

PRINCIPAL'S EMPLOYMENT AGREEMENT

AGREEMENT made this 18th day of October, 2017, 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."

WITNESSETH:

A. EMPLOYMENT AND COMPENSATION

1. The Board hereby employs the Principal for two (2) years commencing July 1, 2017, and terminating on June 30, 2019, 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-SIX THOUSAND, THREE HUNDRED SEVENTY ONE DOLLARS AND EIGHT CENTS (\$146,371.08) for the 2017-2018 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's annual salary for the 2018-2019 contract year will increase by the CPI-U percentage increase for the previous 12-month period effective December, 2017 as utilized by the Cook County Assessor's Office for PTELL ("tax cap") purposes. The Principal hereby accepts employment upon the terms and conditions hereinafter set forth.
 - a. In addition, the Principal will be eligible for an annual merit bonus based upon her summative performance evaluation rating. The Principal may receive a merit bonus of up to 3%. Any merit bonus payment will not be cumulative or increase the Principal's annual base salary amount for any contract year.

3. In addition to the annual 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 required retirement contribution to TRS. In addition, the Board shall pay the Principal's required contribution to TRS for Teacher Retirees' Health Insurance ("THIS"). 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.

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);
 - 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 Principal. The Principal's student performance and academic improvement goals for the 2018-2019 contract year will be developed and approved by the Board and incorporated into Appendix B by contract amendment prior to July 1, 2018. As part of the Principal's annual evaluation, the Principal and Superintendent 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:

If to the Board: Board of Education
Kenilworth School District No.
38 542 Abbotsford
Kenilworth, IL 60043

If to the Principal: Kendra Wallace

110 DeWindt Road
Winnetka, IL 60093

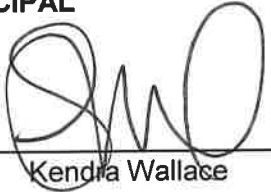
(or at such other address as may be hereinafter furnished by the Principal in writing.)

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.

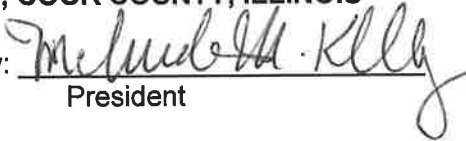
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and, in the case of the Board, by its President and Secretary on the day and year first above written.

PRINCIPAL

By: 
Kendra Wallace

Date: 10/18/17

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

By: 
President

ATTEST:

By: 
Secretary

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APPENDIX A

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

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, a grade level and the total school setting.

Management of School Culture and Environment

The Principal

- Empowers each student for lifelong learning and services 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, the 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 the 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 Goals School Year 2017-2018

Goal: Advancing Academic Achievement (*Data Informed Decision Making*)

1. Contribute to the District goal of improving student performance and promoting academic improvement for all learners based on data driven measures.

Measurable Outcomes:

- Throughout the year, utilize the Type III Assessment Process to measure and inform instructional outcomes and learning and provide a written report.
 - By November 1, 2017, establish a preview and assessment approval process to determine a database of Type III assessments and provide a written report.
 - By December 1, 2017, in collaboration with faculty and grade level teams, establish measurable, data-driven goals for K-8 student academic growth and provide a written report.
 - By February 1, 2018, review and establish data-driven student learning objectives in collaboration with faculty and staff and provide a written report.
 - By April 1, 2018, review post-assessment data and student learning objective progress and provide a written report.
2. In collaboration with others, use appropriate data to establish rigorous, concrete goals for student achievement and instructional programs.

Measurable Outcomes:

- By December 1, 2017, in collaboration with faculty and staff, gather student learning data and utilize that data to develop student academic goals and data-aligned assessments. Provide a written report.
- By March 2018, utilize data to identify areas of strength and areas of growth for each grade level. This data will be used to create updated grade level goals for the 2018-2019 school year. Provide a written report.
- By May 1, 2018, establish a systematic procedure to collaboratively analyze and interpret student growth data. Provide a written report.
- Twice during the 2017-2018 school year, present a review of student assessment data to the following stakeholder groups:
 - Kenilworth Board of Education
 - Faculty/Staff
 - Parents/Community
- By December 2018, create an annual schoolwide plan for creating and implementing student data assessment goals. This plan will be implemented during the 2018-2019 school year.
 - By January 2018, present a template draft of this plan to the Superintendent.

- By February 2018, review current assessment opportunities, purposes, objectives and timing and use this information to create a report on school wide assessments.
3. Collaborate with the Administrative Leadership Team to identify and explain critical data elements, the process of data review and the aligned goals.

Measureable Outcomes:

- By November 13, 2017, use disaggregated student data to determine schoolwide and grade level academic growth and provide a report on the findings.
- By January 25, 2018, present specific school wide student assessment data goals and expected growth for the 2017-2018 school year and provide a report.
- By March 19, 2018 share progress on school wide student assessment data goals for the 2017-2018 school year and provide a report.
- By May 01, 2018, present a summer professional development plan to the Superintendent that addresses areas of growth as indicated by school wide student assessment data.
- By May 21, 2018, present a summer professional development plan to the Board of Education that addresses areas of growth as indicated by school wide student assessment data.
- By May 21, 2018, use disaggregated student data to determine schoolwide and grade level academic growth and provide a report on the findings.

