

## PRINCIPAL'S EMPLOYMENT AGREEMENT

AGREEMENT made this 9<sup>th</sup> day of April, 2014, between the **BOARD OF EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38**, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board," and **KENDRA WALLACE**, hereinafter referred to as the "Principal."

### W I T N E S S E T H:

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

1. The Board hereby employs the Principal for two (2) years and one month, commencing June 1, 2014, and terminating on June 30, 2016, with such responsibilities and duties in that connection as may be fixed by the Board in this Agreement and in its policies, rules and regulations.

2. The Board shall pay to the Principal an annualized salary of ONE HUNDRED FORTY THOUSAND DOLLARS (\$140,000) for the initial thirteen months (inclusive of the 2014-2015 contract year) and ONE HUNDRED FORTY-FOUR THOUSAND TWO HUNDRED DOLLARS (\$144,200) for the 2015-2016 contract year 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.

3. In addition to the salary stated in paragraph A.2 of this Agreement, the Board shall make a contribution on behalf of the Principal to the State of Illinois Teachers' Retirement System ("TRS"), in satisfaction of the Principal's entire required (8.40%) retirement contribution to TRS. It is the intention of the parties to qualify all such payments paid by the Board on the Principal's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Principal does not have any right or claim to these amounts except as they may become available at the time of retirement or resignation from TRS. 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 TRS, and that such contributions are made as a condition of employment to secure the Principal's future services, knowledge and experience.

4. Any salary or other modification made during the term of this Agreement shall be in the form of a written amendment and shall become a part of this Agreement, but such modification shall not be construed as a new Agreement with the Principal, or as an extension of the termination date of this Agreement.

5. During the term of this Agreement, the Principal shall hold a valid and properly registered certificate issued by the State of Illinois Teachers' Certification Board qualifying her to act as a Principal for the District.

6. The Principal acknowledges that by accepting the terms of the multi-year Principal's Employment Agreement, the Principal waives any right to tenure or continued contractual service in the School District for the duration of this multi-year contract or any multi-year contract extension pursuant to Section 5/10-23.8a of *The School Code*.

#### **B. DUTIES**

1. The Principal shall supervise the operation of The Joseph Sears School as the

Board shall determine necessary. The Principal shall also assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent in consultation with the Board of Education 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 Joseph Sears School. The Principal's job description identifying the Principal's essential duties is attached as Appendix A.

2. The Principal shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion and assignment of all personnel at Sears School and shall keep such other registers and records and make such other 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 agrees to devote her best efforts to the educational program of the District. The Principal shall not undertake or accept other employment or responsibilities that will conflict with her assigned duties, without the Superintendent's pre-approval.

5. The Principal is a member of the management team which includes: the Superintendent, the Business Services and Human Resources Manager and the Director of Student Services.

#### C. BENEFITS

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

- a. Full-family health, dental and long-term disability insurance coverage, as provided under the programs effective in the District;
- b. Term life insurance in the amount of \$ 100,000.00, as provided under the program effective in the District; and
- c. Liability insurance, as provided to other District administrators, and in accordance with Section 10-20.20 of *The School Code*.

2. The Principal shall be entitled to paid vacation of twenty (20) working days per contract year during the term of this Agreement, to be used as mutually agreed upon by the Principal and Superintendent. Vacation days must be taken within the contract year, provided that any earned, unused vacation days may be carried over into the following contract year with the approval of the Board. The Principal shall also be entitled to all legal school holidays observed by the District. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above.

3. The Principal shall be granted sick leave, as defined in Section 24-6 of *The School Code*, of fifteen (15) working days per contract year during the term of this Agreement. Unused sick days may be accumulated to a maximum of three hundred sixty (360) days. The Principal shall not be entitled to payment for any accrued but unused sick leave upon separation of employment from the District for any reason.

4. The Principal shall be granted personal leave of three (3) working days per contract year during the term of this Agreement which may also be used as sick leave. Earned, unused personal days shall carry over into the next school year without limit and shall be added to the Principal's balance of sick leave. The Principal shall not be entitled to payment for any accrued but unused personal leave upon separation of employment from the District for any reason.

5. The Principal shall be reimbursed for District business travel in her personal vehicle at the IRS approved mileage reimbursement rate.

6. The Principal shall be reimbursed for participation in professional development courses and activities and up to one thousand Dollars (\$ 1,000.00) per contract year for dues and membership fees to professional organizations. All professional development courses or activities and/or memberships in professional organizations must be approved, in advance, by the Superintendent to qualify for reimbursement.

