

**PRINCIPAL'S EMPLOYMENT CONTRACT**

2012-13

2013-14

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ 2012, between the BOARD of EDUCATION of MILLBURN C. C. SCHOOL DISTRICT 24, LAKE COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **MARYBETH DELAMAR**, hereinafter referred to as the "Principal."

**A. EMPLOYMENT and COMPENSATION**

1. The Board hereby employs the Principal for two (2) years, commencing on July 1, 2012, and terminating on June 30, 2014. The salary for the period July 1, 2012 through June 30, 2013 shall be Ninety Thousand dollars (\$90,000). The salary for the period July 1, 2013 through June 30, 2014 shall be Ninety One Thousand Eight Hundred dollars (\$91,800). The salary shall be payable in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Principal hereby accepts employment upon the terms and conditions hereinafter set forth.
2. In addition to the annual salary stated in paragraph A.1 of this contract, the Board shall pay on behalf of the Principal to the State of Illinois Teachers' Retirement System, 85% of required contributions to said pension system. The Principal shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the Principal's future services, knowledge and experience.
3. Any salary or other adjustment or modification made during the life this contract shall be in the form of a written amendment and shall become a part of this contract, but such adjustment or modification shall not be construed as a new contract with the Principal, nor as an extension of the termination date of this contract.
4. During the term of this contract, the Principal shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him to act as a Principal in the School District.
5. The Principal shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Principal also agrees to comply with all health requirements established by law.
6. The Principal acknowledges that, pursuant to *The School Code* and by accepting the terms of a multi-year contract, he waives all rights to tenure in the School District only for the term of the multi-year contract and any multi-year extensions thereof; however the Principal shall not lose any previously acquired tenure credit with the District.

**B. BENEFITS**

1. The Board will provide the Principal with Fifty Dollars (\$50) monthly in lieu of in-district transportation. Substantiation of all expenses incurred pursuant to this provision shall be made by the Principal in accordance with the regulations of the *Internal Revenue Code*, as amended.
2. The Board will provide the Principal with the following paid benefits:
  - a. Full family hospitalization/medical insurance as provided under any group program effective in the District for the 2012-13 contract year. The District will pay 95% of the highest cost plan for family hospitalization/medical insurance, and 98% of the lowest cost plan for hospitalization/medical insurance for the 2013-14 contract year. The Principal will receive five thousand dollars (\$5,000) in lieu of medical insurance should the Principal choose to decline medical insurance. In order to qualify for the five thousand dollar (\$5,000) insurance exchange, the Principal must show proof of medical insurance, and the exchange must not incur any financial penalty on the District for the purpose of TRS calculations.
  - b. Full-family dental/vision insurance as provided under any group program effective in the District;
  - c. Disability insurance coverage as provided under any group program effective in the District;
  - d. Liability insurance, as provided to other Principals; and
  - e. Term life insurance, in an amount not less than the amount listed as salary in paragraph A.1 of this Contract.

3. The Principal shall be entitled to a paid vacation of twenty (20) working days for each 12-month period beginning July 1 through June 30 during the term of this Contract. Any unused vacation days shall not be carried over to the following 12-month period. The Principal will be paid for any unused vacation days that remain after July 1 from the previous contract year. The principal will be paid \$450 per unused vacation day with a limit of 10 days paid out, as long as said payout will not incur any financial penalty on the District for the purpose of TRS retirement calculations. The Superintendent shall be advised in advance of all vacations and prior approval of the Superintendent is required. The Principal shall also be entitled to all legal school holidays. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above or unless otherwise designated.
4. The Principal may be granted sick leave, as defined in Section 24-6 of The School Code, of thirteen (13) working days per year. Sick days may be accumulated to a maximum of three hundred forty (340) days.
5. The Principal shall be entitled to two (2) personal leave days in each contract year for the transaction of personal business that cannot be performed on a non-school day. Unused personal leave days shall accumulate along with unused sick leave to a maximum of three hundred forty (340) days.
6. From the annual salary stated in paragraph A.1 of this contract, the Principal may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible state deferred compensation plan as described in Section 457 of the *Internal Revenue Code* if adopted by the Board, or (2) authorize a salary reduction in order that the Board may purchase an annuity policy for the Principal as described in Section 403(b) of the *Internal Revenue Code*, provided that the Principal confirms that any such deferrals or reductions for purchase of annuities are within *Internal Revenue Code* limitations.
7. The Principal shall be reimbursed for dues and membership fees for two (2) professional organizations.
8. The Principal is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board.
9. The Principal shall be allowed such other privileges, leaves, and fringe benefits as are commonly extended to other certified school district personnel.

