DIRECTOR OF BUSINESS SERVICES-CSBO
EMPLOYMENT CONTRACT
FOR LISA HONAKER

AGREEMENT ("Agreement" or "Contract") made this October 22, 2026, between the **BOARD OF EDUCATION OF WINFIELD SCHOOL DISTRICT NO. 34, DUPAGE COUNTY, ILLINOIS,** hereafter referred to as the "Board," and **MRS. LISA HONAKER**, hereafter referred to as the "CSBO." This Agreement supersedes and replaces all prior contracts and agreements between the Board and the CSBO as of the commencement date of this Agreement as such date is set forth below in paragraph A.1.

This Agreement constitutes a successor administrative performance-based employment contract entered into during the term of an existing, predecessor administrative performance based employment contract. In accordance with the provision in 105 ILCS 5/10-23.8 of the *Illinois School Code,* the CSBO and Board confirm and acknowledge that the CSBO has met the goals and indicators of student performance and academic achievement, as stated in the original, predecessor contract.

A. EMPLOYMENT AND COMPENSATION

1. Salary and Term of Employment. The Board hereby employs the CSBO for four (4) years, commencing on July 1, 2027, and terminating on June 30, 2031, at an annual base salary of $150,000 for the 2027-2028 Contract Year. In addition to the annual base salary, the CSBO shall receive a stipend (hereafter the "Food Service stipend") in the amount of $10,000 for the 2027-2028 Contract Year for overseeing and implementing the District's Food Service Program in compliance with the National School Lunch Program requirements. For subsequent Contract Years, the Board shall determine the annual salary and Food Service stipend, provided that such annual salary and Food Service stipend the Board, solely in its discretion, may determine an additional allowable range of increase or alteration to the CSBO's annual salary by utilizing a range of increase from zero to six percent (0 - 6%) over a particular Contract Year's annual salary and Food Service stipend. The Board, solely in its discretion, may make a market adjustment salary increase beyond 6% during the period of the contract. In addition to the annual salary increase, the Board, solely in its discretion, may determine an additional allowable range of increase or alteration to the CSBO's annual salary or provide an alternative form of compensation to the CSBO (such as by discretionary bonus) by utilizing a range of increase from zero to six percent (0 - 6%) over a particular Contract Year's salary. The payments for each Contract Year shall be in equal installments in accordance with the Board's rules governing payments for other administrative staff members in the School District. The Board's action to increase or otherwise change the CSBO's salary as set forth in the preceding sentence shall be an implementation of this provision and shall not constitute or require an amendment to this Contract. The term "Contract Year" shall refer to each period under this Contract commencing on July 1 and ending on June 30. The CSBO hereby accepts employment upon the terms and conditions hereafter set forth.

2. Teachers' Retirement System and Health Insurance Security Fund. In addition to the annual salary and other compensation stated in this Agreement, the Board shall pick up and pay on behalf of the CSBO her required member contributions on all creditable earnings to the State of Illinois Teachers' Retirement System ("TRS") and the Teachers' Health Insurance Security Fund ("THIS"). The CSBO shall not have any right or claim to these amounts, except as they may become available at the time of retirement or resignation from the TRS and THIS. Both parties acknowledge that the CSBO did not have the option of choosing to receive the contributed amounts directly instead of having such contributions paid by the Board to the TRS and THIS, and further acknowledge that such contributions are made as a condition of employment to secure the CSBO's future services, knowledge and experience. Except as provided in this paragraph, the CSBO does not have the right to receive payment for any amounts that would have been contributed to the TRS or THIS by the Board on her behalf had the CSBO's required contributions not been limited by TRS or THIS due to the application of an established limit for contributions to the pension plan or due to a refund of an overpayment of contributions because of a decrease in the applicable member rate, if any.

