DIRECTOR OF BUSINESS SERVICES' CONTRACT OF EMPLOYMENT

THIS AGREEMENT, made and entered into this 4th day of February 2026, by and between the BOARD OF EDUCATION OF COAL CITY COMMUNITY UNIT SCHOOL DISTRICT NO. 1, GRUNDY AND WILL COUNTIES, ILLINOIS (hereinafter referred to as the "Board"), and AMANDA HERRERA-FORD an individual (hereinafter referred to as the "Director"),

W I T N E S S E T H:

WHEREAS, the Board desires to employ AMANDA HERRERA-FORD as Director of Business Services for this School District and for him/her to perform such duties as are required by this Contract, by the Director's job description, by the policies, rules and regulations of the Board and by the laws and statutes of the State of Illinois, as presently exist or are hereafter made or amended, for a period of one (1) year, commencing July 1, 2026 and ending June 30, 2027; and

WHEREAS, the Board at a regular meeting held on this 4th day of February 2026, by motion duly made, seconded and carried by majority per a roll call vote, has authorized the execution of this Contract of Employment with the Director.

NOW, THEREFORE, in consideration of the promises and for other good and valuable consideration, the receipt of which is hereby acknowledged, it is agreed between the parties as follows:

1. EMPLOYMENT. The Board hereby employs AMANDA HERRERA-FORD as Director for this School District and AMANDA HERRERA-FORD hereby accepts such employment and agrees to perform such duties as are provided by this Contract, by the job description, by the policies, rules and regulations of the Board and by the laws and statutes of the State of Illinois.

2. TERM. The term of this Contract will be for a period of one (1) year, commencing July 1, 2026 and ending June 30, 2027. The Contract Year shall commence on July 1 and continue through the subsequent June 30.

3. DUTIES. The Director is and will be, throughout the term of this Contract, unless terminated as hereinafter provided, the administrator in charge of business services for the School District and shall act under the supervision of the Superintendent and in accordance with the policies, rules and regulations of this Board of Education and the laws and statutes of the State of Illinois. The Director agrees that he/she must perform all acts and duties as assigned, for and on behalf of the Board under and pursuant to 105 ILCS 5/1-1 *et seq.* (hereinafter the "School Code") including, but not limited to, the submission of recommendations to the Superintendent concerning the appointment, retention, promotion and assignment of all personnel assigned to said attendance center. The Director further agrees that he/she must also comply with all applicable policies, rules and regulations of the Board as the same are in effect from time to time throughout the term of this Contract. The Director further agrees that he/she must also perform such other duties as may from time to time be assigned by the Board or the Superintendent.

The Director hereby agrees to faithfully perform the duties of Director for the school building to which he/she is assigned and to devote such time, skill, labor and attention to the employment during the term of this Contract as is reasonably required to meet the responsibilities, duties, objectives and goals

as provided for under this Contract.

4. SALARY. The Director will receive from and after the effective date of this Contract an annual salary of **$112,000** for the 2026-2027 Contract Year. Such annual salary shall be paid in equal installments in accordance with the policies of the Board of Education established from time to time with respect to the payment of salaries to other certificated members of its professional staff, but in no event shall said payments be made in less than twelve (12) monthly installments.

The Board has the right to adjust the annual salary of the Director during the term of this Contract in its sole and absolute discretion; provided, however, that unless any reduction in salary is uniform with a similar reduction of salaries for the School District's certificated staff, the Director shall be entitled to notice and a hearing as provided in the case of discharge for cause. Any such adjustment in salary may be made during the term of this Contract, which shall be in the form of an amendment hereto and which, after its adoption by the Board of Education, shall be attached hereto and made a part hereof.

The parties hereby acknowledge and agree that any adjustment in salary as aforesaid will not be construed as an extension of this Contract nor will it be construed as a new Contract or in any other way affect the terms hereof.

5. LICENSURE. The Director must, throughout the term of this Contract, furnish to the Board of Education a valid and appropriate license to act as building Director for the assigned attendance center in accordance with the laws and statutes of the State of Illinois and the rules and regulations of the State Board of Education.

6. OTHER WORK. Only with the prior consent of the Board of Education, by Board action, may the Director undertake consultative work, speaking engagements, writings, lecturing or other such professional duties and obligations unrelated to the duties as Director of this School District; provided, however, that the Board of Education President shall have the authority to grant permission for such other work in the event that time does not permit presenting the question to the full Board of Education for prior approval. The applicable requirements and provisions of 110 ILCS 100/1, and the decisional laws of the State of Illinois with respect to same shall apply to this paragraph.

7. EVALUATION. During the term of this Contract, the Superintendent shall review with the Director: (a) the Director's working relationships with the Board of Education, the Superintendent, the faculty, staff and community; (b) the performance of the Director in fulfilling the duties and responsibilities set forth under this Contract, in the job descriptions, and in the Board of Education's policies, rules and regulations; and (c) the Director's progress and attainment of established goals. Such review shall be made annually.

8. NOTICE OF INTENT NOT TO RENEW CONTRACT. Notice of intent not to renew this Contract, other than in the case of discharge for cause, must be given by the Board to the Director by March 1 of the year in which this Contract expires. Notice of intent not to renew this Contract must be given by the Director to the Board by March 1 of the year in which this Contract expires.

9. DISCHARGE FOR CAUSE. Throughout the term of this Contract the Director shall be subject to discharge for cause; provided, however, that the Board shall not act in an arbitrary or capricious

fashion with respect to such discharge. Failure of the Director to comply with the terms and conditions of this Contract shall also be sufficient cause for discharge as provided in this Contract.

