

SUPERINTENDENT'S EMPLOYMENT CONTRACT

An Agreement Between

The Board of Education
of the
East Stroudsburg Area School District

and

Dr. Margaret Vitale

PREAMBLE

THIS AGREEMENT is made and entered this 23rd day of September, 2024, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter referred to as “District” or the “Board”) and Dr. Margaret Vitale, an individual (hereinafter referred to as “Superintendent”).

WHEREAS, the Board of Education of the District, at regularly scheduled meeting duly and properly called and held on the 23rd day of September, 2024, did appoint Dr. Margaret Vitale to the office of District Superintendent for the District in accordance with the provisions of Sections 508, 1071, 1073 and 1073.1 of the Public School Code of 1949, as amended; 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:

TERM OF CONTRACT

The Board, in consideration of the promises herein contained, has employed Dr. Margaret Vitale, and Dr. Margaret Vitale hereby accepts said employment as Superintendent of Schools of the East Stroudsburg Area School District for a term commencing on a date to be determined, but in no event more than 120 days after September 23, 2024 (the “Commencement Date”), and ending on the day before the fifth anniversary of the Commencement Date (“Term”). The Commencement Date shall be set in connection with the Superintendent’s release from her current employment, allowing a reasonable number of transition days between release and commencement.

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

SALARY

The Superintendent's salary for the initial fiscal year (2024-2025) shall be Two Hundred Twenty Thousand and 00/00 dollars (\$220,000.00), prorated on a school year basis based upon the Commencement Date. The salary shall increase annually by four percent (4%), commencing on July 1 of each fiscal year. Any such salary increase shall be provided solely upon the Superintendent's satisfactory performance in accordance with this Agreement (see "Yearly Evaluation," below). Any adjustment in salary made during the life of this Agreement or any extension thereof shall be in the form of an amendment which shall become a part thereof. No adjustment in salary may reduce the annual salary in effect at any given time. In making any such amendment, it shall not be considered that the District has entered into a new agreement with the Superintendent, nor that the termination or expiration date of this Agreement has been extended. However, the District may, by specified action, extend the termination or expiration date of this Agreement if the same is agreeable to the parties and is permitted by law.

EMPLOYEE BENEFITS

The School District shall provide the Superintendent with employee benefits identical to those provided to District Administrators pursuant to the School District's Administrative Compensation Plan in effect for each school year of this Agreement, with the following provisions specific to the Superintendent which shall override the terms of the Administrative Compensation Plan:

- (1) The Superintendent shall be entitled to 30 vacation days for each school year of this agreement, prorated for the 2024-2025 school year based upon the Superintendent's start date.
- (2) The Superintendent shall be permitted to transfer up to twenty-five (25) sick days which the Superintendent has accumulated at prior Pennsylvania school district employment. Any additional sick days the Superintendent has accumulated at prior Pennsylvania school district employment shall be retained by the Superintendent solely in a catastrophic illness account for the benefit of the Superintendent. Sick days maintained in the catastrophic illness account shall not transfer to the

Superintendent's regular sick leave reserve, shall not be payable at employment separation, resignation or retirement of the Superintendent, and can only be accessed in the event of illness or accident, non-work related, which will require the Superintendent to exercise sick leave in excess of thirty (30) days consecutively, with appropriate medical documentation reasonably acceptable to the Board in consultation with its Solicitor and Human Resources Director.

- (3) Graduate Course Reimbursement for the Superintendent shall be approved by the Board of Education pursuant to the provisions of the Administrative Compensation Plan concerning reimbursement.
- (4) Regardless of changes to the Administrative Compensation Plan during the course of this Agreement, there shall be no reduction in the quantity or quality of employee benefits provided to the Superintendent.

