

SUPERINTENDENT'S CONTRACT

This Superintendent employment contract ("Agreement") is made this _____ day of _____, 2025, between the BOARD OF EDUCATION OF DIXON UNIT SCHOOL DISTRICT #170 hereinafter referred to as the "Board" or "District" and DR. MELYDI HUYETT hereinafter referred to as "HUYETT" or "Superintendent."

WHEREAS, the current District Superintendent is set to retire at the end of the 2025-2026 contract year; and

WHEREAS, the Board has conducted a diligent search for a new Superintendent and has determined Huyett is the best candidate for the position; and

WHEREAS, District desires to appoint and authorize Huyett to act as its Superintendent for the 2026-2027, 2027-2028, and 2028-2029 contract years; and

WHEREAS, Huyett presently holds the proper license and certification to act as Superintendent within the District and desires to assist the Board by filling this role during the term outlined herein; and

WHEREAS, District, at a meeting held on _____, 2025, upon roll call vote, duly authorized the President and Secretary of District to execute this Agreement, employing Huyett as Superintendent of Schools of District for the term herein set forth; and

WHEREAS, Huyett and Board agree to enter into and execute this Agreement pursuant to such terms and conditions as set forth herein; and

WHEREAS, District and Huyett mutually desire that she be provided with this Agreement for and in respect to the position Huyett will be serving as Superintendent of Schools of District in order to enhance administrative stability and continuity within this District and in order that the parties hereto may define herein their mutual rights, obligations and duties, each to the other.

NOW, THEREFORE, in consideration of the premises and for other good and valuable consideration, the receipt of which is hereby acknowledged, District and Superintendent hereby agree as follows:

IT IS AGREED:

A. **TERM OF CONTRACT**

1. Status. Effective July 1, 2026, Huyett is employed as Superintendent of District.

2. Nature of Agreement. This Agreement is considered a multi-year contract subject to performance-based criteria, as provided by 105 ILCS 5/10-23.8. It is further agreed that the goals and indicators contained in Exhibit A to this Agreement are related to student performance and academic improvement of the schools within the District.

3. Term. The term of this Agreement begins July 1, 2026, and extends to June 30, 2029. As used in this contract, the term “contract year” is defined as the period commencing on July 1 of a given calendar year and continuing until June 30 of the following calendar year.

B. DUTIES AND RESPONSIBILITY OF SUPERINTENDENT

1. Overall Responsibilities. Huyett, as Superintendent of Schools hereunder, shall, throughout the term of this Agreement, be and remain the Chief Executive of District, acting for and on behalf of its Board, and under its direction, in the performance of a superintendent’s duties of administrating the District.

Such duties and power shall include those provided by law, those provided in this Agreement, and those set forth in the written policies adopted by the Board from time to time. A copy of said policies, as adopted effective this date, are incorporated by this reference. Throughout the term, and any extension or renewal hereof, Huyett shall have such other and further powers, responsibilities and duties as the Board may from time to time direct, subject to the terms and conditions of this Agreement. Those powers and duties include, but are not limited to, the following: Superintendent shall have charge of the administration of the school under the direction of the Board; she shall be the Chief Executive Officer for the Board; she shall recommend the selection, retention and dismissal of, direct and assign the administrators, teachers and other employees of the School District under her supervision; she shall organize and direct the administrative and supervisory staff; she shall make recommendations to the Board concerning the budget, building plans, the selection of textbooks, instructional material and courses of study; 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 welfare of the School District; and, in general, she shall perform all other duties incumbent to the office of Superintendent as may be prescribed by the Board and the Illinois School Code.

2. Full Time Service. Huyett shall devote her time, attention, and energy to the business of the District and related professional activities. With the prior permission of the Board, Huyett may attend university courses, seminars, or other professional growth activities; serve as a consultant to another district or educational agency for short time duration; and lecture or engage in writing activities or speaking engagements without loss of salary. Huyett may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.

