

**INSTRUCTIONAL COORDINATOR ON SPECIAL ASSIGNMENT
EMPLOYMENT CONTRACT
(2025-2026)**

THIS AGREEMENT is made on June 5, 2025, between **MELISSA DOUCET** (“Doucet”) and the **BOARD OF EDUCATION OF WINFIELD SCHOOL DISTRICT NO. 34, DUPAGE COUNTY, ILLINOIS**, (“the Board”) (collectively, “the parties”).

A. EMPLOYMENT AND COMPENSATION

1. Salary and Term of Employment. The Board employs Doucet for one year, commencing on July 1, 2025, and terminating on June 30, 2026. Doucet will be paid an annual salary of \$110,000, payable in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District. Doucet accepts employment upon the terms and conditions set forth in this Contract.

2. Teachers’ Retirement System and Health Insurance Security Fund. In addition to the annual salary stated in Section A.1 and all other creditable earnings within the Contract, the Board will pick up and pay on behalf of Doucet to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teacher Health Insurance Security Fund (“THIS”) Doucet’s required member contributions on creditable earnings to the defined-benefit pension plan and health fund. Doucet has no right or claim to this amount, except as it may become available at the time of retirement or resignation from the TRS and THIS. Doucet does not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the TRS or THIS and further acknowledge that such contributions are made as a condition of employment to secure Doucet’s future services, knowledge, and experience. Doucet 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 her 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 will pay the difference to Doucet 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 implementation of this payment will be in implementation of this provision of this Contract and does not constitute or require an amendment to this Contract.

3. Creditable Earnings. The Board makes no representations regarding the creditable earnings status of any compensation received by Doucet pursuant to the terms of this Contract. Any and all determinations regarding creditable earnings, creditable service, and related TRS issues will 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, and as a condition of continued employment, Doucet must hold and maintain a valid and properly registered professional educator license issued by the Illinois State Educator Preparation and Licensure Board, with the necessary endorsement(s) qualifying her to act as Instructional Coordinator on Special Assignment in the District. Doucet also must satisfy any other license renewal and training and prequalification requirements necessary to enable her to legally evaluate licensed staff members.

2. Health Examination. Doucet will 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. Doucet also agrees to comply with all health requirements established by law.

3. Periodic Background Re-Checks. The continuation of this Contract is contingent on the Board deeming acceptable the results of 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. *See* 105 ILCS 5/10-21.9. The Board reserves the right to terminate this Contract should any required periodic re-check result in Doucet being deemed by the Board (in accordance with applicable law) unacceptable to work in the District.

4. Employment Representations. Doucet represents that she is not under contract with any other employer, including but not limited to school districts or cooperatives, for any portion of the term covered by this Contract. Doucet further represents that all information provided to the District in the process of application for employment was true and complete. Doucet understands that the Board relied on the information Doucet provided to the District in the application process in making its decision concerning employment and that the Board reserves the right to terminate this Contract if any information Doucet provided to the District during the application process is untrue, inaccurate, or demonstrably incomplete.

C. BENEFITS

1. Mileage and Reimbursement of Business Expenses. The Board will reimburse Doucet during the term of this Contract for necessary automobile travel incurred in connection with Doucet's employment responsibilities that are outside the District, at the mileage allowance permitted under the *Internal Revenue Code* and the regulations promulgated thereunder. Doucet will, at least quarterly, provide the Board with proper itemization and substantiation of all allowable reimbursable mileage. The Board also will reimburse Doucet in accordance with District procedures for reasonable expenses incurred in the performance of her duties. Doucet will itemize and substantiate all expenses incurred pursuant to this provision in accordance with the Board's expense reimbursement policy and procedures and the regulations of the *Internal Revenue Code*, as amended.

2. Automobile Reimbursement. As it is expected that Doucet will be required to incur travel expenses associated with the usage of Doucet's automobile for business related to the

District, the Board will reimburse Doucet at the maximum IRS allowable mileage rate for all District-related travel. Doucet will itemize all expenses incurred for mileage. The Board's reimbursement under this paragraph is subject to and in accordance with the Board's travel expense reimbursement policy, if applicable, and applicable law.

