

**CENTRAL YORK SCHOOL DISTRICT
CONTRACT FOR EMPLOYMENT OF DISTRICT SUPERINTENDENT**

THIS CONTRACT is made and entered this 13th day of September 2021, by and between the Board of School Directors of the Central York School District with offices located in Pennsylvania (hereinafter referred to as “District” or “Board” or “Board of School Directors”) and Dr. Peter J. Aiken, (hereinafter referred to as “District Superintendent” or “Dr. Aiken”).

WHEREAS, the Board of School Directors of the District, at a regularly scheduled meeting, duly and properly called on the 13th day of September 2021, did appoint Dr. Aiken to the office of District Superintendent in accordance with the provisions of Sections 508, 1071, 1073 and 1073.1 of the Commonwealth of Pennsylvania’s Public School Code of 1949, as amended (hereinafter referred to as “Public School Code”); and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing;

NOW, THEREFORE, the parties, intending to be legally bound hereby, and in consideration of the mutual covenants contained herein, agree as follows:

1. **Term.**

In consideration of the promises herein contained, the Board has employed Dr. Aiken and Dr. Aiken hereby accepts said employment as District Superintendent of the Central York School District for a term commencing on or before December 13, 2021 and ending on June 30, 2026 (“Term”). The definite start date will be determined by mutual agreement in writing by Dr. Aiken the Board President based upon Dr. Aiken’s release date from his current employer.

This Contract shall terminate immediately upon the expiration of the aforesaid Term unless the Contract is sooner modified or terminated in accordance with this Contract or allowed to renew automatically in accordance with Section 1073(b) of the Public School Code or this Contract.

2. **Professional Qualifications.**

The District Superintendent covenants that he possesses all of the qualifications that are required by law to serve as the District Superintendent in the Commonwealth of Pennsylvania and that he will maintain the same throughout the Term of this Contract. The District Superintendent further agrees to subscribe to and take the oath of office before entering upon his duties, in accordance with Section 1004 of the Public School Code.

3. **Duties and Responsibilities.**

A. During the Term of this Contract the District Superintendent agrees to serve as Chief Administrator of the District and Executive Officer for the Board of School Directors, and to perform the duties of the District Superintendent to the best of his abilities in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the

District's Job Description for the position of District Superintendent (attached and incorporated into this Contract as Appendix A), and the provisions of this Contract.

B. The District Superintendent shall be responsible for the total day-to-day administration of the District subject to officially adopted policies of the Board. All official contacts between Board Members and the staff of the District shall be pursuant to the Superintendent's Job Description and Board Policies. Nothing in this section shall preclude the right of Board Members to exercise their responsibilities as individual Board members in the areas of monitoring District operations, conducting oversight activities, or visiting schools, as set forth in Board policy or directed by the Board.

C. The District 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. The District Superintendent and/or his designee shall have the right to attend all regular and special meetings of the Board and all committee meetings thereof, except those relating to the District Superintendent's own employment, and shall serve as advisor to the Board and its committees in all matters affecting the District. The Board and its members individually shall promptly refer all District-related criticisms, complaints and suggestions called to its attention to the District Superintendent or other appropriate administrator for study, disposition, or recommendation as appropriate. Any complaints or criticisms related to the Superintendent shall be referred to the President of the Board of School Directors.

D. The District Superintendent agrees to devote his time, attention, energies, skills and labor to his employment as District Superintendent during the term of this Contract provided, however, that he may undertake, and be compensated for, outside work, including consultative work, speaking engagements, writing, lecturing, adjunct teaching, or other professional services which do not interfere with the District Superintendent's obligations pursuant to this Contract, provided the Board approves in advance of such outside work. If the Board reasonably determines that any outside work of the District Superintendent is or has the likelihood of substantially interfering with the District Superintendent's performance of his duties as District Superintendent pursuant to this Contract, the Board shall so notify him and the District Superintendent will stop the outside work as soon as he practically and reasonably is able to discontinue such outside work, and in no event later than ninety (90) days from notification.

