

**OSWEGO COMMUNITY UNIT SCHOOL DISTRICT NO. 308**  
**ASSISTANT PRINCIPAL'S CONTRACT**

**Assistant Principal's Name:** Kaylen K. Zarembski  
**Contract Year:** 2023-2024  
**2023-2024 Base Salary:** \$76,000.00  
**Board Meeting Approval:** June 5, 2023

AGREEMENT made by and between the BOARD OF EDUCATION OF OSWEGO COMMUNITY UNIT SCHOOL DISTRICT NO. 308 ("the Board"), and Kaylen K. Zarembski ("Assistant Principal"), ratified by a motion adopted at the regular above-mentioned meeting date of the board, and as documented in the minutes of that meeting.

IT IS AGREED:

**A. EMPLOYMENT AND COMPENSATION**

1. Employment and Work Year. The Assistant Principal is hereby hired and retained to work from July 1, 2023 to June 30, 2024 as the Assistant Principal at Wolf's Crossing Elementary School for Oswego Community Unit School District No. 308, Oswego, Illinois. This contract consists of 206 work days per contract year starting on July 24, 2023 and ending on June 12, 2024 unless the school year is extended due to use of emergency days.
2. Salary. In consideration for the base salary of \$76,000.00 for the 2023-2024 contract year, the Assistant Principal hereby agrees to devote such time, skill, labor and attention to this employment during the term of this Agreement and to perform faithfully the duties of the Assistant Principal as set forth in this Agreement or in policies or rules established by the Board.

The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other members of the administrative staff.

Any salary or other adjustment or modification made during the term 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, nor as an extension of the termination date of this contract.

Upon completion of a Doctorate degree in education and final receipt of transcripts of such degree, the Assistant Principal shall receive a base salary increase of \$2,500.00 beginning the following July 1, and an additional \$2,500.00 base salary increase at the beginning of the next following July 1 if the Assistant Principal continues to be employed by the Board (not to exceed \$5,000.00 total.)

3. Teacher's Retirement System and Health Insurance Security Fund. In addition to the salary provided herein, the Board shall pay the retirement contribution to the Illinois Teachers Retirement System and the Teachers' Health Insurance Security Fund (THIS) contribution. Both parties acknowledge that the Assistant Principal does not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State of Illinois TRS, and that such contributions are made as a condition of employment to secure the Assistant Principal's future services, knowledge, and experience.

## **B. BENEFITS**

1. Insurance. The Board shall provide 80% for medical and dental insurance premiums, and 100% for vision insurance premiums for the Assistant Principal and the members of the Assistant Principal's immediate family during the term of this Agreement in accordance with the basic insurance coverage provided to members of the professional staff.
2. Sick and Personal Leave. The Assistant Principal shall annually be entitled to twelve (12) days of sick leave and two (2) days of personal leave. Unused personal leave days will accumulate as sick leave days. Earned sick leave may accumulate to a maximum of 340 days. Every sick day that is issued for the current school year and eventually not utilized during that school year will be multiplied by 1.5 at the end of the school year (e.g., 10 unused sick days on June 30, 2024 will be converted in a credit of 15 sick days for the Assistant Principal's use.) This unused sick day multiplier will not be in effect during the four (4) years prior to retirement.
3. Vacation. The Assistant Principal will be entitled to five (5) work days of paid vacation annually. These five (5) vacation days will be granted on July 1 of each year, provided the Assistant Principal has no more than five (5) unused vacation days accumulated from previous year(s). In the event the Assistant Principal's vacation bank exceeds five (5) days as of July 1, the Assistant Principal will be granted only the number of vacation days that when added to previously accumulated vacation days will constitute a vacation bank of ten (10) vacation days. Requests for vacation leave shall be made to the Superintendent or designee and shall be subject to the Superintendent's or designee's approval.
4. Term Life and Long-Term Disability Insurance. The Board shall provide \$50,000.00 of Term Life insurance and Long-Term Disability benefits for the Assistant Principal during the term of this Agreement.