Goal: Instructional Leadership (Leading and Managing Teaching and Learning)

4. Monitor the effectiveness of curriculum, instruction and assessment.

Measureable Outcomes:

- By December 2018, create a document that outlines the protocols and expectations for faculty and staff in piloting instructional materials. This document will be presented to the Superintendent for review.
- Provide four curriculum renewal process updates to the Kenilworth Board of Education during the November, February, April and June board meetings.
 - By April 2018, present a year-end update on the curriculum renewal process to the Kenilworth Board of Education that includes an evaluation of curriculum renewal tasks for SY17-18 and a tentative curriculum renewal task action plan for SY18-19.
- Make a recommendation at the November Board meeting regarding the materials and next steps for the English Language Arts Material Adoption.
- Provide three opportunities for the Junior High English Language arts to meet and benchmark writing assessments across grade levels.
- Review Document Based Question materials and pilot in ELA grades 6th-8th to make a recommendation regarding use of materials in April 2018.
- Complete units of study for approval for grades 6th-8th in Social Studies by April 2018.
- Research, review and make recommendations regarding materials for social studies by April 2018.

- Provide support and opportunities for World Language, physical education/health and specials during year one curriculum renewal.
 - Create a philosophy of instruction and of World Language department by April 2018.
 - Create a timeline for next 3 years of curriculum renewal that identifies annual goals and additional resources needed by April 2018.
5. Align all school educational programs, plans, actions and resources with the District's mission, vision and goals.

Measurable Outcomes:

- Throughout the 2017-2018 school year, establish a schoolwide positive behavior support plan and monitor a 3-year rollout plan.
 - By December 11, 2017, provide an update on the schoolwide positive behavior support plan to the Kenilworth Board of Education.
 - By March 2018, provide an update on the schoolwide positive behavior support plan to the Kenilworth Board of Education.
- Throughout the 2017-2018 school year, hold monthly meetings with the Positive Behavior Support and Student Accountability Committee to review the positive behavior support plan and to continue the establishment of school wide student support systems.
- By November 1, 2017, establish a furniture update schedule and process to meet the needs of curriculum renewal and the school learning environment.
- By July 30, 2018, establish an end-of-year protocol to inventory instructional materials in each room, grade level and department.
- By March 2018, update classroom request forms to assist in identifying areas of need and creating a streamlined process to make requests for repairs.
- By May 2018, work with the Superintendent to build capacity of staff to look at purchases and align justifications to ensure purchases are aligned with District priorities.

Goal: Promoting Effective Pedagogy and Enhancing Teaching (Continuous Improvement Cycle)

6. Review instructional practices at The Joseph Sears School using research and/or best practices to improve education programming and facilitate professional growth among faculty and staff.

Measureable Outcomes:

- By December 1, 2017, analyze the organizational roles and responsibilities of all faculty and staff involved in the curriculum development process.
 - By February 1, 2018, make a recommendation to the Kenilworth Board of Education on the organizational roles and responsibilities of all faculty and staff involved in the curriculum development process.
7. Facilitate the professional growth of faculty/staff through feedback and support.

Measurable Outcomes:

- By October 2017, establish a classroom walk-through template that provides timely feedback and an opportunity for dialogue.
 - By December 2017, research an online evaluation system (Evaluwise) as a potential means of increasing administrative/faculty collaboration through the evaluation process.
 - Throughout the 2017-2018 school year, provide monthly informal feedback to all general education teachers.
8. Provide leadership, opportunities and structure for faculty/staff to continually design more effective teaching and learning experiences for all students.

Measurable Outcomes:

- Throughout the 2017-2018 school year, hold monthly meetings with K-8 teacher teams to check in on student progress and faculty concerns.
- Throughout the 2017-2018 school year, arrange visits for pre-tenured teachers to observe educators at New Trier Township High School and in other school district throughout the township.
- Throughout the 2017-2018 school year, support teacher representation at township content planning meetings organized by New Trier Township High School.
- By April 2018, implement a job-embedded professional learning system that includes coaching support, development and peer-learning opportunities for all teachers.
- By April 2018, in collaboration with the Professional Growth Committee, create a 3-5 year plan for professional growth for faculty and staff.
- By May 2018, create a proposal and implementation plan for a faculty-led peer professional development system.
- By May 2018, in collaboration with the Professional Growth Committee, research the effectiveness of department teacher leaders to guide the work of each department and make a recommendation to the Superintendent.

Goal: Collaborative Learning Community (Community Values and Traditions)

9. Gather feedback from Sears families, faculty and staff on District initiatives while remaining responsive to concerns and suggestions.

Measurable Outcomes:

- By February 2018, systematically collect faculty/staff feedback through a school climate survey.
- By May 2018, systematically collect feedback from Sears families through a school climate survey.
- By October 2017, establish before- and after-school care options for Sears families in response to survey feedback.
- By December 1, 2017, evaluate the effectiveness of the Sears to Home newsletter.

10. Create a collaborative school community where the school staff, families and community interact regularly and share ownership for the success of the school.

Measureable Outcomes:

- By March 2018, create a calendar of expected curriculum milestones for grade levels so parents are aware in advance of milestones or changes.