4. **Compensation – Salary and Benefits.**

A. **Salary.**

Effective on the first day of the Term of this Contract, the annual salary of the District Superintendent shall be in the amount of One Hundred Ninety-Five Thousand Dollars (\$195,000), pro-rated for the first year. On July 1, 2022, the annual salary of the District Superintendent shall increase to One Hundred Ninety-Nine Thousand Dollars (\$199,000), provided he receives at least a satisfactory or proficient performance evaluation in accordance with this Contract. On July 1, 2023 and every July 1st thereafter, the District Superintendent shall receive an increase of three-percent (3.0%) in base salary, provided he receives at least a satisfactory or proficient performance evaluation in accordance with this Contract.

(1) Each increase shall be added to and become part of his annual base salary. The Board may provide additional increases to the District Superintendent's salary in its discretion throughout the life of this Contract. The salary increases shall be considered unless the District Superintendent's performance is rated as "unsatisfactory" or less than proficient on any annual performance assessment for the prior school year, in accordance with the provisions of this Contract.

(2) The established annual salary shall be paid in equal installments in accordance with the policy or agreement governing over twelve (12) month administrators in the District, unless otherwise agreed to in writing by the Board and District Superintendent.

(3) The Board shall not decrease the District Superintendent's salary at any time during the term of this Contract, or through any amendment or extension of this Contract, unless agreed to in writing by the District Superintendent.

(4) The District in so adjusting the District Superintendent's salary shall not be considered to have entered into a new contract with the District Superintendent or to have extended the termination date of this Contract.

B. Benefits.

In addition to salary, as set forth herein, the District shall provide the District Superintendent with the following benefits:

(1) Vacation Leave and Holidays.

The District Superintendent shall receive twenty (20) days of vacation leave with full pay each year of this Contract, which shall be credited in full on the first day of the Term of this Contract, and on July 1, 2022 and July 1 of each subsequent year of this Contract.

On June 30th of each year of this Contract, the District shall pay the District Superintendent his then-current per diem rate of pay for each day of unused vacation leave, up to a maximum of ten (10) days. In addition, the District Superintendent's additional unused vacation leave, if any, shall be carried over into the next school year; a maximum of ten (10) days may be carried over year to year.

"Per diem rate of pay" as the term is used throughout this Contract shall equal the District Superintendent's then-current gross annual salary divided by two hundred sixty (260).

The District shall pay the District Superintendent for unused days of vacation leave at the time this Contract is terminated for any reason other than for the reasons set forth under Section 10-1080 of the Public School Code, whether voluntarily or involuntarily, at which time the District shall pay the District Superintendent his then-current per diem rate of pay for each day of unused vacation leave, up to a maximum payment for ten (10) days of unused vacation leave.

In addition, the District Superintendent shall receive, with full pay, all holidays available to twelve-month administrative employees covered under the District's administrator compensation plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164) ("District Administrator Compensation Plan").

(2) **Sick Leave**

The District Superintendent shall transfer and be credited on the first day of this Contract with 114 days of unused sick leave accrued at his previous employer.

In addition, the District Superintendent shall receive fifteen (15) days of sick leave with full pay each year of this Contract, which shall be credited in full on the first day of the Term of this Contract, and on July 1, 2022 and July 1 of each subsequent year of this Contract. In addition, the unused portion of such allowance of sick leave shall accrue from year to year without limit. The District Superintendent shall first use sick leave accrued during his service at the District before using sick leave transferred from his previous public school employment.

The District shall pay the District Superintendent for unused days of sick leave accrued during his service at the District at the time this Contract is terminated for any reason other than the reasons set forth under School Code Section 10-1080, whether voluntarily or involuntarily, at which time the District shall pay the District Superintendent for unused sick leave at the rate and limits as set forth in the District's Administrative Compensation Plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164) for each day of unused sick leave. Sick days transferred from the District Superintendent's previous employer shall not be eligible for payout.