In the event of discharge for cause, the Board shall deliver to the Director, in the manner provided by law, notice of said discharge for cause. Such notice, when given by the Board, must be in writing stating the specific reason or reasons therefore. Within ten (10) days after receipt of such notice of discharge for cause, the Director may request a closed session hearing before the Board of Education on the discharge. At such hearing, the Director shall have the right to present evidence, witnesses and defenses on the grounds for discharge, may cross-examine witnesses, and may have present at any such hearing counsel of his/her own choosing, at his/her expense.

10. SICK AND PERSONAL BUSINESS LEAVE. The Director will be entitled to the same benefits outlined in the collective bargaining agreement between the Board of Education and the Teacher's Association.

11. 261-DAY WORK SCHEDULE AND VACATION. The Director shall be expected to work two hundred sixty-one (261) days during each year that this Contract is in effect, exclusive of the legal school holidays set forth in Section 24-2 of the Illinois School Code; provided, however, those legal holidays on which the Board determines to hold school, teacher institute days, parent teacher conferences, or staff development activities, as allowed by Public Act 96-640, shall not be excluded as work days. The parties acknowledge that the Director will work during spring break and winter holiday break, unless he/she uses approved vacation days during those times. The Director will receive twenty (20) paid working days of vacation in each year this Contract is in effect, exclusive of holidays recognized by the School District. Vacation shall be taken subject to approval by the Superintendent, but at the Director's option, such 20-day vacation period need not be taken at any one time but must be taken within the Contract Year. Unused vacation days shall not accumulate from year to year, nor shall the Director be entitled to compensation for unused vacation days.

12. TRAVEL AND EXPENSE REIMBURSEMENT. The Director shall provide at his/her sole expense an automobile needed by his/her for the performance of his/her official duties on behalf of the District under this Contract. During the term of this Contract, the Board will reimburse the Director for all reasonable travel expenses, lodging and meals during travel to and from areas outside the District, provided he/she has been directed to incur said expense and request is made therefore in accordance with the rules and regulations of the Board.

13. INSURANCE BENEFITS. During the term of this Contract, the Board shall provide group health, vision, dental, accident, and life insurance coverage benefits for the Director and her dependents to the same nature and extent as those benefits are provided to certificated members of the School District's Administration. Full premium costs for these benefits shall be paid by the Board. The Director will also, during the life of this Contract, be entitled to any additional benefits provided to any employee of this School District (other than the Superintendent) as may be established in a collective bargaining agreement or otherwise provided to said employee during the term of this Contract. Such additional benefits will be automatically extended to the Director at the time they become effective for said other employees, without further action on the part of the Director. In accordance with the provisions of Article I0, Section 22.3 of the Illinois School Code, the Director shall be a named insured on any comprehensive or general liability insurance policies in effect during the term of this Contract to the same extent as provided to other

certificated employees of the School District.

14. QUALIFIED TAX-DEFERRED PROGRAMS. At the request of the Director, the Board shall, in accordance with State and Federal law, withhold a designated amount of her salary and transfer said amount to a qualified tax-deferred annuity program of the District's 403 (b) Plan.

In addition to the salary paid to the Director by the Board as expressed in paragraph 4, above, the Board shall pick up and pay on the Director's behalf, the entire member required contribution to the Illinois Municipal Retirement Fund ("IMRF"). The Director shall not have any right or claim to said amounts contributed by the Board on her behalf, except as they may become available at the time of retirement or resignation from the IMRF. Both parties acknowledge that the Director did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the IMRF, and further acknowledge that such contributions are made as a condition of employment to secure the Director's future services, knowledge, and experience

15. MEMBERSHIPS IN PROFESSIONAL SOCIETIES. The Board will, during the term of this Contract, pay the Director's annual membership dues to the Illinois Association of School Business Officials, and such other organizations as determined by the Board.

The Director will, when approved to do so by the Board, attend appropriate professional meetings as the representative of the District at the local, state and national levels. In addition, upon prior approval of the Board of Education, the Director may continue his/her professional development by attending seminars and other related activities reasonably related to the District's business and affairs in order that he/she may continue to participate in relevant job-related and learning experiences.

16. TERMINATION. During the term of this Contract, the Board and Director may mutually agree in writing to terminate this Contract.

17. BREACH OF AGREEMENT. Failure of the Director to fulfill the obligations set forth in this Contract will be considered to be a violation of the Director's Code of Ethics and may be reported by the Board to appropriate State and national associations of school administrators and State education authorities. Such failure may also be deemed a breach of this Contract sufficient to constitute cause for discharge/dismissal of the Director or non-renewal of this Contract as provided above, or reclassification as also provided above, if, in the opinion of the Board of Education, such action would be in the best interests of the School District. In the event of such breach or failure, the Board shall have all other rights and remedies which are provided by law.

Failure of the Board of Education to fulfill its obligations set forth in this Contract will be considered a breach of this Contract. In such event, the Director shall have all rights and remedies which are provided by law.

18. **MISCELLANEOUS**. This Contract shall inure to the benefit of and will be binding upon all the parties, their legal representatives, successors and assigns.

Nothing contained in this Contract shall be construed to deprive any party hereto of any of the rights accorded to that party by law, except where such rights are explicitly waived herein.

If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the date first above written.

BOARD OF EDUCATION OF COAL CITY COMMUNITY UNIT SCHOOL DISTRICT NO. 1, GRUNDY AND WILL COUNTIES, ILLINOIS

By: _____
Its President

_____
Its Secretary

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AMANDA HERRERA-FORD, Director of Business Services