, in accordance with the terms and conditions of this contract.
- d) Piperato shall be entitled to transfer not more than one hundred (100) sick days from his previous employment, provided those days shall only be utilized by him in the event of a catastrophic illness or injury suffered during the term of this agreement, or any renewal thereof. Such sick days shall not be subject to reimbursement by the district in the event of termination, resignation or retirement from his position as Superintendent.
- e) Superintendent shall be entitled to use up to five (5) available unused sick days for family illness or emergency. The Board of Education may award additional days if the request is warranted at their discretion.
- f) Superintendent may participate in a sick day bank.

2. Personal Leave

- a) Superintendent shall be entitled to three (3) personal days per school year.
- b) Unused personal days may be accumulated and carried over from year-to-year up to a maximum of five (5) days by informing the school district business manager, in writing no later than June 1 of each school year. In the event the business manager does not receive notification as aforementioned, all unused non-accumulated personal days shall be credited to his sick days.

3. Vacation

- a) Superintendent shall receive twenty (20) days of vacation leave during the school year (July 1 to June 30). The Superintendent shall have until July 31st of each year to utilize said vacation days. Effective August 1 of each year, the Superintendent may accumulate a total maximum of thirty (30) days of vacation leave. Any unused non-accumulated vacation days shall be credited to his sick days.
- b) A statement of annual accumulated sick and vacation leave time shall be issued to the Superintendent on or before July 1 of each year, by the District Business Manager.

4. Child Rearing Leave

Superintendent shall be entitled to child rearing leave in accordance with district policy provisions and any other applicable federal or state statutes, laws and judicial decisions.

5. Sabbatical Leave

Superintendent shall be granted sabbatical leave in accordance with the provisions set forth in Sections 1166, 1167, 1168, 1169, 1170, and 1171 of the Pennsylvania Public School Code of 1949, as amended, and approved by the Board of Education.

6. Bereavement Leave

Superintendent shall be permitted three (3) days of paid leave for the death of an immediate family member. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, spouse, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchild, near relative who resides in the same household, or any other person with whom the employee has made his/her home. One (1) day shall be allowed for the death of a near relative. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. Additional days may be granted to the Superintendent by the School Board, if in their judgment, the days are warranted. In addition, the Superintendent shall be entitled to use up to three (3) days of unused sick leave for bereavement leave.

7. Jury Duty Leave

Superintendent shall be entitled to receive jury duty leave in the event he is called upon to serve on a jury in the state or federal courts of the Commonwealth of Pennsylvania. Salaries and benefits for the Superintendent shall continue during the term of such leave, as long as the he reimburses the school district the amount received by him from said courts as payment for jury duty.

OTHER BENEFITS

1. Education Reimbursement

In order to encourage professional growth and training for the Superintendent, the school district shall pay tuition in accordance with the following guidelines:

- a) Courses taken for which reimbursement is claimed shall be submitted to the Board of Education for approval prior to registering for the course. Approval of selected courses shall not be unreasonably withheld.
- b) Payment to the Superintendent shall be in advance at the rate of 100% of the actual tuition cost incurred, which shall not include other fees and costs charged to the Superintendent by the college or university.
- c) Courses taken shall be from an accredited college or university.
- d) In order to be eligible for reimbursement and/or not be required to refund the tuition advancement, the Superintendent must earn in said course a grade of B or better.
- e) The Superintendent shall be responsible to purchase all required textbooks at his own expense. The District shall not purchase textbooks for the professional library.
- f) The Superintendent must remain an employee of the School District for a term of thirty-six (36) consecutive months following completion of the course work, otherwise the Superintendent shall reimburse the district the cost within thirty (30) days of employment separation as follows:

<u>Time Period</u>	<u>Amount of Repayment</u>
Less than but not equal to one (1) year	100%
One year but less than two (2) years	66%
Two years but less than three (3) years	33%
Greater than or equal to three (3) years	Zero

The payback period shall begin on the date of the submission of the transcript/grades to the business manager.

The education reimbursement requirement shall be in effect pursuant to any of the following circumstances:

- a) The Superintendent is terminated for cause; or
- b) The Superintendent voluntarily resigns (non-retirement)

Upon earning a Doctorate degree from an accredited college or university, the Superintendent shall receive a salary increase of \$1,000.00 during the year he completes the degree.

2. Dues of Approved Professional Organizations

The school district shall pay the full fees necessary for membership by the Superintendent in the Pennsylvania Association of School Administrators (PASA).