3. Referrals to Superintendent. The Board collectively and individually shall refer promptly all criticisms, complaints, and suggestions called to their attention by members of the public, taxpayers, or employees, to the Superintendent for study and recommendation. If

such matters are referenced, the Superintendent shall promptly consider and report back to the Board the resolution, or suggested resolution, of the same.

C. TERMS OF EMPLOYMENT AND COMPENSATION

1. Salary and Retirement Contribution. Superintendent shall be paid an annual aggregate salary of \$150,000.00 for the 2026-2027 contract year. In each subsequent contract year, the Superintendent's annual aggregate salary will increase by 3% over the Superintendent's annual aggregate salary in the immediately prior contract year. Salary shall be paid in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. In addition to the annual salary stated and all other compensation within this Contract, the Board shall make the required contribution on behalf of the Superintendent to the State of Illinois Teachers' Retirement System in an amount of the then present TRS member contribution rate, in lieu of and in satisfaction of the Superintendent's required contribution to said Teachers' Retirement System. Superintendent acknowledges she does not have any right of claim to said amount except as it may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that Superintendent did not have the option of choosing to receive the contributed amounts directly, instead of having such contribution paid by the Board to the State of Illinois Teachers' Retirement System, and that these contributions are made as a condition of employment to secure Superintendent's future services, knowledge, and experience. If the current employee contribution rate required by TRS to be remitted decreases or if legislation is implemented that limits the ability of the Board to fulfill its obligations under this section, the Board shall pay the difference to the Superintendent as salary to the extent the Board's total cost for salary and pick up of the TRS contribution does not exceed the Board's total cost before the TRS contribution rate decrease and/or legislative change.

2. Deferral of Compensation. During the term of this Agreement, Superintendent may (1) annually defer compensation pursuant to, and in accordance with, the terms of an eligible state deferred compensation plan as described in Section 457 of the Internal Revenue Code if such plan is adopted by the Board, or (2) authorize the salary reduction in order that the Board may purchase an annuity policy for the Superintendent as described in Section 403(b) of the Internal Revenue Code, provided that any amounts deferred under a Section 457 eligible deferred compensation plan will serve to reduce the maximum amount which can be tax sheltered through a Section 403(b) annuity.

3. Modification to Salary and Benefits During Term. Any salary or other adjustment or modification made during the life of this Agreement shall be by mutual agreement, in the form of a written amendment and shall become a part of this Agreement, but such adjustment or modification shall not be construed as a new contract with Superintendent.

4. License. At all times relevant to this Agreement, Superintendent shall hold a valid and properly registered license issued by the State of Illinois qualifying her to act as Superintendent of the District.

5. Physical Examination. At any time during the term of this Agreement, and any extension(s) thereof, the Board may require the Superintendent to have a comprehensive physical examination by a physician licensed to practice medicine in all its branches, mutually agreed upon by the Board and Superintendent. The Board shall pay the cost of such examination not covered by the Superintendent's medical insurance plan. A copy of the examination or a certificate from the physician certifying the physical competency of the Superintendent shall be given to the President of the Board.

6. Residency. Superintendent shall establish residency within the Dixon School District within one (1) year from the time of full execution of this Agreement.

D. BENEFITS

In addition to the salary and compensation provided in part C above. The Board shall provide Superintendent with the following benefits during the term of this Agreement and any extension(s) hereof:

1. Sick Leave. Fifteen (15) days of sick leave per year. All unused sick leave benefits shall accumulate throughout the term of this Agreement or any extension or renewal hereof to a maximum equal to those permitted for certified staff. Upon termination of employment in the District, Huyett shall receive no compensation for any unused sick leave benefits. On July 1, 2026, the Superintendent will receive 20 sick days in addition to her normal annual allotment.

2. Vacation. Twenty (20) working days of personal vacation in each full contract year for the term of this Agreement provided, however, that the schedule for any vacation time in excess of five (5) continuous school days shall be mutually agreed upon between the Board President and Superintendent. Vacation shall ordinarily be taken during the twelve (12) months of the year in which it is earned, absent approval of the Board. Huyett shall receive no credit or compensation for unused vacation days, other than as required by the Illinois Wage Payment and Collection Act but during each contract year the Superintendent may exchange a maximum of five (5) unused vacation days for payment prior to June 30 at the Superintendent's then current per diem in lieu of using said days; provided that any such exchange does not cause the annual aggregate salary amount for Superintendent to exceed 6% over the prior year in this District.

