

PRINCIPAL'S EMPLOYMENT CONTRACT

THIS CONTRACT made this 18th day of June, 2018, by and between the Board of Education of Villa Grove Community Unit School District No. 302 (hereinafter referred to as "the Board"), and Sara Jones (hereinafter referred to as "the Principal"), pursuant to a Motion of the Board at a meeting of the Board held on June 18, 2018, as found in the Minutes of that meeting.

WITNESSETH:

For and in consideration of the mutual promises hereinafter contained, it is covenanted and agreed by and between the parties as follows:

1. **Employment.** The Board hereby employs Sara Jones as a Principal in and for Villa Grove Community Unit School District No. 302 for a period of three (3) years, commencing July 1, 2018 and ending June 30, 2021.

2. **Work Year.** The Principal's work year shall include work days Monday through Friday, ten and three-fourths (10 $\frac{3}{4}$) months per year, beginning twenty (20) days before the school year and ending approximately ten (10) days after the school year, with five (5) flexible days during the summer as determined by the Superintendent, with input from the Principal, during the term of this Contract, except as otherwise provided herein, and except that the Principal's employment shall not require her to work on school holidays and on national holidays during the summer months when school is not in session.

3. **Duties.** The duties and responsibilities of the Principal shall be all those duties incident to the office of the Principal, as set forth in the job description for such position attached hereto and incorporated herein as Exhibit "A." In addition, the Principal shall perform such other duties normally performed by an employee in like position as from time to time may be assigned to the Principal by the Superintendent or the Board.

4. **Salary.** In consideration of the performance of the duties of the Principal, the Board shall pay to the Principal as base annual salary for the period extending from July 1, 2018 to June 30, 2019, Seventy-Five Thousand and 00/100 Dollars (\$75,000.00), which amount shall be payable in substantially equal installments in accordance with the payroll procedures of the District. For the period extending from July 1, 2019 to June 30, 2020, the Principal's annual salary shall be determined by utilizing an allowable range of increase of two percent (2%) over the prior contract year's salary. For the period extending July 1, 2020 to June 30, 2021, the Principal's annual salary shall be determined by utilizing an allowable range of increase of two percent (2%) over the prior contract year's salary. The Board's action to increase the Principal's salary under this paragraph shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with the Principal, or that the termination date of this Contract has been in any way extended.

5. **Pension.** From and out of the salary of the Principal as set forth hereinabove in paragraph 4, the Board shall withhold and pay such amount as may be required by law, on behalf of the Principal, to the Teachers' Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

6. **T.H.I.S.** From and out of the salary of the Principal as set forth hereinabove in paragraph 4, the Board shall withhold and pay such percentage of the Principal's salary as may be required by law on behalf of the Principal to the Teacher Health Insurance Security Fund.

7. **Licensure.** The Principal shall furnish the Board, during the life of this Contract, a valid and appropriate license to perform duties as the Principal in accordance with the laws of the State of Illinois and as directed by the Board.

8. **Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, boards of education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If a fingerprint based criminal records check required by Illinois law is not completed at the time this Contract is signed, and the subsequent investigation report reveals there has been such a conviction, this Contract shall immediately become null and void.

9. **Academic Improvement and Student Performance.** This Contract is a performance-based contract linked to student performance and academic improvement of the District. The Principal shall strive to meet the goals during the term of this Contract. The parties agree the goals and indicators are linked to student performance and academic improvement of the District. Annually, the Principal, with the assistance of her administrative team, shall:

- A. evaluate student performance, which shall include but not be limited to student performance on standardized tests such as performance on the PARCC Exam, completion of the curriculum, attendance and dropout rates;
- B. review the curriculum and instructional services of the District; and
- C. report to the Board on her findings as to (i) student performance and (ii) recommendations, if any, for curriculum or instructional changes as a result of her evaluation of student performance.

In addition, the parties agree that in the initial year of this Contract, July 1, 2018 through June 15, 2019, the Superintendent and Principal shall mutually develop additional goals to enhance District-wide student performance and academic achievement as well as the indicators to measure the same. The goals and indicators will be submitted to the Board not later than the January, 2019 Board meeting for discussion and approval.

10. **Evaluation.** The Principal shall be evaluated by the Superintendent in conformance with the District's principal evaluation plan established in accordance with 105 ILCS 5/24A-15. No later than March 1, 2019, and not later than March 1 of each subsequent

year of this Contract and March 1 of any year of any extension of this Contract, the Board and the Superintendent shall review with the Principal, the Principal's progress toward established goals and working relationships among the Principal, the Superintendent, the Board, the faculty, the staff and the community.

11. **Personal Leave.** The Principal shall be entitled to the same personal leave as other certified employees as set forth in the collective bargaining agreement between the District and its certified staff.

12. **Sick Leave.** The Principal shall be entitled to the same sick leave days as other certified employees as set forth in the collective bargaining agreement between the District and its certified staff, and earned sick leave shall be cumulative pursuant to Board policy, the same as for other certified staff of the District.

