

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Edward Brophy ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Director of Human Resources and Administrative Services) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1 Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board

President and the Superintendent and become the Administrator's new and/or additional goals for purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$185,603.00.
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the district's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the district. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual

salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

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

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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:              Edward Brophy  
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

**23.      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

\_\_\_\_\_  
Edward Brophy

## EXHIBIT 1 : GOALS

Name: Edward Brophy

Title: Director of Human Resources and Administrative Services

**Goal A:** Human Resources Management – Oversee compliance with employment and labor laws.

Indicators:

1. Manage the day to day operation of human resources in the district and ensure compliance with all federal, state, and local laws, rules, and regulations.
2. Plan professional for administrators regarding compliance with labor laws.
3. Manage employee evaluation systems and ensure compliance with required timelines and deadlines.
4. Work with NFT28 and other staff committees as required by contracts or law to improve district HR functions and processes.
5. Provide leadership in the contract negotiation process with appropriate employee bargaining units.

**Goal B:** Recruitment, Training, and Development – Improve and enhance staff recruitment and training/development programs.

Indicators:

1. Plan and implement professional learning for all employees for mandatory training as required by law.
2. Identify and implement strategies to improve hiring practices.
3. Work with other staff to improve onboarding and mentoring programs for staff.
4. Work with other administrators to plan professional learning opportunities for staff that meet identified needs based on staff input.

**Goal C:** Communication

Indicators:

1. Enhance communication and collaboration with members of the district leadership team.

**Goal D:** Operations and Management – Manage day to day operations in a manner aligned with District 28 policies and procedures.

Indicators:

1. Collaborate with the Director of Buildings and Grounds to ensure all workplace safety guidelines and requirements are implemented.
2. Collaborate with district staff to implement improvements outlined in the facility master plan and approved by the Board.
3. Manage finances and resources according to policy.

**ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2026)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Betsy Buckley ("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 Assistant Director of Student Services) in the School District for a one-year period beginning July 1, 2025, and extending through June 30, 2026.

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 \$125,985.00. (One hundred twenty five thousand nine hundred eighty-five 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 Administrator's 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.

The Board may terminate or non-renew this contract in accordance with this paragraph whether or not the evaluations provided for in paragraph 5 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 (3) 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 2(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:              Betsy Buckley  
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

\_\_\_\_\_  
Betsy Buckley

**ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2026)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Meghan Dames ("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 Assistant Director of Student Services) in the School District for a one-year period beginning July 1, 2025, and extending through June 30, 2026.

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 \$120,000.00. (One hundred twenty 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 Administrator's 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.

The Board may terminate or non-renew this contract in accordance with this paragraph whether or not the evaluations provided for in paragraph 5 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 (3) 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 2(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:            Meghan Dames  
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

\_\_\_\_\_  
Meghan Dames

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Jessica Donato ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Chief School Business Official) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board

President and the Superintendent and become the Administrator's new and/or additional goals for purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$208,348.00
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the district's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the district. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual

salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

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

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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:            Jessica Donato  
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

**23.    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

\_\_\_\_\_  
Jessica Donato

## EXHIBIT 1 : GOALS

Name: Jessica Donato

Title: Chief School Business Official

**Goal A:** Report annually to the Superintendent on the status and progress of efforts to financially support a developmentally appropriate education program.

Indicators:

1. Identify financial resources available to the District.
2. Analyze costs and recommend potential reductions.
3. Prepare and monitor annual budget aligned to the District's educational programming needs.

**Goal B:** Prepare a long-term financial plan.

Indicators:

1. Conduct long-range planning and monitor fiscal decisions that impact the District.
2. Prepare and periodically update short and long-term financial projections.

**Goal C:** Be knowledgeable of State and federal laws that impact the District's financial position.

Indicators:

1. Represent the District at conferences, workshops, and meetings.
2. Provide progress reports and updates regarding proposed legislation and approved laws.
3. Prepare, as needed, financial impact reports related to new laws.

**Goal D:** Assist with the upkeep, maintenance, and improvement of buildings and grounds.

Indicators:

1. Prepare short- and long-term financial projections and budget reports for the Buildings and Grounds Committee.
2. Assist with the management of identified projects.
3. Support and supervise the Director of Buildings and Grounds.