### **C. POWERS, DUTIES, and GOALS**

1. The Principal shall supervise the operation of attendance centers as the Board shall determine necessary and shall have as his primary responsibility the improvement of instruction. The Principal shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board, for the planning, operation and evaluation of the educational program of his assigned attendance area.
2. The Principal shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion and assignment of all personnel assigned to his attendance center and shall keep such other registers, records and reports as may be directed by the Superintendent and the Board or required by law.
3. The Principal shall suspend students guilty of gross disobedience or misconduct from school and from the school bus in accordance with the requirements of Section 10-22.6 of *The School Code* and Board policy.
4. The Principal shall devote his time, attention, and energy to the business of the School District and related professional activities. With the permission of the Board, the Principal may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Principal may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.
5. The Principal shall be responsible for, and deemed to have knowledge of, all of the policies, rules and regulations established by the Board and shall comply with their requirements.
6. In accordance with the requirements outlined in the Performance Evaluation Reform Act (PERA) of 2010 (096-0861), the parties agree that the following goals for the Principal have been established with respect to student performance and academic improvement, including the indicators listed beneath the goals that shall be used by the Superintendent to measure the Principal's performance. The principal and superintendent will meet to establish metrics and targets for student growth professional practice, and establish professional growth goals by October 1<sup>st</sup> of each contract year.

Goal 1 – To enhance individual student performance as measured by the following indicators:

- a. Northwest Evaluation Association's Measurement of Academic Progress (MAP) testing program
- b. Illinois Standards Assessment Test

Goal 2 – To support the academic improvement of the School through the application of Professional practice standards as presented in the "New Illinois Professional Leaders Standards" and measured by the following indicator:

- a. The rubric established in the Millburn Principal Evaluation Plan
7. The Superintendent shall determine whether the Principal has met the goals using the criteria described in the goals themselves, as well as the Superintendent's own reasonable judgment as to whether the Principal has exhibited the leadership, guidance and effort needed to achieve the goals. The Superintendent shall make this determination after an evaluation of the Principal and shall issue its determination in writing and present it to the Principal as part of the evaluation process.

**D. REAPPOINTMENT**

1. In the event the Board determines not to extend the employment of the Principal, this contract shall expire on June 30, 2014. The Principal shall receive notice of intent not to renew his employment in accordance with the requirements of The School Code.
2. At the end of any year of this contract, the Board and Principal may mutually agree to extend the employment of the Principal for a multi-year period, provided that the performance goals and indicators set forth in this contract have been met.

**E. TERMINATION**

1. This employment contract may be terminated during its term by:
  - a. Mutual agreement;
  - b. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
  - c. Discharge for cause; or
  - d. Death.
2. Discharge for cause during the term of this contract shall be for any conduct, act, or failure to act by the Principal, which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Principal, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Principal chooses to be accompanied by legal counsel, (s)he shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

**F. NOTICE**

Any notice required to be given under this contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Principal or the President of the Board

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

**PRINCIPAL**

**BOARD of EDUCATION  
MILLBURN C. C. SCHOOL DISTRICT 24  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**By: President, Board of Education**

\_\_\_\_\_  
**Secretary, Board of Education**

## EMPLOYMENT CONTRACT

2012-13

2013-14

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_ 2012, between the BOARD of EDUCATION of MILLBURN C. C. SCHOOL DISTRICT 24, LAKE COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **JAKE JORGENSON**, hereinafter referred to as the "Principal."

### **A. EMPLOYMENT and COMPENSATION**

1. The Board hereby employs the Principal for two (2) years, commencing on July 1, 2012, and terminating on June 30, 2014. The salary for the period July 1, 2012 through June 30, 2013 shall be Ninety Four Thousand Six hundred Eight dollars and Six cents. (\$94,608.06). The salary for the period July 1, 2013 through June 30, 2014 shall be Ninety Six Thousand Five Hundred dollars and Twenty-Two cents (\$96,500.22). The salary shall be payable in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Principal hereby accepts employment upon the terms and conditions hereinafter set forth.
2. In addition to the annual salary stated in paragraph A.1 of this contract, the Board shall pay on behalf of the Principal to the State of Illinois Teachers' Retirement System, 85% of required contributions to said pension system. The Principal shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the Principal's future services, knowledge and experience.
3. Any salary or other adjustment or modification made during the life this contract shall be in the form of a written amendment and shall become a part of this contract, but such adjustment or modification shall not be construed as a new contract with the Principal, nor as an extension of the termination date of this contract.
4. During the term of this contract, the Principal shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him to act as a Principal in the School District.
5. The Principal shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Principal also agrees to comply with all health requirements established by law.
6. The Principal acknowledges that, pursuant to *The School Code* and by accepting the terms of a multi-year contract, he waives all rights to tenure in the School District only for the term of the multi-year contract and any multi-year extensions thereof; however the Principal shall not lose any previously acquired tenure credit with the District.