13. **Medical Insurance.** The Board will provide and pay the sum of Five Hundred and 00/100 Dollars (\$500.00) per month toward the premium for medical insurance coverage on behalf of the Principal and her family under the program of insurance available in the District. The Principal has the option of choosing a cash payment in the amount of Five Hundred and 00/100 Dollars (\$500.00) per month in lieu of choosing medical insurance coverage for her and her family. However, should such payment ever be deemed a discriminatory benefit or eligibility under the Patient Protection and Affordable Care Act or the Health Care and Education Reconciliation Act which would subject the District to any excise tax or penalty if continued, then, if the parties have not negotiated a different arrangement, the Board's obligation shall be limited to the same payment for health insurance premiums as teachers receive under the relevant collective bargaining agreement.

14. **Mileage Reimbursement.** The Board shall reimburse the Principal at the mileage rate established by Board policy for vouchered reimbursable mileage expenses incurred

by the Principal while using Principal's personal vehicle for the conduct of approved school district business. Mileage shall be computed from Villa Grove, Illinois, or other origin of the trip, to the destination and back to Villa Grove. Any travel out of state, or any extended or unusual travel expenses must be pre-approved by the Board.

15. **Professional Duties.** The Board encourages continuing professional growth of the Principal through membership and participation in professional organizations and through attendance at appropriate professional meetings and conferences at the local and state level. The Board shall pay the cost of the Principal's annual membership dues in the Illinois Principals Association. The Principal may attend professional meetings and the Board shall reimburse the Principal for actual and necessary expenses incurred by her in attending such meetings and conferences upon approval by the Superintendent.

16. **Tuition Reimbursement.** The Board shall reimburse the Principal at the same rate established in the collective bargaining agreement between the District and its certified staff for each additional semester hour of college credit, subject to approval by the Superintendent or his designee.

17. **Other Benefits.** The Principal shall be entitled to such other fringe benefits not specifically enumerated herein commonly extended to professional educator licensed ("PEL") employees of the District.

18. **Referrals to the Principal.** The Board and its individual members collectively and individually shall refer promptly all criticisms, complaints and suggestions called to their attention to the Principal for study and recommendation.

19. **Nonrenewal and Termination.**

A. **Nonrenewal.** Should the Board determine not to renew this Contract in the year of its expiration, the Board shall give the Principal written notice of intent not to renew

the Contract no later than April 1, 2021. Failure to notify shall serve to extend this Contract for one (1) additional year, consistent with its then current terms. The form of the notice of intent and right to hearing shall be given in accordance with Section 10-21.4 of the Illinois School Code, 105 ILCS 5/10-21.4.

B. Discharge For Cause. Throughout the term of this Contract, the Principal shall be subject to discharge for cause provided, however, the Board shall not arbitrarily or capriciously call for dismissal and the Principal shall have the right to service of written charges, notice of hearing and a hearing before the Board. If the Principal chooses to be accompanied by counsel at such hearing, all such personal expenses shall be paid by the Principal. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge as provided in this Contract.

20. Extension at End of Term. At the time of the final annual evaluation and assessment under this Contract, the Board and the Principal shall engage in discussions from which the parties may mutually agree to extend the employment of the Principal for a multi-year period not to exceed five (5) years. If the Board determines not to extend the Contract, as provided above, the Board shall notify the Principal in writing so that the Principal receives the notice no later than April 1, 2021. In the event the Contract is extended, the Board and the Principal shall establish additional goals designed to enhance school wide student performance and academic improvement as well as the indicators to measure the same. Nothing in this paragraph shall prohibit the parties from mutually agreeing to a new Contract prior to April 1, 2021, if existing goals are met, nor shall this paragraph prohibit the parties from entering into a new employment agreement.

21. Termination Or Reclassification At End Of Contract Term. The termination and/or reclassification at the end of the term of this Contract shall be as provided by law.

22. **Other Work.** The Principal may undertake private consultive work, speaking engagements, writing, lecturing and/or other part-time professional duties, services or obligations with the prior agreement of the Board.

23. **Notice.** Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered or certified mail, postage prepaid, addressed:

To the Board:

President, Board of Education
Villa Grove C.U.S.D. No. 302
400 N. Sycamore
Villa Grove, IL 61956

To the Principal:

Sara Jones
1 South Main
Villa Grove, IL 61956

24. **Headings and Numbers.** Paragraph headings and numbers have been inserted for convenience or reference only, and if there shall be any conflict between any such heading or numbers and the text of this Contract, the text shall control.

25. **Counterparts.** This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

26. **Extent of Agreement.** This Contract contains all the terms and provisions agreed upon by the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, negotiations and communications between the parties, whether written or oral.

27. **Governing Law.** This Contract is executed in the State of Illinois, and it shall be governed in accordance with the laws of the State of Illinois in every respect.

28. **Survival of Contract.** This Contract shall be binding upon the parties hereto, their successors and assigns.

29. **Savings Clause.** If any portion of this Contract is deemed to be illegal or unenforceable, the remainder thereof shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in duplicate in their respective names; and in the case of the Board, by its President and Secretary, pursuant to a duly adopted resolution of the Board on the day and year first above written.

**BOARD OF EDUCATION
VILLA GROVE COMMUNITY UNIT
SCHOOL DISTRICT NO. 302**

By: _____
President

ATTEST:

Secretary

Principal

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