

DIRECTOR OF BUILDING AND GROUNDS EMPLOYMENT CONTRACT
December 1, 2024 – June 30, 2025

This Agreement is between the BOARD OF EDUCATION OF WOODRIDGE SCHOOL DISTRICT NO. 68, DUPAGE COUNTY, ILLINOIS, hereinafter referred to as the “Board”, and **Kyle Hansen**, hereinafter referred to as the “Director of Building and Grounds.”

1. **EMPLOYMENT** - The Board hereby employs the Director of Building and Grounds for the 2024-2025 school year commencing on December 1, 2024, and extending through June 30, 2025.

2. **DUTIES** - The Director of Building and Grounds shall assist the Superintendent in the administrative operation and management of the School District, particularly in the area of facilities management, in accordance with the job description established by the Board and as may be revised from time to time. The Director of Building and Grounds shall also assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and as otherwise consistent with state and federal law and the policies, rules and regulations of the Board, all as may be amended from time to time.

3. **SALARY** - The Director of Building and Grounds shall be paid a base annual salary of **Sixty Thousand Five Hundred and 00/100 Dollars (\$60,500.00)** for the contract year, payable in equal installments in accordance with schedule for payment of other administrative staff members in the District.

The Board shall pay from the stated salary, the Director of Building and Grounds’ Illinois Municipal Retirement Fund (IMRF) employee contributions and will be tax sheltered.

It is not the intention of the parties to increase or modify the salary or other benefits during the term of this contract; provided, however, any adjustments or modifications shall be in the form of a written amendment and shall become a part of this contract, but such adjustments or modifications shall not be construed as a new contract with the Director of Building and Grounds, nor as an extension of the termination date of this contract.

The Director of Building and Grounds shall devote his entire time, attention and energy to the business of the School District and related professional activities, unless otherwise authorized by the Superintendent, in consultation with the Board.

4. **EVALUATION** – The Director of Building and Grounds’ performance shall be evaluated annually by the Superintendent under the School District’s evaluation plan for administrators. The results of the evaluation, or the failure to evaluate, will not preclude dismissal or non-renewal under paragraphs 6 and 7 below.

5. **BENEFITS**

A. **Health Insurance** – The Board shall pay the health insurance premiums for the Director of Building and Ground’s participation at a contribution rate of 5% above the Board contribution for the same insurance as for the teachers provided the employee participates in the Annual Biometric Health Screening. If the employee does not participate, the rate shall be the same as the rate for non participating teachers.

As part of this benefit, upon retirement, the employee shall be entitled to continue health and dental insurance coverage on the same basis as offered herein until reaching Medicare eligibility, and employee’s spouse shall be entitled to continue health and dental insurance coverage until reaching Medicare eligibility; provided however, that the employee shall be required to pay the employee’s full portion of the premium associated with spousal coverage.

B. **Dental Insurance** – The Board shall pay the entire individual and family dental insurance premiums for the Director of Building and Grounds for the program offered by the Board to teachers in the District.

C. **Sick Leave** - The Director of Building and Grounds shall be granted five (5) paid sick leave days each contract year above the number of days provided for teachers in the School District, and may accumulate unused sick leave days on the same basis as accumulated by teachers, unless a greater number is otherwise provided by the Board.

D. **Term Life Insurance** - The Board shall pay the annual premium for the Director of Building and Grounds for term life and accidental death and dismemberment insurance equal to two times his annual salary, provided the Director of Building and Grounds meets the ordinary insurability requirements of the insurer.

E. **Medical Expense Reimbursement** – The Board shall reimburse the Director of Building and Grounds up to Six Hundred Eighty Seven and 50/100 (\$687.50) Dollars in accordance with the Board’s medical expense reimbursement program for administrators. This stipend may be received as a taxable benefit via payroll, or it may be received as an employer-provided contribution into the employee’s non-taxable Health Savings Account, Health Reimbursement Account or Flexible Spending Account, as appropriate. The employee will select the reimbursement as a taxable or non-taxable benefit by June 30th of each fiscal year with the business office. In the event the selection is not made by the deadline, the prior year's selection will remain in place.

F. **Disability Insurance** - Provided the Director of Building and Grounds meets the ordinary insurability requirements of the insurer, the Board shall provide the Director of Building and Grounds with long-term disability insurance with an income continuation benefit equal to at least two-thirds (2/3) of the base annual

salary amount specified in paragraph 3 of this contract subject to coordination of disability benefits through the Illinois Municipal Retirement Fund.

G. Vacation - The Director of Building and Grounds shall receive fourteen (14) working days of paid vacation time each contract year. Saturdays, Sundays and legal holidays when the offices of the School District are closed shall not be considered working days. Unless otherwise approved by the Board, all vacation must be used in the contract year for which vacation is granted. If not so used, the Director of Building and Grounds shall not be compensated and the unused days shall be lost and not accumulated. If this contract is terminated during the contract year, vacation for that year which has not been used at the time of termination shall be compensated to the extent required by law and paid within thirty (30) days after the later of the Director of Building and Grounds' last regular paycheck or last day of work so as to avoid the payment by the Board of any penalties. Payment shall be at the Director of Building and Grounds' then current base salary divided by 261. The Director of Building and Grounds shall give prior notice to, and obtain the approval of, the Superintendent before taking vacation.