### **B. BENEFITS**

1. The Board will provide the Principal with Fifty Dollars (\$50) monthly in lieu of in-district transportation. Substantiation of all expenses incurred pursuant to this provision shall be made by the Principal in accordance with the regulations of the *Internal Revenue Code*, as amended.
2. The Board will provide the Principal with the following paid benefits:
  - a. Full family hospitalization/medical insurance as provided under any group program effective in the District for the 2012-13 contract year. The District will pay 95% of the highest cost plan for family hospitalization/medical insurance, and 98% of the lowest cost plan for hospitalization/medical insurance for the 2013-14 contract year. The Principal will receive five thousand dollars (\$5,000) in lieu of medical insurance should the Principal choose to decline medical insurance. In order to qualify for the five thousand dollar (\$5,000) insurance exchange, the Principal must show proof of medical insurance, and the exchange must not incur any financial penalty on the District for the purpose of TRS calculations.
  - b. Full-family dental/vision insurance as provided under any group program effective in the District;
  - c. Disability insurance coverage as provided under any group program effective in the District;
  - d. Liability insurance, as provided to other administrators; and
  - e. Term life insurance, in an amount not less than the amount listed as salary in paragraph A.1 of this Contract.

3. The Principal shall be entitled to a paid vacation of twenty (20) working days for each 12-month period beginning July 1 through June 30 during the term of this Contract. Any unused vacation days shall not be carried over to the following 12-month period. The Principal will be paid for any unused vacation days that remain after July 1 from the previous contract year. The principal will be paid \$450 per unused vacation day with a limit of 10 days paid out, as long as said payout will not incur any financial penalty on the District for the purpose of TRS retirement calculations. The Superintendent shall be advised in advance of all vacations and prior approval of the Superintendent is required. The Administrator shall also be entitled to all legal school holidays. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above or unless otherwise designated.
4. The Principal may be granted sick leave, as defined in Section 24-6 of The School Code, of thirteen (13) working days per year. Sick days may be accumulated to a maximum of three hundred forty (340) days.
  - a. The Principal shall be entitled to two (2) personal leave days in each contract year for the transaction of personal business that cannot be performed on a non-school day. Unused personal leave days shall accumulate along with unused sick leave to a maximum of three hundred forty (340) days.
  - b. From the annual salary stated in paragraph A.1 of this contract, the Principal may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible state deferred compensation plan as described in Section 457 of the *Internal Revenue Code* if adopted by the Board, or (2) authorize a salary reduction in order that the Board may purchase an annuity policy for the Principal as described in Section 403(b) of the *Internal Revenue Code*, provided that the Principal confirms that any such deferrals or reductions for purchase of annuities are within *Internal Revenue Code* limitations.
  - c. The Principal shall be allowed such other privileges, leaves, and fringe benefits as are commonly extended to other certified school district personnel.
5. The Administrator shall be reimbursed for dues and membership fees for two (2) professional organizations.
6. The Administrator is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board.

### **C. POWERS, DUTIES, and GOALS**

1. The Principal shall supervise the operation of attendance centers as the Board shall determine necessary and shall have as his primary responsibility the improvement of instruction. The Principal shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board, for the planning, operation and evaluation of the educational program of his assigned attendance area.
2. The Principal shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion and assignment of all personnel assigned to his attendance center and shall keep such other registers, records and reports as may be directed by the Superintendent and the Board or required by law.
3. The Principal shall suspend students guilty of gross disobedience or misconduct from school and from the school bus in accordance with the requirements of Section 10-22.6 of *The School Code* and Board policy.
4. The Principal shall devote his time, attention, and energy to the business of the School District and related professional activities. With the permission of the Board, the Principal may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Principal may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.
5. The Principal shall be responsible for, and deemed to have knowledge of, all of the policies, rules and regulations established by the Board and shall comply with their requirements.
6. In accordance with the requirements outlined in the Performance Evaluation Reform Act (PERA) of 2010 (096-0861), the parties agree that the following goals for the Principal have been established with respect to student performance and academic improvement, including the indicators listed beneath the goals that shall be used by the Superintendent to measure the Principal's performance. The principal and superintendent will meet to establish metrics and targets for student growth professional practice, and establish professional growth goals by October 1<sup>st</sup> of each contract year.

Goal 1 – To enhance individual student performance as measured by the following indicators:

- a. Northwest Evaluation Association's Measurement of Academic Progress (MAP) testing program
- b. Illinois Standards Assessment Test

Goal 2 – To support the academic improvement of the School through the application of Professional practice standards as presented in the “New Illinois Professional Leaders Standards” and measured by the following indicator:

- a. The rubric established in the Millburn Principal Evaluation Plan

The Superintendent shall determine whether the Principal has met the goals using the criteria described in the goals themselves, as well as the Superintendent’s own reasonable judgment as to whether the Principal has exhibited the leadership, guidance and effort needed to achieve the goals. The Superintendent shall make this determination after an evaluation of the Principal and shall issue its determination in writing and present it to the Principal as part of the evaluation process.

**D. REAPPOINTMENT**

- 1. In the event the Board determines not to extend the employment of the Principal, this contract shall expire on June 30, 2014. The Principal shall receive notice of intent not to renew his employment in accordance with the requirements of The School Code.
- 2. At the end of any year of this contract, the Board and Principal may mutually agree to extend the employment of the Principal for a multi-year period, provided that the performance goals and indicators set forth in this contract have been met.