3. Insurance. The Board will provide Doucet with the following Board-paid benefits during the term of this Contract, to the extent she chooses to enroll:

- a. Fully paid single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District;
- b. Liability indemnification and protection, as provided under the District's liability insurance policies;
- c. Term life insurance, in the amount of Doucet's annual salary, subject to the maximum as prescribed by the District's insurance provider and, further, subject to Doucet's eligibility to obtain such coverage under the terms and conditions of the District's group program carrier. The terms of this employment contract will not be considered to be violated if, because of Doucet's physical condition, such life insurance coverage cannot be provided; and
- d. An annual physical exam at a cost not to exceed \$500 or the District's insurance deductible, whichever is less.

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

4. Vacation. Doucet is entitled to paid vacation of 25 working days. Any vacation time of more than five (5) consecutive school days is subject to mutual agreement by the Superintendent and Doucet. Vacation must be taken within the 12-month contract year in which it was earned or will be lost and unavailable for use or payment. Without use of vacation days, Doucet also is entitled to pay for all legal holidays as designated on the District calendar. Winter, Spring, and Summer breaks are workdays unless specifically scheduled and deducted from the vacation days listed above. The Board will not pay Doucet for any accrued, unused vacation days unless payment is required by law. If the law requires any earned vacation days to be paid to Doucet upon her resignation/termination and departure from the District before the end of the term of this Contract, the payment required by law will be made after Doucet's last day of service and after her receipt of final paycheck for regular earnings and, as such, is not intended to be part of Doucet's creditable earnings.

5. Sick Leave. Doucet is 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.

6. Personal Leave. Doucet also is granted personal leave days, which may be used for sick leave or other purposes, in the same amount as and pursuant to the same terms of use as personal days are provided the teachers under the CBA. Unused personal days will accrue as sick days in accordance with TRS guidelines.

7. Membership Dues. Memberships in appropriate professional and civic organizations may be reimbursed with prior approval of the Superintendent.

8. Professional Meetings Attendance. Doucet is expected to attend appropriate professional meetings at the local and state levels and, subject to Board approval, at the national level. All reasonable expenses actually and necessarily incurred by Doucet will be paid by the Board in accordance with the Board's travel and expense reimbursement policy and procedures and applicable law.

9. Tax-Sheltered Annuities and Custodial Accounts. From the annual salary stated in Section A.1 of this Contract, Doucet may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred-compensation plan as described in Section 457 of the *Internal Revenue Code*, if adopted by the Board, or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for Doucet as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered and the *Internal Revenue Code*, and provided that Doucet confirms that any deferrals and/or reductions are within *Internal Revenue Code* limitations. Nothing in this Contract limits Doucet's ability to participate in the TRS Supplementary Savings Plan (457 plan) at her own expense.

D. POWERS AND DUTIES

1. Duties. Under the supervision of the Superintendent and the Supervising Principal, Doucet will supervise the operation of attendance centers as the Board determines necessary and has as her primary responsibility the improvement of instruction. Doucet also will assume administrative responsibilities and instructional leadership, under the supervision and direction of the Superintendent and Acting Principal and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, for the planning, operation and evaluation of the educational program of her assigned attendance area.

Doucet will submit recommendations, as requested, to the Superintendent and Supervising Principal concerning the appointment, retention, promotion, and assignment of all personnel assigned to her attendance center and will keep such other registers, records, and reports as may be directed by the Superintendent, Supervising Principal, and/or the Board or required by law. Doucet is responsible for all obligations contained in the official job description for District Principals, under the supervision of the Supervising Principal, including the discipline of students

in accordance with the requirements of the *School Code* and Board policy. Doucet also has the responsibility to utilize resources of proper law enforcement agencies when the safety and welfare of students and staff are threatened by illegal use of drugs and alcohol. Doucet is responsible for, and deemed to have knowledge of, all the policies and rules and regulations established by the Board and will comply with their requirements. Doucet also will perform such other duties as from time to time may be assigned to her by the Superintendent, Acting Principal, or the Board, or as required by law.

