

**ADMINISTRATOR'S CONTRACT
FOR 12-MONTH ADMINISTRATOR
(July 1, 2024 through June 30, 2025)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Maria Stavropoulos ("the Administrator"). The Board and the Administrator agree as follows:

1. **EMPLOYMENT.** In accordance with the provisions of 10-23.8a of the School Code of Illinois, 105 ILCS 5/10-23.8a, the Administrator is hereby employed as an Administrator (assigned to the position of Director of Technology) in the School District for a one-year period beginning July 1, 2024, and extending through June 30, 2025.

2. **DUTIES.** The duties and responsibilities of the Administrator shall be those duties prescribed by federal and state law and regulations and by the policies, regulations, job description and directions of the Board and the Superintendent, all as may be amended or modified from time to time, and as are reasonably incidental thereto. The Administrator's full time, skill, labor and attention shall be devoted to the employment hereunder and the Administrator shall perform such duties faithfully.

3. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary of \$130,000.00. (One hundred thirty thousand dollars). Salary shall be payable in twenty-four (24) equal installments in accordance with the District's payroll distribution schedule.

4. **TRS CONTRIBUTION.** In addition to the salary provided for in this contract, the Board shall pick up and pay, on behalf of the Administrator, all employee contributions to the Illinois Teachers Retirement System (TRS) under Section 16-152 of the Illinois Pension Code and the Teacher Health Insurance Fund ("T.H.I.S.") Fund contributions paid to TRS.

Although designated by the Illinois Pension Code as employee contributions, the amounts herein required to be picked up by the Board shall be paid by the Board in lieu of contributions by the Administrator pursuant to Section 414(h)(2) of the Internal Revenue Code. The Administrator shall not have the option of choosing to receive directly the amounts contributed to TRS by the Board on the Administrator's behalf, nor any right or claim to the contributions to TRS except as such may subsequently become available pursuant to the provisions of the Pension Code and TRS rules and regulations. However, if legislation is enacted that limits the Board's ability to perform its obligations under this paragraph, the Board shall pay the difference to the Administrator as salary to the extent the Board's total cost before enactment of such legislation. The Board's and Administrators implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

5. **EVALUATION.** The Superintendent or other administrator designated by the Superintendent shall evaluate the Administrator's performance in writing in accordance with the District's evaluation program and within the time required by law applicable to the Administrator's assignment. The results of the evaluation, or the failure to evaluate, will not preclude dismissal or non-renewal under the contract.

6. **LICENSE.** The Administrator shall furnish to the Board before beginning employment under this contract a valid and appropriate license to act in the capacity in which the Administrator is assigned. The Administrator shall keep the license in effect at all times during the term of this contract.

7. **OUTSIDE ACTIVITIES.** The Administrator shall confine any professional and employment activities to the business of the School District, except as otherwise approved in advance by the Superintendent.

8. **DISCHARGE, NON-RENEWAL, AND UNILATERAL TERMINATION.**

A. **Discharge for Cause.** Throughout the term of this contract, the Administrator shall be subject to discharge for cause. Discharge for cause shall be for conduct which is prejudicial to the School District, including, but not limited to, the failure to obtain and maintain the requisite State of Illinois license, negligence, inefficiency, cruelty, incompetency, breach of contract, immorality, or other sufficient cause. In the event the Board intends to terminate this contract before its expiration for cause, the Board or its designee shall give the Administrator written notice of such intention, together with a statement of the reasons for termination. Within five (5) days of receipt of such notice, the Administrator may request, in writing, a hearing before the Board, which shall be in closed session. If the Administrator chooses to be accompanied by counsel at such hearing, all such expenses for such counsel shall be paid by the Administrator. If no hearing is timely requested, the termination shall become effective on the date specified in the Board's notice. Pending any hearing requested by the Administrator, the Board may suspend the Administrator with or without pay in accordance with applicable Board policy. Following discharge for cause, the Administrator shall not be entitled to any compensation hereunder.

B. **Non-renewal.** If either the Board or the Administrator decides not to renew this contract at the end of its term, notice of such decision shall be given to the Administrator by April 1.

C. **Unilateral Termination by the Board of Education.** The Board may, at its option, and by a minimum of sixty (60) days' notice to the Administrator, unilaterally terminate this contract during its term without cause. In the event of such termination, the Board shall pay the remaining salary due and owing under this Agreement.

D. **Unilateral Termination by the Administrator.** The Administrator may, at the

Administrator's option, and by a minimum of thirty (30) days' notice to the Board, unilaterally terminate this contract during its term. If the Administrator unilaterally terminates this Contract during its term, the Administrator shall pay to the Board Five Thousand and No/100 (\$5,000) Dollars which reflects the costs to the Board to obtain a replacement.

The Board may terminate or non-renew this contract in accordance with this paragraph whether or not the evaluations provided for in paragraph 6 have occurred.

9. **TERMINATION BY AGREEMENT.** During the term of this contract, the Board and the Administrator may mutually agree, in writing, to terminate this contract. Termination of this contract shall not prohibit the Administrator and Board from entering into a new contract.

10. **TERMINATION BY DISABILITY OR DEATH.** Should the Administrator become physically or mentally disabled and precluded from performing any substantial duty for a continuous period of ninety (90) work days, or become permanently disabled, the Board may, at its option, terminate the Administrator's contract and employment upon thirty (30) days' written notice to the Administrator and the opportunity for a hearing before the Board on the issues of disability and performance. Upon termination for this reason, the Board shall pay the Administrator for any accumulated but unused sick leave, up to a maximum of 50 days of sick leave, not to exceed \$20,000, at the Administrator's per diem salary rate at the time of termination. Termination of this contract shall also occur upon the death of the Administrator. The remaining accumulated but unused sick leave will be reported to TRS.