If the District Superintendent retires from the District when he is eligible for full retirement benefits through PSERS, the District shall pay the District Superintendent for all unused days of sick leave, including days transferred from his previous employer, at the rate and limits as set forth in the District's Administrative Compensation Plan.

The District shall make such payments to the District Superintendent for unused sick leave and supplemental unused sick leave as a non-elective employer contribution to the District Superintendent's Section 403(b) account. This non-elective contribution shall be subject to an amount up to or equal to the limits established by law for such accounts. If the compensation limits established for such accounts are exceeded, the District shall cause to be contributed as a non-elective employer contribution to the District Superintendent's 403(b) account in an amount up to and equal to the established limits for such contributions in each subsequent year for a period of not more than five (5) years or until the benefit amount is exhausted. There is no cash option for such payments.

The District Superintendent may use his days of sick leave to care for members of his "immediate family" as that term is defined in the "Bereavement Leave" subparagraph

of this Contract. Sick days used for members of his “immediate family” will be deducted from his allocated sick leave in the same manner as those used for his own illness.

(3) Bereavement Leave

The District Superintendent shall be entitled to five (5) days of bereavement leave, with full pay, because of a death in the District Superintendent’s immediate family. “Immediate family” is defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, parent-in-law, stepparent, step-child, grandparent, grandchild, someone residing in the same household or any person with whom the District Superintendent lives. The District Superintendent shall be entitled to one (1) day of bereavement leave, with full pay, because of a death of a “near relative”. “Near relative” is defined as a cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law of the District Superintendent or his spouse. The District Superintendent may use additional days of sick leave for bereavement, in his sole discretion.

(4) Jury Duty and Court Appearances

The District Superintendent shall be permitted to attend, without loss of pay or benefits, jury duty and court and other appearances for any proceeding in which he is subpoenaed to appear.

(5) Life Insurance

The District shall obtain and pay the full cost of the premiums for the purchase of a term life insurance policy with a benefit amount equal to two times the District Superintendent’s annual salary plus six-hundred and fifty thousand dollars (\$650,000). The District Superintendent shall have the sole right to determine the beneficiary of such policy.

(6) Disability Insurance

The District shall obtain and pay the full cost of the premiums for the purchase of a disability income protection insurance policy for the District Superintendent, which policy shall provide monthly disability income to the District Superintendent in an amount equal to sixty percent (60%) of the District Superintendent’s gross monthly salary. The policy shall entitle the District Superintendent disability payments to begin ninety-one (91) days from the last day worked and continuing until age sixty-five (65).

(7) Medical Insurance

The District shall provide the District Superintendent, his spouse, and eligible dependents medical insurance benefits, including but not limited to hospitalization, physician coverage, major medical, prescription, vision, and dental coverage, or substantial equivalents thereto, under the same terms and conditions as provided under the District’s administrator compensation plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164). The District Superintendent shall have the right, at his sole

discretion, to select his medical insurance coverage from the plans offered by the District to any District administrator as provided under the District's administrator compensation plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. §11-1164), provided the District Superintendent pay the applicable employee premium share.

(8) Liability Insurance

The District shall provide and pay the full cost of legal liability and general liability insurance coverage that provides the District Superintendent coverage for acts and omissions undertaken in the course and scope of his employment with the District.

(9) Protection Costs

In the event that the life or safety of the District Superintendent and/or his family is threatened or otherwise appears in danger because of the performance of the District Superintendent's official duties, the District shall pay reasonable costs incident to the protection of the District Superintendent and his family. Protection, if necessary, will be sought first from the local police authorities.

(10) Professional Development

The District shall pay the full enrollment cost and fees for all professional development courses and continuing education courses taken by the District Superintendent during this Contract that is required to maintain his certification or as otherwise approved by the Board.