During the term of this Contract, the Board, in its sole discretion, may assign alternate duties to and/or transfer Doucet to another TRS-qualifying position in the District, provided Doucet's term, salary, and benefits afforded under this Contract are not reduced.

2. Extent of Service. Doucet will devote her entire time, attention, and energy to the business of the District and related professional activities. With the permission of the Superintendent, Doucet 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; and lecture and engage in writing activities and speaking engagements. Doucet may not jeopardize the functioning of the District by any lengthy and conspicuous absence for such professional activities.

E. NON-RENEWAL AND AMENDMENT OF CONTRACT

1. Non-Renewal. If the Board determines not to renew or extend the employment of Doucet, this Contract expires at the end of the term set forth in Paragraph A.1 unless it is terminated earlier pursuant to Section F of this Contract. Doucet will receive notice of intent not to renew her employment by April 1, 2026, in accordance with the applicable requirements of the *School Code*, including the reclassification provisions of Section 10-23.8b.

2. Amendment. Any salary or other adjustment or modification made during the life of this Contract will be in the form of a written amendment and will become a part of this Contract, but such adjustment or modification is not to be construed as a new contract with Doucet 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:

- a. By mutual agreement, in writing;
- b. Upon Doucet's permanent disability (inability to perform essential job functions with or without accommodation);
- c. Via discharge for cause;
- d. Upon the death of Doucet; or
- e. Upon the Board's determination of irreconcilable differences with Doucet.

2. Cause. For purposes of Section F.1.c of this Contract, "cause" means any conduct, act, or failure to act by Doucet that, in the sole discretion of the Board, is detrimental to the best

interests of the District. Reasons for discharge for cause will be given in writing to Doucet, who is entitled to notice and a hearing before the Board to discuss such causes. If Doucet chooses to be accompanied by legal counsel, she will bear any costs involved with this representation. The Board hearing will be conducted in executive session.

3. Effects of Termination. Upon termination of this contract, no further compensation or benefits afforded under these contractual provisions will be paid to Doucet or any third party on her behalf, unless otherwise provided by law and/or agreement of the parties. This provision does not restrict the right of beneficiaries of Doucet to receive compensation or benefits for which they may be eligible under any District insurance policy or plan provided under the terms of this contract.

G. EVALUATION

By March 1, Doucet's performance will be evaluated by the Superintendent and a written evaluation of that performance given to Doucet.

H. MISCELLANEOUS

1. Notice. Any notice required to be given under this Contract is sufficient if it is in writing and sent by mail to the last known residence of Doucet or to the President of the Board at the administrative office of the District, as applicable.

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 will 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 and Venue. This Contract has been executed in Illinois and is to be governed in accordance with the laws of the State of Illinois in every respect. Venue for any disputes, claims, or lawsuits related to this Agreement or any other aspect of Doucet's employment is proper only in the Circuit Court of DuPage County.

4. Headings and Numbers. Section numbers and headings have been inserted for convenience of reference only. If any conflict exists between the headings or numbers and the text of this Contract, the text will control.

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

6. Advice of Counsel. Both parties have had the opportunity to seek advice of counsel.

7. Entire Agreement. 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 concerning such subject matter, whether oral or written.

8. Effect of Agreement. This Contract inures to the benefit of and is binding on the Board and its successors and assigns.

9. Additional Acknowledgments. The Board and Doucet agree that they have knowingly and voluntarily entered into this Contract, that they have had sufficient time 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 is to be no presumption against any one party as the drafter.

IN WITNESS WHEREOF, the parties have executed this Contract upon formal approval by the Board at a duly convened meeting on the date set forth at the beginning of this Contract.

**INSTRUCTIONAL COORDINATOR
ON SPECIAL ASSIGNMENT**

Melissa Doucet

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

By: _____
President

ATTEST

By: _____
Secretary

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