PROFESSIONAL ASSOCIATIONS AND MEMBERSHIP DUES

In addition to, and notwithstanding, any of the remaining terms and conditions of this Contract, the Board will pay, at the expense of the School District, the basic membership fees of the Superintendent in the following organizations for the term of the Superintendent's contract:

American Association of School Administrators

Pennsylvania Association of School Administrators

Association for Supervision and Curriculum Development

Pennsylvania Association for Supervision and Curriculum Development

National School Boards Association

Pennsylvania School Boards Association

Any other organization requested by the Superintendent and approved by the Board in its reasonable discretion

The District recognizes the obligation to professional growth and development provided by these affiliations and encourages and permits the Superintendent to participate actively. The District and Superintendent may mutually agree to change, add to or delete

the professional association memberships covered by this paragraph, and such change shall be in writing and approved by the Board and Superintendent. The duties of the Superintendent require her participation and presence at numerous meetings, conventions, and conferences in order to maintain awareness of current issues, programs and information. The Superintendent's attendance at meetings, seminars, workshops, conferences, in-service programs, school activities, continuing education, professional development and graduate education programs is necessary to maintain the knowledge and skills required of her position. The District considers the expenses involved in such activities to be directly related to the Superintendent's duties and appropriate for reimbursement. However, the Superintendent will not attend more than one national conference per year without prior approval from the Board. Expense reimbursements for such activities are hereby approved and shall be provided in accordance with the procedures of District policy.

YEARLY EVALUATION

A. The Board shall conduct an annual written assessment of the performance of the Superintendent no later than June 30 of each year of this Agreement, unless another date for the annual performance assessment is mutually agreed upon in writing by the Board and the Superintendent. An evaluation instrument produced and provided by the Pennsylvania School Boards Association for evaluation of Superintendents shall be used by the Board for this purpose, unless the Board and the Superintendent mutually agree upon a different instrument and methodology. A copy of the written performance assessment shall be delivered to the Superintendent and shall be discussed with the Superintendent in a private executive session of the Board limited to members of the Board and the Superintendent. The Superintendent shall have the right to make a written response to the annual performance assessment. In the event the Board consensus determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, the specific instances of unsatisfactory performance. Any other practices and procedures concerning the evaluation shall be in accordance with the instructions and guidelines provided by PSBA. The Board and the

Superintendent agree that the annual performance assessments and the Superintendent's responses shall be privileged and the Board and its individual members shall respect the confidentiality of the discussions. The Board and its individual members shall not reveal confidential information about the Superintendent's performance assessment results except in the case of a dispute between the Superintendent and District in which her performance is or becomes an issue or in response to the Superintendent making the performance assessment results public or with the Superintendent's agreement or as otherwise expressly required by state or federal law. The Superintendent's performance shall be deemed satisfactory, her objective performance shall be deemed met, and the Superintendent shall not be subject to discipline, discharge or termination on the bases of neglect of duty or incompetency in any year when a formal performance assessment was not completed in accordance with this Agreement.

B. The performance assessment shall be used for the following purposes:

1. To strengthen the working relationship between the District and Superintendent and to clarify for the Superintendent and individual members of the Board the responsibilities the Board relies on Superintendent to fulfill;
2. To discuss and establish goals and/or objective performance standards for the ensuing year; and
3. To establish the basis for regular annual salary increases as set forth above.

C. Performance Expectations, Including Objective Performance Standards

The performance of the Superintendent shall be assessed against the Superintendent's Job Description, which is attached hereto as Exhibit "A" and made a part hereof and the objective performance standards that have been mutually agreed upon in writing by the Superintendent and the Board and which shall be attached hereto as Exhibit "B" and made a part hereof, and which shall be reviewed and updated annually as necessary on or before July 1 of each year of this Agreement, unless another date is mutually agreed upon by the Board and the Superintendent.

D. The Board shall annually post on the District website the date of the Superintendent's formal performance assessment; the mutually agreed upon written performance standards; and whether the Superintendent met the agreed upon objective performance standards. No other information regarding the Superintendent's annual performance assessments shall be posted on the District website without the express written approval of the Superintendent.