**E. TERMINATION**

- 1. This employment contract may be terminated during its term by:
  - a. Mutual agreement;
  - b. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
  - c. Discharge for cause; or
  - d. Death.
- 2. Discharge for cause during the term of this contract shall be for any conduct, act, or failure to act by the Principal, which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Principal, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Principal chooses to be accompanied by legal counsel, (s)he shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

**F. NOTICE**

Any notice required to be given under this contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Principal or the President of the Board

**IN WITNESS WHEREOF**, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

**PRINCIPAL**

**BOARD of EDUCATION  
MILLBURN C. C. SCHOOL DISTRICT 24  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**By: President, Board of Education**

\_\_\_\_\_  
**Secretary, Board of Education**

## EMPLOYMENT CONTRACT

2012-13

2013-14

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2012, between the BOARD OF EDUCATION OF MILLBURN COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 24, 18550 MILLBURN ROAD, WADSWORTH, LAKE COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **ELIZABETH KEEFE**, hereinafter referred to as the "Administrator".

### **A. EMPLOYMENT AND COMPENSATION**

1. The Board hereby employs the Administrator for two (2) years, commencing on July 1, 2012, and terminating on June 30, 2014. The salary for the period July 1, 2012 through June 30, 2013 shall be Ninety Four Thousand Five hundred Five dollars and Four cents. (\$94,505.04). The salary for the period July 1, 2013 through June 30, 2014 shall be Ninety Seven Thousand Four Hundred Fifteen dollars and Fourteen cents (\$97,415.14). The salary shall be payable in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.
2. In addition to the annual salary stated in paragraph A.1 of this contract, the Board shall pay on behalf of the Administrator to the State of Illinois Teachers' Retirement System, 85% of required contributions to said pension system. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator's future services, knowledge and experience.
3. Any salary or other adjustment or modification made during the life this contract shall be in the form of a written amendment and shall become a part of this contract, but such adjustment or modification shall not be construed as a new contract with the Administrator, nor as an extension of the termination date of this contract.
4. During the term of this contract, the Administrator shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him to act as an Administrator in the School District.
5. The Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
6. The Administrator acknowledges that, pursuant to *The School Code* and by accepting the terms of a multi-year contract, he waives all rights to tenure in the School District only for the term of the multi-year contract and any multi-year extensions thereof; however the Administrator shall not lose any previously acquired tenure credit with the District.

### **B. BENEFITS**

1. The Board will provide the Administrator with Fifty Dollars (\$50) monthly in lieu of in-district transportation. Substantiation of all expenses incurred pursuant to this provision shall be made by the Administrator in accordance with the regulations of the *Internal Revenue Code*, as amended.
2. The Board will provide the Administrator with the following paid benefits:
  - a. Full family hospitalization/medical insurance as provided under any group program effective in the District for the 2012-13 contract year. The District will pay 95% of the highest cost plan for family hospitalization/medical insurance, and 98% of the lowest cost plan for hospitalization/medical insurance for the 2013-14 contract year. The Administrator will receive five thousand dollars (\$5,000) in lieu of medical insurance should the Administrator choose to decline medical insurance. In order to qualify for the five thousand dollar (\$5,000) insurance exchange, the Administrator must show proof of medical insurance, and the exchange must not incur any financial penalty on the District for the purpose of TRS calculations.
  - b. Full-family dental/vision insurance as provided under any group program effective in the District;
  - c. Disability insurance coverage as provided under any group program effective in the District;
  - d. Liability insurance, as provided to other administrators; and
  - e. Term life insurance, in an amount not less than the amount listed as salary in paragraph A.1 of this Contract.

3. The Administrator shall be entitled to a paid vacation of twenty (20) working days for each 12-month period beginning July 1 through June 30 during the term of this Contract. Any unused vacation days shall not be carried over to the following 12-month period. The Administrator will be paid for any unused vacation days that remain after July 1 from the previous contract year. The Administrator will be paid \$450 per unused vacation day with a limit of 10 days paid out, as long as said payout will not incur any financial penalty on the District for the purpose of TRS retirement calculations. The Superintendent shall be advised in advance of all vacations and prior approval of the Superintendent is required. The Administrator shall also be entitled to all legal school holidays. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above or unless otherwise designated.
4. The Administrator may be granted sick leave, as defined in Section 24-6 of The School Code, of thirteen (13) working days per year. Sick days may be accumulated to a maximum of three hundred forty (340) days.
5. The Administrator shall be entitled to two (2) personal leave days in each contract year for the transaction of personal business that cannot be performed on a non-school day. Unused personal leave days shall accumulate along with unused sick leave to a maximum of three hundred forty (340) days.
6. From the annual salary stated in paragraph A.1 of this contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible state deferred compensation plan as described in Section 457 of the *Internal Revenue Code* if adopted by the Board, or (2) authorize a salary reduction in order that the Board may purchase an annuity policy for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, provided that the Administrator confirms that any such deferrals or reductions for purchase of annuities are within *Internal Revenue Code* limitations.
7. The Administrator shall be reimbursed for dues and membership fees for two (2) professional organizations.
8. The Administrator is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board.
9. The Administrator shall be allowed such other privileges, leaves, and fringe benefits as are commonly extended to other certified school district personnel.

