

**MT. LEBANON SCHOOL DISTRICT
DISTRICT SUPERINTENDENT'S CONTRACT**

THIS CONTRACT, made and entered into this 15th day of October, 2018, by and between **THE MT. LEBANON SCHOOL DISTRICT**, a school district created in accordance with the laws of the Commonwealth of Pennsylvania and with its principal office situated at 7 Horsman Drive, Mt. Lebanon, Pennsylvania, 15228 (hereinafter referred to as "School District"),

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DR. TIMOTHY STEINHAUER, residing at 55 Standish Blvd., Mt. Lebanon, Pennsylvania 15228 (hereinafter referred to as "Superintendent").

PREAMBLE

WHEREAS, the Board of School Directors of Mt. Lebanon School District (hereinafter referred to as "Board") at a meeting of the Board duly and properly called on the 15th day of October, 2018 did appoint Dr. Timothy Steinhauer to the Office of District Superintendent in accordance with the provisions of Sections 508, 1071, 1073 and 1073.1 of the Pennsylvania Public School Code of 1949, as amended (24 P.S. § 1-101 et. Seq.); 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 and in consideration of the mutual covenants contained herein do hereby agree to follows:

ARTICLE I. TERM

1.0 Term. The Board does hereby elect and appoint Dr. Timothy Steinhauer to the position of Superintendent of Schools of the Mt. Lebanon School District for a term of five (5) years commencing July 1, 2019 and terminating June 30, 2024.

1.1 Contract Year. All references in this Contract to “contract year” shall mean the period of time from July 1st to the following June 30th.

1.2 Termination, Renewal or Extension. This Contract shall terminate immediately upon the expiration of its term unless allowed to automatically renew as provided by Section 1073(b) of the Public School Code, as amended; provided, however, that the requirement of Board action at least ninety (90) days prior to the expiration date of the term of office as specified in Section 1073(b) is increased to one hundred eighty (180) days. Any renewal or extension of the Superintendent’s term beyond the term of the Contract shall be made pursuant to the provisions contained in the Public School Code of 1949, as amended, either through the automatic renewal described above or the execution of a new contract.

1.3 Termination for Cause. Throughout the term of the Contract, the Superintendent shall be subject to discharge for cause as provided by Section 10-1080 of the Pennsylvania Public School Code of 1949, as amended (24 P.S. §10-1080), provided, however, that the Superintendent shall have the right to written charges at least ten (10) calendar days prior to a hearing. 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 at his expense, and to present through witnesses any testimony relevant to the issue. A transcript of the record of the proceedings before the School District shall be made available to the Superintendent upon request. The cost of the transcript shall be borne by the Superintendent. The School District agrees that it shall on an informal basis inform the

Superintendent that written charges will be issued in accordance with § 10-1080 of the Pennsylvania Public School Code of 1949 prior to the issuance of those written charges. In the event of such termination for cause all salary and benefits shall cease immediately upon the effective date of such termination.

1.4 Termination other than for Cause. The Superintendent's employment may be terminated by the School District other than for cause as provided for in Section 1.3. Prior to terminating the Superintendent for reasons other than cause the School District agrees to the following procedure:

- A. The Board and the Superintendent will meet to discuss concerns that the Board has about the Superintendent's performance.
- B. The School District must submit to the Superintendent, in writing, the basis of the School District's concerns, and provide the Superintendent with a six (6) month time period to correct such concerns to the Board's satisfaction. At the end of the six (6) month period the Board will reevaluate the Superintendent's performance.
- C. If the Board determines that the concerns specified have not been corrected to the Board's satisfaction, the School District will then have the right to terminate the Superintendent's employment.

In the event that the Superintendent's employment is terminated pursuant to this Section 1.4, then in lieu of any other claim or remedy the Superintendent shall continue to be paid his base salary for a period ending upon the earlier of (i) the one year anniversary of the effective date of such termination other than for cause, or (ii) the expiration date of this Agreement, being June 30, 2024; provided, however, that in the event of such termination within the last two (2) years of the Contract term, the amount due to the Superintendent under this provision shall not exceed the equivalent of one-half of the Superintendent's base salary due under this agreement for the remainder of the term. Moreover, in the event that the Superintendent is entitled to such continued base salary after termination, the

School District's liability shall be reduced by the amounts earned by the Superintendent, directly or indirectly, whether as an employee, consultant, owner, partner or otherwise, during the term of such continued base salary. Superintendent agrees to promptly advise the School District of any such earned income.

1.5 Conduct after Separation. Superintendent shall not, at any time during Superintendent's employment with the School District or during the one year following separation from employment for any reason, directly or indirectly solicit, entice or induce any employee of the School District to terminate their employment and/or to become employed by any other school district, person, firm corporation, partnership or other entity.

