

Agenda of Special Public Meeting

The Board of Directors Chartiers Valley School District

The Special Public Meeting of the Board of Directors of Chartiers Valley School District will be held Monday, September 28, 2026, beginning at 6:30 PM Primary School Gymnasium, Door 15, 125 Thoms Run Rd, Bridgeville, PA 15017.

1. **MEETING OPENING**

1.1 Call to Order

1.2 Pledge of Allegiance

1.3 Roll Call

2. **ANNOUNCEMENTS AND PRESENTATIONS**

2.1 Five-Year Projection of Chartiers Valley School District Goals and Intermediate School Construction Renovations

Five-year projection of Chartiers Valley School District goals and immediate plans for construction renovations at the Intermediate School.

3. **PUBLIC COMMENT ON AGENDA ITEMS**

The Chartiers Valley School District Policy Manual addresses the public addressing the Board of Education in the Policy Manual.

4. **BOARD MEETING MINUTES**

4.1 Approval of Board Meeting Minutes

The Superintendent recommends, and I so move to approve the Board Meeting Minutes for September 22, 2026.

5. **SUPERINTENDENT'S REPORT**

6. **EXECUTIVE SESSION**

Boards of Education in Pennsylvania are allowed to enter into an Executive Session for specific reasons under Pennsylvania statute 4. Pa. Code 1.46 through 1.51. [Click here to read the code.](#)

7. **EDUCATION**

7.1 Pittsburgh Public Schools Fee for Service

The Superintendent recommends, and I so move to approve the Fee-for-Service contract with Pittsburgh Public Schools, as attached.

8. **ATHLETICS AND ACTIVITIES**

8.1 Middle School Fall and Spring Dance Fundraiser

The Superintendent recommends, and I so move to approve, the Middle School Fall and Spring Dances as fundraisers for the PBIS and No Place for Hate programs, to be held on Thursday, October 29, 2026, and Friday, March 12, 2027, from 6:00 PM to 8:00 PM in the Middle School Commons.

8.2 Lacrosse Net Donation

The Superintendent recommends, and I so move to accept the donation of a lacrosse net from Darren Mariano for use by the District's lacrosse program.

9. BUDGET AND FINANCE

9.1 Approve Letter of Intent with The Efficiency Network, Inc. (TEN)

It is recommended that the board approve the Superintendent to sign the Letter of Intent with The Efficiency Network, Inc. (TEN) to authorize an Investment Grade Audit in accordance with the Pennsylvania Guaranteed Savings Act (Act #163) as presented.

9.2 Approve and appoint FNB America Securities LLC as underwriter and Bruce E. Dice & Associates, P.C. as bond counsel.

The Superintendent recommends, and I so move, to approve the resolution as presented to appoint FNB America Securities, LLC as underwriter and Bruce E. Dice & Associates, P.C. as bond counsel to assist the Chartiers Valley School District to undertake of a project to finance certain Capital projects and the potential refunding of outstanding indebtedness.

9.3 2026 October National Superintendents Forum

Motion to approve Dr. Castagna's attendance at the 2026 National Superintendents Forum from October 24th to October 27, 2026, in Baltimore, Maryland.

10. POLICY

10.1 Second Reading Policy 302 - Employment of Superintendent/Assistant Superintendent

Motion to approve the second reading of Policy 302 - Employment of Superintendent/Assistant Superintendent, as presented.

11. ADJOURNMENT

11.1 Next Board Meeting Announcement

11.2 Adjourn the Meeting

Move to adjourn the meeting

CHARTIERS VALLEY SCHOOL DISTRICT
Minutes of the Legislative Meeting
Board of School Directors
September 22, 2026

1.0 Meeting Opening

1.1 Call to Order The Charters Valley Board of School Directors Board Meeting was called to order at 6:56 P.M. by Dr. Mariano in the Primary School Gymnasium.

1.2 Pledge of Allegiance

1.3 Roll Call

Present

Mr. Ed Brosky
Mr. Jeff Choura
Mrs. Kate Drury
Mr. Mark Fiorilli
Ms. Louise Huehn
Mr. Mitchell Montani
Mrs. Megan Sexton
Mrs. Lisa Trainor, Vice President
Dr. Darren Mariano, President

Also Present

Dr. Daniel R. Castagna, Superintendent
Dr. Michael E. Sable, Assistant Superintendent
Mr. Matthew Racunas, Solicitor
Ms. Joan Wehner, Business Manager
Mrs. Kelly Irvine, Board Secretary

2.0 Announcements and Recognitions

Dr. Mariano announced that a special public meeting will be held on Tuesday, September 29, 2026 in the Primary School gymnasium to discuss future renovations, a timeline and financing for a renovation project at the Intermediate School campus.