(11) Vehicle and Mileage Reimbursement

The District shall provide the District Superintendent with a vehicle for his exclusive use during the Term of this Contract. The District will assume the cost of the lease which shall not exceed \$550.00 per month. The District shall be responsible for insurance and maintenance costs. The Superintendent shall be responsible for the cost of fuel but shall be reimbursed at the IRS rate for fuel only to the extent the vehicle is used for business travel outside the boundaries of the District. The District Superintendent shall also be responsible for annual license fees and any excess mileage charges above and beyond the standard terms and conditions of the lease.

(12) Professional Memberships

The District shall pay the full cost of the District Superintendent's annual membership and participation in three (3) professional associations including the American Association of School Administrators (AASA); the Pennsylvania Association of School Administrators (PASA); and another association of the District Superintendent's choosing. The District shall also pay the full cost of the District Superintendent's membership and participation in a local civic or community organization of his choosing.

(13) Conferences, Seminars, and Workshops

The Board considers the reasonable expenses involved in annual attendance at conferences, seminars, and workshops at the national, state, and/or regional levels each year to be directly related to the District Superintendent's duties and appropriate for payment or reimbursement in accordance with District policies and procedures. The Board must approve attendance at all state and national conferences. In addition, prior approval from the Board for travel under this paragraph is required when such conferences, seminars and workshops require the District Superintendent's absence from the District in excess of three (3) days or are outside the Commonwealth of Pennsylvania. Expense reimbursement for such activities shall be provided to the District Superintendent in accordance with District policies and procedures.

(14) Technology

All appropriate technology necessary for the proper execution of all job requirements will be provided at no expense to the District Superintendent, including but not limited to a computer and cell phone.

(15) Tax-Deferred Account Contribution.

On or before June 30th of each year of this Contract, in addition to the District Superintendent's salary, throughout the Term of this Contract the District shall make an annual mandatory employer contribution to the Superintendent's 403(b) account in the amount equal to match the District Superintendent's own annual contribution to his 403(b) account dollar-for-dollar, not to exceed five percent (5%) of the District Superintendent's then-current annual salary. There is no cash option for such payments. The Parties agree that such contributions are not compensation for purposes of the Pennsylvania Public School Employees' Retirement System ("PSERS") retirement and, therefore, neither an employee nor an employer contribution is due on the payments nor are the payments includable in calculating PSERS benefits.

(16) Personal Leave and Emergency Leave

(a) The District Superintendent shall receive three (3) days of personal leave with full pay each year of this Contract, which shall be credited in full on the first day of the Term of this Contract and on July 1, 2022 and on July 1st of each subsequent year of this Contract. Unused personal leave shall accrue from year to year provided that the total number of personal days that may carry over into a subsequent fiscal year shall not exceed four (4) days. Any personal leave accumulated on June 30th of each year of this Contract in excess of four (4) days shall be converted to days of sick leave. In addition, when this Contract is terminated for any reason, whether voluntarily or involuntarily, all unused days of personal leave shall be converted to days of sick leave.

(b) The District Superintendent shall receive two (2) days of emergency leave per year for family and/or property emergencies, subject to reasonable approval of the Board President.

(17) Payment for Medically-Related Expenses

The District shall provide the District Superintendent with payment for any medical or medically-related expenses not covered by medical plans or reimbursed to any percentage under major medical, not to exceed eight hundred dollars (\$800) per year. The District Superintendent shall submit receipts to the District business office in order to receive such payment or reimbursement.

(18) Summer FlexTime Schedule

The District shall permit the District Superintendent to exercise a flextime option for his work schedule during the summer months when school is not in session with the prior approval of the Board President.

(19) Other Benefits

(a) The District Superintendent shall be entitled to any and all benefits required by the Public School Code to be paid for or provided.

(b) Unless otherwise noted in this Contract, the benefits specified in the District's administrative compensation plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164) shall not apply to the District Superintendent.

(c) Nothing contained herein shall preclude the District from providing additional benefits and incentives to the District Superintendent as may be agreed to by the parties.