However, if legislation is enacted after the effective date of this Contract that limits the employer's ability to perform its obligations under this paragraph, the Board shall pay the difference to the CSBO as salary to the extent the Board's total cost for salary and pick up of the TRS and THIS contribution equals the Board's total cost before enactment of such legislation. The Board's payment of such difference shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

3. Creditable Earnings. The parties hereby agree that the Board makes no representations regarding the creditable earnings status with respect to any compensation received by the CSBO pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues shall be made by TRS and, where applicable, a court of competent jurisdiction.

B. CONDITIONS OF EMPLOYMENT

1. Professional Educator License. During the term of this Contract, the CSBO shall hold and maintain a valid and properly registered license with necessary endorsements as issued by the Illinois State Educator Preparation and Licensure Board qualifying her to act as the Director of Business Services/CSBO in the School District.

2. Medical Examination. The CSBO shall submit, at Board expense, to a physical or mental examination by a physician licensed in Illinois to practice medicine and surgery in all its branches whenever the Board deems such examination necessary and in accordance with applicable law, and agrees to execute any necessary consent and disclosure forms to effectuate the provision of the results of such examination to the Board. As a condition of employment, the CSBO also agrees to comply with all health requirements established by law.

3. Waiver of Tenure. The CSBO acknowledges that, pursuant to the *School Code*, she waives all rights to tenure in the School District only for the term of this multi-year Contract and any extension thereof.

4. **Criminal Background Investigation**. As required under Section 10-21.9 of the Illinois School Code, the CSBO acknowledges that the continuation of this Contract is contingent on the Board deeming acceptable the results of periodic re-checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database as such re-checks are periodically required by law. The Board reserves the right to terminate this Contract should any required, periodic re-check result in the CSBO being deemed by the Board (in accordance with applicable law) unacceptable to work in the School District.

5. **Employment Representations.** The CSBO represents that she is not under contract with any other school district for any portion of the term covered by this Contract beginning July 1, 2023. The CSBO further represents that all information provided to the School District in the process of application for employment was true, accurate and complete. The CSBO understands that the Board has relied on the information the CSBO provided to the School District in the application process in making its decision concerning employment and has relied on the additional language provided by the CSBO since the application process in making its decision to renew her employment. As such, the Board reserves the right to terminate this Contract in the event any of the information the CSBO provided to the School District is untrue, inaccurate or demonstrably incomplete.

6. **Transfer.** During the term of this Contract, the CSBO may be transferred to another position if it is in the best interests of the Board as determined by the Board in its sole discretion and the CSBO's salary and benefits provided under this Contract are not reduced.

7. **Compliance with Law.** The CSBO shall comply with all rules, regulations and orders of the Board and all provisions of the *School Code* and all other relevant local, state, and federal laws and statutes.

C. BENEFITS

1. **Automobile Reimbursement.** As it is expected that the CSBO shall be required to incur travel expenses associated with the usage of the CSBO's automobile for business related to the School District, the Board shall reimburse the CSBO at the maximum IRS allowable mileage rate for all School District related travel. Itemization shall be made by the CSBO of all expenses incurred for mileage. The Board's reimbursement under this paragraph shall be subject to and in accordance with the Board's travel expense reimbursement policy, if applicable, and applicable law.

2. **Reimbursement of Business Expenses.** The Board shall reimburse the CSBO in accordance with Board policies and procedures for reasonable monthly expenses incurred in the performance of the CSBO's duties. Itemization shall be made by the CSBO of all expenses incurred in accordance with the regulations of the *Internal Revenue Code*, as amended. Reimbursement is subject to the Board's expense reimbursement policy and procedures.

3. **Insurance.** The Board will provide the CSBO with the following Board-paid benefits:

a. Fully paid single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the School District;

b. Liability indemnification and protection, as provided under the School District's liability insurance policies;

c. Term life insurance, in the amount of the CSBO's annual salary, subject to all eligibility conditions of the School District's group program carrier; and

d. An annual physical exam at a cost not to exceed $500 or the School District's insurance deductible, whichever is less.