3.0 Superintendent's Report

Nothing to report

4.0 Public Comment on Agenda items

There were no comments on agenda items.

5.0 Executive Session

Dr. Mariano announced that an Executive Session was held prior to the public meeting to discuss personnel, legal, and safety matters.

6.0 Solicitor's Report

Nothing to report

7.0 Informational Agenda

7.1 South Hills Area School Districts Association (SHASDA)

A consortium of school districts collaborating to enhance public education in the South Hills. The Board Representative is Megan Sexton.
Nothing to report

7.2 The Pathfinder School

The Pathfinder School services 5 to 21-year-old special education students within CVSD. The Board Representative is Mitch Montani.

Mr. Montani reported that Pathfinder's first day of school was on August 25, 2026. 87 students are

enrolled, and five of those are Chartiers Valley students.

7.3 Parkway West Career and Technology Center

An extension of 12 school districts in Allegheny County providing several different programs aimed to prepare students for college or future careers.

Mr. Choura reported that Parkway had their first week of school and Chartiers Valley has the most students enrolled. Due to the lack of facilities at Parkway, some courses or students may need to be cut from the program. This is the result of Parkway not expanding last year as recommended and supported by our board; might lead to future renovations at a higher cost to all participating schools.

7.4 Allegheny Intermediate Unit (AIU)

**Regional public education agency supporting school districts in Allegheny County.
The Board Representative is Lisa Trainor.**

Mrs. Trainor announced that the AIU's next meeting will be held Monday, September 28th and there was nothing new to report.

8.0 Board Meeting Minutes

8.1 Motion to approve the Board Meeting Minutes for September 8, 2026.

Motion to approve item 8.1,

Moved by Mr. Choura, seconded by Mr. Brosky,

On a voice vote, the motion passes unanimously.

9.0 Policy

9.1 Motion to approve the second reading of Policy 217 - Graduation Requirements.

Motion to approve item 9.1,

Moved by Mrs. Trainor, seconded by Mr. Montani,

On a voice vote, the motion passes unanimously.

9.2 Motion to approve the First Reading of Policy 302 – Employment of Superintendent/Assistant Superintendent, as presented.

Motion to approve item 9.2,

Moved by Mr. Choura, seconded by Mrs. Drury,

On a voice vote, the motion passes with 8 – YES and 1 - NO.

10.0 Personnel

10.1 Motion to approve the Human Resources report for September 8, 2026.

Motion to approve item 10.1,

Moved by Ms. Huehn, seconded by Mr. Choura,

On a voice vote, the motion passes unanimously.

10.2 Motion to approve the resignation of Dr. Daniel Castagna as Superintendent of the Chartiers Valley School District, effective October 1, 2026, and waive the sixty (60) day notification under Section 7.01 of the current contract. This motion is for the sole purpose of entering into a new contract of employment with the District.

Motion to approve item 10.2,

Moved by Mr. Brosky, seconded by Mr. Choura,

On a voice vote, the motion passes with 8 – YES and 1 - NO.

10.3 Motion to elect and approve Dr. Daniel Castagna to the position of Superintendent of the Chartiers Valley School District for five (5) years commencing on October 1, 2026 and ending on September 30, 2031 subject to the execution of a written agreement between the parties.

**Motion to approve item 10.3,
Moved by Mr. Brosky, seconded by Ms. Huehn,
On a voice vote, the motion passes with 8 – YES and 1 - NO.**

10.4 Motion to approve the resignation of Dr. Michael Sable as Assistant Superintendent of the Chartiers Valley School District effective October 1, 2026 and waiving the ninety (90) day notification under Section 4 of the current contract. This motion is for the sole purpose of entering into a new contract of employment with the District.

**Motion to approve item 10.4,
Moved by Mr. Choura, seconded by Ms. Huehn,
On a voice vote, the motion passes with 8 – YES and 1 - NO.**

10.5 Motion to elect and approve Dr. Michael Sable as Assistant Superintendent of the Chartiers Valley School District for five (5) years commencing on October 1, 2026, and ending on September 30, 2031, subject to execution of a written agreement between the parties.