## **C. CONDITIONS OF EMPLOYMENT**

1. Professional Educator License (PEL). During the term of this contract, the Assistant Principal shall furnish to the Board a valid and properly registered PEL issued by the State of Illinois Teachers' Licensure Board qualifying him/her to act as an Assistant Principal of the School District.

## **D. DUTIES AND EVALUATION**

1. Duties. The duties and responsibilities of the Assistant Principal of this District shall be all those duties incident to the Assistant Principal's position as set forth in the Assistant Principal's job description and Board policies, those obligations imposed by Illinois law upon the Assistant Principal, and such other duties as from time-to-time may be assigned to the Assistant Principal by the Superintendent or designee.

During the term of this contract, the Assistant Principal shall spend one day identified by the Superintendent or designee serving as a substitute teacher in an area for which the Assistant Principal is endorsed.

The Assistant Principal shall be responsible for and deemed to have knowledge of all of the policies, rules and regulations established by the Board and shall comply with their requirements.

2. Evaluation. Annually, not later than March 1<sup>st</sup>, the Superintendent or designee shall review with the Assistant Principal and assess the Assistant Principal's overall performance.

#### **E. RENEWAL AND TERMINATION OF CONTRACT**

1. Renewal. This contract may be extended at the end of any contract year by mutual agreement of the Board and the Assistant Principal.
2. Non-Renewal or Reclassification. In the event the Board determines not to renew the Assistant Principal's employment, this contract shall expire on June 30, 2024. Written notice of non-renewal or written notice of reclassification shall be given to the Assistant Principal by the Board in accordance with any applicable requirements of the School Code.

3. Grounds for Termination.

This employment contract may be terminated at any time during its term by:

- a) Receipt of an annual summative evaluation rating of "Needs improvement" or "Unsatisfactory".
- b) Mutual agreement. During the term of this contract, the Board and the Assistant Principal may mutually agree, in writing, to terminate this Agreement.
- c) Permanent Disability. If illness, incapacity, or any other condition causes the Assistant Principal to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board, at its discretion, may terminate this Agreement, whereupon the respective duties, rights and obligations of the Parties shall terminate.
- d) Cause. Throughout the term of this Agreement, the Assistant Principal shall be subject to discharge for cause provided, however, that the Board does not arbitrarily or capriciously call for dismissal, and that the Assistant Principal shall have the right to service of written charges. Discharge for cause shall be for any conduct, act, or failure to act by the Assistant Principal which is detrimental to the best interests of the School District. The Assistant Principal's failure to comply with the terms and conditions of this contract shall also be sufficient cause for purposes of discharge as provided in this contract.

#### **F. NOTICES / MISCELLANEOUS**

1. All notices under this contract shall be deemed sufficient if given in writing and served upon the Assistant Principal and the President of the Board personally or by certified mail, return receipt requested. Notices shall be addressed to the Assistant Principal at the address furnished by the Assistant Principal and on file in the Assistant Principal's personnel file and to the President of the Board at the District Administrative Center.
2. It is the responsibility of the Assistant Principal to inform the Superintendent or his/her designee, if the Assistant Principal is named a finalist for any other position outside of School District 308.

3. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
4. Paragraph headings and numbers have been inserted for convenience or reference only, and if there shall be any conflict between the headings or numbers and the text of this Agreement, the text shall control.
5. This agreement may be executed in one or more counterparts, each of which shall be considered an original, and which taken together shall be considered one and the same instrument.
6. This Agreement contains all of 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.

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, on the day and year first written above.

ASSISTANT PRINCIPAL

BOARD OF EDUCATION  
OSWEGO COMMUNITY UNIT  
SCHOOL DISTRICT NO. 308

\_\_\_\_\_  
Kaylen K. Zarembski

By:\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary