

DEAN OF STUDENTS' EMPLOYMENT CONTRACT

July 1, 2025 – June 30, 2026

This Agreement is between the BOARD OF EDUCATION (the "Board") OF WOODRIDGE SCHOOL DISTRICT NO. 68, DUPAGE COUNTY, ILLINOIS, (the "School District") and **Alisa Zawodny**, (the "Dean of Students").

1. **EMPLOYMENT** - The Board hereby employs the Dean of Students for the 2025-2026 school year commencing on July 1, 2025, and extending through June 30, 2026 (the "contract year").
2. **DUTIES** - The Dean of Students shall be an administrative, instructional, and operational leader of the school to which the Dean of Students is assigned under the supervision and direction of the Superintendent and Principal in accordance with the job description established by the Board as may be revised from time to time. The Dean of Students shall also assume any additional responsibilities and duties as may be assigned by the Superintendent and Principal 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. **CERTIFICATE** – During the entire term of this contract, the Dean of Students shall hold and maintain the certification required by law to serve as the Dean of Students of the assigned school.
4. **SALARY** - The Dean of Students shall be paid a base annual salary of **One Hundred Three Thousand Nine Hundred Thirty-Four and 00/100 Dollars (\$103,934.00)** for the contract year, payable in equal installments in accordance with the schedule for payment of other administrative staff members in the School District.

In addition to the salary provided for above, the Board shall pick up and pay on behalf of the Dean of Students 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 may be 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 Dean of Students 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 Dean of Students. Except as expressly provided herein, the Dean of Students shall not have the option of choosing to receive directly the amounts so contributed by the Board on the Dean of Students' 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.

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 which may be made 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, nor as an extension of the termination date of this contract.

The Dean of Students' entire time, attention and energy shall be devoted 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 Dean of Students’ performance shall be evaluated each contract year 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 Dean of Students’ 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 dental insurance premiums for the Dean of Students, including family coverage if applicable, for the program offered by the Board to teachers in the School District.

C. **Sick Leave** - The Dean of Students 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 Dean of Students for term life and accidental death and dismemberment insurance from an insurer selected by the Board equal to two times the base annual salary set forth in paragraph 4 above, provided the Dean of Students meets the ordinary insurability requirements of the insurer.

E. **Medical Expense Reimbursement** – The Board shall reimburse the Dean of Students 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 Dean of Students meets the ordinary insurability requirements of the insurer, the Board shall provide the Dean of Students with long-term disability insurance from an insurer selected by the Board, with an income continuation benefit

equal to at least two-thirds (2/3) of the base annual salary amount specified in paragraph 4 above, subject to coordination of disability benefits through the Illinois Teachers' Retirement System.

G. Vacation - The Dean of Students 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 Dean of Students 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 Dean of Students' 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 Dean of Students' then current base salary divided by 261. The Dean of Students 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 Dean of Students shall provide an automobile for use in the performance of the Dean of Students' duties. The Dean of Students shall insure the automobiles used in such performance with an insurer and in amounts and coverages reasonably satisfactory to the Board.

J. Holidays - The Dean of Students 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 Dean of Students' annual dues to the Illinois and National Principals Association. Additionally, the Board shall pay the Dean of Students' dues to any other professional organization related to the performance of the Dean of Students' responsibilities in an amount not to exceed \$200 as approved by the Superintendent.

L. Cell Phone Expense Reimbursement - The Board shall reimburse the Dean of Students 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 Dean of Students shall be eligible to access any retirement incentive available to other certificated staff.

7. TERMINATION OF CONTRACT – This contract may be terminated during its term by:

A. Mutual agreement of the parties.

B. Discharge for cause: "For cause" shall mean any conduct, act or failure to act by the Dean of Students 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 Dean of Students, who shall be entitled to notice and a hearing before the Board to discuss those causes. The Dean of Students shall pay the fees and costs of any legal or other representative selected by the Dean of Students. The hearing shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Dean of Students with or without pay pending completion of the requirements of this sub-paragraph. After the effective date of dismissal, the Dean of Students shall not be entitled to compensation of any kind under this contract, except for 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 6.G. above.

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

Nothing in this contract diminishes the Dean of Students' right, if any, to acquire and retain tenure as a teacher in the School District in accordance with, and subject to, the tenure provisions of the Illinois School Code as amended from time to time. However, tenure is not acquired in any administrative position and a Dean of Students who has acquired tenure may be reclassified to a teaching position upon termination of this contract, with the compensation, benefits and other terms and conditions of employment applicable to teachers with educational training and experience substantially similar to that held by the Dean of Students.

8. **NON-RENEWAL** - In the event the Board or the Dean of Students 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. Unless terminated earlier under paragraph 7 above, this contract will terminate effective at the close of the day on June 30 of the contract year identified in paragraph 1 above.

9. **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 Dean of Students:

Alisa Zawodny
Dean of Students
Thomas Jefferson Junior High School

Or

With a copy to:

Home address

10. **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.

DEAN OF STUDENTS

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

Alisa Zawodny

By:

President

Attest:

Secretary

Dated: _____

Dated: _____