**C. POWERS, DUTIES, and GOALS**

1. The Administrator, as directed in her job description, shall assist the Superintendent in the administrative operation and management of the School District. The Administrator shall also assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board, for the planning, operation and evaluation of the educational program of the District.
2. The Administrator shall devote her entire time, attention, and energy to the business of the School District and related professional activities. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.
3. The Administrator shall be responsible for, and deemed to have knowledge of, all of the policies, rules and regulations established by the Board and shall comply with their requirements.
4. The Superintendent shall evaluate the Administrator's performance on an ongoing basis and shall meet with the Administrator at least annually to discuss the Administrator's performance with her. This annual evaluation shall include, but not be limited to, an assessment of the Administrator's progress toward meeting the performance and improvement goals. At such meeting or thereafter, the Superintendent shall determine, if necessary, the terms and conditions of the continued future employment of the Administrator, including the inclusion of the goals and indicators of student performance and academic improvement to be used by the Board to measure the performance and effectiveness of the Administrator.
5. In accordance with the requirements outlined in the Performance Evaluation Reform Act (PERA) of 2010 (096-0861), the parties agree that the following goals for the Administrator have been established with respect to student performance and academic improvement, including the indicators listed beneath the goals that shall be used by the Superintendent to measure the Administrator's performance. The Administrator and superintendent will meet to establish metrics and targets for student growth professional practice, and establish professional growth goals by October 1<sup>st</sup> of each contract year.

Goal 1 – To enhance individual student performance as measured by the following indicators:

- a. Northwest Evaluation Association's Measurement of Academic Progress (MAP) testing program
- b. Illinois Standards Assessment Test

Goal 2 – To support the academic improvement of the School through the application of Professional practice standards as presented in the "New Illinois Professional Leaders Standards"

**D. REAPPOINTMENT**

- 1. In the event the Board determines not to extend the employment of the Administrator, this contract shall expire on June 30, 2014. The Administrator shall receive notice of intent not to renew his employment in accordance with the requirements of The School Code.
- 2. At the end of any year of this contract, the Board and Administrator may mutually agree to extend the employment of the Administrator for a multi-year period, provided that the performance goals and indicators set forth in this contract have been met.

**E. TERMINATION**

- 1. This employment contract may be terminated during its term by:
  - a. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
  - b. Discharge for cause; or
  - c. Mutual agreement;
  - d. Death.
- 2. Discharge for cause during the term of this contract shall be for any conduct, act, or failure to act by the Principal, which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Principal, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Principal chooses to be accompanied by legal counsel, (s)he shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

**F. NOTICE**

Any notice required to be given under this contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Principal or the President of the Board.

**IN WITNESS WHEREOF**, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

**PRINCIPAL**

**BOARD of EDUCATION  
MILLBURN C. C. SCHOOL DISTRICT 24  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_

\_\_\_\_\_

**ATTEST:**

**By: President, Board of Education**

\_\_\_\_\_

**Secretary, Board of Education**

## EMPLOYMENT CONTRACT

2012-13

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**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2012, between the BOARD OF EDUCATION OF MILLBURN COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 24, 18550 MILLBURN ROAD, WADSWORTH, LAKE COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **JOANNE RATHUNDE**, hereinafter referred to as the "Administrator".

### **A. EMPLOYMENT AND COMPENSATION**

1. The Board hereby employs the Administrator for two (2) years, commencing on July 1, 2012, and terminating on June 30, 2014. The salary for the period July 1, 2012 through June 30, 2013 shall be Ninety Nine Thousand Six Hundred Fifty Five Dollars and two cents (\$99,655.02) for the 2012-2013 contract year. The salary for the period July 1, 2013 through June 30, 2014 shall be One hundred One Thousand Six Hundred Forty Eight dollars and Twelve cents. (\$101,648.12). This salary is payable in 26 equal installments per year in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.
2. In addition to the annual salary stated in paragraph A.1 of this contract, the Board shall pay on behalf of the Administrator to the State of Illinois Teachers' Retirement System, 85% of required contributions to said pension system. The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator's future services, knowledge and experience.
3. Any salary or other adjustment or modification made during the life this contract shall be in the form of a written amendment and shall become a part of this contract, but such adjustment or modification shall not be construed as a new contract with the Administrator, nor as an extension of the termination date of this contract.
4. During the term of this contract, the Administrator shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him to act as an Administrator in the School District.
5. The Administrator shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
6. The Administrator acknowledges that, pursuant to *The School Code* and by accepting the terms of a multi-year contract, he waives all rights to tenure in the School District only for the term of the multi-year contract and any multi-year extensions thereof; however the Administrator shall not lose any previously acquired tenure credit with the District.