3. Personal Days. Three (3) days of personal days per year. Personal leave is available for sick leave and if unused will accumulate as sick leave. Upon termination of employment in the District, Huyett shall receive no compensation for any unused personal days.

4. Medical and Dental Plans, Liability Insurance. Superintendent, at her election, may elect to receive one of the following options:

- (a) The District shall pay 100% of the premiums for the Superintendent and her immediate family under any of the District's family medical insurance plan selected

by the Superintendent. The Superintendent shall select from the same plan options available to DEA employees; or

- (b) A cash equivalent of the actual amount of the cost of the family coverage, from one of the options available to DEA employees, but in no event shall this amount exceed twenty-five thousand (\$25,000) dollars.

The District shall also provide liability insurance as provided to other administrators. The Superintendent may also, at her option, enroll in any dental or vision plan available to licensed employees, with all premiums for such coverage paid by the Superintendent.

5. Civic and Professional Association Participation. The Board shall pay the dues for participation in local civic organizations and registration fees incurred in her attendance at related local professional meetings, and subject to prior Board approval, state and national professional meetings. Superintendent is encouraged to participate in local civic organizations in the interest of promoting a better understanding of District concerns. In addition, subject to prior board approval, the reasonable expenses for hotel/motel rooms and airfare, meals, as well as applicable incurred by Superintendent while in attendance at state and national professional meetings for civic organizations shall be reimbursed. In all such cases receipts for the expenses to be reimbursed shall be submitted and compliance maintained with the Local Governmental Travel Expense Control Act.

6. Professional Meetings Attendance/Dues. Superintendent is expected to attend appropriate professional meetings at the local, state, and national level. All reasonable expenses, including but not limited to, transportation, lodging, and meals, incurred shall be paid by the Board at the IRS rate in effect at the time the mileage is incurred. The Board shall also pay the cost of membership in the following:

- a. American Association School Administrators;
- b. Illinois Association of School Administrators;
- c. Illinois Association of School Business Officials;
- d. Other local, state, national clubs deemed appropriate by Superintendent at a maximum annual aggregate cost not to exceed \$400.00.

7. Reimbursement of Business Expenses. The Board shall reimburse the Superintendent for reasonable monthly expenses incurred in the performance of her duties, including but not limited to a cell phone and related fees. Itemization shall be made of all such expenses incurred.

8. Automobile Transportation Expenses. The Board shall reimburse the Superintendent for documented expenses incurred for in-and out-of-district travel at the Board approved rate in effect at the time the mileage is incurred.

9. Term Life Insurance. Provided that Huyett is insurable, the Board shall provide to Superintendent a term life insurance during the term of this agreement in the amount of at least twice her initial annual salary, rounded to the nearest thousand, not to exceed

\$280,000. Huyett shall be responsible for procuring the same, on behalf of the District. The policy, to the extent permitted, shall permit conversion or assignment to Huyett upon separation from the District.

10. Tuition Reimbursement. District shall pay the fees and expenses of Superintendent for continuing education courses for which the Superintendent shall have received prior approval. The Board shall have the sole and exclusive authority to grant or deny any such requests. If the request is granted, District shall reimburse Superintendent the full cost of tuition and book expenses upon Superintendent's demonstration of successful completion of the course work. Superintendent shall be required to provide the Board with a voucher for the course expense and proof of successful completion of the course work.

11. Executive Coaching. The Superintendent shall complete a mutually agreed upon program of executive coaching within the first year of the Contract. The costs of such coaching shall be funded by the Board and the selection of such organization or individual shall be as mutually agreed between Superintendent and the President of the Board of Education.