If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance subjecting the Board to potential penalties, fines, fees, employee benefit plan failures or new or increased tax or accessible payments, then the Board may, in its discretion, determine to modify its payment for such insurance and make a corresponding increase in the CSBO's salary or other compensation to offset the diminished cash value, if any, of the change in such insurance premium benefit.

4. **Vacation.** The CSBO shall be entitled to a paid vacation of twenty-five (25) working days in each Contract Year, provided, however, that any vacation time in excess of five (5) consecutive school days shall be mutually agreed upon by the CSBO and the Superintendent. Vacation must be taken within the Contract Year granted or will be lost and unavailable for use or payment; provided, however, that up to five (5) vacation days may be carried over for use in the next Contract Year with the written approval of the Superintendent. At no time may the CSBO have available for use more than thirty (30) days of vacation. The CSBO shall also be entitled to all legal and school holidays as designated on the School District calendar. Winter, Spring, and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above. The Board shall not pay the CSBO for any accrued, unused vacation days unless payment is required by law. At the termination of this Contract, any required vacation payment shall be made after the CSBO's receipt of her final paycheck for regular earnings and after her last day of service. The Board may require the CSBO to use her vacation days prior to Contract termination.

5. **Sick and Personal Leave.** The CSBO shall be granted paid sick leave, as defined in Section 24-6 of the *School Code*, in the same amount as the normal annual allotment provided the teachers under the Collective Bargaining Agreement between the Board and the Winfield Teachers' Association ("CBA"), which may be accumulated to a maximum of three hundred and fifty-five days (355) days. The CSBO shall be granted paid personal leave in the same amount

as and pursuant to the same terms of use as personal days are provided the teachers under the CBA.

6. Professional Organizations. Subject to prior approval of the Superintendent, the school district shall pay for all dues and membership fees to a reasonable number of professional organizations to which the CSBO belongs.

7. Professional Meetings Attendance. The CSBO is expected to attend appropriate professional meetings at the local and state levels and, subject to prior Board approval, at the national level. All reasonable expenses incurred shall be paid by the Board in accordance with the Board's travel expense reimbursement policy, if applicable, and applicable law.

8. Annuities and Deferred Compensation. From the annual salary stated in paragraph A.1 of this Contract, the CSBO may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code* if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b) eligible product for the CSBO as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the CSBO confirms that any deferrals and/or reductions are within *Internal Revenue Code* limitations.

D. POWERS AND DUTIES

1. Duties. The CSBO shall have charge of the fiscal operations of the schools under the direction of the Superintendent; she shall be the chief fiscal officer for the Board; she shall lead fiscal operations compliance with State and Federal laws, lead facility operations compliance with State and Federal laws, facilitate financial forecasting to determine predict potential future impacts to the district's fiscal health, lead the budgeting, levying, and debt service operations; she shall direct the keeping of all records and accounts, and aid in the making of all reports, as required by the Board; she shall recommend rules, regulations, and procedures deemed necessary for the fiscal welfare of the School District; and, in general, she shall perform all other duties incident to the office of the CSBO as the Board may delegate to her or as required by law. The CSBO 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. Extent of Service. The CSBO shall devote her entire time, attention, and energy to the fiscal and facility operations of the School District and related professional activities. With the permission of the Board, the CSBO may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture and engage in writing activities and speaking engagements. The CSBO may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities. The Board hereby acknowledges that the CSBO may keep any honorarium provided for these activities.

3. Performance Goals and Indicators. In accordance with the requirements of Section 10-23.8 of the *School Code* for multi-year employment contracts, the parties agree that performance goals for the CSBO have been established with respect to student performance and academic improvement. Annually, the CSBO, with the assistance of the administrative team, shall: (1) evaluate fiscal performance, including, but not limited to, revenue status and projections, expenditure status and projections, investments, and debt service obligations; (2) review the facility operational status; and (3) report to the Board on (a) their findings as to fiscal performance and facility needs, and (b) their recommendations, if any, operational procedural or policy changes as a result of their evaluation of fiscal performance and facility needs. The Superintendent shall use the reports as indicators to measure the CSBO's successful completion of these performance goals, as well as the Superintendent's own judgment as to whether the CSBO has exhibited the leadership, guidance and effort needed to achieve the performance goals. The Superintendent shall make this determination after an evaluation of the CSBO and shall issue its recommendation in writing to the Board as a required condition of any extension of the term of this Contract.