**Motion to approve item 10.5,
Moved by Mr. Brosky, seconded by Mr. Choura,
On a voice vote, the motion passes with 8 – YES and 1 - NO.**

10.6 Motion to approve the contract addendum of the employment agreement with the District Business Manager, Joan Wehner, for six (6) years commencing on October 1, 2026 and ending on September 30, 2032, as presented.

**Motion to approve item 10.6,
Moved by Mrs. Trainor, seconded by Mr. Brosky,
On a voice vote, the motion passes with 8 – YES and 1 - NO.**

Dr. Mariano made the following statement. I would like to take a few minutes to provide some context regarding the renewal of the contracts for our Superintendent, Dr. Daniel Castagna; our Director of Finance, Joan Wehner; and our Assistant Superintendent, Mike Sable, as well as the related personnel policy change before the Board.

I believe one of the responsibilities of this Board is not simply to address the issues immediately in front of us, but to plan for the long-term stability and direction of the Chartiers Valley School District.

Over the last several years, this District has undertaken significant work involving our facilities, finances, educational programs, and long-term planning. We are now moving into another important period for the District.

In the coming year, this Board will begin important discussions about future renovations, our remaining facilities needs, and where we want Chartiers Valley to be five, ten, and even twenty years from now. Those conversations will involve educational priorities, enrollment, facilities, finances, and the long-term needs of the communities we serve.

As we enter those discussions, I believe continuity and stability within our administrative leadership are important.

That is the primary reason these contract renewals are before the Board.

The renewals for Joan Wehner and Mike Sable include compensation adjustments intended to bring those positions more in line with comparable positions within Allegheny County. These are important leadership positions, and attracting and retaining experienced and qualified administrators requires the District to remain competitive.

With respect to Dr. Castagna's contract, his compensation is not being increased as part of this renewal. Rather, certain provisions of the agreement have been revised or clarified. Those changes are available publicly with the agenda for anyone who wishes to review them.

There is also a related personnel policy change before the Board concerning the Superintendent and Assistant Superintendent positions.

The purpose of that change is straightforward: stability.

Under Pennsylvania law, superintendents and assistant superintendents serve under statutory terms of office. Because of the unique nature of these positions and the responsibility they carry for the day-to-day leadership of the District, I believe

there is value in providing an additional level of continuity while still preserving the Board's responsibility to oversee District leadership.

The proposed policy would establish a supermajority requirement for the removal of individuals serving in these positions. It does not eliminate the Board's oversight or authority. Rather, it would require a broader consensus of the Board before making a significant change in the District's highest administrative leadership.

Boards change. Board members change. Priorities can change. But the operation of a school district and the education of our students must continue through those changes. Later this year, a transparency and separation protection will be offered, but that's for a later time, discussion and vote.

For me, this is about creating stability while we undertake important long-term work.

It is also important to recognize that renewing contracts before they expire is not unprecedented for this District. Similar action regarding leadership continuity occurred with our previous superintendents.

Ultimately, these actions are about positioning Chartiers Valley for the future. We have significant decisions ahead of us regarding facilities, finances, educational opportunities, and the long-term direction of the District.

I believe having an experienced administrative team in place provides continuity as this Board works through those decisions, while maintaining the accountability and oversight that remain the responsibility of the Board.

I wanted to provide that context publicly so our community understands not only what the Board considered tonight, but also the broader reasoning behind why these items were before us at this time.

11.0 Budget and Finance.

11.1 Motion to approve the payments of the construction invoices as presented.

Motion to approve item 11.1,

Moved by Mr. Choura, seconded by Ms. Huehn,

On a voice vote, the motion passes unanimously.

11.2 Motion to approve the Resolution of the Chartiers Valley School District to participate in the 2027-2028 Allegheny Intermediate Unit Joint Purchasing Consortium and the appointment of primary and alternate representatives to the Joint Purchasing Program, as presented.

Motion to approve item 11.2,

Moved by Mrs. Trainor, seconded by Ms. Huehn,

On a voice vote, the motion passes unanimously.