The school district shall pay professional association dues not to exceed \$400 per year for the membership of the Superintendent in said association of his choice.

3. Severance Termination

Upon retirement from the Pleasant Valley School District, the Superintendent's monetary compensation disbursement for unused sick and vacation days shall be placed directly into one of the school district's approved Enhanced TSA Programs in his name. The Board of Education will pay to the Superintendent retiring and eligible to receive a pension from the Public School Employees Retirement System sixty (\$60) dollars per day if the Superintendent has 50% or less than PV-earned sick days; and seventy (\$70) dollars per day if the Superintendent has more than 50% of PV-earned sick days. Unused vacation days will be paid at his per-diem rate.

Upon non-retirement separation, except discharge for cause as set forth above from the Pleasant Valley School District, compensation for unused vacation days and sick days shall be made directly to the employee.

4. Payment of Salary

The Superintendent shall be paid bi-weekly with the pay dates concurrent with the payment of all PVEA members.

5. Mileage and Telephone Reimbursement

Mileage shall be reimbursed to the Superintendent in an amount in accordance with the rules and regulations of the Internal Revenue Code. Travel within the confines of the Brodheadsville campus shall not be reimbursed.

Telephone calls made by the Superintendent from his home for school purposes shall be reimbursed upon submission of the necessary and appropriate documentation to the district Business Manager.

6. Home/Car Vandalism

The district shall pay the cost incurred by the Superintendent due to vandalism to his home or car provided the vandalism is related to the employment and duties performed by the Superintendent. The applicable insurance deductible shall not exceed \$500 per occurrence. In the event that an incident of vandalism occurs as aforementioned, a committee consisting of the assistant superintendent/assistant to the superintendent, a Board member, and another administrator shall meet to determine whether or not the vandalism is related to the employment and duties of the Superintendent.

7. Personnel File

Examination of the Superintendent's personnel file shall only be conducted by the Board of Education as an entire body in the presence of the Superintendent. A notation of the date and time, reason and the individuals reviewing said file shall be recorded and contained therein.

8. Contract Extensions

If at the expiration of this contract, a new contract has not been approved by the Board of Education, all benefits and salary compensation shall continue until the new contract has been approved by the Board, provided the Superintendent maintains his eligibility commission with the Pennsylvania Department of Education.

9. Subsequent Laws and Regulations

In the event any laws, statutes or regulations are enacted subsequent to the date of this Agreement, the contents of which are inconsistent with any terms or conditions herewith, the provisions of said laws, etc. shall take precedence, and be control the interpretation of this Agreement.

10. Merit Pay

The Board of Education, based on the Superintendent's evaluation, may at its discretion award the Superintendent additional merit pay. The merit pay may either be added to the administrator's base salary or the merit pay can be a one-time bonus which shall not be more than \$1,000.00 (ONE THOUSAND DOLLARS).

11. The Superintendent shall have the right, privilege and opportunity to participate in the IRS Section 403(b) Tax Sheltered Annuity Program as all other eligible employees of the District.

GENERAL PROVISIONS

Any additional and/or improved benefits received by professional employees in accordance with the CBA

between the Board and the PVEA, as negotiated, that are not specifically set forth in this contract shall inure to the benefit of the Superintendent if such benefits are more favorable, and at no such time shall there be a reduction of any such benefits to the Superintendent as set forth in this contract. All such benefits contained in this contract between the Board and the Superintendent are in addition to any such benefits incorporated within the PVEA Collective Bargaining Agreement, including any amendments and revisions thereto which may occur in the future.

Exhibit B

POSITION DESCRIPTION

POSITION: Superintendent

REPORTS DIRECTLY TO: Board of Education (Board)

PURPOSE: To act as the chief school administrative officer for the school district who oversees and administers the use of all facilities, property and funds in the best interests of students and the school district and who is responsible for the effective operation of the school district; for effectively interfacing with the school district's internal and external publics; for the general administration of all instructional and non-instructional student programs, business management and other operations of the school district; for informing, advising, and making recommendations to the Board regarding school district activities, operations, and issues; and for effectively carrying out his/her duties pursuant to the PA School Code and all pertinent laws and regulations of the United States, the Commonwealth of Pennsylvania, and the policies, rules regulations of the school district.