The Board reserves the right, with input from the Superintendent and the CSBO, to modify or replace these performance goals in any Contract Year and/or to establish additional annual goals for the Superintendent that are not intended to be performance goals within the meaning of the *School Code.* The Board's or Superintendent's decision to add or revise additional annual goals shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

E. RENEWAL, EXTENSION, AND AMENDMENT OF CONTRACT

1. Non-Renewal. Notice of intent not to renew this Contract shall be given to the CSBO by the Board by April 1 of the year in which the Contract expires (i.e., April 1, 2027). Said notice shall be in writing and state the specific reason for non-renewal. Failure to provide timely notice of non-renewal shall extend this Contract for one (1) additional year at the last salary stated in paragraph A.1. The CSBO shall notify the Superintendent, Board President and Secretary of the Board by mail on or about February 1 of the year in which the Contract expires (i.e., February 1, 2027) that the Board's failure to give the CSBO a notice of intent not to renew shall extend this Contract for one (1) additional year. The failure of the CSBO to give the required reminder notice to the Board shall waive any obligation of the Board under this paragraph to give its notice of intent by April 1. Within ten (10) days after receipt of a notice of intent not to renew this Contract, the CSBO may request a closed session hearing on the dismissal.

2. Renewal and Extensions. Prior to the end of any year of this Contract, the Board and CSBO may mutually agree to renew or extend the employment of the CSBO for a multi-year period, provided that the performance goals and indicators set forth in paragraph D.3 of this Contract have been met. In such event, the Board shall take specific action to discontinue this Contract and enter into a new multi-year contract of employment.

3. Amendment. Other than as provided herein, any adjustment or modification made during the life 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 CSBO or as an extension of the termination date of this Contract.

F. TERMINATION

1. Grounds for Termination. This Contract may be terminated during its term by:

a. Mutual agreement;
b. Permanent disability (inability to perform essential job functions with or without accommodation) (the CSBO shall be considered permanently disabled if (a) her condition no longer qualifies as a "temporary illness or incapacity" because she is absent for a continuous period of ninety (90) calendars days after the exhaustion of all available leave; (b) she presents to the Board a physician's statement certifying that she is permanently disabled or incapacitated; or (c) the Board deems the CSBO permanently disabled after a Board-required physical or mental examination. All obligations of the Board shall cease should the CSBO become permanently disabled, and the Board may, at its option, terminate the CSBO's employment after providing the CSBO with an opportunity for a hearing before the Board on the issue of disability if he/she so requests);
c. Discharge for cause;
d. Death of the CSBO; or
e. Board determination of irreconcilable differences with the CSBO.

2. Cause. Discharge for cause shall be for any conduct, act, or failure to act by the CSBO that, in the sole discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the CSBO, who shall be entitled to notice and a hearing before the Board to discuss such causes. If the CSBO chooses to be accompanied by legal counsel, she shall bear any costs involved with this representation. The Board hearing shall be conducted in executive session.

3. Termination Mediation. In the event the Board elects to initiate negotiations with the CSBO concerning irreconcilable differences or the termination of this Contract for cause, the CSBO agrees to a nonbinding mediation with the Board in an attempt to settle any and all claims and demands that may arise from or be connected with the discharge. Regardless of whether the Board elects to engage in a nonbinding mediation, the Board shall have all rights set forth in this Contract regarding the termination of the CSBO. If no settlement can be mutually reached after a reasonable attempt at mediation, the CSBO hereby agrees to accept as liquidated damages a monetary amount not to exceed the compensation, including the monetary equivalent of the insurance provided herein, due and owing under the remaining term of this Contract in full release of any and all claims, rights, causes of action, proceedings, or privileges the CSBO might have pursuant to this Contract or any federal or state constitutional, statutory, or administrative provision. The CSBO further agrees that any liquidated damages amount owing shall be offset by any compensation and insurance benefit costs that she may receive from securing employment with another employer within six (6) months of his departure from the District. The parties, as part of the mediation process, shall agree on a payment schedule for the liquidated