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Dr. Jenna M. Eberhardt ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Assistant Director of Student Services and Program Director for Young Explorers) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board

President and the Superintendent and become the Administrator's new and/or additional goals for purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$136,290.00
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the district's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the district. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual

salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

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

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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:            Jenna M. Eberhardt  
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

**23.    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

\_\_\_\_\_  
Jenna M. Eberhardt

EXHIBIT 1  
Administrative Goals

Name: Jenna Eberhardt  
Position: Assistant Director

**Goal A: Teaching and Learning:** Improve and enhance the District's programs and instructional practices.

Indicators:

1. Collaborate with colleagues to support implementation of systematic improvement across the continuum of services.
2. Model effective and inclusive collaboration by actively engaging teachers, staff, and families in shared decision-making.
3. Observe, evaluate and create opportunities to improve instructional practices.

**Goal B Professional Learning for Staff:** Support professional learning needs of staff members.

Indicators:

1. Plan for and lead professional learning centered on identified areas for improvement.
2. Monitor impact of professional learning on educator practice and student learning.

**Goal C: Operations and Management:** Manage the day-to-day operations in a manner aligned with District 28 policies and procedures.

Indicators:

1. Ensure compliance with state and federal regulations related to special education, Section 504 and early childhood.

**ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

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

1.     **EMPLOYMENT.** The Administrator is hereby employed as an Administrator (assigned to the position of Director of Buildings and Grounds) in the School District for a three-year period beginning July 1, 2025, and extending through June 30, 2028.

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 \$146,689.00 (one hundred forty-six thousand six hundred and eighty-nine dollars). Salary for 2026-27 and 2027-28 may be increased by the Board.

Salary shall be payable in twenty-four (24) equal installments in accordance with the District's payroll distribution schedule.

4.     **IMRF 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 Municipal Retirement Fund. 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 IMRF by the Board on the Administrator's behalf, nor any right or claim to the contributions to IMRF except as such may subsequently become available pursuant to the provisions of the Pension Code and IMRF 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. **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.

7. **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. The Board may terminate or non-renew this contract in

accordance with this paragraph whether or not the evaluations provided for in paragraph 5 have occurred.

8. **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.

9. **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 IMRF.

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

11. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

12. **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.

13. **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.

14. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

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 2(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:              Joel Gallegos  
Northbrook School District 28  
1475 Maple Avenue  
Northbrook, Illinois 60026

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

\_\_\_\_\_  
Joel Gallegos

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Virginia A. Hiltz ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Principal) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board President and the Superintendent and become the Administrator's new and/or additional goals for

purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$159,079.00
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the District's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the District. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this

contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

12. **HOLIDAYS AND BREAKS.** The Administrator shall be granted twelve

holidays annually as established from time to time by the Board.

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the

Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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: Ginny Hiltz  
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

**23. 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

\_\_\_\_\_  
Dr. Virginia A. Hiltz

## EXHIBIT 1 : GOALS

**Name:** Dr. Virginia A. Hiltz

**Title:** Principal

**Goal A - Teaching and Learning:** Oversee implementation of the District's curriculum, instructional framework, and assessment system.

### **Indicators:**

1. Work with the Assistant Superintendent and Director of Learning to implement curricular and instructional improvements at the school level.
2. Provide staff and learning teams with assistance and guidance to effectively implement new curriculum and instructional strategies.
3. Work with staff on the effective design of assessments and analysis of results.
4. Use the Framework for Teaching and the district evaluation plan to provide feedback and support to educators.

**Goal B – Professional Learning for Staff:** Coordinate professional learning opportunities for staff aligned to District goals.

### **Indicators:**

1. Collaborate with district-level administrators to identify and plan professional learning opportunities for staff.
2. Coordinate and lead building-level professional learning experiences with individual staff and learning teams aligned with school improvement plans and district strategic plan goals.
3. Oversee learning teams and monitor effectiveness to ensure work is aligned to district and school priorities.

**Goal C - Operations and Management:** Manage the day to day operations of the school in a manner aligned with District 28 policies and procedures.

### **Indicators:**

1. Review and update emergency and crisis plans to align with the District's emergency preparedness plan.
2. Conduct required safety drills with the school community according to policy and procedures.
3. Manage district and school finances and resources according to policy.
4. Collaborate with district staff to implement improvements outlined in the facility master plan and approved by the Board.

**Goal D - Social Emotional Learning (SEL):** Collaborate with building leadership to explore ways to positively impact the school culture and enhance student and staff well-being.

