

**BOARD OF EDUCATION
REAVIS HIGH SCHOOL DISTRICT 220
COOK COUNTY, ILLINOIS**

**DIRECTOR OF STUDENT SERVICES
EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made this 18th day of March, 2014 between the Board of Education of Reavis High School District 220, Cook County, Illinois (“Board”) and Ms. Julie Schultz (“Administrator”).

WHEREAS, the Board and the Administrator desire to enter into a mutually binding and mutually beneficial agreement by which Ms. Julie Schultz shall serve and act as the Director of Student Services pursuant to the terms, conditions and mutual considerations identified below;

NOW, THEREFORE, in consideration of the covenants set forth in this Agreement, the sufficiency of which is acknowledged by the parties hereto, the Board and Director agree as follows:

1. EMPLOYMENT. During the term beginning July 1, 2013 and running through June 30, 2018, Ms. Julie Schultz shall be employed as the Director of Student Services. Her work year shall consist of no more than one hundred ninety-five (195) days as determined by the Superintendent.

2. DUTIES. The duties and responsibilities of the Administrator while employed as Director of Student Services shall be those duties incidental to the operation and management of student services offered at Reavis High School. The Administrator shall also have all duties as assigned by the Superintendent. The job description adopted by

the Superintendent and utilized by the Administrator for this position is incorporated by reference herein.

3. STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT. This Agreement is a performance-based contract. Attached to this contract as Exhibit A are the performance goals agreed to between the Administrator and the Board of Education. The Board and the Administrator agree that these goals include indicators of student performance and improvement. The foregoing goals shall be used by the Board to measure the performance and effectiveness of the Administrator, along with such other information as the Board may determine as relevant and/or necessary.

4. COMPENSATION. The Administrator shall receive a fiscal salary of One Hundred Twelve Thousand Three Hundred Eighty Five Dollars (\$112,385.00) starting July 1, 2013 through June 30, 2014. In addition, the Administrator shall receive a Seven Thousand Five Hundred Dollar (\$7,500) Stipend for the 2013-2014 fiscal year. The Administrator shall receive a fiscal salary of One Hundred Twelve Thousand Three Hundred Eighty Five Dollars (\$112,385.00) for the period between July 1, 2014 and June 30, 2015. The Administrator will receive a fiscal salary of One Hundred Seventeen Thousand Four Hundred Dollars (\$117,400.00) for the period between July 1, 2015 and June 30, 2016. The Administrator will receive a fiscal salary of One Hundred Twenty Two Thousand One Hundred Dollars (\$122,100.00) for the period between July 1, 2016 and June 30, 2017 and the Administrator will receive a fiscal salary of One Hundred Twenty Five Thousand Four Hundred Sixty Dollars (\$125,460.00) for the period between July 1, 2017 and June 30, 2018. During the term beginning July 1, 2014 and running through June 30, 2018, the Administrator will receive a Nine Thousand Dollar (\$9,000)

Fiscal Stipend. The Administrator hereby agrees to devote such time, skill, labor and attention to her employment, during the term of this Agreement (except as otherwise provided in this Agreement), as is necessary in order to perform faithfully the duties set forth herein.

Salary shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other certificated members of the professional staff, less such amounts as provided for in this Agreement, and other amounts as may be required by law.

5. **EVALUATION** – The Administrator will be evaluated by the Principal or Superintendent before May 1 of each year of this contract.

6. **CERTIFICATE** – On or before September 1 of each year of this contract, the Administrator shall furnish to the Superintendent a valid and appropriate certificate to act as an administrator in accordance with the laws of the State of Illinois and as directed by the Board. The parties expressly acknowledge and agree that this Agreement is contingent upon the Administrator maintaining the foregoing certification as specified in this Section.

7. **OTHER WORK** – With the prior agreement of the Board, the Administrator may undertake consultation work, speaking engagements, writing, coaching, teaching a college or university course, lecturing, or other professional duties and obligations. Provided, however, that this other work shall not interfere in a material and substantial manner with the Administrator's obligations set forth in this Agreement.

8. **TERMINATION OF AGREEMENT** – This Agreement may be terminated by:

- A. Mutual agreement of the parties.