damages to provide for the six-month offset. Additionally, the parties hereby agree to mutually waive any right to seek any other types of damages, including but not limited to compensatory, consequential, incidental or punitive damages as well as any claims for noneconomic damages. The Board and CSBO hereby agree to participate in the mediation in good faith, and in the event the Board and CSBO cannot reach an agreement regarding a mediator, the Board shall have the right to select the mediator at its sole cost. Any mediation shall take place at a location of the Board's choosing, and should both parties agree to the selection of the mediator, the costs associated with any mediation shall be split evenly. However, should the Illinois *Government Severance Pay Act* (Public Act 100-0895) apply to this Contract, regardless of the terms set forth herein, the liquidated damages or compensation (meaning the actual or constructive compensation, including salary, benefits, or perquisites) provided by this paragraph to the CSBO may not exceed an amount greater than twenty (20) weeks of compensation; and should the CSBO be terminated for misconduct, severance pay is hereby prohibited in accordance with such law.

G. EVALUATION

By June 30 of each Contract Year, the CSBO's performance shall be appraised by the Superintendent and a written evaluation of that performance given to the CSBO. As required under the *School Code*, the Superintendent shall evaluate the CSBO in her administration of school board fiscal and facilities policies and her stewardship of the assets of the School District. The CSBO's progress toward and attainment of the performance goals set forth in paragraph D.3 of this Contract may also be assessed. After such evaluation, the parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of, and the performance goals for, the continued future employment of the CSBO.

H. MISCELLANEOUS

1. **Notice**. Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the CSBO, the Superintendent and the President of the Board at the administrative office of the School District, as the case may be.

2. **Savings Clause**. If any portion of this Contract is deemed illegal due to conflict with State or Federal law, the remainder of the Contract shall remain in full force and effect; further, this Contract does not constitute any obligation either written or implied for re-employment beyond the term set forth herein.

3. **Applicable Law.** This Contract has been executed in the State of Illinois and shall be governed in accordance with the laws of Illinois in every respect. Any disputes, claims or lawsuits related to this Agreement or any other aspect of the CSBO's employment shall be filed and/or otherwise resolved in the Circuit Court of DuPage County.

4. **Headings and Numbers.** Paragraph numbers and headings have been inserted for convenience of reference only, and if any conflict exists between the headings or numbers and the text of this Contract, the text shall control.

5. **Counterparts.** This Contract may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

6. **Advice of Counsel.** Both parties have had the opportunity to seek advice of counsel concerning the drafting and terms of this Agreement.

7. **Entire Agreement.** This Contract and all of its provisions are contractual in nature and set forth the entire agreement between the parties and supersede all prior agreements and any other understandings or statements made to the parties pertaining to the subject matter, terms and conditions of this Contract. The parties agree that there are no other agreements, provisions, terms, conditions, warranties or representations, whether expressed or implied, other than those expressly set forth in this Contract.

8. **Additional Acknowledgments**. The Board and CSBO hereby agree that they have knowingly and voluntarily entered into this Contract, that they have had sufficient time in which to consider this Contract before signing it, and that they have read this Contract prior to its execution. The parties further agree that this Contract has been drafted jointly and that there shall be no presumption against any one party as the drafter.

IN WITNESS WHEREOF, the parties have executed this Contract this 22nd day of June 2023, upon formal approval by the Board at a duly convened meeting held this same date.

CSBO

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Lisa Honaker

BOARD OF EDUCATION,
WINFIELD SCHOOL DISTRICT
NO. 34, DUPAGE COUNTY, ILLINOIS

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President

ATTEST:

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Secretary