

ASSISTANT PRINCIPAL'S EMPLOYMENT CONTRACT

(2025 – 2026)

AGREEMENT made this 4th day of March, 2025, between the **BOARD OF EDUCATION OF TOWNSHIP HIGH SCHOOL DISTRICT NO. 113, LAKE COUNTY, ILLINOIS**, hereinafter referred to as the "Board," and **MATTHEW WALLACE**, hereinafter referred to as the "Assistant Principal," and hereinafter collectively referred to as the "Parties."

A. EMPLOYMENT AND COMPENSATION

1. **Salary and Term of Employment.** The Board hereby employs the Assistant Principal for a one-year period commencing on July 1, 2025, and terminating on June 30, 2026, at an annual salary of One Hundred Ninety Four Thousand Three Hundred Forty Dollars and No Cents (\$194,340.00) for the 2025-2026 Contract Year. The Assistant Principal's salary shall be payable in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. The term "Contract Year" shall refer to the period of July 1 through June 30. The Assistant Principal hereby accepts employment upon the terms and conditions hereinafter set forth.

2. **Teachers' Retirement System and Health Insurance Security Fund.** The annual salary stated in paragraph A.1 of this Contract includes the payment by the Board on behalf of the Assistant Principal of their required contributions to the Teachers' Retirement System of Illinois (TRS) and the Teachers' Health Insurance Security Fund ("THIS"). The Assistant Principal shall not have any right or claim to said amounts contributed by the Board on their behalf, except as they may become available at the time of retirement or resignation from the TRS and THIS. Both Parties acknowledge that the Assistant Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the Assistant Principal's future services, knowledge and experience.

3. **Creditable Earnings.** The Parties hereby agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the Assistant Principal pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

B. CONDITIONS OF EMPLOYMENT

1. **License.** During the term of this Contract, the Assistant Principal shall hold and maintain a valid and properly registered license issued by the Illinois State Educator Preparation and Licensure Board qualifying them to act as an Assistant Principal in the School District.

2. **Employment Representations.** The Assistant Principal represents that they are not under contract with any other school district for any portion of the term covered by this

Contract. The Assistant Principal further represents that all information provided to the District in the process of application for employment was true and complete.

3. Medical Examination. The Assistant Principal shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law. Such examination shall be performed by a physician designated by the Board, unless required by law to be performed by a physician designated by the Assistant Principal. Subject to any applicable legal requirements, the Assistant Principal shall authorize and direct the examining physician to provide the Board with a written report or reports of any such examinations and of opinions the physician may form therefrom, as well as other information pertaining to such examination or opinions, whether written or oral, as the Board may require. As a condition of employment, the Assistant Principal also agrees to comply with all health requirements established by law.

4. Murderer and Violent Offender and Sex Offender Database Checks. As required under Section 10-21.9 of the Illinois *School Code*, for all (both new and continuing) employees, the Assistant Principal acknowledges that the continuation of this Contract is contingent on the Board deeming acceptable the results of periodic re-checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database as such re-checks are periodically required by law. The Board reserves the right to terminate this Contract should any required, periodic re-check result in the Assistant Principal being deemed by the Board (in accordance with applicable law) unacceptable to work in the School District.

C. BENEFITS

1. Reimbursement of Business Expenses. The Board shall reimburse the Assistant Principal for reasonable monthly expenses incurred in the performance of their duties. Substantiation of all expenses incurred pursuant to this provision shall be made by the Assistant Principal in accordance with the regulations of the *Internal Revenue Code*, as amended.

2. Insurance. The Board will provide the Assistant Principal with the following benefits:

- a. Hospitalization/medical insurance and dental insurance, at the same rate and terms and conditions as provided to the Licensed Staff Members;
- b. Disability insurance in accordance with the District's insurance policy;
- c. Liability insurance, as provided to other administrators in the District; and
- d. Term life insurance, in the amount of three (3) times the Assistant Principal's annual salary with an insurance limit cap of \$500,000.00.

If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance subjecting the Board or Assistant Principal to potential penalties, fines, fees, employee benefit plan failures or new or increased tax or accessible payments, then the Board may, in its discretion, determine to modify its payment for such insurance and make a corresponding increase in the Assistant Principal's salary or other compensation to offset the diminished cash value, if any, of the change in such insurance premium benefit. The Board's action to modify the insurance benefit and increase another form of compensation under this paragraph shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

3. Vacation. The Assistant Principal shall be entitled to a paid vacation of twenty-five (25) working days in each Contract Year, provided however, that the Assistant Principal shall provide the Superintendent with prior advanced notice before utilizing vacation days and that any vacation time in excess of five (5) consecutive school days shall be mutually agreed upon by the Assistant Principal and the Superintendent. Vacation must be taken within the Contract Year or will be lost and unavailable for use or payment, provided, however, that up to half of the vacation days may be carried over with the written approval of the Board to the subsequent Contract Year should there be one. Any days permitted to be carried over must be used by the Assistant Principal by the last day of Winter Break of that immediately following Contract Year or shall be lost and no longer available for use or payment. The Assistant Principal shall also be entitled to all legal school holidays. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above.

4. Sick Leave. The Assistant Principal shall be granted sick leave, as defined in Section 24-6 of the *School Code*, in the same manner and amount as afforded to Licensed Staff Members in the School District.