7. The Principal shall be allocated a maximum amount of two thousand, five hundred dollars (\$2,500) per contract year for tuition reimbursement for graduate coursework pre-approved by the Superintendent.

#### **D. TERMINATION**

1. This Agreement may be terminated by:
  - a. Mutual agreement of the parties;
  - b. Permanent disability (as defined below) of the Principal;
  - c. Discharge of the Principal for cause (as defined below); or
  - d. Resignation, provided, however, the Principal shall provide the Board at least one hundred and twenty days (120) days advance written notice of the resignation; or
  - e. Death of the Principal.

#### **2. Permanent Disability**

The Board may terminate this Agreement for reasons of permanent disability or incapacity at any time after the Principal has exhausted her accumulated sick leave, personal leave and vacation benefits, has been absent from her employment for a continuous period of three (3) months, or presents to the Board upon request a physician's statement certifying that she is permanently disabled or incapacitated. All contractual obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Principal shall be entitled to a meeting before the Board if she so requests. The Board reserves the right to require the Principal to submit to a medical examination, either physical or mental, whenever the Board deems the Principal disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is mutually selected and paid by the Board. The Principal expressly agrees that the physician shall prepare a detailed report of

the state of her physical and/or mental health and submit it to the Board.

3. Discharge for Cause

Discharge for cause shall be for any conduct, act, or failure to act by the Principal which is detrimental to the best interests of the District, or for violation of this Agreement. Reasons for discharge for cause shall be given in writing to the Principal, who shall be entitled to notice and an opportunity to request a hearing before the Board to discuss such causes. If the Principal chooses to be accompanied by legal counsel, she shall bear any costs therein involved. The Board hearing shall be conducted in closed session.

**E. STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT GOALS**

The Principal acknowledges that pursuant to Section 10-23.8a of *The School Code*, this multi-year Agreement is subject to performance-based goals which are linked to student performance and academic improvement attributable to the responsibilities and duties of the of the Principal. The Principal's student performance and academic improvement goals for the 2014-2015 contract year are set forth in Appendix B. As part of the Principal's annual evaluation, the Principal and Superintendent, in consultation with the Board of Education, shall meet to review the Principal's progress towards meeting the student performance and academic improvement goals. The Superintendent will review and assess the Principal's overall performance on an annual basis based upon the student performance and academic improvement goals, and any other objectives established by the Board. The Board reserves the right to annually adjust or modify the student performance and academic improvement goals listed herein and to establish other goals and objectives for the Principal.

**F. EVALUATION**

The Superintendent, in consultation with the Board of Education, will annually review and assess the Principal's performance by March 1 of each contract year. The Superintendent will prepare a written summative evaluation based upon a review and assessment of the Principal's progress towards meeting the student performance and academic improvement goals and the Principal's evaluation criteria in accordance with Section 5/24A-15 of *The School Code*.

**G. NOTICE**

All notices under this Agreement shall be deemed sufficient if given in writing and served upon the Principal and the President of the Board personally or by certified mail, return receipt requested, addressed as follows:

- |     |                                    |  |
|-----|------------------------------------|--|
| (1) | <b><i>If to the Board:</i></b>     | Board of Education<br>Kenilworth School District No. 38<br>542 Abbotsford Road<br>Kenilworth, IL 60043 |
| (2) | <b><i>If to the Principal:</i></b> | Kendra Wallace<br>110 DeWindt Road<br>Winnetka, IL 60093   |

(or at such other address as may be hereinafter furnished by the Principal in

writing.)

**H. MISCELLANEOUS**

1. This Agreement is subject to *The School Code*, the regulations of the State Board of Education and the Superintendent of the Educational Service Region of Cook County, and the policies of the Board.

2. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written, concerning such subject matter. Except as may otherwise be provided herein, no subsequent alteration, amendments, change or addition to this Agreement shall be binding upon the parties unless reduced in writing and duly authorized and signed by each of the parties.

3. This Agreement has been executed in the State of Illinois and shall be governed in accordance with the laws of Illinois. If any provision of this Agreement is deemed illegal or unenforceable for any reason, the remainder of the Agreement shall remain in full force and effect.

4. Section headings and paragraph numbers have been inserted for convenience of reference only. In the event of any conflict between any such headings or numbers and the text of this Agreement, the text shall control.

5. This Agreement 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.

6. This Agreement shall be binding upon and inure to the benefit of the Principal, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the Board, its successors, and assigns.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed in their respective names and, in the case of the Board, by its President and Secretary on the day and year first above written.