PHYSICAL EXAMINATION OF SUPERINTENDENT

The Superintendent agrees, upon a written request by the President of the Board, to have a comprehensive medical and visual examination once each year. The cost of said medical and visual examination shall be borne by the School District.

EXPENSE AND MILEAGE REIMBURSEMENT

The District shall fully reimburse the Superintendent for all reasonable expenses incurred by the Superintendent in the discharge of her duties, upon proper documentation. This shall include reimbursement for mileage associated with the use of her private vehicle in the performance of the Superintendent's duties. Said reimbursement shall be based on the highest current mileage allowance as established by the Internal Revenue Service, as the same may be changed or modified from time to time. Such expense reimbursement costs shall be estimated for budget purposes and approved by the Board in accordance with Board policy and procedures.

The District shall supply and pay for a "smartphone"-style cellular telephone, laptop computer and related computer equipment for the Superintendent's professional and personal use during the duration of this Agreement and shall provide instruction and technical support to assist with access to the District's computer network from the Superintendent's residence. The District shall not be responsible for the payment of the internet service at the Superintendent's residence but shall pay for mobile wireless capability for the Superintendent's cellular telephone, laptop computer and other technological devices, including but not limited to her iPad or other tablet computer. The Superintendent agrees to return any equipment provided by the District and all District-

related computer files at the conclusion of her employment with the District, or in the alternative, to purchase the equipment at its market price as determined by the District's existing technology disposal programs.

QUALIFICATIONS OF THE SUPERINTENDENT

The Superintendent covenants and warrants that she possesses all of the qualifications required by law to serve as Superintendent of the District. The Superintendent agrees to maintain during the term of this contract a valid and current commission or other legal credential as may be required by law to serve as Superintendent of the District.

The Superintendent further agrees to devote her time, skill, labor, and attention to the performance of her duties as Superintendent of the School District on a full time basis during the term of this Agreement; provided, however, that the Superintendent with prior notice to, and prior authorization of, the School Board and as allowed by law, may undertake activities not directly related to the operations of the School District such as a consultant, speaking engagements, writing, lecturing, adjunct teaching or other professional duties and obligations which do not interfere with the performance of the Superintendent's duties with the School District. If the School Board determines that the Superintendent's outside activities are interfering with her duties as Superintendent, they shall first put her on notice, and she shall cease these activities within sixty (60) days.

The Superintendent further expressly covenants and warrants that she does not and will not have during the term of this contract any financial interest, direct or indirect, in the sale or adoption of any book or textbook, or the sale to or lease by the School District of any supplies or equipment, or any other pecuniary or financial interest which would create or appear to create a conflict of interest with the performance of her duties as Superintendent. The Superintendent further covenants and warrants that she has not violated any provision of the School Code of the Commonwealth of Pennsylvania with respect to her qualification or election as Superintendent.

GENERAL DUTIES OF THE SUPERINTENDENT

During the term of this Agreement, the Superintendent agrees to serve as the Chief Administrator of the District and as the Executive Officer for the Board, and to perform the duties of the Superintendent in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the School District, the Job Description established by the School District for the Superintendent (attached hereto as Exhibit "A"), and the regulations of the Board, and all amendments thereto.

Unless utilizing vacation, personal, sick or bereavement leave, or other leave as provided for herein or approved by the Board, the Superintendent shall be required to work on all days during the school term during which school is in attendance and on all days during which professional staff employees are required to be in attendance. Additionally, during the months of June through August, the Superintendent shall work Monday through Friday of each week, with the exception of days of leave and legal holidays, and subject to any alterations of the administrative calendar or work-from-home days. For the avoidance of doubt, during the months of June through August, the Superintendent will be permitted to work four-day work weeks in accordance with the schedule permitted the School District's Act 93 Administrative Employees, but only to the extent permitted the said Act 93 employees.

