

**GALATIA COMMUNITY UNIT SCHOOL DISTRICT #1
EMPLOYMENT CONTRACT
PRINCIPAL'S CONTRACT**

This agreement was made the 24th day of March, 2016 by and between the Board of Education of Galatia CUSD#1 ("the Board"), and John Cummins ("Principal"), ratified by a resolution adopted at the regular meeting of the Board held on March 24, 2016 and as found in the minutes of that meeting.

IT IS AGREED:

EMPLOYMENT: John Cummins is hereby hired and retained from July 1, 2016 to June 30, 2017 as Galatia JR/SR High School Principal, Special Education Coordinator, Transportation Director, and Title I Director. It is understood that that the work year is set for 10 ½ months for the one year contract.

DUTIES: The duties and responsibilities of a Principal for this District shall be all those duties incident to the office of the High School Principal, Special Education Coordinator, Transportation Director, and Title I Director including those obligations imposed by the law of the State of Illinois upon principals. Duties will be those included on the attached job description.

SALARY: The salary for the 2016/2017 school year shall be fifty-five thousand, five hundred (\$55,500) dollars. In addition to the base salary the Principal will receive \$3000 for Special Education Coordinator, \$1400.00 for Transportation Director, and \$1900.00 for Title I Director. The annual salary is payable in equal semi-monthly installments on the 5th and 20th day of each calendar month. The Principal hereby accepts employment upon the terms and conditions of this contract herein set forth and agrees to devote such time, skill, labor, and attention to his/her employment during the term of this agreement, except as otherwise provided in this agreement, and to perform faithfully the duties of Principal for this district as set forth in this agreement.

PENSION: In addition to the salary stated in the preceding paragraph, the Board shall make a contribution on behalf of the Principal to the Illinois Teacher's Retirement System in an amount equal to the maximum amount permitted, in lieu of, and in satisfaction of, the Principal's required contribution to said retirement system. The Principal does not have any claim to said amount, except as it may become available at the time of retirement or resignation from the said Teacher's Retirement System. Both the "Board and the "Principal" acknowledge that the Principal did not have the option of choosing to receive the contributed amounts directly instead of having such contributions paid by the "Board" to the Teacher's Retirement System, and that such contributions are made as condition of employment to secure the future services, knowledge, and experience of the Principal.

SALARY ADJUSTMENTS: The Board retains the right to adjust the annual salary of the Principal during the term of this agreement, provided any salary adjustment does not reduce the annual salary below the current salary. Any adjustment in salary made during the life of this agreement shall be made in the form of a written amendment to this contract. It is provided, however, by doing, it shall not be considered that the Board has entered into a new agreement with the Principal or that the termination date of this agreement has been in any way extended.

WAIVER OF TENURE: The Principal acknowledges that, pursuant to *The School Code*, he waives any right to tenure in the School District by virtue of entering into this multi-year contract and any multi-year extension thereof.

MILEAGE: The Board shall reimburse the Principal for mileage at the current district rate per mile for mileage incurred in the performance of the duties of High School Principal/Special Education/Title/Transportation Director.

HEALTH INSURANCE: The Board shall contribute the same amount toward group hospitalization and medical insurance premiums as that of the teachers in the district.

SICK DAYS: The Principal shall be granted (13) sick days per year. Such sick leave is to be used in accordance with Section 24-6 of the Illinois School Code. Such sick leave is accumulative to maximum of (180) days.

PERSONAL DAYS: The Principal shall be granted (3) personal days per year, which if not used during the year, will be added to the unused sick days for the following year.

PROFESSIONAL FEES: The Board shall pay dues, membership and conference fees for professional school related organizations. (i.e. IPA, etc.)

TEACHER EVALUATIONS: The Principal shall be responsible for ensuring the evaluation of certified and non-certified employees assigned to the Principal's attendance center, or as otherwise directed by the Superintendent of Schools. Any evaluations conducted shall be conducted in accordance with the *Illinois School Code*, and consistent with Board policy and the terms of any collective bargaining agreement between the Board of Education and the certified employees of the District. To fulfill this duty, the Principal shall participate in and successfully complete, training offered by the Illinois State Board of Education regarding evaluations of certified staff. Failure to conduct an evaluation in accordance with this section shall be considered a material breach of this contract.

REAPPOINTMENT: AND GOALS AND INDICATORS OF STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT

Section 1. Notice of Intent Not to Renew this contract will be given to the Principal by the Board on or before April 1 of the year this contract expires. The parties recognize that the final decision concerning whether or not to offer a new contract at the expiration of this contract is reserved to the Board of Education in accordance with Illinois law.

Section 2. This contract is a performance-based contract linked to student performance and academic improvement of the schools within the District. The Principal shall strive to meet the goals during the term of this agreement. The parties agree the goals and indicators are linked to student performance and academic improvement of the schools within the District.

Performance Goals and Indicators:

Annually the Principal will (1) evaluate student performance, which shall include but not be limited to, student performance on standardized tests such as Illinois Standard Achievement Tests, completion of the curriculum, attendance, and drop-out rates (2) review the curriculum and instructional services; and (3) report to the Board on curriculum or instructional changes as a result of evaluation of student performance.