### **B. BENEFITS**

1. The Board will provide the Administrator with Fifty Dollars (\$50) monthly in lieu of in-district transportation. Substantiation of all expenses incurred pursuant to this provision shall be made by the Administrator in accordance with the regulations of the *Internal Revenue Code*, as amended.
2. The Board will provide the Administrator with the following paid benefits:
  - a. Full family hospitalization/medical insurance as provided under any group program effective in the District for the 2012-13 contract year. The District will pay 95% of the highest cost plan for family hospitalization/medical insurance, and 98% of the lowest cost plan for hospitalization/medical insurance for the 2013-14 contract year. The Administrator will receive five thousand dollars (\$5,000) in lieu of medical insurance should the Administrator choose to decline medical insurance. In order to qualify for the five thousand dollar (\$5,000) insurance exchange, the Administrator must show proof of medical insurance, and the exchange must not incur any financial penalty on the District for the purpose of TRS calculations.
  - b. Full-family dental/vision insurance as provided under any group program effective in the District;
  - c. Disability insurance coverage as provided under any group program effective in the District;
  - d. Liability insurance, as provided to other administrators; and
  - e. Term life insurance, in an amount not less than the amount listed as salary in paragraph A.1 of this Contract.

3. The Administrator shall be entitled to a paid vacation of twenty (20) working days for each 12-month period beginning July 1 through June 30 during the term of this Contract. Any unused vacation days shall not be carried over to the following 12-month period. The Administrator will be paid for any unused vacation days that remain after July 1 from the previous contract year. The Administrator will be paid \$450 per unused vacation day with a limit of 10 days paid out, as long as said payout will not incur any financial penalty on the District for the purpose of TRS retirement calculations. The Superintendent shall be advised in advance of all vacations and prior approval of the Superintendent is required. The Administrator shall also be entitled to all legal school holidays. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above or unless otherwise designated.
4. The Administrator may be granted sick leave, as defined in Section 24-6 of The School Code, of thirteen (13) working days per year. Sick days may be accumulated to a maximum of three hundred forty (340) days.
5. The Administrator shall be entitled to two (2) personal leave days in each contract year for the transaction of personal business that cannot be performed on a non-school day. Unused personal leave days shall accumulate along with unused sick leave to a maximum of three hundred forty (340) days.
6. From the annual salary stated in paragraph A.1 of this contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible state deferred compensation plan as described in Section 457 of the *Internal Revenue Code* if adopted by the Board, or (2) authorize a salary reduction in order that the Board may purchase an annuity policy for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, provided that the Administrator confirms that any such deferrals or reductions for purchase of annuities are within *Internal Revenue Code* limitations.
7. The Administrator shall be reimbursed for dues and membership fees for two (2) professional organizations.
8. The Administrator is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board.
9. The Administrator shall be allowed such other privileges, leaves, and fringe benefits as are commonly extended to other certified school district personnel.

### **C. POWERS, DUTIES, and GOALS**

1. The Administrator, as directed in her job description, shall assist the Superintendent in the administrative operation and management of the School District. The Administrator shall also assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board, for the planning, operation and evaluation of the educational program of the District.
2. The Administrator shall devote her entire time, attention, and energy to the business of the School District and related professional activities. With the permission of the Superintendent, the Administrator may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.
3. The Administrator shall be responsible for, and deemed to have knowledge of, all of the policies, rules and regulations established by the Board and shall comply with their requirements.
4. The Superintendent shall evaluate the Administrator's performance on an ongoing basis and shall meet with the Administrator at least annually to discuss the Administrator's performance with her. This annual evaluation shall include, but not be limited to, an assessment of the Administrator's progress toward meeting the performance and improvement goals. At such meeting or thereafter, the Superintendent shall determine, if necessary, the terms and conditions of the continued future employment of the Administrator, including the inclusion of the goals and indicators of student performance and academic improvement to be used by the Board to measure the performance and effectiveness of the Administrator.
5. In accordance with the requirements outlined in the Performance Evaluation Reform Act (PERA) of 2010 (096-0861), the parties agree that the following goals for the Administrator have been established with respect to student performance and academic improvement, including the indicators listed beneath the goals that shall be used by the Superintendent to measure the Administrator's performance. The Administrator and superintendent will meet to establish metrics and targets for student growth professional practice, and establish professional growth goals by October 1<sup>st</sup> of each contract year.

Goal 1 – To enhance individual student performance as measured by the following indicators:

- a. Northwest Evaluation Association's Measurement of Academic Progress (MAP) testing program
- b. Illinois Standards Assessment Test

Goal 2 – To support the academic improvement of the School through the application of Professional practice standards as presented in the "New Illinois Professional Leaders Standards"

- 6. The Superintendent shall determine whether the Administrator has met the goals using the criteria described in the goals themselves, as well as the Superintendent's own reasonable judgment as to whether the Administrator has exhibited the leadership, guidance and effort needed to achieve the goals. The Superintendent shall make this determination after an evaluation of the Administrator and shall issue its determination in writing and present it to the Administrator as part of the evaluation process.