- B. Resignation provided the Administrator gives the Board at least ninety (90) days written notice of the proposed resignation.
- C. Discharge for cause. "For cause" means any conduct, act, or failure to act by the Administrator which is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who shall be entitled to notice and a hearing before the Board to determine whether such cause exists. If the Administrator chooses to be accompanied by legal counsel, she shall bear any costs therein involved. The Board hearing shall be conducted in closed session.

The Board shall continue to pay the Administrator all salary and fringe benefits under this Agreement during the pendency of termination proceedings. However, the term "termination proceedings" shall only include the period of time up to and including the hearing before the Board and does not include the period of time subsequent to the Board's decision to discharge the Administrator.

- D. Permanent disability.
- E. Failure to obtain or maintain certification as set forth in Section 6 of this Agreement.
- F. Death of the Administrator.
- G. The end of the employment term.

9. EXTRA PAY – It is agreed that the Administrator may be required to work an additional ten (10) days beyond her one-hundred and ninety-five day schedule at a rate of (\$500.00) a day. The assignment of these additional duties shall be at the sole discretion of the Superintendent. In no manner is the Administrator entitled or required to work these additional days but, rather, it is recognized that these additional days will be approved at the sole discretion of the Superintendent and/or Board.

10. SICK LEAVE – The Administrator shall be entitled to utilize seventeen (17) days per year of sick leave which may be accumulated without limit. The Administrator

is permitted to use up to two (2) years of accumulated sick days for TRS service credit upon retirement or other figure as permitted by TRS regulations.

11. PERSONAL LEAVE. The Administrator shall be entitled to three (3) days of personal leave per year, with pay, and any unused personal leave shall convert to accumulated sick leave at the end of each school year. The parties specifically agree that the Administrator is permitted to use personal days for absences related to any illness.

12. HOSPITALIZATION/MAJOR MEDICAL INSURANCE – The Board shall provide and pay the entire premiums for hospitalization, major medical and dental insurance for the Administrator, her spouse and the dependent members (as defined by the contract of insurance then in effect) of her immediate family during the term of this Agreement. The benefits of such coverage shall be in accordance with the basic insurance coverage provided to certificated members of the professional staff. Pursuant to law, the Administrator shall have the option, at her sole discretion, to enroll herself, her spouse and the members of her immediate family in an HMO of her choice. The Board shall pay the HMO premiums in an amount not to exceed that which would be required to provide health benefits pursuant to this Section.

13. TRANSPORTATION EXPENSE – The Administrator may be required, as a condition of employment, to use her automobile to visit the sites of schools, attend the Board and community functions, and to attend conferences, meetings and workshops. The Administrator shall be entitled to reimbursement for any necessary automobile travel. Automobile travel expenses shall be determined at the Internal Revenue Service mileage rate. The Administrator shall submit appropriate substantiation of all expenses incurred in all business travel for which reimbursement is sought.

14. BUSINESS EXPENSES – It is anticipated and agreed that the Administrator shall be required to incur certain personal expenses for the official business of the Board. As such, the Board agrees to reimburse the Administrator for any such expenses, incurred by her on behalf of the Board, subject, however, to the Administrator’s substantiation of the expense and the Board’s approval of such expenses.

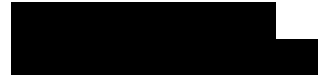
15. NOTICE – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered mail, or certified mail, postage prepaid, addressed:

If to the Board, to:

BOARD OF EDUCATION
Reavis High School District 220
6034 West 77th Street
Burbank, Illinois 60459

If to the Administrator, to:

Ms. Julie Schultz



(or at the last address of the Administrator contained in official Business Office records of the Board.)

16. OTHER BENEFITS AND LEAVE – The Administrator shall generally be allowed such other privileges, leaves, and fringe benefits as provided to the certified staff of the District. This specifically includes membership to a State and/or National Educational Organization. Staff Development at the Local, State, and/or National level is encouraged by the Superintendent and Board. Attendance at such Workshops, Conferences, and/or In-Services needs to have prior approval of the Superintendent and/or Board.

