

**HOLLY O'NEIL – ASSISTANT DIRECTOR OF STUDENT SERVICES &  
SPECIAL EDUCATION CONTRACT  
2025-2029**

This Contract made and entered into this 19<sup>th</sup> day of November, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter “the Board” or “the District”) and HOLLY O'NEIL (hereinafter “ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION”), ratified at the meeting of the Board held on November 19, 2025, as found in the minutes of that meeting.

**IT IS AGREED:**

**1. Employment.** HOLLY O'NEIL is hereby hired and retained from July 1, 2025 to June 30, 2029, as ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in and for the District.

**2. Duties.** The duties and responsibilities of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be all those duties incident to the office of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall work with the Board to establish an appropriate job description, a copy of which shall be attached as Exhibit A and incorporated into this agreement upon its adoption by the Board; those obligations imposed by the law of the State of Illinois upon an ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION; and to perform such other duties normally performed by an ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION as from time to time may be assigned to the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION by the Superintendent of Schools or the Board. Duties shall be performed from the months of July through June, and per diem shall be calculated based upon a 235 day work year.

**3. Salary.** For the 2025-2026 contract year the amount of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's salary shall be \$109,766.72 per annum; for the 2026-2027 contract year the salary amount shall be \$115,255.06 per annum, for the 2027-2028 contract year the salary amount shall be \$121,017.81 per annum, and for the 2028-2029 contract year the salary amount shall be \$127,068.70 per annum. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION hereby agrees to devote such time, skill, labor, and attention to his/her employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for the school district and the Board as set forth in this Contract. The annual salary shall be paid in substantially equal installments in accordance with the policy of the Board governing payment of salary to other licensed members of the professional staff. Any adjustment in salary made during the life of this Contract shall be in the form of an approved amendment motion and shall become a part of this Contract. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Contract with ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL

EDUCATION, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

**4. Pension.** From and out of the salary of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION, the Board shall withhold and pay such amount as may be required by law, on behalf of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION to the Teacher Retirement System. The purpose of such direct employer payment shall be to defer federal income taxation of such amount, consistent with the provisions of Internal Revenue Code section 414-h(2) and Tax Opinions 81-35 and 81-36.

**5. T.H.I.S.** In addition to the salary and pension payments of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION, as set forth hereinabove in paragraphs 3 and 4, the Board shall pay any such amount as may be required by law on behalf of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION to the Teacher Health Insurance Security Fund.

**6. Evaluation.** Annually, but no later than February 15<sup>th</sup> of each year, the Superintendent or designee shall review with ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION progress toward established goals and working relationships among the Superintendent, the District leadership team, principals, the faculty, the staff and the community, and shall consider ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION 's annual salary for the next subsequent year (if any). A summary of the evaluation will be provided to ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in writing no later than March 1<sup>st</sup>, pursuant to the district's evaluation plan for administrators.

**7. Performance-Based Contract.** This contract is a performance-based contract linked to student performance and academic improvement of schools with the district. The ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall strive to meet the goals during the term of this Contract. The parties agree the goals and indicators attached hereto as Exhibit B and incorporated herein by reference thereto are linked to student performance and academic improvement of the schools within the district.

**8. License.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall furnish to the Board, during the term of this Contract, a valid and appropriate license to act as ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in accordance with the laws of the State of Illinois and as directed by the Superintendent and Board.

**9. Other Work.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may undertake consultative work, speaking engagements, writing, lecturing, college or university teaching, and other professional duties and obligations provided that these activities do not interfere with the effective performance of his/her duties as ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the responsibility to seek prior approval from the Superintendent of such outside activity in a timely fashion.

**10. Discharge for Cause.** Throughout the term of this Contract, ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the right to service of written charges, notice of hearing, and a hearing before the Board. If ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. Failure to comply with the terms and conditions of this Contract shall also be sufficient cause for purposes of discharge, as provided in this Contract.

**11. Termination by Agreement.** During the term of this Contract, the Board and ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may mutually agree, in writing, to terminate this Contract.

**12. Referrals.** The Board, collectively and individually, and the Superintendent shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for study and recommendation.

**13. Professional Activities.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be encouraged to attend appropriate professional meetings at the local, state, and national levels. Within budget constraints, and up to the total allotment of no more than \$1,500 biennially, costs of attendance shall be paid by the Board upon receipt of a full, itemized account of allowable costs. Unused professional activities reimbursements shall not be available as a cash option, and shall be waived if unused. Nothing contained in this provision shall be read to require the Board to employ ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION beyond the single year term of this agreement.

**14. Membership Dues.** The Board shall pay the cost of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION annual membership dues for one professional organization on behalf of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall select the organization for which dues are paid, but such organization shall be subject to approval of the Superintendent.

**15. Medical and Disability Insurance.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall have the same benefit for Medical Insurance as that provided to other full-time professionally licensed staff members in the District. Board shall also provide for ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION a disability insurance policy subject to terms and conditions set by Board and insurer policy.