E. TERMINATION

1. After the first day of the term provided herein, Agreement may be terminated by:

- a. Mutual agreement
- b. Permanent disability as provided hereinafter;
- c. Discharge for cause as provided hereinafter;
- d. Death; or
- e. Expiration of the term

2. The Board may terminate this Agreement for reasons of permanent disability or incapacity if the Superintendent is unable to fully perform the responsibilities of her job at any time after she has exhausted her accumulated sick leave and either has been absent from her employment for a continuous period of 90 calendar days (permanent disability) or presents to the Board a physician's statement certifying that she is otherwise permanently disabled or incapacitated, whichever shall first occur. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided the Superintendent shall be entitled to a hearing before the Board if she so requests. The Board may require the Superintendent to submit to a medical examination, either physical or mental, whenever the Board, in its reasonable judgment, believes the Superintendent is or may be disabled or questions the ability of the Superintendent to fully perform the responsibilities of Superintendent. Such medical examination shall be performed by an M.D. or D.O. licensed to practice medicine in Illinois and chosen and paid for by the Board.

3. Discharge for cause shall be for insubordination, repeated failure to meet reasonable performance standards, material breach of any District policies, including misuse of District computers, misuse of District funds, or property; material breach of the terms of this

Agreement or for any conduct, act, or failure to act by the Superintendent which is detrimental to the best interests of the School District as determined by the Board. Superintendent understands she shall have no privacy rights on the District's computers, or any other District owned or issued electronic devices, including mobile devices. Reasons for discharge for cause shall be given in writing to Huyett who shall be entitled to a hearing before the Board to discuss such causes. Such hearing shall be conducted in closed session, at a time convenient to the Board, unless otherwise provided by law.

F. **RENEWAL/EXTENSION**

In the event that Board does not intend to renew or extend this Agreement beyond June 30, 2029, notice shall be given to Superintendent not later than April 1, 2029. In the absence of such notice, Superintendent shall remain employed as Superintendent under a one-year defined period contract, but all other provisions of this Agreement shall remain in effect.

G. **EVALUATION**

In consultation with the Superintendent, the Board shall set goals for the coming school year not later than May 1st of the then current school year and shall fully communicate those goals to the Superintendent. The Board and Superintendent shall annually discuss and evaluate their working relationship, rapport, and understanding. By March 1st of each school year, the Superintendent's performance in the prior school year shall be evaluated by the Board and a written evaluation of that performance shall be given.

H. **BACKGROUND INVESTIGATION**

Prior to the beginning of the term provided herein, a criminal background investigation of Superintendent shall be conducted. If the Superintendent has been convicted of a crime which statutorily bars performance of her duties, this Agreement is null and void.

I. **NOTICE**

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent to the last known residence of Superintendent, and/or the residence of the President of the Board.

J. **HEADINGS**

Headings are inserted for convenience only and the substance of the paragraph shall prevail over any discrepancy with the heading.

K. **COUNTERPARTS**

This Agreement may be executed in one or more counterparts, any one of which shall be considered an original.

L. **GOVERNING LAW**

This Agreement shall be governed by the law of Illinois.

M. **COMPLETE UNDERSTANDING**

This Agreement sets forth all the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and these are no promises, agreements or undertakings, either oral or written, expressed or implied, between them other than as herein set forth.

N. **AMENDMENT OF AGREEMENT**

Except as otherwise provided, no subsequent alternation, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

O. **SEVERABILITY**

If any section, paragraph, or provision of this Agreement shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Agreement.

IN WITNESS THEREOF, the parties cause this Contract 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.


Dr. Melydi Huyett, Superintendent

DIXON UNIT SCHOOL DISTRICT #170

By _____
President

ATTEST:

Secretary

Exhibit A
Performance Goals and Indicators

Annually, the Superintendent shall (1) evaluate student performance including, but not limited to, student performance on standardized tests, successful completion of the curriculum, and attendance and drop-out rates; (2) review the curriculum and instructional services; and (3) report to the Board on (a) the findings as to student performance and (b) the recommendations, if any, for curriculum or instructional changes as a result of her evaluation of student performance. The presentation of such report to the Board shall constitute the achievement of the goals and indicators of student performance and academic improvement as required by Section 10-23.8 of the Illinois School Code.