OPERATIONS ROLE OF SUPERINTENDENT AND BOARD OF EDUCATION

The parties hereby agree as follows:

1. The Superintendent, either personally or through her designees at her direction, will furnish recommendations to the Board of Education on all matters having to do with selection, appointment, assignment transfer, promotion, organization, reorganization, reduction, or termination of personnel employed or to be employed by the School District, any and all of which recommendations shall be subject to final approval by the Board.
2. The Superintendent shall be responsible for the total day-to-day administration of the District operations subject to compliance with officially adopted policies of the Board. All official contacts between Board members and the staff of the District

shall be through the Superintendent. Nothing in this section shall preclude the right of Board members to exercise their responsibilities as Board members in the areas of monitoring District operations, conducting oversight operations, or visiting schools, or otherwise, as set forth in Board policy or directives, as set forth in the School Code or as otherwise provided by controlling statute, guideline or regulation.

3. Superintendent will have a seat on the Board of Education and the right to speak on all issues before the Board of Education in accordance with applicable law but shall not have the right to vote. Superintendent and/or her designee(s) will attend all regular and special meetings and executive sessions/work sessions of the Board of Education and will serve as an advisor to the Board in all matters affecting the School District.
4. Criticisms, complaints, and suggestions called to the attention of the Board or its members will be referred to the Superintendent for study, disposition, or recommendation, as appropriate; provided, however, that any criticisms, complaints or suggestions relating directly to the Superintendent's conduct or performance shall be directed to the Superintendent and then referred to the Board and handled as the Board shall deem appropriate, and the Board President shall advise the Superintendent regarding the same.
5. Superintendent shall prepare and update from time to time, for approval by the Board of Education, a table of organization which shall provide a basis for disposition of matters contained within this section of the Agreement and communications related thereto.

PROFESSIONAL LIABILITY

The Board agrees that it will defend, hold harmless and indemnify Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against Superintendent in her individual capacity or in her official capacity as agent and employee of the Board, provided the incident arose while Superintendent was acting, or reasonably believe she was acting, within the scope of her employment and as such liability coverage

is within the authority of the Board to provide under state law. If, in the good faith opinion of the Superintendent, a conflict exists as regards the defense to such claims between the legal position of the Board and the legal position of the Superintendent, the Superintendent may engage separate counsel and the Board shall continue to indemnify the Superintendent and pay the full costs of the Superintendent's legal defense. This obligation shall survive the termination of this Agreement.

INVESTIGATIONS BY THE BOARD

In the event that the Board of Education directs that any investigation of the Superintendent's conduct or performance be undertaken, Superintendent shall be: (i) notified of the occurrence and purpose of such investigation prior to the commencement of the same; (ii) granted access to all documents or reports generated by such an investigation and; (iii) granted the opportunity to respond, verbally or in writing, to any documents, findings or conclusions derived from such an investigation prior to the investigation being concluded. Any investigations undertaken by the Board shall be completed in private without any public disclosure by the Board or Superintendent of the commencement or progress of the same. Nothing herein shall obligate the Board to share attorney-client privileged or work product information with Superintendent following the completion of any investigation of her conduct or performance. Should any portion of this section contradict provisions of the Child Protective Services Law, 23 Pa.C.S.A. § 6301, *et. seq.*, as amended, the provisions of the Child Protective Services Law shall prevail.

REAPPOINTMENT/RETENTION

The Board shall provide Superintendent with periodic opportunities to discuss Superintendent-Board relationships and shall inform her at least annually of any inadequacies perceived by the Board. Reappointment or retention of the Superintendent shall be in accordance with Section 1073 of the School Code or then applicable law. The parties may at any time renegotiate the terms of this Agreement if such renegotiation is desirable and agreeable to both parties.