1.6 Return of District Property. Upon Superintendent's separation from employment for any reason, Superintendent shall return to the School District all of its property including, without limitation, all documents and information, however maintained (including computer files, tapes and recordings), and all copies thereof, concerning the School District or acquired by Superintendent in the course and scope of Superintendent's employment, and the Superintendent shall not disclose confidential information obtained during his employment with the District to any third party without prior written approval of the Board.

1.7 Termination by Superintendent. This contract may be terminated by the Superintendent prior to the effective termination date by the Superintendent submitting a written resignation or notice of retirement to the President of the Board at least one hundred eighty (180) days prior to the effective date of the resignation/retirement provided however, in the event that such resignation or retirement is a result of a medical condition this notice requirement shall be waived. All benefits specified in Exhibit "A" hereto including those under the Administrative Program as

defined therein except for insurance coverage while employed shall be contingent upon compliance with this notice requirement.

1.8. No Modification. The above termination, buyout and severance provisions, including all provisions relation to postemployment compensation and the period of time in which compensation shall be provided, shall not be modified during the course of the contract or in the event that this contract is terminated prematurely.

ARTICLE II. DUTIES

2.0 Legal Qualifications. The Superintendent covenants that the Superintendent possesses all of the qualifications that are required by law to serve as a School District Superintendent. The Superintendent agrees to maintain throughout the term of the Contract a valid and current commission or other legal credentials as may be required by law and to present the same to the Board of School Directors. The Superintendent further agrees to subscribe to and take a proper oath of office before entering upon the Superintendent's duties.

2.1 Authority and Duties. During the term of this Contract, the Superintendent shall serve as the Chief Administrator of the School District and perform the duties of a School District Superintendent in a competent and professional manner and accept all those responsibilities as are:

- A. Set forth in the Public School Code of 1949, as amended and other applicable laws of the Commonwealth of Pennsylvania.
- B. Set forth in the School District's policies as the same may be amended from time to time and at the direction of the Board of School Directors.
- C. Normally associated with the position of Superintendent, including, but not limited to budget formulation and administration, pupil course of study and curriculum, public relations, personnel management and labor relations, and such other duties and responsibilities as may be assigned to the Superintendent from time to time by the Board of School Directors, all in accordance with the applicable laws and regulations of the Commonwealth of Pennsylvania.

D. In addition to the duties set forth above, the Superintendent shall:

1. Furnish recommendations to the Board 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, all subject to final approval by the Board.
2. Be responsible for the administration of the affairs of the School District, including but not limited to programs, personnel, facilities and business management, with all duties and responsibilities therein to be performed and discharged by the Superintendent or by the staff under the Superintendent's direction.
3. Have a seat on the Board, the duty to advise and the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, shall attend all committee meetings thereof, shall attend executive sessions unless otherwise notified by the Board, and shall serve as advisor to the Board and said committees on all matters affecting the School District.
4. Such other duties and responsibilities as may be assigned by the Board.

ARTICLE III. PERFORMANCE EVALUATION

3.0 Performance Based Evaluation. The performance of the District Superintendent shall be assessed against the goals and objective performance standards listed below (hereinafter "Performance Criteria"). The Board and Superintendent have mutually agreed to the following Performance Criteria effective July 1, 2018, to remain in effect until modified as described below:

Goal 1 - Academics and Instruction: *The Superintendent will use multiple sources to assess student success and growth as appropriate, specific to needs within the District and as determined annually in collaboration with the Board. Annual or other District performance objectives are articulated and clearly achieved under the direction of the Superintendent relative to achievement and growth on state measurements and assessments including but not limited to, for example, School Performance Profile, PSSA, PVAAS, Keystone Exam and other locally determined measures.*

Goal 2 - Inclusive Environment: *The Superintendent will provide a safe, respectful and welcoming learning environment that fosters a climate of support and respect and instills a sense of community among its students, families and staff.*

Goal 3 - Safety & Security: *The Superintendent will work to provide a school environment for*

staff, teachers, students and families that are inviting, accessible, safe and secure.

Goal 4 - Innovation: *The Superintendent will create a culture that encourages risk-taking, creative thinking and problem-solving, and advances the District's mission and the success of students.*

Goal 5 - Social and Emotional Learning: *The Superintendent will foster a thriving and compassionate community of students and adults whose performance and well-being are fostered by an intentional focus on evidence-based Social and Emotional Learning.*

The Performance Criteria, and key performance indicators for each of them, will be developed annually by the Board after discussion with the Superintendent. Modifications may be made annually by the Board of School Directors and Superintendent to address the current nature of challenges, issues and needs facing the District. Superintendent shall provide the Board with sixty (60) days prior written notice each year of the due date for the new Performance Criteria.