### **Indicators:**

1. Implement improvements to the SEL program to address staff and student needs.

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Michelle Jackson ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Director of Learning) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit I. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board

President and the Superintendent and become the Administrator's new and/or additional goals for purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$157,627.00
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the district's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the district. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual

salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

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

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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:            Michelle Jackson  
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

**23.    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

\_\_\_\_\_  
Michelle Jackson

EXHIBIT 1 : GOALS

**Name:** Michelle Jackson

**Title:** Director of Learning

**Goal A - Teaching and Learning:** Oversee implementation of the district's curriculum, instructional framework, and assessment system.

**Indicators:**

1. Work with the Assistant Superintendent to implement curricular and instructional improvements across the district.
2. Provide staff and learning teams with assistance and guidance to effectively implement new curriculum and instructional strategies.
3. Work with staff on the effective design of assessments and analysis of results.
4. Use the Framework for Teaching and the district evaluation plan to provide feedback and support to educators.

**Goal B – Professional Learning:** Coordinate professional learning opportunities for staff aligned to District goals.

**Indicators:**

1. Collaborate with administrators and other staff to identify and plan professional learning opportunities for staff.
2. Coordinate and lead professional learning experiences with individual staff and learning teams aligned with school improvement plans and district strategic plan goals.
3. Support principals in their work with learning teams to ensure work is aligned to district and school priorities.

**Goal C - Operations and Management:** Manage the day-to-day operations in a manner aligned with District 28 policies and procedures.

**Indicators:**

1. Manage district finances and resources according to policy.
2. Collaborate with district staff to implement improvements outlined in the facility master plan and approved by the Board.

**INTERIM ASSISTANT DIRECTOR  
OF STUDENT SERVICES**

**THIS CONTRACT** by and between the BOARD OF EDUCATION of NORTHBROOK SCHOOL DISTRICT 28, Cook County, Illinois, (the "BOARD"), and BETH JONES ("JONES").

**IT IS AGREED:**

1. **EMPLOYMENT** - JONES is hereby hired and retained as Interim Assistant Director of Student Services between July 1, 2025, through and including June 30, 2026. This Contract may be extended beyond June 30, 2026 by mutual agreement of both parties. JONES shall work at Greenbriar School on such days as assigned by the Superintendent. JONES certifies that the number of workdays contemplated under this Contract will not cause JONES to violate a post-retirement employment restriction of the Illinois Teacher's Retirement System.

2. **DUTIES** - The duties and responsibilities of JONES shall be those incidental to the office of the Assistant Director of Student Services, those set forth in the job description (or, those duties contained in BOARD policy, as adopted, and which may be amended from time to time), those obligations imposed by the laws of the State of Illinois upon an Assistant Director of Student Services, and to perform other professional duties customarily performed by an Assistant Director of Student Services as time to time may be assigned to JONES by the BOARD.

3. **SALARY** - In consideration of the salary of Six Hundred Dollars (\$600.00) per day, JONES agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement, in order to faithfully perform the duties of Interim Assistant Director of Student Services. Salary shall be paid in accordance with the BOARD policy governing payment of salary to other certificated members of the professional staff, less such amounts as provided for in this Agreement, and other amounts required by law. Salary may also be paid in half day increments. JONES shall submit such substantiation of her days of service as and when the BOARD or the Superintendent may require in order to determine the amount of compensation paid to her in each pay period.

4. **LICENSE** - JONES shall furnish to the BOARD during the term of this Agreement, a valid, appropriate, and properly registered license to act as an Interim Assistant Director of Student Services, in accordance with the laws of the State of Illinois and as directed by the BOARD.

5. **TERMINATION OF AGREEMENT** - This Agreement may be terminated at any time by:

- A. Mutual agreement of the parties.

- B. JONES or the BOARD giving the other five (5) working days written notice of termination.
- C. Failure to comply with the terms and conditions of this Agreement.

Nothing shall prohibit the BOARD from suspending JONES without pay pending completion of the requirements of this paragraph. After the effective date of dismissal, JONES shall not be entitled to further payments of compensation of any kind under this Agreement.

6. **EMPLOYMENT STATUS** - JONES shall be considered an employee of the BOARD provided, however, JONES shall not be entitled to participate in any plans, arrangements, or distributions pertaining to or in connection with any pension or welfare benefits, (including TRS), medical/hospitalization insurance, disability insurance, life insurance, sick leave, personal leave, vacation leave, or any other employment benefits provided to other employees of the Board, except as otherwise stated in this Agreement.

7. **OTHER BENEFITS** - JONES does hereby waive and release any and all claims to employment benefits other than those stated in this Agreement. The BOARD shall, however, reimburse JONES for reasonable out-of-pocket expenses that are submitted and approved according to BOARD policy and procedure.