**PRINCIPAL**

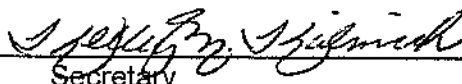
  
\_\_\_\_\_  
Kendra Wallace

Date: 4/10/2014

**BOARD OF EDUCATION OF  
KENILWORTH SCHOOL DISTRICT NO.  
38, COOK COUNTY, ILLINOIS**

By:   
\_\_\_\_\_  
President

**ATTEST:**

By:   
\_\_\_\_\_  
Secretary

## Administration

### Principal

The Principal is the instructional leader of the School and is responsible for establishing and enhancing a culture of educational excellence as it applies to each student.

### Organizational Relationship

Reports to the Superintendent and will maintain a direct relationship with the Board of Education.

The Principal is a member of the executive leadership team including the Superintendent, Business Services and Human Resources Manager and Director of Student Services.

### Assigned Responsibilities

#### *Instructional Leadership*

The Principal

- Applies experience and knowledge of best curriculum practices;
- Chairs and supervises the curriculum implementation and renewal processes, and makes appropriate recommendations regarding the selection of textbooks, instructional materials and courses of study as related to curricular goal;
- Utilizes data and appropriate indicators in the goal process for individual students, grade level and total school setting.

#### *Management of School Culture and Environment*

The Principal

- Empowers each student for lifelong learning and service by fostering an educational culture of excellence;
- Provides a positive and effective learning climate in the School;
- Manages the day-to-day operation of the School with an emphasis on providing a safe and secure environment for students, faculty and staff;
- Plans and supervises the master schedule and coordinates the school calendar.

#### *Management of Personnel*

The Principal

- Attracts, retains and develops the best teachers possible. Leads the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of employees;
- Directs the teacher evaluation program for improvement of instruction;
- Ensures the employees follow the District's Human Resources policies and procedures;
- Formulates an effective staffing plan and class assignments on an annual basis.

*Leadership with Parents and Community*

The Principal

- Engages with parents, community and school related groups to promote a positive environment on School affairs;
- Leads effectively in promoting the educational philosophy of the School;
- Leads effectively with regards to problem resolution.

*Professionalism*

The Principal

- Sets the tone for professional behavior in the School, leading by example;
- Contributes to effective School programs by participating in professional conferences, training, readings and dialogue, including service as the liaison to the New Trier Township Principals;
- Possesses knowledge of District policies and regulations relating to areas of responsibility and is able to effectively apply the policies and regulations;
- Presents periodic reports to the Board of Education;
- Assists in the management of the School budget;
- Ensures that all State and Federal laws, contracts, policies and District regulations are adhered to by students, faculty/staff, parents and community by communicating, interpreting and implementing laws, policies and rules to all involved;
- Completes compliance trainings as required by the District or State/Federal law; and

Performs all other duties and assumes other responsibilities as may be assigned by the Superintendent.

Terms of Employment

Twelve month position

Appendix B

Principal's Student Performance and Academic Improvement Goals for 2014-2015

<b><u>Category</u></b>	<b><u>Goal</u></b>
<b>School Leadership Structure and Team</b>	By September 2014, develop and implement a comprehensive leadership structure and team for the School. The focus should be on creating a strong and responsive administrative team that will allow the Principal to drive instructional and academic excellence. This should be done in consultation with the Superintendent and the Board and, where possible, should focus on empowering existing faculty and/or staff.
<b>Relationship Building with Faculty, Staff, and Community</b>	By December 2014, complete a series of small group meetings with Faculty, Staff, Parents and other key members of the Kenilworth Community. The emphasis of the meetings is both on outlining the Principal's experience, overall educational vision, and administrative structure of the School as well as listening to feedback from various stakeholder groups. These initial meeting will be in addition to leading ongoing communication forums such as curriculum nights.
<b>Vision and Strategic Plan Implementation</b>	By September 2014, work with the Superintendent and the Board to review results from Year 1 of the Strategic Plan and make any necessary modifications for Year 2. Throughout the 2014-2015 school year, continue to implement the Strategic Plan Year 2 objectives and provide regular updates to the Superintendent and the Board.
<b>Superintendent Transition</b>	Throughout the 2014/15 school year, assist the Superintendent and the Board in any activities related to the successful transition to a new Superintendent.
<b>Student Achievement</b>	By February 2015, in consultation with the Superintendent and the Board, propose rigorous metrics for measuring student progress and achievement. With Faculty and Staff, formulate a multi-year plan for moving these measures forward.
<b>Culture</b>	Articulate and implement specific strategies across faculty, students, and parents to foster a culture of teamwork, trust, collaboration and instructional/academic excellence. This will be measured via periodic faculty surveys and the annual parent and faculty surveys taken at the end of the school year.