**D. REAPPOINTMENT**

- 1. In the event the Board determines not to extend the employment of the Administrator, this contract shall expire on June 30, 2014. The Administrator shall receive notice of intent not to renew his employment in accordance with the requirements of The School Code.
- 2. At the end of any year of this contract, the Board and Administrator may mutually agree to extend the employment of the Administrator for a multi-year period, provided that the performance goals and indicators set forth in this contract have been met.

**E. TERMINATION**

- 1. This employment contract may be terminated during its term by:
  - a. Mutual agreement;
  - b. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
  - c. Discharge for cause; or
  - d. Death.
- 2. Discharge for cause during the term of this contract shall be for any conduct, act, or failure to act by the Administrator, which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, (s)he shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

**F. NOTICE**

Any notice required to be given under this contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Administrator or the President of the Board.

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

**ADMINISTRATOR**

**BOARD of EDUCATION  
MILLBURN C. C. SCHOOL DISTRICT 24  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**By: President, Board of Education**

\_\_\_\_\_  
**Secretary, Board of Education**

## EMPLOYMENT CONTRACT

2012-2013

2013-2014

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2012 between the BOARD OF EDUCATION OF MILLBURN C. C. SCHOOL DISTRICT NO. 24, LAKE COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **STEPHEN JOHNS**, hereinafter referred to as the "Business Manager."

### **A. EMPLOYMENT AND COMPENSATION**

1. The Board hereby employs the Business Manager for two (2) years, commencing on July 1, 2012, and terminating on June 30, 2014. Each July 1 to June 30 shall constitute one Contract Year. The Business Manager shall be paid a salary of Ninety Two Thousand Five Hundred Dollars (\$92,500) for the 2012-13 Contract Year. The salary for the period July 1, 2013 through June 30, 2014 shall be Ninety Four Thousand Three Hundred Fifty dollars (\$94,350). The salary shall be payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The Business Manager hereby accepts employment upon the terms and conditions hereinafter set forth.
2. In addition to the annual salary stated in paragraph A.1 of this contract, the Board shall pay on behalf of the Business Manager to the State of Illinois Teachers' Retirement System, 85% of required contributions to said pension system. The Business Manager shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Business Manager did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Teachers' Retirement System, and further acknowledge that such contributions are made as a condition of employment to secure the Business Manager's future services, knowledge and experience.
3. Any salary or other adjustment or modification made during the life of this contract shall be in the form of a written amendment and shall become a part of this contract, but such adjustment or modification shall not be construed as a new contract with the Business Manager, nor as an extension of the termination date of this contract.
4. During the term of this contract, the Business Manager shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying him to act as a Business Manager in the School District.
5. The Business Manager shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. As a condition of employment, the Business Manager also agrees to comply with all health requirements established by law.
6. The Business Manager acknowledges that, pursuant to *The School Code* and by accepting the terms of a multi-year contract, he waives all rights to tenure in the School District only for the term of the multi-year contract and any multi-year extensions thereof; however the Business Manager shall not lose any previously acquired tenure credit with the District.

### **B. BENEFITS**

1. The Board will provide the Business Manager with Fifty Dollars (\$50) monthly in lieu of in-district transportation. Substantiation of all expenses incurred pursuant to this provision shall be made by the Business Manager in accordance with the regulations of the *Internal Revenue Code*, as amended.
2. The Board will provide the Business Manager with the following paid benefits:
  - a. Full family hospitalization/medical insurance as provided under any group program effective in the District for the 2012-13 contract year. The District will pay 95% of the highest cost plan for family hospitalization/medical insurance, and 98% of the lowest cost plan for hospitalization/medical insurance for the 2013-14 contract year. The Business Manager will receive five thousand dollars (\$5,000) in lieu of medical insurance should the Business Manager choose to decline medical insurance. In order to qualify for the five thousand dollar (\$5,000) insurance exchange, the Business Manager must show proof of medical insurance, and the exchange must not incur any financial penalty on the District for the purpose of TRS calculations.
  - b. Full-family dental/vision insurance as provided under any group program effective in the District;
  - c. Disability insurance coverage as provided under any group program effective in the District;
  - d. Liability insurance, as provided to other Business Managers; and
  - e. Term life insurance, in an amount not less than the amount listed as salary in paragraph A.1 of this Contract.