11.3 Motion to approve the following donations:

\$3,500 - Aaron Hirak - Marketing- Stadium and Gymnasium Sponsor

\$500 - Float Goats LLC- Fireworks Sponsor

\$400 - Bulldog Advertising Company LLC- Stadium Scoreboard Sponsor

\$2,000 - Deeja's BBQ- Stadium Sponsor and Gymnasium Sponsor

\$400 - State Farm Insurance- Stadium Scoreboard Sponsor

\$70 - Danika K. Palardi - D Soda Company- donated percentage of sales from Fall Sports Pep Rally & Food Truck Friday to Athletics

Motion to approve item 11.3,

Moved by Mrs. Trainor, seconded by Mr. Montani,

On a voice vote, the motion passes unanimously.

12.0 Public Comment on Non-Agenda items

There were no comments on non-agenda items.

13.0 Adjournment

13.1 Dr. Mariano announced that a special public meeting will be held on Tuesday, September 29, 2026, at 6:30 P.M. in the Primary School Gymnasium to discuss a proposed timeline for the renovation

project at the Intermediate School. The next regular school board meeting will be on October 13, 2026, in the Primary School Gymnasium.

**Motion to adjourn the meeting was made at 7:21 P.M.
Moved by Mr. Choura, seconded by Ms. Huehn.**

On a voice vote, the motion passes unanimously.

Respectfully submitted,

Kelly Irvine
Board Secretary

Middle School Fall and Spring Dances

The Middle School PBIS and No Place for Hate committees would like to hold a fall and spring dance as a fundraiser for our programs. Below are the details for the event. There are currently no school dances planned for the '26-'27 school year due to MS PTG not being intact.

Date: Fall Date: Thursday, Oct. 29 (not a student day/parent conferences)

Spring Date: Friday, March 12, 2027

Location: Middle School Commons

Ticket Pricing: \$10 per student - tickets sold the week of the dance

Mon-Wed. Price includes entry fee, DJ, water/snacks

Time: 6:00 - 8:00

Chaperones: From the school district approved list



September 28, 2026

Joan Wehner
Director of Finance and Operations
2030 Swallow Hill Road
Pittsburgh, PA 15022

Letter of Intent for Investment Grade Audit Services

Dear Joan,

The purpose of this letter is to express the intent of Chartiers Valley School District or "CVSD", with its office at 2030 Swallow Hill Road, 15220, to determine the feasibility of entering into a Guaranteed Energy Service Contract ("GESC") with The Efficiency Network, with its principal place of business at 1501 Reedsdale St, Suite 401, Pittsburgh, PA 15233, (hereinafter referred to as "TEN"), to implement Services, as will be defined in the GESC, at the <list of Premises for IGA> ("Premises"). The Chartiers Valley School District retains the option to expand the Premises for the GESC, or future phases of GESC, to include additional facilities owned and/or operated by the Chartiers Valley School District.

In order to determine the feasibility of entering into a GESC and the type(s) of services applicable, TEN will need to conduct an Investment Grade Audit ("IGA") of the Premises. Such IGA shall detail TEN's energy efficiency opportunities, a detailed technical and financial analysis, and the proposed installation of efficiency equipment and provision of other services designed to reduce Chartiers Valley School District's energy and water consumption, reduce operations and maintenance costs, and address deferred maintenance, as possible, and the design the renovation of the administrative area, at the Premises. The initial IGA effort will focus on the following priority Premises:

- **Intermediate School** **2030 Swallow Hill Road, Pittsburgh, PA 15022** **approx. 136,000 sq ft**

TEN will present its findings in an Investment Grade Audit Report (the "IGA Report") which will specifically identify the recommended improvements to be installed at the Premises to reduce energy, water, operations and maintenance costs and the design to renovate the administrative area to classrooms. The IGA Report shall contain detailed projections of energy and cost savings to be achieved at the Premises by installing the recommended energy conservation measures or energy efficiency measures (collectively referred to as "ECMs"). The IGA Report shall describe TEN's plan for installing or implementing the ECMs at the Premises, including all anticipated costs associated with such design, engineering, procurement, installation, implementation, and measurement and verification of the guaranteed savings. The primary purpose of the IGA Report is to provide the Chartiers Valley School District with the technical and economic basis for moving forward with a GESC. The IGA Report shall reflect that the goal for the initial project is to comply with the Guaranteed Energy Savings Act (GESA) within the required twenty (20) year Chartiers Valley School District term including annual savings escalation of 3.50%. Working in cooperation with your team, TEN will also evaluate select energy-related deferred capital improvements to be incorporated into the established economic basis. TEN will provide input into and assist Chartiers Valley School District with the application for applicable grants and rebates, and, suggest alternatives for the Chartiers Valley School District to finance the capital improvements included in the GESC.