8. **NOTICE** - Any notice or communication required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed to the Superintendent at the District Office and to JONES at the last address contained in the District Business Office records.

9. **BACKGROUND INVESTIGATION** - The BOARD is prohibited from knowingly employing a person who has been convicted of committing or attempting to commit certain criminal offenses. If the required criminal background investigation is not completed at the time this contract is signed, and the subsequent investigation report reveals that there has been a prohibited conviction, this contract shall immediately become null and void.

## 10. MISCELLANEOUS

A. This Agreement 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 such headings or numbers and the text of this Agreement, the text shall control.

C. 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.

D. 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 concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of JONES, 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.

F. Both parties have had the opportunity to seek the advice of counsel.

G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.

H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

I. If any provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Agreement shall continue to have its intended full force and effect.

**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.

INTERIM ASSISTANT DIRECTOR

BOARD OF EDUCATION  
NORTHBROOK SCHOOL DISTRICT 28  
COOK COUNTY, ILLINOIS

\_\_\_\_\_  
Beth Jones

\_\_\_\_\_  
Jennifer Gallinson, President

\_\_\_\_\_  
Beth Bazer, Secretary

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Christine Lake ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Assistant Principal) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board

President and the Superintendent and become the Administrator's new and/or additional goals for purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$129,348.00
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the District's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the District. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this

contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

12. **HOLIDAYS AND BREAKS.** The Administrator shall be granted twelve

holidays annually as established from time to time by the Board.

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the

Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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: Christine Lake  
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

**23. 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

\_\_\_\_\_  
Christine Lake

## EXHIBIT 1 : GOALS

**Name:** Christine Lake

**Title:** Principal

**Goal A - Teaching and Learning:** Oversee implementation of the District's curriculum, instructional framework, and assessment system.

**Indicators:**

1. Work with the Assistant Superintendent and Director of Learning to implement curricular and instructional improvements at the school level.
2. Provide staff and learning teams with assistance and guidance to effectively implement new curriculum and instructional strategies.
3. Work with staff on the effective design of assessments and analysis of results.
4. Use the Framework for Teaching and the district evaluation plan to provide feedback and support to educators.

**Goal B – Professional Learning for Staff:** Coordinate professional learning opportunities for staff aligned to District goals.

**Indicators:**

1. Collaborate with district-level administrators to identify and plan professional learning opportunities for staff.
2. Coordinate and lead building-level professional learning experiences with individual staff and learning teams aligned with school improvement plans and district strategic plan goals.
3. Oversee learning teams and monitor effectiveness to ensure work is aligned to district and school priorities.

**Goal C - Operations and Management:** Manage the day to day operations of the school in a manner aligned with District 28 policies and procedures.

**Indicators:**

1. Review and update emergency and crisis plans to align with the District's emergency preparedness plan.
2. Conduct required safety drills with the school community according to policy and procedures.
3. Manage district and school finances and resources according to policy.
4. Collaborate with district staff to implement improvements outlined in the facility master plan and approved by the Board.

**Goal D - Social Emotional Learning (SEL):** Collaborate with building leadership to explore ways to positively impact the school culture and enhance student and staff well-being.

**Indicators:**

1. Implement improvements to the SEL program to address staff and student needs.

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2029)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Dr. Scott Meek ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Principal) in the School District for the period beginning July 1, 2025, and extending through June 30, 2029. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board President and the Superintendent and become the Administrator's new and/or additional goals for

purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$188,146.00

In each subsequent contract year, the Employee's annual salary shall increase by 6% over the annual salary in the immediately prior contract year; Salary shall be payable in twenty-four (24) equal installments in accordance with the District's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the District. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

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

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract

year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

17. **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.

18. **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 2(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).

Provided the Employee completes the entire term of this Agreement, and if the Employee elects to participate, following the term of this Agreement, in the family group health insurance program, and/or any group dental, and/or any optical insurance program maintained by the Board for its certified employees or established under the TRS, the Board shall pay the premiums for

such participation for a period of twenty-four (24) months following the month in which the Employee retires. If the Employee elects to continue participation in the designated insurance programs upon the expiration of this 24-month period, the Employee shall be responsible for the full cost of the premiums.

19. **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.

20. **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.

21. **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.

22. **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:              Scott Meek  
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

**23.    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

\_\_\_\_\_  
Dr. Scott Meek

## EXHIBIT 1 : GOALS

**Name:** Dr. Scott Meek

**Title:** Principal

**Goal A - Teaching and Learning:** Oversee implementation of the District's curriculum, instructional framework, and assessment system.