TERMINATION OF AGREEMENT

A. Throughout the term of this contract, the Superintendent shall be subject to discharge for valid and just cause for the reasons specified in section 1080 of the Public School Code. In addition to those reasons as set forth in Section 1080 of the School Code, the School Board shall have grounds to terminate this Agreement if the Superintendent has made any misrepresentations, either in writing or orally, if the Superintendent fails to maintain her legal credentials. However, the Board shall not arbitrarily or capriciously call for her dismissal and the Superintendent shall in any event have the right to written charges, notice of hearing, and 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 Superintendent shall have the right to be present and to be heard, to be represented by counsel, and to present witnesses and testimony relevant to the issue. A transcript of the record of proceedings before the Board shall be made available without charge to the Superintendent in the event an appeal is taken by the Superintendent from any action taken by the Board. Superintendent shall have the right to be represented by counsel at her sole cost and expenses. Provided, however, if the charges against the Superintendent are not sustained and/or should the Superintendent prevail in any hearing or appeal, the Board shall reimburse her for all legal fees and expenses incurred by the Superintendent in the proceedings.

B. This Agreement may be unilaterally terminated without penalty by the resignation of the Superintendent at any time provided the Superintendent gives the Board at least ninety (90) days notice prior to the effective date of the resignation. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverages and payment for unused leave the Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the effective date of her resignation and termination of this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement.

C. This Agreement may be terminated by the mutual consent, in writing, by the Superintendent and the Board. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for unused leave the Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the mutually agreed upon effective date of termination of this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement and any additional amount mutually agreed upon by the Board and Superintendent. Additionally, the Board shall not negatively evaluate or provide any negative job reference or information regarding the Superintendent's work performance, unless otherwise expressly required by state or federal law.

D. This agreement shall be terminated upon the death of the Superintendent, at which time the District shall pay to the Superintendent's estate and/or heirs all of the aggregate compensation, salary and benefits the Superintendent earned, accrued and/or is entitled to under this Agreement through the date of the Superintendent's death. Notwithstanding the provisions of this Section D. and termination of this agreement upon the death of the Superintendent, benefits expressly intended to survive the death of the Superintendent for the benefit of the Superintendent's spouse, shall survive said termination of this agreement pursuant to this Section D.

MODIFICATION

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

APPLICABLE LAW

All references to the Public School Code shall be to the Public School Code of 1949 and shall include any amendments to or recodifications of such Act. This Agreement shall be governed and construed in accordance with the law of the Commonwealth of

Pennsylvania. In the event any provision of this Agreement shall be determined to be invalid or in conflict with the School Code of the Commonwealth of Pennsylvania, or any other federal, state, or municipal law by any court of competent jurisdiction, then such provision shall be deemed void and of no further effect, provided, however, that such determinations by a court of competent jurisdiction shall not effect or impair the remaining provisions of this contract. Unless, and until such time as, a statutory change or determination by a court of competent jurisdiction conflicts with this Agreement, this Agreement shall prevail.

BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this Agreement to be duly executed this 23rd day of September, 2024.

ATTEST:

BOARD OF EDUCATION OF THE EAST
STROUDSBURG AREA SCHOOL DISTRICT

By: _____

WITNESS:

DR. MARGARET VITALE

EXHIBIT A

EAST STROUDSBURG AREA SCHOOL DISTRICT

POSITION GUIDE: SUPERINTENDENT

QUALIFICATIONS:

1. Bachelor's Degree.
2. Master's Degree in Education/Administration.
3. Superintendent's Letter of Eligibility.
4. 5 years' teaching experience.
5. 5 years' successful experience in building or central administration.
6. Understanding of state and federal law.
7. Knowledge of a district budget.
8. An operational understanding of technology's business and educational use.
9. Possess an operational understanding of the use of data.
10. Excellent organizational skills and abilities.
11. Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law.
12. Such alternatives to the above qualifications as the Board may find acceptable and reasonable.