**16. Life Insurance.** The Board shall provide and pay for forty five thousand and 00/100 Dollars (\$45,000.00) of term life insurance for the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION during the term of this Contract.

ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall designate the beneficiary of the policy.

**17. Vacation.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to twenty (20) working days of vacation annually, in each year of this Contract, exclusive of legal and school holidays, as well as Winter and Spring Break. These days shall be issued on July 1<sup>st</sup> each year and must be taken within eighteen (18) months, shall not accumulate, so that such days are waived and lost if not taken within the eighteen (18) months in which they are earned. Vacation in excess of five (5) school days shall be taken subject to approval of the Superintendent.

**18. Sick Leave.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to thirteen (13) sick leave days annually if serving years 1 through 19, seventeen (17) sick leave days annually if serving years 20 through 24, or twenty-two (22) sick leave days annually if serving years 25 or more. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District.

**19. Personal Leave.** ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall be entitled to the same personal leave as other professionally licensed staff of the District as set forth in the collective bargaining agreement between the District and its professionally licensed staff.

**20. Other Benefits.** Except to the extent payment of any benefits would violate IRS non-discrimination rules and regulations, the administrator shall receive additional benefits that are provided in Board Policy and/or granted to professionally licensed staff.

**21. Disability.** Should ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION be unable to perform the duties and obligations of this Contract, by reason of illness, accident, or other cause beyond ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's control and such disability exists after the exhaustion of accumulated leave days and vacation days during any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulated. If such disability continues for sixty (60) calendar days after the exhaustion of accumulated leave days (including FMLA) and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall provide medical evidence of his ability to perform the essential functions of his job to the Superintendent upon request.

**22. Criminal Records Check.** Pursuant to 105 ILCS 5/10-21.9, Boards of Education are prohibited from knowingly employing a person who has been convicted of committing or attempting to commit the named crimes therein. If the fingerprint-based criminal records check required by Illinois law is not completed at the time this Contract is signed, and any subsequent

investigation or report reveals there has been such a conviction, this Contract shall immediately become null and void.

**23. Notice.** Any notice required under this Contract shall be in writing and shall become effective on the day of mailing thereof by first class, registered, or certified mail, postage prepaid, addressed:

To the Board:  
President, Board of Education  
Jacksonville School District No. 117  
211 West State Street  
Jacksonville, Illinois 62650

To the ASST DIR. OF STUDENT SERV.  
Holly O'Neil  
106 East Main  
Arenzville, Illinois 62611

**24. Headings.** Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such headings or numbers and the text of this Contract, the text shall control.

**25. Contract Extension.** At the end of any year of this Contract, the Board and ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION may mutually agree to extend the employment of ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION for a single year period. Notwithstanding the foregoing, prior to April 1 of the year in which this Contract expires, the Board shall take action to extend or not to extend the terms of this Contract for one additional year, and shall notify ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

**26. Copies of Contract.** 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.

**27. Severability.** It is understood and agreed by the parties that if any part, term, or provision of this Contract is held by the courts to be illegal or in conflict with any law of the State of Illinois, the validity of remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

**28. Jurisdiction.** This Contract has been executed in the State of Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

**29. Complete Understanding.** This Contract contains all the terms agreed upon by the parties with respect to the subject matter of this Contract and supersedes all prior agreements, arrangements, and communications between the parties, whether oral or written.

**30. Relevant Law.** This Contract is authorized under the provisions of 105 ILCS 5/10-23.8a.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be executed in their respective names; and in the case of the Board, by its President and attested to by its Secretary, on the day and year first above written.

**Holly O'Neil, ASSISTANT DIRECTOR  
OF STUDENT SERVICES & SPECIAL  
EDUCATION**

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**Board of Education  
Jacksonville School District No.117**

**By:** \_\_\_\_\_  
**Noel Beard, President**

**ATTEST:**

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**Teresa Wilson, Secretary**

## Performance Goals and Indicators

In accordance with Section 10-23.8a of the Illinois School Code, this Agreement is performance based and linked to student performance and academic improvement attributable to the responsibilities and duties of the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION. The ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall strive to meet the goals during the term of this Agreement. The Parties agree the goals and indicators are linked to student performance and academic improvement as required by Section 10-23.8a of the Illinois School Code.

Annually, the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall evaluate: (a) student performance, and (b) academic improvement of the students at his or her assigned school. No later than March 1st of each year, the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION shall report to the Superintendent or designee his or her findings as to student performance and academic improvement of students at the school and make recommendations, if any, for the improvement of student performance and academic improvement in subsequent years. Submission of this report to the Superintendent or designee by the date indicated shall constitute satisfactory completion of the aforementioned goals.

Annually, the ASSISTANT DIRECTOR OF STUDENT SERVICES & SPECIAL EDUCATION and the Superintendent or designee may develop additional goals that are designed to enhance student performance and academic improvement, as well as the indicators to measure the same. Such goals and indicators shall become part of this Agreement.