11. **HOLIDAYS AND BREAKS.** The Administrator shall be granted twelve holidays annually as established from time to time by the Board.

12. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each

contract year fifteen (15) sick leave days, three (3) personal leave days, and (2) bereavement days each year. The Administrator's use of sick, personal, and bereavement leave shall be subject to all provisions contained in Board's policies, rules and regulations. Earned and unused sick leave is cumulative to three hundred and fifty-five (355) days. Unused personal days shall be converted to sick days the following contract year. Bereavement days shall not be cumulative, if not used in the year of such entitlement.

13. **VACATION.** The Administrator shall receive twenty (20) calendar days of vacation, exclusive of legal holidays which fall during the work week. Vacation shall be taken subject to prior approval of the Superintendent. Vacation shall be taken within twelve (12) months of the year in which it is earned and shall not be cumulative. Upon termination of employment within the District, the Administrator will leave active service on a date that will allow earned but unused vacation time to be used.

14. **ANNUITY.** In accordance with, and subject to any limitations under the applicable provisions of, the Internal Revenue Code, the Board shall pay a portion of the Administrator's salary into the Board's deferred annuity program under Section 403(b) of the Internal Revenue Code at the election of the Administrator. The amount so stated shall then be subtracted from the annual salary set forth in paragraph 4 above.

15. **PROFESSIONAL ORGANIZATION DUES/MEMBERSHIP.** The Board shall pay the cost of Employee's annual membership dues of being a member in one local and one national education-related professional organization. Employee may, as part of Employee's responsibilities to the Board during the term of this Agreement, attend one national and one state conference, subject to approval by the Superintendent of Schools, and the Board shall pay the reasonable costs incurred by Employee in doing so, provided, however, any additional

charges or expenses incurred by Employee solely as a result of the spouse of Employee also attending shall not be covered.

16. **INSURANCE COVERAGE.** The Board shall provide for Employee during the term of this Agreement (i) One Hundred Thousand Dollars (\$100,000.00) of term life insurance, (ii) hospitalization, medical, dental and optical insurance for Employee and members of Employee's immediate family, (iii) disability insurance, and (iv) the right to obtain such optional coverages, and such other benefits as are generally provided to the licensed teaching staff of the District. The terms and conditions of the coverages specified in items (ii), (iii) and (iv) shall be the same as for the other licensed teaching staff of the District, if so provided to such staff, and otherwise as the Board deems reasonable. If the Employee elects any coverage(s) identified in 4(ii) above, by doing so the Employee is certifying to the Board that the Employee and/or the Employee's spouse or dependents, if coverage other than "single" is elected, do not have or hold any of those coverages through another source (e.g. coverage through a spouse's insurance plan).

17. **MEDICAL EXAMINATION.** The Administrator shall submit to and furnish the Board with reports of such health examinations as the Board may from time to time require at its expense.

18. **BENEFITS.** The Administrator shall be provided such additional benefits as are set forth in the Board's Benefit Program for Administrators, if any, subject to modification from time to time in the Board's discretion. Additionally, the benefits provided for in this contract which reference the benefits for administrators or teachers may be modified from time to time in the Board's discretion on the same basis as modified for such administrators or teachers.

19. **BACKGROUND INVESTIGATION.** This contract is contingent on

completion of the background investigation required of all public school employees by Section 10-21.9 of the School Code of Illinois and of any other background investigation required by law, such as a DCFS, or equivalent, pending investigation or indicated finding check. If the investigation discloses information which would prohibit employment or call into question the Administrator's fitness to serve the School District as the role model required by Section 27-12 of the School Code, the Board may, in its sole discretion, terminate this contract on ten (10) days' written notice to the Administrator. The background investigation may be repeated from time to time upon notice from the Board to the Administrator.

20. **NOTICE.** Any notice or communication permitted or required under this contract shall be made in writing and shall become effective on the day of service thereof by personal service or by first class mail, registered or certified, return receipt requested, postage prepaid, sent to the parties at their respective addresses listed below, or at such other addresses as the parties may from time to time advise in writing. Service by mail as provided above shall be deemed made upon deposit in the mail.

If to the Board: President, Board of Education
Northbrook School District 28
1475 Maple Avenue
Northbrook, Illinois 60062

With a copy to: Superintendent
Northbrook School District 28
1475 Maple Avenue
Northbrook, Illinois 60062

If to the Administrator: Maria Stavropoulos
Northbrook School District 28
1475 Maple Avenue
Northbrook, Illinois 60062

With a copy to: The Administrator's last known home address as reflected
in the Administrator's personnel file

21. **MISCELLANEOUS.**

A. This contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this contract, the text shall control.

C. 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.

D. If any provision of this contract is subsequently declared by the proper legislative or judicial authority to be unlawful or unenforceable, all other provisions of the contract shall remain in full force and effect.

E. This contract contains all the terms and benefits agreed upon by the parties with respect to the subject matter of this contract and supersedes all prior contracts, arrangements and communications between the parties concerning such subject matter whether oral or written.

F. This contract shall become effective and be deemed dated as of the date the last of the parties signs this contract as set forth below.

G. This contract is subject to state and federal laws and regulations and the rules and regulations of the Board, all as may be amended from time to time.

H. This contract may be amended by mutual consent of the parties, in writing, with all remaining portions of the contract continuing in effect. No amendment of this contract shall be valid or binding on the parties unless it is in writing and signed by the Board and the Administrator.

BOARD OF EDUCATION, SCHOOL
DISTRICT NO. 28, COOK COUNTY,
ILLINOIS

By: _____
Jennifer Gallinson, President

ATTEST:

Beth Bazer, Secretary, Board of Education,
School District No. 28,

ADMINISTRATOR

 Mania Stamopoulos