Chartiers Valley School District acknowledges that TEN is expending significant time and resources on behalf of the Chartiers Valley School District by performing the IGA, and preparing the IGA Report and therefore agrees as follows:

- Chartiers Valley School District will not solicit, negotiate, accept, encourage, consider or otherwise pursue any offer, proposal, contract, or inquiry from any person or entity, or engage in discussions or other

communications or furnish any information regarding guaranteed energy savings services other than with TEN prior to the termination or expiration of this Letter of Intent.

- Chartiers Valley School District shall furnish (or cause its utility suppliers to furnish) to TEN, upon TEN's request, accurate and complete data concerning utility usage for the Premises. The Chartiers Valley School District acknowledges that TEN shall rely exclusively on this data in conducting its IGA.
- Chartiers Valley School District shall provide TEN with all available cost data for the operations and maintenance (O&M) of the equipment and systems contemplated for replacement in the GESC. The Chartiers Valley School District acknowledges that TEN shall rely exclusively on this data in conducting its IGA.
- Chartiers Valley School District shall permit reasonable access at the Premises as is needed to assess existing conditions and operation of systems to prepare the IGA Report.
- Chartiers Valley School District shall require its staff to cooperate fully with TEN personnel, as TEN gathers on-site data required to complete its IGA of the Premises. TEN shall make reasonable efforts to avoid significant interference with day-to-day operation of the Chartiers Valley School District.

TEN shall complete the IGA for Exhibit A scope and submit to Chartiers Valley School District within ninety (90) days of the execution of this Letter of Intent.

Within fourteen (14) days of receipt from TEN, Chartiers Valley School District shall affirmatively accept the IGA Report in writing if the ECM's contained therein are reasonable and fiscally beneficial to the Chartiers Valley School District, or to the extent the ECMs are unreasonable and/or non-beneficial, the Chartiers Valley School District may reject the IGA Report. Notwithstanding Chartiers Valley School District's acceptance of the IGA Report, and subject to the limitations identified in this Letter of Intent, such acceptance is not intended nor shall it be construed as an obligation of Chartiers Valley School District to enter into a GESC with TEN.

Following acceptance of the IGA Report, Chartiers Valley School District and TEN will jointly select the ECM(s) to be implemented, and TEN will prepare a Final IGA Report from these selected ECM(s), which Report shall be provided to Chartiers Valley School District. During the forty-five (45) day period immediately following the delivery of the Final IGA Report by TEN to Chartiers Valley School District, the parties mutually agree to meet and negotiate, in good faith, the contractual documents and agreements related to the GESC in a form provided by TEN and agreed to by the Chartiers Valley School District. To the extent that the parties execute a GESC, then the cost of the completion of the IGA, including the preparation of the IGA Report and Final IGA Report will be incorporated into the total project cost of such GESC as part of the preconstruction and design phase services.

To the extent the GESA Agreement is not executed by the parties within sixty (60) days of submission of the Final IGA Report by Chartiers Valley School District, then Chartiers Valley School District shall pay to TEN an IGA Fee not to exceed \$125,000 (the "IGA Fee"). The IGA Fee will be based on the CVSD compensating TEN for 50% of its internal labor for professional services (based on timesheets and billable rates for professional services), reimbursement of documented business expenses, and 100% of third-party costs not to exceed the IGA Fee. Such IGA Fee shall be paid by CVSD within thirty (30) days of TEN's written notice of expiration of this Letter of Intent and demand for payment.

This Letter of Intent shall be effective upon execution hereof by both parties and shall terminate one hundred twenty (120) days therefrom, subject to the other provisions of this Letter of Intent. Chartiers Valley School District also may terminate this Letter of Intent if TEN fails to timely complete the IGA Report. This Letter of Intent shall automatically novate upon the execution of any future GESC or other related agreements between the parties.