### **Indicators:**

1. Work with the Assistant Superintendent and Director of Learning to implement curricular and instructional improvements at the school level.
2. Provide staff and learning teams with assistance and guidance to effectively implement new curriculum and instructional strategies.
3. Work with staff on the effective design of assessments and analysis of results.
4. Use the Framework for Teaching and the district evaluation plan to provide feedback and support to educators.

**Goal B – Professional Learning for Staff:** Coordinate professional learning opportunities for staff aligned to District goals.

### **Indicators:**

1. Collaborate with district-level administrators to identify and plan professional learning opportunities for staff.
2. Coordinate and lead building-level professional learning experiences with individual staff and learning teams aligned with school improvement plans and district strategic plan goals.
3. Oversee learning teams and monitor effectiveness to ensure work is aligned to district and school priorities.

**Goal C - Operations and Management:** Manage the day to day operations of the school in a manner aligned with District 28 policies and procedures.

### **Indicators:**

1. Review and update emergency and crisis plans to align with the District's emergency preparedness plan.
2. Conduct required safety drills with the school community according to policy and procedures.
3. Manage district and school finances and resources according to policy.
4. Collaborate with district staff to implement improvements outlined in the facility master plan and approved by the Board.

**Goal D - Social Emotional Learning (SEL):** Collaborate with building leadership to explore ways to positively impact the school culture and enhance student and staff well-being.

### **Indicators:**

1. Implement improvements to the SEL program to address staff and student needs.

## EMPLOYMENT AGREEMENT

THIS AGREEMENT ("Agreement") entered into and effective July 1, 2025 by and between the BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 28, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board," and KRISTIN E. RAITZER, a duly qualified and licensed school educator, hereinafter referred to as the "Employee." As of the execution date of this Agreement, this performance-based Contract replaces the employment contract currently in effect between the Board and Employee. In accordance with 105 ILCS 5/10-23.8a, the Employee and Board confirm that the Employee met the goals and indicators of student performance and academic improvement in the last contract.

### WITNESSETH:

IN CONSIDERATION OF the mutual covenants and conditions hereinafter specified, the Board and Employee agree as follows:

1. Employee agrees to carry out the responsibilities of Assistant Superintendent of said District, under the direction and supervision of the Superintendent of Schools for the period beginning July 1, 2025 and ending June 30, 2029. A contract year is defined as each period from July 1 through the immediately following June 30 during the Agreement. Employee shall perform such duties requiring ISBE professional licensure as the Superintendent of Schools or the Board may delegate and reasonably request of Employee during the term of this Agreement. Employee shall be bound by and shall comply with all laws, regulations, rulings, and requirements of the United States of America and the State of Illinois, and subdivisions thereof, such as the Illinois State Board of Education, and all policies, rules, regulations and requirements heretofore or hereafter prescribed by the Board. Employee shall furnish to the Board and maintain in full force and effect during the term of this Agreement, a valid and appropriate license to act as an Assistant Superintendent in accordance with the laws of the State of Illinois and as described herein. In accordance with 105 ILCS 5/10-23.8a, goals of student performance and academic improvement and other matters determined and used by the Board, and agreed to by Employee, to measure the performance and effectiveness of Employee are specified in Exhibit A, attached hereto and made a part hereof. The indicators shall be 1) specific actions that have been taken, or 2) products that have been designed, for achieving the stated goals, and shall be reported to the Superintendent through periodic updates during the school year, concluding in a final report to the Superintendent summarizing the progress made for each goal. The parties agree that the goals and indicators are linked to student performance and academic improvement of the school within the District.

2. The Board agrees

(i) to pay the Employee an annual salary of \$204,350 for the 2025-2026 contract year. In each subsequent contract year, the Employee's annual salary shall increase by 6% over the annual salary in the immediately prior contract year;

(ii) to pay and pick up all amounts required to be paid to the Illinois Teacher Retirement System of the State of Illinois ("TRS") in accordance with (i) Section 16-152.1 of the Illinois Pension Code, and (ii) Section 3:40 of the Board's Policies; and

(iii) to pay and pick up all amounts required to be paid to the State's Teacher Health Insurance Security (THIS) fund.