17. TEACHERS' RETIREMENT SYSTEM CONTRIBUTION. In addition to the gross compensation paid to the Administrator by the Board as expressed in this Agreement, the Board shall pick up and pay on the Administrator's behalf, three percent (3%) of the Administrator's annual retirement contribution to the Illinois Teachers' Retirement System pursuant to the *Illinois Pension Code*.

It is the intention of the parties to qualify all such payments picked up and paid by the Board on the Administrator's behalf as employer payments pursuant to Section 414(h) of the *Internal Revenue Code of 1986*, as amended. The Administrator shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The Administrator does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid by the Board to the Illinois Teachers' Retirement System. These contributions are made as a condition of the Administrator's employment for her future service, knowledge and experience.

18. PROFESSIONAL LIABILITY – The Board agrees that it shall defend, hold harmless, and indemnify the Administrator from any and all demands, claims, suits, actions and legal proceedings brought against the Administrator in her individual capacity, or in her official capacity as agent and employee of the District provided the incident arose while the Administrator was acting within the scope of her employment and excluding criminal litigation and such liability coverage as is beyond the authority of the Board to provide under state law.

19. 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. This Agreement shall be binding upon and inure to the benefit of the Administrator, 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.
- C. Both parties have had the opportunity to seek the advice of counsel. The Board has relied upon the advice and representation of counsel selected by it respecting the legal liabilities of the parties, if any. The Administrator has voluntarily decided to act without the advice of counsel, without threat or coercion.
- D. 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.
- E. If any section, 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 18th day of March, 2014.

ADMINISTRATOR

Ms. Julie Schultz

BOARD OF EDUCATION OF
REAVIS HIGH SCHOOL DISTRICT 220,
COOK COUNTY, ILLINOIS

BY:

President, Board of Education

ATTEST:

Secretary, Board of Education

Reavis High School - District 220

Burbank, IL

ADMINISTRATIVE GOALS

(Exhibit A)

Name of Administrator: **Julie Schultz**

Job Title: **Director of Student Services**

Date: **July 1, 2013**

School Years: **2013-2018**

The Administrator acknowledges that, pursuant to The School Code, 105 ILCS 5/10-23.8, this multi-year Contract is subject to performance-based criteria based on the following, including all references in the Contract relative to the duties of the Administrator. At a time convenient to the Superintendent and Administrator as set forth in the Contract, but at least annually, the parties shall meet to review the progress towards the following goals and criteria. The Administrator shall strive to improve student performance and promote academic improvement in the District by the methods in the Contract and the following methods, including but not limited to:

PROFESSIONAL GROWTH & GOALS:

Effectively lead and support the Student Services Division in the district's vision for high academic achievement including college and career readiness for all students.

- Organize and implement a character education initiative that encompasses Reavis values.
- Maintain open communication between the Student Services Division, division assistants, division secretaries, administration and myself.
- Seek opportunities to work with parents and community members regarding student services
- Increase the visibility of the SSD departments in professional development opportunities.
- Allow for faculty and staff organized round tables on division and departmental initiatives.
 - SSDLT
 - Department Meetings
 - Cross Department Collaboration
 - Include Career Clusters & Pathways into the Curriculum Guide

Effectively lead the Student Services Leadership Team on-Ramps in our curricular and instruction Road to Mastery initiative.

- Conduct a Guidance Program Audit and Alignment to National Guidance Model
 - ✓ Identify current programs that align with national standards
 - ✓ Restructure Homerooms format to support guidance curriculum
 - ✓ Develop a Post-Secondary philosophy that develops college and career readiness through the career cluster model.
- Align handbook with school code and policies; review consequences and begin discussion on reflective, restorative justice
- Establish our RtI district plan through RtM
- Standardize procedures and policies in the Student Services Division
- Develop knowledge and increase participation in special education services, law, and assessments
- Develop and implement online registration for our students
- Include Career Clusters & Pathways into the Curriculum Guide

Effectively lead, create, and support collaborative, collegial relationships.

Personal Goal

I will develop emotional awareness in a professional setting as well as evaluate my experiences to efficiently reduce stress to wisely achieve my work related demands.

The Board and Administrator acknowledge that the Contract and goals specified above are substantial and further recognize that the Administrator cannot complete all of the above goals in one year's time. The Board's evaluation will consider the progress made in the attainment of the above goals and add and/or modify to this Attachment and Contract after the Administrator is evaluated in 2014 and thereafter.