The Performance Criteria shall be posted on the District's website each year.

As part of the establishment of Performance Criteria the Board shall also develop, after discussion with the Superintendent, a written evaluation instrument to be used as a basis for evaluating the Superintendent's performance.

3.1 Performance Review Meeting. At least one meeting prior to the start of a contract year of the Superintendent's employment shall be devoted to the evaluation of the Superintendent's performance and his working relationship with the Board. Superintendent shall provide the Board with sixty (60) days prior notice each year of the need to schedule such meeting. The evaluation shall be based upon the Performance Criteria established in accordance with 3.0 hereof. Each annual evaluation shall be in writing and shall represent a consensus of the Board. The written performance assessment will be conducted no later than June 30th or as soon thereafter as is

practical. Upon completion of the assessment, the Board shall post the date of the assessment, and whether or not the Superintendent has met the agreed to performance criteria, on the District website.

3.2 Confidentiality. The parties agree that the Superintendent's annual performance review shall be considered privileged and confidential and not disclosed to the public and both parties further agree that they shall respect the confidentiality of the evaluation discussions, unless disclosure is required by law.

ARTICLE IV. COMPENSATION

4.0 Salary. The Superintendent's salary shall be increased by 3% to \$224,357 per annum commencing July 1, 2019. In the second year of the contract and each year thereafter the Superintendent's compensation, if adjusted, will be adjusted pursuant to Section 4.2 hereof. Salary shall be payable pursuant to the School District's standard payroll schedule and procedures including any required withholding.

4.1 Fringe Benefits. In addition to the foregoing salary, the Superintendent shall receive all of the benefits, including postretirement benefits, set forth in Exhibit "A" hereto, which is made a part hereof.

4.2 Salary Adjustments. Any adjustments in the Superintendent's salary during the term of this Contract shall be deemed an amendment to this Contract provided, however, that such adjustments shall not be construed as either creating a new contract between the School District and the Superintendent, or in any manner extending the anticipated termination date of this Contract. At no time shall the annual salary of the Superintendent be decreased during the term of this contract. Additional compensation or increase in the Superintendent's annual salary shall be determined by the Board pursuant to performance evaluations conducted each year. If the Board determines that the Superintendent has met the mutually agreed to performance criteria described in Section 3 above,

then the Superintendent's salary shall be increased by three (3%) percent effective as of the first day of the contract year following the year reviewed.

In addition to any increase in base salary, the Board may, in its discretion, award additional compensation in the form of a bonus if it determines that such bonus is appropriate in light of all factors deemed relevant by the Board including the Superintendent's performance with regard to student academic performance, or other Board identified goals or focus areas.

ARTICLE V. CONSULTING AND OUTSIDE EMPLOYMENT

5.0 Consulting and Outside Employment. The Superintendent will devote his full time attention, energies, skills and labor to his employment as Superintendent during the term of this Contract; provided, however, the Superintendent may undertake consulting work, speaking engagements, writing, lecturing, teaching, or other professional duties and obligations provided that such work occurs on personal vacation time or at other times with the prior written approval of the Board. The Board must be informed of the nature and extent of the activities before they are undertaken, the activities must not interfere or conflict with his duties and the Board does not otherwise direct him to discontinue such activities. The Board may direct that such activities be discontinued at any time.

ARTICLE VI. RESIDENCY

6.0 Residency. The Superintendent shall reside in Mt. Lebanon for the duration of the Superintendent's employment with the School District, unless the Board approves otherwise.

ARTICLE VII. PROFESSIONAL LIABILITY

7.0 Professional Liability. The Superintendent shall receive all of the benefits and protections of the Pennsylvania Local Government Tort Claims Act 42, PA. C.S.A. §8541 et. seq., and shall be provided coverage to the maximum extent permitted under the School District's Errors

and Omissions Policy. In the event the School District fails to provide coverage in its Errors and Omissions insurance policy, or the Pennsylvania Local Government Tort Claims Act is amended or repealed, the School District agrees that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity, or in his official capacity as agent and employee of the School District, provided the incident giving rise to any such demand, claim, suit, action or legal proceeding arose while the Superintendent was acting within the scope of his employment and authority and provided further such liability coverage would have been within the authority of the School District to provide under state law, for all claims made and occurrences throughout the term of this Contract or any extensions thereof.

ARTICLE VIII. MISCELLANEOUS

8.0 Severability Clause. Should any term, condition, clause or provision of this Contract be declared illegal by a court of competent jurisdiction, or otherwise be determined or declared to be void or invalid as a matter of law, then only that term, condition, clause or provision shall be stricken from this Contract and in all other respects this Contract shall be valid and continue in full force, effect and operation. The remaining terms, conditions, clauses and provisions shall remain in full force and effect for the duration of the Contract if not affected by the deleted term, condition, clause or provision.