The Board specifies that the aforesaid contributions by it to the Teacher Retirement System, although designated as employee contributions, are being and shall be paid by the Board in lieu of

contributions by the Employee. Employee acknowledges and agrees that Employee does not have the option of choosing to receive the contributed amounts directly instead of having them paid by the Board to the Teacher Retirement System. The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other certified members of the professional staff. The Board retains the right to adjust the annual salary of Employee during the term of this Agreement, provided that any salary adjustment does not reduce the annual salary below what is provided in the Agreement. Any adjustment in salary made during the term of this Agreement shall be in the form of an amendment and shall become a part of this Agreement, provided, however, that by so doing, it shall not be considered that the Board has entered into a new agreement with Employee nor that the termination date of this Agreement has been in any way extended. If the current employee contribution rate required by TRS to be remitted decreases or if legislation is implemented that limits the ability of the Board to fulfill its obligations under this section, the Board shall pay the difference to the Employee as salary to the extent the Board's total cost for salary and pick up of the TRS contribution does not exceed the Board's total cost before the TRS contribution rate decrease and/or legislative change.

3. Employee shall receive twenty (20) calendar days of vacation annually, exclusive of legal holidays, and shall be entitled to fifteen (15) days of sick leave. The times of any vacation shall be subject to the reasonable approval of the Superintendent of Schools. Vacation days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. Earned sick leave shall be cumulative to a maximum of three hundred fifty-five (355) days. Employee shall be entitled to three (3) personal days each year and three (3) bereavement days each year. Unused personal days shall be converted to sick leave days for the following school year, and bereavement days shall not be cumulative, if not used in the year of such entitlement.

4. 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.

Upon the termination of this Contract at any time or for any reason other than for termination by the Board for cause, the Board shall maintain and pay the premiums for the Employee's individual hospitalization/major medical, vision, and dental insurance coverage through any group health plans maintained by the District and selected by the Employee until the Employee becomes Medicare eligible. If the Employee becomes ineligible for the District's hospitalization/major medical, vision, and/or dental insurance coverage at any time or for any reason prior to the Employee reaching the age of Medicare eligibility, the Board shall pay the Employee's individual hospitalization/major medical, vision, and dental premiums for comparable coverage through another source.

If the provision of health insurance contemplated by this contract provision could result in the Board being obligated to pay a penalty, excise tax, or other fee due to changes and/or interpretations of the *Internal Revenue Code* or other laws, or their related rules and regulations, affecting the provision of insurance benefits, the Board may revise its contribution toward such insurance benefit and/or reimbursement benefits to another form of compensation or combination of compensation, reimbursement and/or insurance to the extent necessary to avoid the imposition of such penalty, excise tax, or fee. The Board's action to revise a benefit under this paragraph shall be in implementation of this provision of this Agreement and shall not constitute or require an amendment to this Agreement. 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).

5. 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. The Employee is named as the District representative for additional annual memberships to other education-related professional organizations beneficial to the District, and as approved by the Superintendent and paid for by the Board. 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.

6. The Employee may elect that a portion of the salary set forth in this paragraph 2 be paid into the Board's tax sheltered plan pursuant to Section 403(b) and/or Section 457 of the Internal Revenue Code of 1986, as amended. The cost of the contribution to the plan shall be deducted from the Employee's annual compensation and shall not require an expenditure of funds by the Board above the amount paid to the Employee in the form of salary, except as set forth in the following paragraph:

In addition to the salary set forth in this paragraph 2 and in accordance with, and subject to any limitations wider the applicable provisions of, the internal Revenue Code, the Board shall make non-elective contributions to the Board's tax-sheltered plans under Sections 403(b) and 457(b) of the Internal Revenue Code as follows: For purposes of maintaining competitive compensation with; and achieving transparent comparability to the compensation of, Tier I administrators in other Illinois school districts, it is the intention of the Board and the Employee to provide a total compensation package to the Employee on the same basis as if she was a Tier I participant in TRS. In order to accomplish the intention of the Board and the Employee, each contract year by July 31, the Board shall pay into the Board's 403(b) annuity plan, for the benefit of the Employee, on a nonelective basis the difference between the amount the Board would have picked up and paid to TRS (using the applicable TRS factor) on the Employee's base annual salary if the Employee was a Tier I participant and the amount the Board actually picks up and pays to TRS for the Employee as a Tier II participant.

7. This Agreement may be terminated at any time by mutual agreement of the Board and Employee and may be terminated by the Board in the event that the license, once earned, held by Employee is revoked by competent authority or shall become insufficient to enable Employee to perform the duties herein specified. In the event Employee fails to perform satisfactorily the duties specified in paragraph 1 hereof, this Agreement may also be terminated by the Board in the manner provided by the laws of the State of Illinois, and in the event Employee has heretofore entered into contractual continued service with the Board, the Board shall have the right to reassign Employee to perform other duties for the Board.