5. Assessment of Performance.

A. The Board shall evaluate, in writing, the performance of District Superintendent once a year during the term of this Contract, no later than June 30th of each year, commencing on June 30, 2022, unless the parties mutually agree in writing on another date for the annual evaluation. The annual performance assessment shall be conducted in an executive session limited to members of the Board of School Directors and the District Superintendent. An evaluation instrument and method mutually agreed upon in writing by the Board and the District Superintendent shall be utilized for the annual performance assessment. Provided, however, that any evaluation instrument and method selected shall require the Board of School Directors to speak in one voice by voting as an entire Board rather than "averaging" the feedback of each member regarding each aspect of the evaluation. In the event the Board consensus determines that the performance of the District Superintendent is unsatisfactory or less than proficient in any respect, it shall describe in writing, in reasonable detail, the specific instances of unsatisfactory performance. A copy of the written

evaluation shall be delivered to the District Superintendent. The District Superintendent shall have the right to make a written response to the evaluation. The Board's evaluations and the District Superintendent's response(s) shall be totally private and in no manner become public knowledge either through verbal or written communication, except as otherwise expressly required by state or federal law. The District Superintendent's performance shall be deemed satisfactory and the District Superintendent shall not be subject to discipline, discharge or termination on the basis of neglect of duty or incompetency in any year when a formal performance assessment is not completed in accordance with this Contract.

B. Performance Expectations, Including Objective Performance Standards. The performance of the District Superintendent shall be assessed in part against the objective performance standards that have been mutually agreed upon by the Board and the District Superintendent. The Board shall post the mutually agreed upon objective performance standards on the District website and shall also annually post the date of the District Superintendent's annual performance assessment and whether or not the District Superintendent met the agreed upon objective performance standards. No other information regarding the District Superintendent's performance assessment shall be posted on the District website or in any other manner disclosed by the District unless expressly required to do so by state or federal law. The Board and District Superintendent hereby mutually agree to the objective performance standards which are attached hereto as Appendix B and incorporated herein by reference, and which shall be reviewed and updated as necessary on or before July 1st of each year of this Contract unless another date is mutually agreed upon by the Board and District Superintendent.

6. **Professional Liability.**

The Board agrees that the District will defend, hold harmless and indemnify the District Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the District Superintendent in his individual capacity or in his official capacity as agent and employee of the Board, provided the incident arose while District Superintendent was acting, or reasonably believed he was acting, within the scope of his employment and as such liability coverage is within the authority of the Board to provide under state law. The obligation of the District to defend, hold harmless, and indemnify the District Superintendent as set forth above shall apply even if the lawsuit in question occurs after the District Superintendent retires or otherwise leaves the position of District Superintendent, provided the events which gave rise to the lawsuit arose while the District Superintendent was acting, or reasonably believed he was acting, within the scope of his employment as District Superintendent and the indemnification costs are authorized under the Political Subdivision and Tort Claims Act. This obligation shall survive the termination of this Contract.

7. **Reappointment.**

The Board shall provide the District Superintendent with periodic opportunities to discuss the District Superintendent-Board relationship and shall inform his in writing at least annually of any inadequacies perceived by the Board. If, at any time, the Board of School Directors decides that it does not desire to renew the contract of the District Superintendent for another term, the

Board shall notify the District Superintendent in writing by certified mail, no later than 90 days prior to the end of this Contract Term, of the Board of School Directors' intent not to reappoint him. Should the District Superintendent not be so notified, he shall be reappointed for a new term of one year and the terms and conditions of this Contract shall be incorporated into a successor Contract unless mutually agreed otherwise by the Board and the District Superintendent. Prior to the end of the one-year renewal term as provided above, the Board shall take action necessary to either retain the District Superintendent or notify him that other candidates will be considered for the office. If no action is taken prior to the conclusion of the one-year extension, the term of office for the District Superintendent shall terminate.