To the extent (i) this Letter of Intent is terminated prior to execution of a GESC by the parties, (ii) Chartiers Valley School District rejects or fails to accept the IGA Report; and/or (iii) refuses or fails to pay the withdrawal fee as provided herein, then

Chartiers Valley School District waives all rights to the use, transfer, or reproduction of TEN's work product as such work product is not intended or represented to be suitable for use unless completed by TEN. To the extent the parties do not execute a GESC, Chartiers Valley School District's use of the work product without written authorization by TEN shall be at Chartiers Valley School District's sole risk and Chartiers Valley School District shall indemnify, defend, and hold harmless TEN and its consultants, if any, from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the work product. Notwithstanding the foregoing, Chartiers Valley School District shall not be liable for indirect, incidental, or consequential damages, including but not limited to loss of profits, revenue, or data, arising out of or related to such use, reuse, or modification of the work product.

By executing this Letter of Intent, Chartiers Valley School District authorizes TEN to conduct the IGA. In performing the services required in Exhibit A of this Letter of Intent, TEN shall act as an independent contractor, and not an employee or agent of Chartiers Valley School District.

This Letter of Intent constitutes the entire understanding between the parties. No agent, representative, employee or servant of Chartiers Valley School District or TEN has the authority to make any statement, agreement, representation, oral or written, in connection with this letter of intent, which in any way modifies or alters the terms of this letter of intent. No modification, alterations, changes, amendments or waivers to this Letter of Intent shall be valid unless in writing, signed by both parties.

Chartiers Valley School District

The Efficiency Network, Inc. (TEN)

Signature

Signature

Name

Name

Title

Title

Date

Date

Exhibit A

The Energy Conservation Measures (ECMs) to be evaluated during the Investment Grade Audit include:

ECMs	Intermediate School
Lighting Upgrades and Controls	X
Water Conservation	X
Building Envelope/Weatherization	X
Replace Windows	X
Roof Replacement / Upgrades	X
BAS Control Upgrades	X
Retro-commissioning	X
HVAC Upgrades	X
Boiler Replacement	X
Chiller replacement	X
Renovation of Administration Area to Classrooms	X
Other Upgrades (savings driven, deferred maintenance)	X

**RESOLUTION OF
CHARTIERS VALLEY SCHOOL DISTRICT
ALLEGHENY COUNTY, PENNSYLVANIA**

APPOINTMENT OF PROFESSIONALS RESOLUTION OF THE CHARTIERS VALLEY SCHOOL DISTRICT, ALLEGHENY COUNTY, PENNSYLVANIA TO DECLARE THE SCHOOL DISTRICT'S INTENT TO APPOINT CERTAIN PROFESSIONALS TO UNDERTAKE OF A PROJECT TO FINANCE CERTAIN CAPITAL PROJECTS AND THE POTENTIAL REFUNDING OF OUTSTANDING INDEBTEDNESS.

WHEREAS, the Chartiers Valley School District, Allegheny County, Pennsylvania (the "School District") has determined to authorize the issuance of School District debt for the purpose of financing certain capital projects (the "Project") and potentially refunding all or a portion of one or more series of the School District's outstanding indebtedness (the "Refundings"); and

WHEREAS, the School District desires to appoint FNB America Securities LLC as underwriter and Bruce E. Dice & Associates, P.C. as bond counsel to assist the School District in undertaking the Project and the Refundings.

NOW, THEREFORE, the School District hereby declares as follows:

FNB America Securities LLC, as underwriter, and Bruce E. Dice & Associates, P.C., as bond counsel, are hereby authorized to assist the School District in undertaking the Project and the Refundings.

DULY ENACTED AND ORDAINED THIS 28th DAY OF SEPTEMBER 2026, BY THE BOARD OF SCHOOL DIRECTORS OF THE CHARTIERS VALLEY SCHOOL DISTRICT, ALLEGHENY COUNTY, PENNSYLVANIA, IN LAWFUL SESSION DULY ASSEMBLED.

**CHARTIERS VALLEY SCHOOL
DISTRICT**

Attest

By: _____
Secretary

By: _____
President



Priscilla Espinosa

260 W 39th St, Suite 801

New York, NY 10018

Cell: 404-514-5582

Email:

pespinosa@rtmbusinessgroup.com

September 17, 2026

To Whom It May Concern:

It is my pleasure to formally invite **Superintendent Daniel Castagna** to represent your district at the 2026 October National Superintendents Forum, taking place October 25-27 at the Baltimore Marriott Waterfront in Baltimore, Maryland.