3. The Business Manager shall be entitled to a paid vacation of twenty (20) working days for each 12-month period beginning July 1 through June 30 during the term of this Contract. Any unused vacation days shall not be carried over to the following 12-month period. The Business Manager will be paid for any unused vacation days that remain after July 1 from the previous contract year. The Business Manager will be paid \$450 per unused vacation day with a limit of 10 days paid out, as long as said payout will not incur any financial penalty on the District for the purpose of TRS retirement calculations. The Superintendent shall be advised in advance of all vacations and prior approval of the Superintendent is required. The Business Manager shall also be entitled to all legal school holidays. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above or unless otherwise designated.
4. The Business Manager may be granted sick leave, as defined in Section 24-6 of The School Code, of thirteen (13) working days per year. Sick days may be accumulated to a maximum of three hundred forty (340) days.
5. The Business Manager shall be entitled to two (2) personal leave days in each contract year for the transaction of personal business that cannot be performed on a non-school day. Unused personal leave days shall accumulate along with unused sick leave to a maximum of three hundred forty (340) days.
6. From the annual salary stated in paragraph A.1 of this contract, the Business Manager may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible state deferred compensation plan as described in Section 457 of the *Internal Revenue Code* if adopted by the Board, or (2) authorize a salary reduction in order that the Board may purchase an annuity policy for the Business Manager as described in Section 403(b) of the *Internal Revenue Code*, provided that the Business Manager confirms that any such deferrals or reductions for purchase of annuities are within *Internal Revenue Code* limitations.
7. The Business Manager shall be reimbursed for dues and membership fees for two (2) professional organizations.
8. The Business Manager is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board.
9. The Business Manager shall be allowed such other privileges, leaves, and fringe benefits as are commonly extended to other certified school district personnel.

### **C. POWERS, DUTIES, and GOALS**

1. The Business Manager, as directed in the job description, shall assist the Superintendent in the administrative operation and management of the School District. The Business Manager shall also assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board, for the planning, operation and evaluation of the educational program of the District.
2. The Business Manager shall devote the entire time, attention, and energy to the business of the School District and related professional activities. With the permission of the Superintendent, the Business Manager may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Business Manager may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.
3. The Business Manager shall be responsible for, and deemed to have knowledge of, all of the policies, rules and regulations established by the Board and shall comply with their requirements.
4. The Superintendent shall evaluate the Business Manager's performance on an ongoing basis and shall meet with the Business Manager at least annually to discuss the Business Manager's performance with her. This annual evaluation shall include, but not be limited to, an assessment of the Business Manager's progress toward meeting the performance and improvement goals. At such meeting or thereafter, the Superintendent shall determine, if necessary, the terms and conditions of the continued future employment of the Business Manager, including the inclusion of the goals and indicators of student performance and academic improvement to be used by the Board to measure the performance and effectiveness of the Business Manager.
5. In accordance with the requirements outlined in the Performance Evaluation Reform Act (PERA) of 2010 (096-0861), the parties agree that the following goals for the Business Manager have been established with respect to student performance and academic improvement, including the indicators listed beneath the goals that shall be used by the Superintendent to measure the Business Manager's performance. The Business Manager and superintendent will meet to establish metrics and targets for student growth professional practice, and establish professional growth goals by October 1<sup>st</sup> of each contract year.

Goal 1 – To enhance individual student performance as measured by the following indicators:

- a. Northwest Evaluation Association's Measurement of Academic Progress (MAP) testing program

b. Illinois Standards Assessment Test

Goal 2 –To support the academic improvement of the School through the application of Professional practice standards as presented in the “New Illinois Professional Leaders Standards”

6. The Superintendent shall determine whether the Business Manager has met the goals using the criteria described in the goals themselves, as well as the Superintendent’s own reasonable judgment as to whether the Business Manager has exhibited the leadership, guidance and effort needed to achieve the goals. The Superintendent shall make this determination after an evaluation of the Business Manager and shall issue its determination in writing and present it to the Business Manager as part of the evaluation process.

**D. REAPPOINTMENT**

1. In the event the Board determines not to extend the employment of the Business Manager, this contract shall expire on June 30, 2014. The Business Manager shall receive notice of intent not to renew his employment in accordance with the requirements of The School Code.
2. At the end of any year of this contract, the Board and Business Manager may mutually agree to extend the employment of the Business Manager for a multi-year period, provided that the performance goals and indicators set forth in this contract have been met.

**E. TERMINATION**

1. This employment contract may be terminated during its term by:
  - a. Mutual agreement;
  - b. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
  - c. Discharge for cause; or
  - d. Death.
2. Discharge for cause during the term of this contract shall be for any conduct, act, or failure to act by the Business Manager, which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Business Manager, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the Business Manager chooses to be accompanied by legal counsel, (s)he shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

**F. NOTICE**

Any notice required to be given under this contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Business Manager or the President of the Board.

**IN WITNESS WHEREOF**, the parties have executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_ 2012.

**BUSINESS MANAGER**

**BOARD of EDUCATION  
MILLBURN C. C. SCHOOL DISTRICT 24  
LAKE COUNTY, ILLINOIS**

\_\_\_\_\_  
**ATTEST:**

\_\_\_\_\_  
**By: President, Board of Education**

\_\_\_\_\_  
**Secretary, Board of Education**