8. **Termination.**

This Contract may be terminated prior to the end of the Term of this Contract as follows:

A. The District Superintendent shall be subject to discharge and termination of this Contract for the reasons specified in Section 1080 of the Public School Code. However, the Board shall not arbitrarily or capriciously call for the District Superintendent's dismissal and the District Superintendent shall in any event have the right to written charges, notice of hearing, fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. At any such hearing before the Board, the District Superintendent shall have the right to be present and to be heard, to be represented by counsel, and to present evidence, through witnesses, testimony, and documentation relevant to the issue. A transcript of the record of proceedings before the Board shall be made available without charge to the District Superintendent. The District Superintendent shall have the right to be represented by counsel at his sole cost and expense.

B. This Contract may be unilaterally terminated by the resignation of the District Superintendent at any time; provided the District Superintendent gives the Board at least ninety (90) days' notice prior to the effective date of the resignation. If this Contract is terminated in this manner, the District shall pay and provide to the District Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverage and payment for unused leave, the District Superintendent earned, accrued and/or is entitled to in accordance with this Contract through the effective date of his resignation and termination of this Contract plus any applicable post-employment and retirement benefits provided for in this Contract.

C. This Contract may be terminated by the mutual consent, in writing, of the District Superintendent and the Board. If this Contract is terminated in this manner, the District shall pay and provide to the District Superintendent all of the aggregate compensation, salary, and benefits, including but not limited to insurance premiums and coverage and payment for unused leave, the District Superintendent earned, accrued and/or is entitled to in accordance with this Contract through the mutually agreed upon effective date of the termination of this Contract plus any applicable post-employment and retirement benefits provided for in this Contract and any additional amount mutually agreed upon by the Board and District Superintendent.

D. This Contract shall be terminated upon the death of the District Superintendent, at which time, the District shall pay to the District Superintendent's surviving spouse, or if no

surviving spouse to his estate and/or heirs all of the aggregate compensation, salary, and benefits the District Superintendent earned, accrued and/or is entitled to under this Contract through the date of the District Superintendent's death.

9. **Modification.**

This Contract shall not be amended, changed or modified, except in writing approved of and signed by the District Superintendent and approved of by the Board and signed by a duly authorized officer(s) of the Board.

10. **Medical Evaluation.**

A complete medical and visual examination of the District Superintendent shall be required not less than once every two years and no more often than once each year. The District shall reimburse the District superintendent for all costs of such medical or visual examination that are not fully paid for by medical insurance.

11. **Savings.**

Should any provision of this Contract be declared illegal or unenforceable by a court of competent jurisdiction, said provision shall be deleted from this Contract to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the Contract if not affected by the deleted provision. If at any time thereafter such provision shall no longer conflict with the law, then it shall be deemed restored in full force and effect as if it had never been in conflict with the law.

12. **Obligations.**

This Contract shall be binding upon and shall inure to the benefit of District and its duly authorized representatives and successors. This Contract shall be binding upon and shall inure to the benefit of the District Superintendent and, to the extent applicable, his personal representatives and heirs.

13. **Statutory Reference.**

All references to the Public School Code contained herein shall also refer to and incorporate any amendment or recodification of the Public School Code.

14. **Applicable Law.**

This Contract shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.

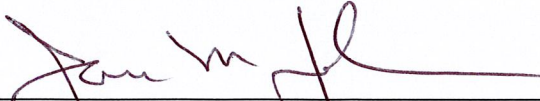
15. Internal Revenue Code 409A Compliance.