FUNCTIONS:

1. Follows all laws, board policies, regulations, rules and procedures, and complies with the instructions and/or directives from the Board of School Directors.
2. Provides instructional leadership for staff in planning, implementing, and evaluating the instructional and non-instructional programs.
3. Oversees and collaborates with supervisors, district-wide administrators, building administrators, department chairpersons, curriculum leaders, and other professional and/or support staff to implement all aspects of the school district's instructional and non-instructional programs and school district operations and activities.
4. Supervises the overall educational program in conjunction with other applicable administrative personnel, rendering guidance and advice as needed.
5. Directs the operations and activities of administrators, seeing that they effectively guide and coordinate the operations and activities of the school district and securing their assistance in formulating necessary programs and/or plans of action.
6. Schedules and conducts meetings of applicable administrative and supervisory staff as needed to coordinate the improvement of the school district's instructional and non-instructional programs and school district operations and activities.
7. Provides the Board of Education with adequate materials, summary information, and reports relative to school district programs, operations, activities, events, and issues.
8. Helps to enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social, and recreational activities under the direction of the Board.
9. Keeps the Board informed of the condition of the school district's educational system, assuring effective communication between the Board and the staff of the school district by acting as a conduit for such.
10. Prepares the agenda for Board meetings in consultation with the President of the Board.

11. Acts as source of reference for the Board and for problems brought to the Board.
12. As is warranted, prepares and submits recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to help ensure the making of informed decisions.
13. Informs the Board of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
14. Develops and recommends to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of school district facilities, and sees to the development of long-range plans which are consistent with the school district's objectives that have been developed as a result of the strategic planning process and approved by the Board.
15. Develops administrative regulations and procedures to implement the intent established by Board policies, directives, and formal actions.
16. Ensures the execution of all decisions of the Board.
17. Ensures the maintenance of adequate records for the school district, including a system of financial accounts, business and property records, personnel records, school enrollment and scholastic records., as well as all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
18. Is responsible for news releases and/or other items of public interest emanating from the school district which pertain to education matters, policies, procedures, school related incidents or events, and approves media interviews of this nature with school district employees.
19. Ensures optimal use of the staff of the school district, including the delegation of authority and defining the duties of all personnel.
20. Ensures that appropriate staff development training is conducted.
21. Prior to action by the Board, recommends the hiring, discipline, or termination of school district employees.
22. Ensures high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
23. Fosters effective relations with employee organizations.
24. Ensures that the development, authorization, and the maintenance of appropriate budgetary procedures are properly administered, including the preparation of the annual proposed budget, in accordance with established timelines and procedures.
25. Ensures that all funds, physical assets, and other property of the school district are appropriately safeguarded and administered.
26. Files, or causes to be filed, all reports, requests, and appropriations as required by various governing bodies and/or Board policies.

27. Represents the school district as the chief executive officer in dealings with other school systems, professional organizations, business firms, agencies of government, and the general public.
28. Acts as an effective liaison with community persons and/or groups which are interested or involved in the educational programs of the school district and/or its students; other school districts; intermediate unit(s); the PA Department of Education, the U.S. Department of Education, postsecondary institutions, and other school entities.
29. Acts on his/her own discretion in cases where action is necessary on any matter not covered by Board policy or directive and, when practicable, reports such action to the Board as soon as practicable.
30. Works with the Board of Education to develop appropriate programs and policies, upon either the recommendation of the Superintendent or the initiative of the Board, or as recommended by the school district's solicitors(s), the Pennsylvania School Boards Association, and/or as recommended by other noteworthy entities.
31. Approves the vacation schedules for administrators and is personally responsible for all evaluations of administrators.
32. Works effectively with other school district employees and advisors, including auditors, architects, attorneys, consultants, and contractors.
33. Holds such meetings with teachers and other employees as is necessary for the discussion of matters concerning the improvements and welfare of the schools.
34. Effectively handles complaints, comments, concerns, and criticisms regarding the operation of the school district from the public, employees of the school district, students, and Board members.
35. Aids in the development of public and staff relations communications by reviewing such publications before printing and serving as a focal point for public events and/or programs with regard to the school district.
36. Develops those areas of the school district's budget pertinent to his/her assignment.
37. Maintains contemporary professional awareness and promotes personal professional growth through participation in professional development activities.
38. Must attend, or have a representative attend, all meetings of the Board and all other pertinent meetings.
39. Works the hours necessary to ensure the functions of the position are effectively administered.
40. Performs the work described herein without posing a direct threat to the health or safety of himself/herself or others.

