

DIRECTOR OF HUMAN RESOURCES' EMPLOYMENT CONTRACT

July 1, 2026 – June 30, 2027

This Agreement is between the BOARD OF EDUCATION OF WOODRIDGE SCHOOL DISTRICT NO. 68, DUPAGE COUNTY, ILLINOIS, hereinafter referred to as the "Board", and **Kaela Araiza**, hereinafter referred to as the "Director of Human Resources

1. **EMPLOYMENT** - The Board hereby employs the Director of Human Resources for the 2026-2027 school year commencing on July 1, 2026, and extending through June 30, 2027.

2. **DUTIES** - The Director of Human Resources shall assist the Superintendent in the administrative operation and management of the School District, particularly in the area of human resources, in accordance with the job description established by the Board and as may be revised from time to time. The Director of Human Resources 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 Human Resources shall be paid a base annual salary of **Eighty-Seven Thousand Five Hundred Eight and 00/100 Dollars (\$87,508.00)** 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 Human Resources' 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 Human Resources, nor as an extension of the termination date of this contract.

The Director of Human Resources shall devote her 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 Human Resources' performance shall be evaluated annually by the Assistant Superintendent for HR 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 Human Resources’ 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 Administrator shall be entitled to continue single health and dental insurance premiums on the same basis as offered herein at the time of retirement until reaching Medicare eligibility. The years of eligibility for health and dental insurance after retirement will be based upon years of service to the District, with every five years of service to the District granting one year of health and dental insurance; provided however, that the Administrator has at least ten years of service to the District and be employed by the District at the date of retirement. In no event shall the granted years of retirement insurance coverage exceed the number of years needed to reach Medicare eligibility.

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

C. **Sick Leave** - The Director of Human Resources 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 Human Resources for term life and accidental death and dismemberment insurance equal to two times her annual salary, provided the Director of Human Resources meets the ordinary insurability requirements of the insurer.

E. **Medical Expense Reimbursement** – The Board shall reimburse the Director of Human Resources up to One Thousand Two Hundred Fifty and No/100 (\$1,250.00) 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 Human Resources meets the ordinary insurability requirements of the insurer, the Board shall provide the Director of Human Resources 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 Human Resources shall receive twenty (20) 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 Human Resources 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 Human Resources' 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 Human Resources' then current base salary divided by 261. The Director of Human Resources 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 Human Resources for tuition at a rate not to exceed \$500 per semester hour in educational programs approved in advance by the Superintendent. The maximum benefit under this paragraph per school year is \$4,500.

I. **Transportation Expense** – The Director of Human Resources shall provide an automobile for use in the performance of her duties. The Director of Human Resources shall insure the automobiles used in such performance with an insurer and in amounts and coverages reasonably satisfactory to the Board. The Board shall provide the Director of Human Resources with an automobile stipend for the contract year of \$1150 in lieu of reimbursement on a mileage basis for business travel less than 25-mile distance from Woodridge School District 68. The stipend may also be received as a non-taxable benefit to be reimbursed as the employee submits mileage and expense logs, at the IRS approved rates, to claim reimbursement for such expenses after they have been incurred. The Director must select the method of reimbursement 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. The Director may submit for reimbursement mileage for business travel 25 miles or more from Woodridge School District 68.

J. **Holidays** - The Director of Human Resources 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.

K. **Professional Memberships** – The Board shall pay the Director of Human Resources’ annual dues to one national and one state professional association applicable to her position, and as approved by the Superintendent. Additionally, the Board shall pay the Director of Human Resources’ dues to any other professional organization related to the performance of her responsibilities in an amount not to exceed \$200 as approved by the Superintendent.

L. **Cell Phone Expense Reimbursement** - The Board shall reimburse the Director of Human Resource 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.

M. **Retirement Incentive** - The Director of Human Resources shall be eligible to access any retirement incentive available to other certificated staff.

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 Human Resources, 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 Human Resources, who shall be entitled to notice and a hearing before the Board to discuss those causes. If the Director of Human Resources 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 Human Resources. Nothing shall prohibit the Board from suspending the Director of Human Resources with or without pay pending completion of the requirements of this sub-paragraph. After the effective date of dismissal the Director of Human Resources shall not be entitled to compensation of any kind under this contract, except that the Director of Human Resources 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 Human Resources 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 Human Resources’ employment upon thirty (30) days written notice to the Director of Human Resources 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 Human Resources for any accumulated but unused sick leave at the Director of Human Resources’ 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 Human Resources 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 Human Resources: Ms. Kaela Araiza
Director of Human Resources
Woodridge School District 68
7925 Janes Ave.
Woodridge, IL 60517

Or

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 HUMAN RESOURCES

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

Kaela Araiza

By: _____
President

Attest: _____
Secretary

Dated: _____

Dated: _____