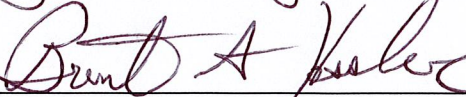
This Contract and its operation are intended to comply with Section 409A of the Internal Revenue Code to the extent such Internal Revenue Code section applies to any non-qualified deferred compensation paid hereunder. The District and District Superintendent intend that this Contract shall be administered, interpreted and construed in a manner consistent with Section 409A of the Internal Revenue Code and the regulations relating thereto so as not to subject the District Superintendent to the payment of tax, interest and any tax penalty which may be imposed under Section 409A. The provisions of this Contract shall be construed and interpreted in such a manner consistent with such good faith intent. Each payment and each installment described in this Contract shall be considered a separate payment from each other payment or installment. Notwithstanding any other provision of this Contract, it is intended that any payment or benefit which is provided pursuant to or in connection with this Contract which is considered to be nonqualified deferred compensation subject to Section 409A shall be provided and paid in a manner, and at such time and in such form, as complies with the applicable requirements of Section 409A of the Internal Revenue Code. The District and the District Superintendent shall cooperate in good faith to modify this Contract as necessary to comply with the requirements of Section 409A of the Internal Revenue Code and preserve to the maximum extent possible the economic value of the relevant payment or benefit to the District Superintendent under this Contract. This obligation shall survive the termination of this Contract.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this Contract to be duly executed the day and year first written above.

[Signatures on following page]

CENTRAL YORK SCHOOL DISTRICT:

By:  09-13-21
President, Board of School Directors Date

ATTEST:  09-13-21
Secretary, Board of School Directors Date

DR. PETER J. AIKEN:

By:  13 Sept 2021
Dr. Peter J. Aiken, District Superintendent Date

**APPENDIX A
CENTRAL YORK SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Superintendent

REPORTS TO: Board of Directors

APPROVED BY: Board of Directors

DATE: June 2015

JOB SUMMARY: Serve as the chief school officer of the school district. Provide leadership in the developing and maintaining the best possible educational programs and services. Oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency. Supervise school staff.

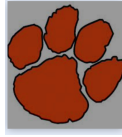
PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide educational leadership for the district.
2. Attend public events and meetings as a representative of the school district.
3. Administer the school code and all legal requirements pertaining to public education.
4. Provide input and information to the Board of Directors to assist them in decision-making.
5. Establish annual areas of focus and initiatives adopted by the School Board and move the school district toward the fulfillment of goals contained in the strategic plan.
6. Supervise the preparation of the annual budget.
7. Represent the school district at local, state and national meetings appropriate to the educational program.
8. Visit district schools on a regular basis to monitor the programs and events in the various buildings.
9. Evaluate district-wide programs and make recommendations to the Board of Directors regarding their adequacy.
10. Assign projects and tasks to appropriate staff members and monitor the completion of those projects and tasks.
11. Promote close cooperation between teachers, parents, and other school district staff as well as represent the School Board as a liaison between the school district and community.
12. Oversee and facilitate all school district construction projects and act as a liaison to the School Board for all construction matters.
13. Oversee a positive public relations program promoting the school district in the community.
14. Oversees the recruitment, employment and retention of staff members.
15. Perform other duties as assigned by the Board of Directors.

QUALIFICATIONS: Ten (10) years experience in multiple areas of public education necessary, including elementary or secondary school instruction and administration/supervision
Letter of eligibility required
Masters degree required
Doctorate preferred
Proper Pennsylvania administrative certification
Knowledge of K-12 curriculum, instruction, PA assessment, school district policy and PA school law

- PHYSICAL DEMANDS:** Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
Ability to mostly sit, with some walking, standing or moving throughout the district
- SENSORY ABILITIES:** Visual acuity
Auditory acuity
- WORK ENVIRONMENT:** Typical office environment
Subject to inside and outside environmental conditions
- TEMPERAMENT:** Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress
- COGNITIVE ABILITY:** Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment
- SPECIFIC SKILLS:** Must possess leadership skills
Must possess supervisory skills
Must possess computer skills
Ability to operate various office equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)



APPENDIX B
CENTRAL YORK SCHOOL DISTRICT
SUPERINTENDENT'S OBJECTIVE
PERFORMANCE STANDARDS
2021-2022

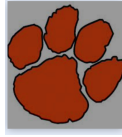
Extreme Ownership.
Look. Listen. Learn. Lead.