Julie Schultz

Date



**Reavis High School – District 220
Administrative Summative Evaluation
2013-2014 School Year**

Administrator: Julie Schultz

Evaluator: Daniel J. Riordan, Ed.D.

In compliance with the Performance Evaluation Reform Act, Reavis High School conducts comprehensive performance appraisals of its administrators based upon professional practice (which includes professional goals), student growth, and locally defined managerial and operational competencies.

Professional practice, which comprises 50% of the final summative rating, is based upon the Illinois Professional Standards for School Leaders (IPSSL) with related professional goals selected by the Superintendent and the Administrator. While all IPSSL standards are considered in the evaluation process, the Superintendent will work with the administrator to select three (3) standards upon which to focus on when developing their professional goals. The ratings for each of these selected standards and accompanying professional growth goals are weighted when calculating the rating for professional practice. Student growth targets are selected in collaboration with the Superintendent and Administrator and will comprise 30% of the final summative rating. Managerial and operations competency comprises 20% of the final summative rating.

Requirement	Deadline	Date Completed
Written Notice of Evaluation	On or Before First Day of Student Attendance	
Goal Setting Conference	On or Before October 1	
Informal Observations	October 1 – February 28	
Formal Observation #1	October 1 – February 18	
Written Feedback to Administrator	Within 10 Days of Observation	
Formal Observation #2	On or Before February 18	
Written Feedback to Administrator	Within 10 Days of Observation	
Self-Assessment	Prior to February 1	
Summative Performance Rating	Prior to March 1	

PROFESSIONAL PRACTICE (50% of Summative Rating)
ILLINOIS PERFORMANCE STANDARDS FOR SCHOOL LEADERS

I. Living a Mission and Vision Focused on Results: *The administrator works with the staff and community to build a shared mission and vision of high expectations that ensures all students are on the path to college and career readiness, and holds staff accountable for results.*

a. Coordinates efforts to create and implement a vision for the school and defines desired results and goals that align with the overall school vision and leads to student improvement for all learners

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

b. Ensures that the school’s identity, vision, and mission drive decisions

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

c. Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data for the purpose of enhancing student learning and results in a timely manner

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

d. Progress toward professional goal attainment: GOAL:

Meets objective (4) Approaching objective (3) Little progress (2) No progress (1)

Average Rating for Standard I: _____

Comments:

II. Leading and Managing Systems Change: *The administrator creates and implements systems to ensure a safe, orderly, and productive environment for student learning toward the achievement of school and district improvement priorities.*

a. Develops, implements, and monitors relevant outcomes through Rising Star to improve student achievement

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

b. Creates a safe, clean, and orderly learning environment

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

c. Collaborates with staff to allocate personnel, time, material, and learning resources appropriately to achieve the Rising Star targets

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

d. Employs current technologies

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

e. Progress toward professional goal attainment: GOAL:

Meets objective (4) Approaching objective (3) Little progress (2) No progress (1)

Average Rating for Standard II: _____

Comments:

III. Improving Teaching and Learning: *The administrator works with the school staff and community to develop a research-based framework for effective teaching and learning that is refined continuously to improve instruction for all students.*

a. Works with staff to develop a consistent framework for effective teaching and learning that includes a rigorous and relevant standards-based curriculum, research-based instructional practices, and high expectations for student performance

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

b. Creates a continuous improvement cycle that uses multiple forms of data to support individual, team, and school-wide improvement goals, identify and address areas of improvement, and celebrate successes

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

c. Implements interventions based on student needs

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

d. Selects and retains teachers with the expertise to deliver instruction that maximizes student learning

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

e. Evaluates the effectiveness of instruction and of individual personnel by adhering to district performance appraisal requirements for certified and support staff in a timely manner

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

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IV. Building and Maintaining Collaborative Relationships: *The administrator creates a collaborative school community where the school staff, families, and community interact regularly and share ownership for the success of the school.*

a. Creates, develops and sustains relationships that result in active student engagement in the learning process

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

b. Utilizes meaningful feedback of students, staff, families, and community in the evaluation of instructional programs and policies