8. By executing this Agreement, Employee understands and agrees that Employee hereby waives any and all rights, whether or not said rights now exist, to contractual continued service as may now be provided by The School Code.

9. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and voids and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written (but does not effect in any way the employment agreement between the Board and Employee for the school year in which this Agreement is executed). If any provision of this Agreement is adjudicated to be invalid or unenforceable, the validity of the remainder of this Agreement shall be construed as if such invalid provision was not included herein.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the Board of Education of School District No. 28, Cook County, Illinois, has caused this contract to be executed by its President and attested by its Secretary, and the employee has executed this contract, as of the day and year first above written.

ADMINISTRATOR:

BOARD OF EDUCATION,  
NORTHBROOK DISTRICT 28,  
COOK COUNTY, ILLINOIS

\_\_\_\_\_  
Kristin E. Raitzer

\_\_\_\_\_  
Jennifer Gallinson, President

ATTEST:

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

**EXHIBIT A**  
**Performance Goals and Indicators**

**Name:** Kristin Raitzer

**Title:** Assistant Superintendent

**Goal A - Curriculum and Instruction:** Improve and enhance the District's curriculum and instruction practices.

**Indicators:**

1. Analyze district curriculum and identify areas for improvement.
2. Lead the curriculum review process.
3. Collaborate with the Director of Student Services to identify strengths of current Multi-Tiered System of Support and create plans for improvement.
4. Observe curriculum implementation and instructional practices in classrooms.
5. Collaborate with teachers and administrators to implement instructional strategies that best align to district goals.

**Goal B - Professional Learning:** Support professional learning needs of staff members.

**Indicators:**

1. Identify strengths of current professional learning structures and areas for growth, and develop plans for enhancing learning opportunities for teachers and administrators.
2. Lead professional development for district and school leaders.
3. Monitor effectiveness of professional learning.

**Goal C - Student Assessment:** Improve and enhance the District's assessment system.

**Indicators:**

1. Review current assessment practices and propose areas for refinement.
2. Improve and enhance the District's common assessments.
3. Collaborate with principals and teachers to enhance structures for analyzing and using data
4. Use assessment results to inform the district's continuous improvement planning.

**Goal D - Operations and Management:** Manage the day to day operations in a manner aligned with District 28 policies and procedures.

**Indicators:**

1. Manage district finances and resources according to policy.
2. Collaborate with district staff to implement improvements outlined in the facility master plan and approved by the Board.

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Dr. Heather Schultz ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Assistant Director of Student Services) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board

President and the Superintendent and become the Administrator's new and/or additional goals for purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$136,132.00
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the district's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

9. **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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the district. Otherwise, the Board shall

pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

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

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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:            Heather Schultz  
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

**23.    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

\_\_\_\_\_  
Heather Schultz

EXHIBIT 1  
Administrative Goals

Name: Heather Schultz  
Position: Assistant Director

**Goal A: Teaching and Learning:** Improve and enhance the District's programs and instructional practices.

Indicators:

1. Collaborate with colleagues to support implementation of systematic improvement across the continuum of services.
2. Model effective and inclusive collaboration by actively engaging teachers, staff, and families in shared decision-making.
3. Observe, evaluate and create opportunities to improve instructional practices.

**Goal B Professional Learning for Staff:** Support professional learning needs of staff members.

Indicators:

1. Plan for and lead professional learning centered on identified areas for improvement.
2. Monitor impact of professional learning on educator practice and student learning.

**Goal C: Operations and Management:** Manage the day-to-day operations in a manner aligned with District 28 policies and procedures.

Indicators:

1. Ensure compliance with state and federal regulations related to special education and Section 504.

**MULTI-YEAR ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2028)**

THIS AGREEMENT is between the Board of Education (the "Board") of Northbrook School District Number 28, Cook County, Illinois (the "School District") and Dr. Kelly Sculles ("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 5/10-238a, the Administrator is hereby employed as an Administrator (assigned to the position of Director of Student Services) in the School District for the period beginning July 1, 2025, and extending through June 30, 2028. The contract year shall be from July 1 to June 30.