8.1 Statutory Reference. All references to the Public School Code of 1949, as amended, contained herein shall also refer to any amendment or recodification of such Law.

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

8.3 Inurement. The Contract shall be binding upon the parties hereto, their successors, assigns, administrators, executors and heirs.

8.4 Modification. This Contract represents the mutual and complete agreement between the parties with respect to the terms and conditions of employment. It is mutually understood and agreed that this Contract may be modified only by mutual agreement of the parties, and all such modifications and agreements shall be evidenced by written and executed amendments to the Contract.

8.5 Waiver/Estoppel. No term or condition of this Contract shall be deemed to have been waived nor shall there be any estoppel against the enforcement of any provisions of this Contract except by written instrument of the party charged with waiver or estoppel.

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

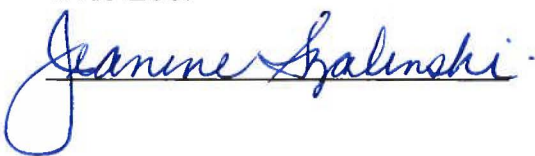
ATTEST:


Secretary

MT. LEBANON SCHOOL DISTRICT

By: 
School Board President

WITNESS:



By: 
Dr. Timothy Steinhauer, Superintendent

EXHIBIT "A" TO DISTRICT SUPERINTENDENT'S CONTRACT

BENEFITS

1. The Superintendent shall receive all benefits, including but not limited to family health insurance, dental care, prescription lens insurance and disability benefits as are provided to the District's Administrators under the School District's Administrative Pay-For-Performance Program as currently in force or as may be amended or changed from time to time ("Administrative Program"), subject to all of the terms and conditions thereof. Provided however, that nothing in the Administrative Pay-For-Performance Program shall diminish or lessen the benefits set forth in this Exhibit "A".
2. The Superintendent shall receive the following additional benefits:
 - a. **Vacation Days.** The Superintendent shall be entitled to twenty five (25) vacation days with pay effective July 1, 2019 to be taken at the Superintendent's discretion. The Superintendent may carry forward up to five (5) unused vacation days over to the next contract year, but in no event shall the Superintendent be eligible for more than thirty (30) vacation days in any one contract year. The School District shall reimburse the Superintendent for up to fifteen (15) paid vacation days accumulated but not used or carried over to the next contract year at the per diem rate of the Superintendent's annual salary.
 - b. **Physical Examination:** The School District will pay the costs of an Annual Physical Examination of the Superintendent by Superintendent's primary care physician.
 - c. **Professional Memberships.** The School District shall pay the Superintendent's membership charges for up to \$2,000.00 for education related professional organizations.
 - d. **Conferences.** The Superintendent shall be permitted to attend any appropriate regional educational meetings, and up to three (3) appropriate education-related conferences and all reasonable expenses shall be reimbursed or paid for by the School District with prior approval by the Board.
 - e. **Life Insurance.** The School District shall provide (i) group life insurance coverage during the term of the Superintendent's contract with a death benefit equal to two times the Superintendent's base salary, and (ii) a separate thirty(30) year guaranteed term life insurance policy with a death benefit of \$250,000, which shall be convertible and portable according to its terms, so long as the Superintendent meets all health requirements and/or any other eligibility requirements of the School District's insurer.

- f. **Sick Leave.** The Superintendent shall earn an additional twelve (12) days of sick leave for each year of service beginning July 1, 2019 which shall accumulate if they are not used.
- g. **Communications.** The School District shall provide the Superintendent with a cellular or digital telephone, office internet access, laptop computer and other electronic devices as may be deemed appropriate by the Board for effective modern communication. The above listed communication devices will be used only for School District business and shall not be used for the Superintendent's personal use, except for incidental personal use that does not interfere with the performance of the Superintendent's duties. All charges in connection with the electronic devices shall be paid by the School District and all such equipment shall remain the property of the District and be returned to the School District upon termination of this contract.
- h. **Tax Deferred Supplement.** The School District shall contribute to an approved 457(b) plan or like plan of the Superintendent's choice in the amount of 4% of base salary as of the first day of each contract year during the term of this Contract.
- i. **Mileage.** The Superintendent shall be reimbursed by the School District at the rate per mile as published periodically the IRS for tax deduction purposes for use of his vehicle on school business.
- j. **Reimbursement of Expense.** The Superintendent shall be reimbursed by the School District for all other reasonable and necessary expenses which are incurred by the Superintendent for School District purposes or business and which are properly documented.

3. To the extent that any terms of this Exhibit A are inconsistent with the Administrative Program, the terms of this Exhibit shall control.

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