QUALIFICATIONS:

1. Has the ability to read, write, and speak English fluently.
2. Has a Pennsylvania Superintendent's Letter of Eligibility and maintains a current commission.
3. Has a minimum of five (5) years of school-related administrative experience.

4. Has a strong ability to articulate and communicate with the Board, school district personnel, students, and the school district's internal and external publics.
5. Provides evidence of experience in developing, coordinating, and delivering instructional and non-instructional programs.
6. Has the ability to drive and possesses a valid driver's license.
7. Must possess adequate interpersonal skills, demonstrating the ability to work independently and/or on a team.
8. Must be dependable, punctual, flexible, appropriately attired, neat in appearance, and able to manage time appropriately.
9. Possesses necessary technology-related knowledge and individual computer skills.
10. A working knowledge of the relationships existing between the school district and other educational entities is preferred, including but not limited to:
11. Knowledge of in-district and out-of-district placements in which school district students attend and/or are enrolled.
12. Knowledge of private educational facilities attended by school district students.
13. Possesses effective communicative, judgmental, organizational, planning, problem-solving, and human relations skills and has the ability to work cooperatively with employees, other school districts and educational institutions, and the public in satisfying the needs and responsibilities of his/her assigned functions.
14. Provides evidence of professional growth and development by keeping current of issues in the field.

PHYSICAL REQUIREMENTS:

1. Must be able to remain in a stationary position for prolonged periods of time.
2. Must be able to move about the work area to access materials, file cabinets, office machinery, etc.
3. Must be able to operate equipment relative to his/her position for use and simple service or repair.
4. Must be able to travel between school district buildings and other job-related locations as necessary.
5. Must be able to withstand changes in environmental conditions inside and outside of the work facility, and to adapt to these changes.
6. Must be able to attend evening meetings.
7. Must be able to access all work areas and locations.
8. Must be able to lift as required.

This position description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to perform any other duties requested by his/her supervisor(s).

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the school district of any and all reasonable accommodations that will be required.

3-23-17

Exhibit C

EVALUATION OF SUPERINTENDENT

BOARD – SUPERINTENDENT RELATIONS

1. Informs and advises the Board about programs, practices, and issues concerning the school district, and keeps the Board informed of activities operating under the Board's authority.
2. Prepares and submits to the Board recommendations relative to all matters requiring Board actions, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
3. Demonstrates respect and cooperation in relationships with the Board.

Comments:

COMMUNICATION AND COMMUNITY RELATIONS

1. Participates in community life and affairs.
2. Is open and sensitive to community concerns and strives to build a strong positive community attitude regarding the school district.

Comments:

HUMAN RESOURCE MANAGEMENT

1. Provides for the systematic evaluation of all administrators and supervisors and ensures teachers and support staff are evaluated.
2. Organizes and/or reorganizes staff to ensure efficient operation of the school district.
3. Maintains communications with staff in order to ensure open lines of communication.

Comments:

STUDENT GROWTH/ACHIEVEMENT

1. Provides information on how the school district determines deficiencies or areas for improvement in instruction and curriculum.
2. Provides an annual report of instructional areas identified as being in need of attention.
3. Provides annual reports of remediation and instructional improvement efforts implemented, including cost, progress and results as they become available.
4. Provides a trend of ongoing improvement as reflected in longitudinal data with regard to student scores.

Comments:

BUSINESS – DISTRICT OPERATIONS AND FINANCIAL MANAGEMENT

1. Prepares a detailed school district budget and interprets and presents it to the Board for adoption.
2. Administers the budget and keeps expenditures within limits.

Comments:

SYSTEMS MANAGEMENT

1. Ensures the maintenance of school property and the safety of personnel and property.
2. Implements policies and programs relating to the health, safety, behaviors and discipline of students.

Comments:

Overall Evaluation

<u>E</u>	Consistently meets requirements and often exceeds them. Excellent Performance.
<u>VG</u>	Consistently meets requirements. Very Good Performance.
<u>S</u>	Meets requirements with few exceptions. Satisfactory Performance.
<u>NI*</u>	Needs Improvement
<u>U*</u>	Unable or unwilling to meet requirements. Unsatisfactory Performance.

Please circle your overall rating below:

E VG S NI* U*

*Explanation Required _____

Additional Comments: _____

Signatures:

David F. Piperato, Superintendent

Board President

Dated: _____