PHYSICAL

DEMANDS:

1. Able to sit for an extended period of time.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to see clearly with or without corrective lenses.
7. Able to perceive speech or nature of sounds in the air in person and on the telephone.
8. Able to move around work area.
9. Able to coordinate eyes, hands and fingers rapidly.
10. Able to work with others in a courteous and cooperative manner.
11. Able to walk moderate distances inside and outside of facilities and able to climb steps.
12. Able to travel inside or outside the District as necessary for work related tasks.
13. Able to withstand changes in environmental conditions inside and outside of the work facility, and adapt to these changes.

WORK RELATED

DEMANDS:

1. Able to communicate effectively both orally and in written form.
2. Able to perform numerical operations accurately and quickly.
3. Able to effectively deal with many types of situations and personalities.
4. Able to effectively deal with deadlines and stressful situations.
5. Able to perform repetitive tasks.
6. Able to make appropriate judgments as they pertain to the responsibilities of the position.
7. Must possess supervisory skills (Central Office)

REPORTS TO: Board of Education

EXHIBIT A

JOB GOAL: As the Chief Executive Officer of the District, direct the development of objectives and programs to fulfill the educational needs of all pupils and provide direction to the activities of the district and its personnel.

1. Assist the Board of Education in developing short-range and long-range goals and methods for the Board to evaluate the operational effectiveness of the district.
2. Establish internal administrative operational procedures, rules and regulations relating to, and including but not limited to, personnel, collective bargaining, financial disbursements and accounting requirements, facilities operation and staffing requirements.
3. Ensure that district students have equal access to appropriate educational programs, including pupil personnel, extracurricular activities and other supplemental programs deemed necessary.
4. Oversee a timely review of all curricular areas required by law as well as other subjects that the Board of Education may require; makes recommendations to the Board for the improvement of curriculum.
5. Visit the supervised schools in the district; observe classroom instruction and consult with teachers and principals relating to procedures, methods and materials of instruction; exercise other functions of educational administrative leadership.
6. Direct the organization of the District and assignment of staff members; ascertain proper certification for teachers and provide related reports to the Board, the IU, and PDE when required.
7. Maintain consistent communication with members of the Board of School Directors as appropriate.
8. Prepare and submit statements of policy and programs to the Board for approval; assist the Board in researching and establishing sound educational practices and policies.
9. Prepare and administer an administrative code specifying the duties of all personnel employed by the district.
10. Recommend principals, supervisors, teachers and other employees to the Board for personnel action; manage central office administrators and building level administrators.
11. Oversee the preparation of the program of studies of the district with counsel, Assistant Superintendent for Curriculum and Instruction, and faculty based on assessment of present and future needs.
12. Establish reasonable rules or regulations concerning deportment of students while on school property; exercise disciplinary authority as provided by state law; make recommendations to the Board for expulsion of students when appropriate.
13. Oversee the preparation and submission of the District budget; authorize purchases of textbooks, supplies, equipment and repairs.
14. Oversee the implementation and administration of all written contracts and agreements between the Board and employee organizations; handle various related challenges.

This job 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 follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

ADMINISTRATIVE LEVEL: Central Administration

EXHIBIT B

East Stroudsburg Area School District Superintendent Annual Goals 24.25 SY

Maggie Vitale

Proposed Performance Objectives

GOAL CATEGORY 1 -- Student Growth and Achievement

The District Superintendent uses multiple data sources to assess student success and growth as appropriate, specific to needs within the School District and as determined annually in collaboration with the Board of School Directors. Annual or other School District performance objectives are articulated and clearly achieved under the direction of the District Superintendent relative to PSSA, PVAAS, and other locally determined measures.

Key Performance Indicators

- ★ Execute provisions of the district's job description under this category.
- ★ Within the first 30 days, begin assessing academic, curricular, extracurricular, and professional development initiatives. Provide a written report of results at the first quarter review in September.
- ★ Over the first six months, coordinate the initial planning process for analyzing district programs, and suggest continuation and/or modification of programs.
- ★ At least monthly, meet with the administrative team (*faculty as appropriate*) to discuss district issues with an emphasis on education and visioning.