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

c. Proactively engages families and communities in supporting their child’s learning and the school’s learning goals

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

d. Demonstrates an understanding of the change process and uses leadership and facilitation skills to manage it effectively

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

e. Progress toward professional goal attainment: GOAL:

Meets objective (4) Approaching objective (3) Little progress (2) No progress (1)

Average Rating for Standard IV: _____

Comments:

V. Leading with Integrity and Professionalism: *The administrator works with the school staff and community to create a positive context for learning by promoting equity, fulfilling professional responsibilities with honesty and integrity, and serving as a model for the professional behavior of others.*

a. Treats all people fairly, equitably, and with dignity and respect

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

b. Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profession

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

c. Protects the rights and confidentiality of students and staff

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

d. Supports and contributes to a climate that values, accepts and understands diversity in culture and point of view

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

e. Progress toward professional goal attainment: GOAL:

Meets objective (4) Approaching objective (3) Little progress (2) No progress (1)

Average Rating for Standard V: _____

Comments:

VI. Creating and Sustaining a Culture of High Expectations: *The administrator works with staff and community to build a culture of high expectations and aspirations for every student by promoting clear staff and student expectations for positive learning behaviors and by supporting students' social-emotional learning.*

a. Builds a culture of high aspirations and achievement for every student

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

b. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

c. Leads a school culture and environment that successfully develops the full range of students' learning capacities—academic, creative, social-emotional, behavioral, and physical

Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

d. Progress toward professional goal attainment: GOAL:

Meets objective (4) Approaching objective (3) Little progress (2) No progress (1)

Average Rating for Standard VI: _____

Comments:

**Calculation of Professional Growth Goals Score
(50% of Summative Rating)**

IPSSL Standard	Average Rating	Selected Weight (3 related professional goals)	Rating X Weight
1		Effectively lead & support the Student Services Division in the district's vision for high academic achievement including college and career readiness for all students.	
2			
3			
4		Effectively lead, create and support collaborative, collegial relationships.	
5			
6		Effectively lead the Student Service Leadership Team on-RAMpS in our curricular and instruction <i>Road to Mastery</i> initiative.	
			Total =

MANAGERIAL AND OPERATIONAL COMPETENCIES & RESPONSIBILITIES (20% of Summative Rating)

- 1. Demonstrates collegiately with fellow leadership team members**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 2. Prepares in advance for leadership team meetings and actively contributes to discussions**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 3. Completes reports, projects, and tasks appropriately and in a timely manner**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 4. Exercises fiscal responsibility and manages allocated budget appropriately**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 5. Effectively uses consistent, constant, and personal written and oral communication skills**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 6. Shares responsibilities for supervising various school functions**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 7. Effectively interprets and implements board policies, administrative procedures, and collective bargaining agreements**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 8. Is highly visible and accessible to staff, parents, students, and community**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 9. Effectively manages conflict**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)
- 10. Responds appropriately to constructive feedback**
 Excellent (4) Proficient (3) Needs Improvement (2) Unsatisfactory (1)

Average Rating for Managerial and Operational Competencies _____

Comments:

STUDENT GROWTH GOALS (30% of Summative Rating)

Goal #1: Compare Taylor Reading Plus Fall scores with January scores in both vocabulary and comprehension of special education students in team taught RFM courses.

Met targeted growth (4) Progress toward targeted growth (3) Little or no growth (2) Negative growth (1)

Goal #2: Compare the number of referrals written for major offenses from January-May 2013 to August-December with addition of the RAMS are RESPONSIBLE campaign.

Met targeted growth (4) Progress toward targeted growth (3) Little or no growth (2) Negative growth (1)

Average Student Growth Score _____

CALCULATION OF SUMMATIVE SCORE

Category	Average Score	% of Summative Score	(Avg. Score) X (% of Summative)
Professional Practice		50	
Managerial and Operational Competencies		20	
Student Growth Goals		30	

Sum = _____

Summative Score	Performance Level	Summative Rating
3.50 – 4.00	Excellent	
2.50 – 3.49	Proficient	
1.50 – 2.49	Needs Improvement	
1.00 – 1.49	Unsatisfactory	

Administrator's Signature _____ Date _____

Evaluator's Signature _____ Date _____