5. Personal Leave. The Assistant Principal shall be granted three (3) personal leave days during each Contract Year for the purpose of conducting personal business that cannot be done outside of school hours. The Assistant Principal's use of personal leave days is subject to the approval of the Superintendent. Personal leave days shall not convert to sick leave and shall not accumulate.

6. Professional Organizations. Subject to prior approval of the Superintendent, the Assistant Principal shall be reimbursed for all dues and membership fees to a reasonable number of professional organizations.

7. Professional Meetings Attendance. The Assistant Principal is expected to attend appropriate professional meetings at the local and state levels, and, subject to prior Superintendent approval, at the national level. All reasonable expenses incurred shall be paid by the Board.

8. Local Civic and Fraternal Group Participation. The Assistant Principal is

encouraged to participate in local civic and fraternal organizations in the interest of promoting a better understanding of the District and its concerns. Subject to its prior approval, the Board shall pay the dues incurred through membership in such organizations.

9. Annuities and Deferred Compensation. From the annual salary stated in paragraph A.1 of this Contract, the Assistant Principal may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code* if adopted by the Board, and/or (2) authorize a salary reduction pursuant to and in accordance with Section 403(b) of the *Internal Revenue Code* and the terms of the Board's 403(b) Plan if offered, and provided that the Assistant Principal confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

10. Other Benefits. The Parties acknowledge and agree that the benefits set forth in this Contract constitute the entire benefits package provided to the Assistant Principal by the Board and no other benefits, whether established by Board policy or other procedure, shall apply unless required by law or otherwise agreed to by the Parties in writing.

D. POWERS, DUTIES AND GOALS

1. Responsibilities and Duties. The Assistant Principal shall supervise the operation of attendance centers as the Board shall determine necessary and shall have as their primary responsibility the improvement of instruction. The Assistant Principal shall also assume any additional administrative responsibilities and instructional leadership duties that may be assigned, under the supervision and direction of the Superintendent or designee and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation and evaluation of the educational program of their assigned attendance area.

The Assistant Principal shall submit recommendations, as requested, to the Superintendent concerning the appointment, retention, promotion, and assignment of all personnel assigned to their attendance centers and shall keep such other registers, records and reports as may be directed by the Superintendent and the Board or required by law. The Assistant Principal shall be responsible for all obligations contained in the official job description for District assistant principals, including the discipline of students in accordance with the requirements of the *School Code* and Board policy. The Assistant Principal shall be responsible for and deemed to have knowledge of all of the policies and rules and regulations established by the Board and shall comply with their requirements.

2. Extent of Service. The Assistant Principal shall devote their time, attention, and energy to the business of the School District and related professional activities. With the permission of the Board, the Assistant Principal may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Assistant Principal may not jeopardize the functioning of the School

District by any lengthy and conspicuous absence for such professional activities.

E. EVALUATION

During the term of this Contract, the Assistant Principal shall be evaluated by the Superintendent or designee at least once no later than March 1, 2026. The evaluation shall be in writing and shall be completed in accordance with Section 5/24A-15 of the *School Code*. One copy of each evaluation shall be included in the Assistant Principal's personnel file and one copy shall be provided to the Assistant Principal. The Superintendent will report to the Board the results of the evaluation process.

F. RENEWAL AND AMENDMENT OF CONTRACT

1. **Renewal.** At the end of this Contract, the Board and Assistant Principal may mutually agree to renew the employment of the Assistant Principal. In such event, the Board shall take specific action to enter a new contract of employment with the Assistant Principal.

2. **Non-Renewal.** In the event the Board determines not to extend the employment of the Assistant Principal, this Contract shall expire on June 30, 2026. The Assistant Principal shall receive notice of intent not to renew their employment in accordance with the requirements of the *School Code*.

3. **Amendment.** Any salary or other adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Assistant Principal or as an extension of the termination date of this Contract.

G. TERMINATION

1. **Grounds for Termination.** This employment Contract may be terminated during its term by:

- a. Mutual agreement;
- b. Permanent disability (inability to perform essential job functions with or without reasonable accommodation);
- c. Discharge for cause; or
- d. Death.

2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Assistant Principal that is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Assistant Principal, who shall be entitled to notice and a hearing before the Board to discuss such causes.

If the Assistant Principal chooses to be accompanied by legal counsel, the Assistant Principal shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

H. MISCELLANEOUS

1. **Notice.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Assistant Principal or the President of the Board.

2. **Governing Law.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

3. **Headings and Numbers.** 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 Contract, the text shall control.

4. **Counterparts.** 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.

5. **Complete Contract.** This Contract contains all the terms agreed upon by the Parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the Parties concerning such subject matter, whether oral or written.

6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns.

7. **Policy Amendments.** 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 *School Code* and other applicable law.

8. **Severability.** 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 Contract shall continue to have its intended full force and effect.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above, upon formal approval by the Board at a duly convened meeting held this same date.

ASSISTANT PRINCIPAL

**BOARD OF EDUCATION
TOWNSHIP HIGH
SCHOOL DISTRICT NO. 113,
LAKE COUNTY, ILLINOIS**

Matthew Wallace

By: _____
President

ATTEST:

Secretary

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