See Attached Addendum for Evaluation Goals & Job Description

LICENSE: During the term of this agreement, the Principal shall hold a valid and appropriate license as determined by the Illinois State Board.

RETURN: During the term of this agreement, the Board and Principal may mutually agree, in writing to terminate this agreement.

EVALUATION: The Principal shall be evaluated by the Superintendent and Board of Education pursuant to the evaluation plan for certified employees. The evaluation shall be in a narrative format which lists strengths of the Principal and shall contain formal documented proof of any area of weakness perceived and cited by the Superintendent and/or Board. This evaluation should be addressed before March 1, 2017.

DISCHARGE FOR CAUSE: Throughout the term of this agreement, the Principal shall be subject to discharge for cause provided; however, the Board shall not arbitrarily or capriciously call for dismissal. Discharge for cause may be for any conduct, act or failure to act by the Principal, which is detrimental to the best interest of the school. The Board may terminate this contract for reasons of permanent disability or incapacity at any time after the Principal has exhausted his accumulated sick leave and either has been absent from his employment for a continuous period of three (3) months or presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated. All

obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided the Principal shall be entitled to a hearing before the Board if he so requests. The Board reserves the right to require the Principal to submit to an examination, either physical or mental, whenever the Board deems the Principal disabled. Such examination shall be performed by a physician licensed to practice medicine in all branches, which is selected and paid by the Board. The Principal expressly agrees that the physician shall prepare a detailed report of the state of his physical and/or mental health and submit it to the Board of Education.

COMPLETE UNDERSTANDING: 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 (including, but not limited to, employment agreements), arrangements and communications, between the parties concerning such subject matter whether oral or written.

IN WITNESS WHEREOF, the parties have executed this agreement the date and year first above written.

PRINCIPAL


John Cummins

**BOARD OF EDUCATION
SCHOOL DISTRICT #1**


Tim Pribble, President

ATTEST:


Joy Richey, Secretary

ADDENDUM

Specified Duties for this Contract:

Principal:

- Enforce school policies in all disciplinary issues.
- Meet often with teachers individually to discuss handbook policies and how they are being followed.
- Conduct monthly faculty meetings and encourage feedback from all staff.
- All non-tenure teacher evaluations must be complete and ready for discussion no later than the February board meeting.
- All tenure teacher evaluations must be complete and ready for discussion no later than the March board meeting.
- Keep the Galatia CUSD #1 school board informed of any issues of concern.
- Follow up with staff members when a directive is issued to ensure it is being followed and make sure they are held accountable.

Transportation Director:

- Schedule all athletic / activity / field trip transportation as soon as it is approved.
- Make sure all coaches/sponsors get a copy of trip schedules as soon as the bus drivers are assigned.

Job Description: Galatia Jr./Sr. High Principal

- Enforce all rules, regulations and policies enacted by the Board of Education
- Facilitate professional development activities
- Evaluate all faculty/staff
- Provide leadership in the area of curriculum and instruction (revision, development, evaluation)
- Supervise students before school, during lunch and at extra-curricular events (athletic events, dances, etc.)
- Conduct Handbook Committee Meeting prior to each year/get approval from Board of Education/prepare handbook for registration handout
- Schedule, conduct and evaluate all disaster drills
- Maintain good public relations between Board of Education, staff, students, parents, and community
- Complete all reports required by the Board of Education and/or Superintendent
- Monitor maintenance of building and make improvement recommendations
- Adhere to the Board approved teacher contract
- Assist with school registration and parent/teacher conferences
- Meet regularly with Superintendent
- Attend all Board Meetings
- Monitor school status with regard to all state/national standards and assessment
- Ensure proper procedures are followed for administering of all state assessments
- Ensure all rules and regulations are properly followed for SIHSAA and IHSA
- Other duties as assigned

Title 1 Director

- Complete application process each year for NCLB Consolidated Grant for Title Programs
- Oversee/monitor grant expenditures/complete quarterly expenditure reports
- Communicate with staff regarding Title needs for resources, etc.
- Complete all required reports for Title Services

Special Education Coordinator

- Handle all special education correspondence, files, etc. (conference notifications, IEP staffing schedules, addition of new IEP students to the system)
- Ensure all teachers receive a copy of accommodations for students they serve
- Communicate with special education teachers regularly
- Attend all special education IEP meetings
- Attend all LEA meetings conducted by WOVSED/conferences needed to keep current with law, etc.
- Work with Superintendent on keeping district in compliance with all special education rules

Transportation Director

- Meet with bus drivers periodically to address any concerns
- Stay beside bus radio until buses have called in at the end of the day. Let bus drivers know if you are unable to be at the radio
- Schedule all sport trips, as well as all field trips in a timely manner
- Hand out transportation log books on the first teacher workshop day
- Tally all miles at the end of the year for bookkeeper to file claim. Miles need to be divided into claimable and non-claimable miles
- File drug testing report, and mail certification application to the state annually for each driver