

**ASSISTANT SUPERINTENDENT’S EMPLOYMENT CONTRACT**  
**July 1, 2026– June 30, 2029**

This Agreement is between the BOARD OF EDUCATION OF WOODRIDGE SCHOOL DISTRICT NO. 68, DUPAGE COUNTY, ILLINOIS, hereinafter referred to as the “Board”, and Mr. Gregory Wolcott hereinafter referred to as the “Assistant Superintendent.”

1. **EMPLOYMENT** - The Board hereby employs the Assistant Superintendent commencing on July 1, 2026, and extending through June 30, 2029.

2. **DUTIES** - The Assistant Superintendent shall assist the Superintendent in the administrative operation and management of the School District, particularly in the area of teaching and learning, in accordance with the job description established by the Board and as may be revised from time to time. The Assistant Superintendent 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. **LICENSE** – During the entire term of this contract, the Assistant Superintendent shall hold and maintain a valid and properly registered administrative license issued by the proper State of Illinois authority qualifying him to act as Assistant Superintendent in the School District.

4. **SALARY** - The Assistant Superintendent shall be paid a base annual salary of **Two Hundred Sixty-Three Thousand Six Hundred Thirty-Three and 00/100 Dollars (\$263,633.00)** for the 2026-2027 school year, payable in equal installments in accordance with schedule for payment of other administrative staff members in the District. Pay increases for subsequent years shall be adjusted in June of each of the final three (3) contract years to guarantee that the total TRS creditable earnings for each contract year equal and not exceed a six percent (6%) increase from the previous contract year’s total TRS creditable earnings:

2027-2028	(\$279,450)
2028-2029	(\$296,217)

In addition to the salary provided for above, the Board shall pick up and pay on behalf of the Assistant Superintendent the contributions to the Illinois Teachers’ Retirement System (TRS) required by Section 16-152.1 of the Illinois Pension Code and to the Teacher Health Insurance Security Fund, as required by 5 ILCS 375/6.6, both as amended from time to time. If the current employee contribution rate required by TRS to be remitted decreases, the Board shall pay the difference to the Assistant 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. Although designated by the Illinois Pension Code as employee contributions, the amounts herein required to be picked up by the Board shall be paid by the Board in lieu of contributions by the Assistant Superintendent. Except as expressly provided herein, the Assistant Superintendent shall not have the option of choosing to receive directly the amounts so contributed by the Board on the Assistant Superintendent’s behalf, nor any right or claim to the

contributions except as such may subsequently become available pursuant to the provisions of Illinois law and TRS rules and regulations.

The Assistant Superintendent 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.

5. **EVALUATION** – The Assistant Superintendent’s 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 7 and 8 below.

6. **BENEFITS**

A. **Health Insurance** – The Board shall pay the health insurance premiums for the Assistant Superintendent’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 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 Assistant Superintendent for the program offered by the Board to teachers in the District.

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

E. **Medical Expense Reimbursement** – The Board shall reimburse the Assistant Superintendent 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 30<sup>th</sup> 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 Assistant Superintendent meets the ordinary insurability requirements of the insurer, the Board shall provide the Assistant Superintendent 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 4 of this contract subject to coordination of disability benefits through the Illinois Teachers' Retirement System.

G. **Vacation** - The Assistant Superintendent shall receive twenty-six (26) working days of paid vacation time for each contract year. Saturdays, Sundays and legal holidays when the offices of the 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 Assistant Superintendent shall not be compensated and the unused days shall be lost and not accumulated. If this contract is terminated during a 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 Assistant Superintendent's last regular paycheck or last day of work so as to avoid the payment by the Board of any penalties to TRS. Payment shall be at the Assistant Superintendent's then current base salary divided by 261. The Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent shall provide an automobile for use in the performance of his duties. The Assistant Superintendent 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 Assistant Superintendent with an annual automobile stipend of \$1,150 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 Assistant Superintendent must select the method of reimbursement by June 30<sup>th</sup> 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 Assistant Superintendent may submit for

reimbursement mileage for business travel 25 miles or greater from Woodridge School District 68.

J. **Holidays** - The Assistant Superintendent 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 Assistant Superintendent’s 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 Assistant Superintendent’s 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.

L. **Cell Phone Expense Reimbursement** - The Board shall reimburse the Assistant Superintendent 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. **Medicare** – The Board shall pick up and pay, on the Assistant Superintendent’s behalf, his entire Medicare contribution at the required percentage rate.

N. **Retirement Incentive** - The Assistant Superintendent shall be eligible to access any retirement incentive available to other certificated staff if all appropriate timelines are met.

7. **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 Assistant Superintendent, 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 Assistant Superintendent, who shall be entitled to notice and a hearing before the Board to discuss those causes. If the Assistant Superintendent chooses to be accompanied by legal counsel, he 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 Assistant Superintendent. This sub-paragraph shall not abridge or abrogate any rights afforded the Assistant Superintendent under the *Illinois School Code*. Nothing shall prohibit the Board from suspending the Assistant Superintendent with or without pay pending completion of the requirements of this sub-paragraph. After the effective date of dismissal, the Assistant Superintendent shall not be entitled to compensation of any kind under this contract, except that the Assistant Superintendent shall be entitled to any vested benefits payable by, and under the terms and provisions of, the Illinois Teachers’ Retirement System and to payment for unused vacation in accordance with paragraph 10 below.

C. Disability. Should the Assistant Superintendent 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 Assistant Superintendent's employment upon thirty (30) days written notice to the Assistant Superintendent 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 Assistant Superintendent for any accumulated but unused sick leave at the Assistant Superintendent's 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.

8. **NON-RENEWAL** - In the event the Board or the Assistant Superintendent 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, 2027. Failure to provide said notice shall automatically extend this contract for one (1) additional contract year.

9. **GOALS AND INDICATORS OF STUDENT PERFORMANCE AND ACADEMIC IMPROVEMENT.** Annually, the Assistant Superintendent shall work with the Superintendent to (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; (3) review school finances; and (4) report to the Superintendent his findings as to (a) student performance and (b) his recommendations, if any, for curriculum or instructional changes as a result of his evaluation of student performance.

Additional performance goals may be developed annually by the Superintendent and the Assistant Superintendent by October 15<sup>th</sup> and attached to this agreement. The Superintendent's and Assistant Superintendent's decision to add or revise performance goals shall be in implementation of this provision of this agreement and shall not constitute or require an amendment to this agreement.

10. **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 Ave.  
Woodridge, IL 60517

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

Or

With a copy to: Home address

11. **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.

**ASSISTANT SUPERINTENDENT**

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

\_\_\_\_\_  
Gregory Wolcott

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

**Attest:** \_\_\_\_\_  
Secretary

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_