GOAL CATEGORY 2 -- Organizational Leadership

The District Superintendent works collaboratively with the Board of School Directors to develop a vision for the School District, display an ability to identify and rectify problems affecting the School District, while working collaboratively with School District Administration to ensure educational and operational initiatives are planned, executed, and assessed.

Key Performance Indicators

- ★ Execute provisions of the district's job description under this category.
- ★ Familiarize yourself with district strategies for collecting, analyzing, and reporting data. Make any suggested changes in writing by the second semester review in June.
- ★ During the summer 2025, coordinate (*in partnership with the board and admin*), a meeting with the leadership team and board to discuss vision building, academics, board-superintendent relations, clarified roles and responsibilities, communication, etc.
- ★ Over the first 90 days, review district policies, procedures, and other protocols and lead a discussion with the Board around your findings and reflections. Provide a written report of results at the first quarter review.

EXHIBIT B

East Stroudsburg Area School District Superintendent Annual Goals 24.25 SY

Maggie Vitale

Proposed Performance Objectives

GOAL CATEGORY 3 -- School District Operations and Financial Management

The District Superintendent ensures completion of activities associated with the annual budget, overseeing distribution of resources in support of School District priorities, and directing overall operational activities within the School District.

Key Performance Indicators

- ★ Execute provisions of the district's job description under this category.
- ★ Supervise the preparation and presentation of the annual budget following an evaluation of financial needs.
- ★ Establish and maintain efficient procedures and effective controls for all expenditures of district funds in accordance with the adopted budget and applicable law.
- ★ Each month, brief the board on your review/progress/action steps taken around the district's finances.

GOAL CATEGORY 4 -- Communication and Community Relations

The District Superintendent communicates with and effectively engages the staff, the Board of School Directors, and members of the community, clearly articulating School District goals and priorities, addressing local and broader issues affecting the School District, and building support for District initiatives, programs, and short/long-range plans.

Key Performance Indicators

- ★ Execute provisions of the district's job description under this category.
- ★ Each week, visit staff and students in classrooms, athletic events, and performances to monitor climate and quality of district programs.
- ★ Within the first 90 days, outline your communication and engagement protocols for the school community that keeps everyone well informed.
- ★ Provide a written report of results at the first quarter review.
- ★ Develop a climate survey to understand the culture and climate as perceived by students, faculty, staff, and caregivers. Share this information in a public meeting and make the results available on the website.
- ★ Within the first 30 days, collaborate with the board to develop communication protocols with the board of school directors.

EXHIBIT B

East Stroudsburg Area School District Superintendent Annual Goals 24.25 SY

Maggie Vitale

Proposed Performance Objectives

GOAL CATEGORY 5 -- Human Resource Management

The District Superintendent oversees the staffing, coordination, recruitment, professional development, and retention of staff, along with other human resource functions.

Key Performance Indicators

- ★ Execute provisions of the district's job description under this category.
- ★ Outline your approach (and seek feedback around) evaluation, supervision, and accountability of the administrative team within the first six months. Provide a written report of results at the second semester review.
- ★ By August 2025, complete review of the administrative structure and leadership capacity of the administrative team and outline methods for continued growth and development and/or remediation, etc.

GOAL CATEGORY 6 -- Professionalism

The District Superintendent models professional decision-making processes and ethical standards consistent with the values of Pennsylvania's public education system as well as that of the local community. Additionally, the District Superintendent reflects upon his effectiveness and pursues professional growth through various training activities.

Key Performance Indicators

- ★ Executive provisions of the district's job description under this category.
- ★ Within the first 90 days, begin coordinating efforts to develop and implement standards of practice and core values to be consistently reviewed and discussed at board meetings and modeled.
- ★ Each month at board, admin, faculty meetings, celebrate staff accomplishments and report on efforts to build standards of practice and core values.