Seek first to understand, then to be understood. ~ Steven Covey

OBJECTIVE PERFORMANCE STANDARD:

By June 30, 2022, the District Superintendent will provide a report to the Board regarding the implementation of the following Entry Plan.

Central York School District ~ Entry Plan	
Action Goals of Transition Plan	Description of Action Goals
Build Relationships	<ul style="list-style-type: none">➤ Board – governance structure, individual meetings➤ School Leaders – establish professional dialogue, district priorities, learning walks➤ Teachers, students, families – Create Connections
Schedule and conduct school visits	<ul style="list-style-type: none">➤ Schedule and conduct school visits within the first 1-2 weeks➤ Visit every classroom within each school➤ Schedule breakfast, lunch, or after school meetings in each school

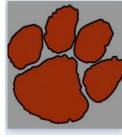


APPENDIX B
CENTRAL YORK SCHOOL DISTRICT
SUPERINTENDENT’S OBJECTIVE
PERFORMANCE STANDARDS
2021-2022

Extreme Ownership.
 Look. Listen. Learn. Lead.

Assess strategic plan, district initiatives with district administrators	<ul style="list-style-type: none"> ➤ Review goals within strategic plan ➤ Assess district initiatives such as the technology plan, professional development plan, instructional and assessment focus ➤ Conduct meetings with district administrators
Review and assess student achievement data	<ul style="list-style-type: none"> ➤ Analyze student achievement data – (pre-entry) ➤ Review PSSA, Keystones, PVAAS data reports from each school with school leaders ➤ Review PSAT, SAT, AP, and Student Attendance data ➤ Review graduation rates, college/career persistence
Review financial stability and viability	<ul style="list-style-type: none"> ➤ Review 5-year financial health, structural health, and viability ➤ Review budgeting process, audits, and grants ➤ Assess feasibility of values-based budgeting, alignment with district goals and priorities
Assess and review general district operations	<ul style="list-style-type: none"> ➤ Review district safety and crisis plan and meet with local law enforcement ➤ Meet with the district solicitor to review any current or pending legal matters ➤ Review terms of contracts and review cycle

Seek first to understand, then to be understood. ~ Steven Covey

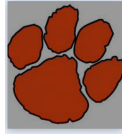


APPENDIX B
CENTRAL YORK SCHOOL DISTRICT
SUPERINTENDENT'S OBJECTIVE
PERFORMANCE STANDARDS
2021-2022

Extreme Ownership.

Look. Listen. Learn. Lead.

Action Goals of Transition Plan	Description of Action Goals
Develop strong organizational structures	<ul style="list-style-type: none">➤ Strengthen communication & connection➤ Establish workflow, 30 days, 60 days, 90 days➤ Establish meeting schedules such as cabinet, school leaders, business office, pupil services, etc.
Seek out community relationships	<ul style="list-style-type: none">➤ Reach out to and connect with civic groups, libraries, district partnerships, etc.
Develop personal growth plan	<ul style="list-style-type: none">➤ Confer and meet with mentors (former and current superintendents)➤ Read, listen, and learn from podcasts, journal articles, books, and other resources (scheduled learning time)
Write and send greeting letter	<ul style="list-style-type: none">➤ Construct and send letter to all staff members, communicating who I am as a person, my beliefs and values as an educator➤ Construct and send a letter to all families of the district, communicating who I am as a person, my beliefs and values as an educator➤ Continue on a monthly basis
Evaluate the district administrator, school leader, and teacher evaluation system	<ul style="list-style-type: none">➤ Review and schedule the process for evaluating school leaders and district administrators (compliance with Framework for Leaders)➤ Collaborate with school leaders on the process for evaluating school personnel (compliance with Act 82)



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Entry Plan – 60 Day Deliverables

1. Strong Foundation of Relationships – All Stakeholders
2. Greeting Letters – Staff Members and Families
3. School Visits – Meetings with Staff Members
4. Review student achievement data with school leaders
5. Review Financials, Facilities, Capital Plan