We would be honored to have Superintendent Castagna lend his expertise to the meeting, as we strongly believe his experience and background would be incredibly valuable to the other leaders in attendance. This private forum will be attended by 70 K-12 superintendents from national districts who have been invited.

RTM Business Group is the event organizer. RTM does not provide products, goods, or services to school districts in any capacity. Our mission is strictly centered on bringing executive leaders together from districts for private, high-level professional development meetings.

The 2026 October National Superintendents Forum serves as a strategic networking opportunity for forward-thinking K12 leaders to expand their networks and collaborate with like-minded peers from across the country. The program layout is a targeted combination of General Sessions, Workshops, Peer Roundtables, and District Debriefs.

As an honorary hosted guest, the following costs are 100% covered by RTM Business Group:

- Registration: Full access to all strategic sessions, peer roundtables, and workshops.
- Accommodations: Two nights of resort stay at the 5-star Baltimore Marriott Waterfront.
- Executive Meals: All meals, receptions, and networking functions during the 3-day program.

Note: The district is responsible for arranging round-trip travel to and from Baltimore, MD. RTM will cover the attendee's Sunday and Monday hotel accommodations, meals, and Forum programming. If an additional Saturday night stay is needed, RTM will arrange the hotel reservation at a discounted rate of **\$219 + tax**, which will be paid by the attendee directly to the hotel upon check-in.

We look forward to having Superintendent Castagna in the room to help shape the national conversation for the 2026-2027 school year.

Policy Number 302

Title Employment of Superintendent/Assistant Superintendent

Adopted 8/12/2008

Revised 1/23/2018

Last Reviewed 10/1/2026

Version v1 · 10/1/2026

Employment of Superintendent/Assistant Superintendent

Purpose

The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.[\[1\]](#)

Authority

During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.[\[2\]](#)[\[3\]](#)[\[4\]](#)

An Assistant Superintendent shall be appointed by a majority vote of all members of the Board upon nomination of the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)

At a public Board meeting occurring at least one hundred eighty (180) days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by six (6) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. If the

Board fails to take such action, the term of office which the Superintendent or Assistant Superintendent is serving shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate.[\[4\]\[6\]](#)

Anytime the Board votes to retain a Superintendent or Assistant Superintendent, the Superintendent may be retained for a term of three (3) to five (5) years, and the Assistant Superintendent may be retained for a term of three (3) to five (5) years or for a term extending through the term of the Superintendent.[\[4\]\[6\]](#)

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.[\[7\]](#)

In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

Guidelines

Recruitment and Assessment of Candidates

The Board shall actively seek candidates who meet the qualifications and requirements for the position of Superintendent and/or Assistant Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants or the counsel of the retiring Superintendent.

When undertaking a search to fill the position of Superintendent or Assistant Superintendent, recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations. [\[8\]](#)
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.[\[9\]\[10\]\[11\]\[12\]\[13\]](#)
3. Preparation of informative materials describing the school district, the

Superintendent/Assistant Superintendent position, and the district's educational goals.

4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.^[8]

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.^[14]

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.^{[15][16]}

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.^[16]

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.^[17]

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may

require at Board expense or at the candidate's expense. [\[18\]](#)

Employment Contracts

An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall: [\[4\]](#)

1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
2. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law. [\[19\]](#)[\[20\]](#)[\[21\]](#) [\[22\]](#) [\[23\]](#)
3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent. [\[6\]](#)[\[24\]](#)
4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to extend automatically as required by law. [\[4\]](#)
5. Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.
6. Contain provisions relating to outside work that may be performed, if any. [\[25\]](#)[\[26\]](#)
7. State that any modification to the contract must be in writing.
8. State that the contract shall be governed by the laws of the Commonwealth.
9. Specify postretirement benefits and the period of time in which the benefits shall be provided.

Removal/Severance

A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a super majority (6) vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent. [\[27\]](#)[\[28\]](#)

Any negotiated severance of employment prior to the end of the term of the

Superintendent's or Assistant Superintendent's specified contract term shall be limited to either:[\[4\]](#)

1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or
2. The equivalent of one-half (1/2) of the total compensation due with a minimum not less than six months of salary and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

Footnotes

[1] 24 P.S. 1001
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[2] 24 P.S.
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[9] 22 PA Code 49.41

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[18] Pol. 314

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[19] 24 P.S. 1073.1

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[22] Pol. 003
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[23] Pol. 312

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[24] 24 P.S. 1075

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