

**PRINCIPAL'S EMPLOYMENT CONTRACT
2005-2006**

IT IS HEREBY AGREED by and between the **BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 15, COOK COUNTY, ILLINOIS**, hereinafter referred to as the "**Board**", and (NAME), hereinafter referred to as the "**Principal**."

A. EMPLOYMENT AND COMPENSATION

1. The Board hereby employs the Principal for one year, commencing on July 1, 2005, and terminating on June 30, 2006, at an annual salary of (SALARY), payable in twenty-four 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. The annual salary stated in paragraph A.1 of this contract includes the payment by the Board on behalf of the Principal of his required contributions to the State of Illinois Teachers' Retirement System and the Teacher Health Insurance Security Fund. The Principal shall not have any right or claim to said amounts contributed by the Board on his behalf, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System and the Teacher Health Insurance Security Fund. 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 Teacher Health Insurance Security Fund, and further acknowledge that such contributions are made as a condition of employment to secure the Principals' 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 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 represents that he is not under contract with any other school district for any portion of the term by this contract. The Principal further represents that all information provided to the District in the process of application for employment was true and complete.

6. As a required condition of employment for new employees, and prior to commencing duties under this contract, the Principal shall submit to a physical examination by a physician licensed in Illinois to practice medicine and surgery in all its branches, and shall provide the Board with evidence of physical fitness to perform duties assigned. As a condition of employment, the Principal also agrees to comply with all health requirements established by law.

7. As a required condition of employment, the Principal shall authorize a criminal background investigation by the Board, pursuant to *The School Code* and a DCFS Child Abuse Registry background investigation.

B. BENEFITS

1. The Board shall reimburse the Principal for transportation required in the performance of his official duties during the term of this Contract at the mileage rate established by the Board. The Principal is responsible for submitting the appropriate expense vouchers.

2. The Board shall reimburse the Principal for reasonable monthly expenses incurred in the performance of his duties. 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.

3. The Board will provide the Principal with the following benefits:

- a. Full-family hospitalization/medical insurance, dental, and vision as provided under the board-directed group program plans effective in the District;
- b. Individual long-term disability insurance that includes a group policy with the same basic coverage as provided to all professional staff and an individual wrapper policy to supplement the basic plan;
- c. Term life insurance, in an amount equal to three times the principal's salary not to exceed \$300,000;
- d. Long-term care insurance; and
- e. Reimbursement of the cost of an annual physical examination, not to exceed \$600. Such reimbursement shall be paid following the principal's submission of receipts documenting the actual expense of the physical examination.

4. The Principal shall be entitled to a paid vacation of 20 working days in each contract year (*i.e.*, July 1 – June 30), provided, however, that the use of any vacation time must be approved in advance by the Superintendent, or designee.

Vacation must be taken within the twelve-month contract year, provided, however, that vacation may be carried over with the prior approval of the Superintendent, or designee, but must be used by October 1 of the following contract year. 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.

5. The Principal shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of twelve (12) working days per year, which may be accumulated without limit. Additionally, the Principal shall be granted three (3) personal days per contract year. Any unused, uncompensated personal days shall convert to sick leave at the end of each contract year and shall be available for future use in the event of illness.

6. The Board shall reimburse the cost of professional membership dues and books to a maximum of \$1,000.00 per year. Professional membership must be in organizations that are related to the duties of the Principal subject to the approval of the Superintendent.

7. 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.

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 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 or designee concerning the appointment, retention, promotion and assignment of all personnel assigned to his attendance centers 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 recommend the suspension of 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. In the event the Principal receives outside compensation for such activities, he must also use vacation day(s) from the District. 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 September of this contract year, the Principal and the Superintendent, or designee, shall establish a goal related to student performance and academic improvement for the school to which the Principal is assigned. Such goal shall be appended to and made a part of this contract.

The Superintendent, in consultation with the Board, shall determine whether the principal has met the goal using the criteria described in the goal itself as well as the Superintendent's reasonable judgment as to whether the Principal has exhibited the leadership, guidance and effort needed to achieve the goal. The Superintendent shall make this determination after an evaluation of the Principal and shall issue his/her determination in writing and present it to the Principal as part of the evaluation process.

D. REAPPOINTMENT

1. At the end of this contract, the Board and Principal may mutually agree to extend the employment of the Principal for one (1) year. In such event, the Board shall take specific action to enter into a new contract of employment with the Principal.

2. In the event the Board determines not to extend the employment of the Principal, this contract shall expire on June 30, 2006. The Principal shall receive notice of intent not to renew his employment in accordance with the requirements of the *School Code*.

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, 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 Contract this _____ day of _____, 2005.

PRINCIPAL

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 15
COOK COUNTY, ILLINOIS**

By: _____
PRESIDENT

ATTEST:

SECRETARY