2. **PERFORMANCE GOALS AND INDICATORS OF STUDENT ACADEMIC IMPROVEMENT.** This is a performance-based contract, the goals of which are set forth in the attached Exhibit 1. Accomplishment of the goals, as may be amended from time to time, will enhance student performance and achieve academic improvement. Along with the evaluation criteria set forth in paragraph 6, a primary measure of the performance and effectiveness of the Administrator each contract year shall be whether the Administrator has accomplished the goals for that contract year and has made adequate progress toward completion of the goals which are to be accomplished in a later contract year, as such goals are set by the Board and the Superintendent in consultation with the Administrator.

By June 30 of each contract year in consultation with the Administrator, the Superintendent will review and revise, where appropriate, the goals to be accomplished during the remaining contract years. Any modified goals shall be incorporated into a document to be entitled "Administrator's Performance Goals," which shall be signed and dated by the Board

President and the Superintendent and become the Administrator's new and/or additional goals for purposes of this contract.

3. **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.

4. **SALARY.** The Board, as compensation for the duties set forth in this contract, shall pay the Administrator an annual salary as follows:

<u>Contract Year</u>	<u>Annual Salary</u>
2025-2026	\$171,976.00
2026-2027	To be determined based on satisfaction of performance goals being met.
2027-2028	To be determined based on satisfaction of performance goals being met.

Salary shall be payable in twenty-four (24) equal installments in accordance with the district's payroll distribution schedule.

5. **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 Administrator's implementation herein shall be in implementation of this provision of this contract and shall not constitute or require an amendment to this contract.

6. **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.

7. **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.

8. **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.

**9. 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 in accordance with Section 24-11 of the Illinois School Code.

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 return a tenured Administrator to another position within the district. Otherwise, the Board shall pay to a non-tenured Administrator, as severance pay, the lesser of the amount of the annual

salary set forth in paragraph 4 above or the amount the Administrator would have earned under paragraph 4 of this contract from the effective date of termination to the date of expiration of this contract as set forth in paragraph 1 above. The severance amount shall be paid within thirty (30) days after the later of the Administrator's last day of work or the last regular paycheck.

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. However, this paragraph does not apply in the event that the parties mutually agree to end this contract or to termination for disability which qualifies the Administrator for temporary or permanent disability benefits from the Illinois Teachers' Retirement System.

10. **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.

11. **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.

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

13. **SICK AND PERSONAL LEAVE.** The Administrator shall receive each contract year fifteen (15) sick leave days, three (3) personal leave days, and (3) 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.

14. **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 days earned in any given fiscal year shall be taken no later than the first day of school of the following fiscal year, and any unused vacation days shall otherwise not carry over, or be usable, nor shall they otherwise be compensable in money. 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.

15. **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.

16. **TUITION REIMBURSEMENT.** The Board shall also reimburse Employee fifty percent (50%) of the tuition costs incurred by Employee in connection with Employee's enrollment in a doctoral program. Any such program must first receive approval from the Superintendent of Schools.

17. **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.

18. **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 2(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).

19. **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.

20. **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.

21. **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.

22. **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:              Kelly Sculles  
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

**23.      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

\_\_\_\_\_  
Kelly Sculles

EXHIBIT 1  
Administrative Goals

Name: Kelly Sculles  
Title: Director of Student Services

**Goal A: Teaching and Learning:** Improve and enhance the District's programs and instructional practices.

Indicators:

1. Review current programs and supports to identify strengths and areas for improvement.
2. Collaborate with administrators to analyze data and refine systems of support for students.
3. Observe, evaluate and create opportunities to improve instructional practices.
4. Review use of resources to identify strengths and areas for improvement.

**Goal B: Professional Learning for Staff:** Support professional learning needs of staff members.

Indicators

1. Identify strengths and areas for improvement within the current professional learning structure.
2. Plan for and lead professional learning centered on identified areas for improvement.
3. Monitor impact of professional learning on educator practice and student learning.

**Goal C: Operations and Management:** Manage the day-to-day operations in a manner aligned with District 28 policies and procedures.

Indicators:

1. Manage district finances and resources according to policy.
2. Ensure compliance with state and federal regulations related to special education, Section 504, multilingual and health services.

**ADMINISTRATOR'S CONTRACT  
FOR 12-MONTH ADMINISTRATOR  
(July 1, 2025 through June 30, 2026)**

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, 2025, and extending through June 30, 2026.

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 \$135,200.00. (One hundred thirty five thousand two hundred 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 Administrator's 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.

The Board may terminate or non-renew this contract in accordance with this paragraph whether or not the evaluations provided for in paragraph 5 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 (3) 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 2(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

\_\_\_\_\_  
Maria Stavropolous