H. Tuition Reimbursement – The Board shall pay or reimburse the Director of Building and Grounds for registration, fees and tuition for all courses taken related to the Director's position at a rate not to exceed One Thousand Two Hundred Dollars (\$1,200) per contract year.

I. Holidays - The Director of Building and Grounds shall be entitled to the holidays, with pay, established by the Board in the annual calendar for the School District or such other calendar as the Board may establish for its twelve-month administrators.

J. Professional Memberships – The Board shall pay the Director of Building and Grounds' annual dues to one national and one state professional association applicable to his position, and as approved by the Superintendent. Additionally, the Board shall pay the Director of Building and Grounds' dues to any other professional organization related to the performance of his responsibilities in an amount not to exceed \$200 as approved by the Superintendent.

K. Cell Phone Expense Reimbursement - The Board shall reimburse the Director of Buildings and Grounds up to One Thousand Two Hundred Twenty and No/100 (\$1,220.00) Dollars in accordance with the Board's cell phone program for administrators. This stipend may be received as a non-taxable reimbursement for the employee's business use of their personal cell phone via board books annually.

L. Retirement Incentive - The Director of Building and Grounds shall be eligible to access any retirement incentive available to other certificated staff if all appropriate timelines are met.

6. **TERMINATION OF CONTRACT** – This contract may be terminated by:

A. Mutual agreement of the parties.

B. Discharge for cause: "For cause" shall mean any conduct, act or failure to act by the Director of Building and Grounds, which is seriously prejudicial to the best interests of the School District or constitutes a material failure, or uncorrected failure after reasonable notice, to comply with the terms and conditions of this Contract. Reasons for discharge for cause shall be given in writing to the Director of Building and Grounds, who shall be entitled to notice and a hearing before the Board to discuss those causes. If the Director of Building and Grounds 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 will not arbitrarily or capriciously call for dismissal of the Director of Building and Grounds. Nothing shall prohibit the Board from suspending the Director of Building and Grounds with or without pay pending completion of the requirements of this sub-paragraph.

After the effective date of dismissal the Director of Building and Grounds shall not be entitled to compensation of any kind under this contract, except that the Director of Building and Grounds shall be entitled to any vested benefits payable by, and under the terms and provisions of, the Illinois Municipal Retirement Fund and to payment for unused vacation in accordance with paragraph 11 below.

C. Disability. Should the Director of Building and Grounds become physically or mentally disabled from performing any substantial duty permanently or for a period of ninety (90) calendar days in any 180 calendar day period, the Board may, at its option, terminate the Director of Building and Grounds' employment upon thirty (30) days written notice to the Director of Building and Grounds and the opportunity for a hearing before the Board on the issues of disability and performance. Upon termination for this reason, the Board shall pay the Director of Building and Grounds for any accumulated but unused sick leave at the Director of Building and Grounds' then current per diem rate of pay, up to a maximum amount of Twenty Thousand and No/100 (\$20,000.00) Dollars, and, if permitted by the School District's health and life insurance programs, continue such insurance at its expense for a period of sixty (60) days after termination. This 60-day period shall be included in the calculation of the time period available for continuation coverage (commonly referred to as COBRA coverage) under the Internal Revenue Code of 1986.

7. **NON-RENEWAL** - In the event the Board or the Director of Building and Grounds decides not to renew this contract at the end of its term, notice of such intention shall be given by no later than April 1, of the contract year.

8. **NOTICE** - Any notice or communication permitted or required under this contract shall be made in writing and shall become effective on the day of service thereof by personal service or by first class mail, registered or certified, return receipt, postage prepaid, sent to the parties at their respective addresses listed below, or at such other addresses as the parties may from time to time advise in writing. Service by mail, as provided above, shall be deemed made upon deposit in the mail.

If to the Superintendent: Superintendent
Woodridge School District 68
7925 Janes Ave.
Woodridge, IL 60517

With a copy to: Mr. Stuart Vanorny
President, Board of Education
7925 Janes Avenue
Woodridge, IL 60517

If to the Director of Building and Grounds: Kyle Hansen
Director of Building and Grounds
Woodridge School District 68
7925 Janes Ave.
Woodridge, IL 60517

With a copy to: Home address

9. **EFFECTIVE DATE** - This contract shall become effective, and be deemed dated, as of the date the last of the parties signs as set forth below.

DIRECTOR OF BUILDING AND GROUND

**BOARD OF EDUCATION,
WOODRIDGE SCHOOL DISTRICT NO.
68, DUPAGE COUNTY, ILLINOIS**

Kyle Hansen

By: _____
President

Attest: _____
Secretary

Dated: _____

Dated: _____