

## ADMINISTRATOR CONTRACT 2025-2030

This Contract made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Board of Education of Jacksonville School District No. 117, Jacksonville, Illinois (hereinafter “the Board” or “the District”) and Matthew Moore (hereinafter the “ADMINISTRATOR”), ratified at the meeting of the Board held on \_\_\_\_\_, 2025 as found in the minutes of that meeting.

This Contract constitutes a successor administrative performance based employment contract entered into during the term of an existing, predecessor administrative performance based employment contract. In accordance with the provision in 105 ILCS 5/10-23.8 of The Illinois School Code, the ADMINISTRATOR and Board confirm and acknowledge that the ADMINISTRATOR has met the goals and indicators of student performance and academic achievement, as stated in the original, predecessor contract.

### IT IS AGREED:

**1. Employment.** Matthew Moore is hereby hired and retained for a period of five (5) years. For the period extending from July 1, 2025 to June 30, 2026, Matthew Moore is hereby employed as ASSISTANT SUPERINTENDENT in and for the District. For the period extending from July 1, 2026 to June 30, 2027, Matthew Moore is hereby employed as ASSOCIATE SUPERINTENDENT in and for the District. For the period extending from July 1, 2027 to June 30, 2030, Matthew Moore is hereby employed as SUPERINTENDENT in and for the District.

**2. Duties.** The duties and responsibilities of ASSISTANT SUPERINTENDENT shall be all those duties incident to the office of the ASSISTANT SUPERINTENDENT as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon an ASSISTANT SUPERINTENDENT; and to perform such other duties normally performed by an ASSISTANT SUPERINTENDENT as from time to time may be assigned to the ASSISTANT SUPERINTENDENT by the Board. Duties shall be performed year-round, and per diem shall be calculated based upon a 260-day work year. Upon his promotion to ASSOCIATE SUPERINTENDENT, the duties and responsibilities of the ASSOCIATE SUPERINTENDENT shall be all those duties incident to the office of the ASSOCIATE SUPERINTENDENT as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon an ASSOCIATE SUPERINTENDENT; and to perform such other duties normally performed by an ASSOCIATE SUPERINTENDENT as from time to time may be assigned to the ASSOCIATE SUPERINTENDENT by the Board. Upon his promotion to Superintendent, the duties and responsibilities of the SUPERINTENDENT all those duties incident to the office of the SUPERINTENDENT as set forth in the job description, a copy of which is attached as Exhibit A; those obligations imposed by the law of the State of Illinois upon a SUPERINTENDENT; and to perform such other duties normally performed by a SUPERINTENDENT as from time to time may be assigned to the SUPERINTENDENT by the Board.

**3. Salary.** For the 2025-2026 contract year the amount of salary paid to the ASSISTANT SUPERINTENDENT shall be one hundred sixty-five thousand dollars and 00/100 (\$165,000.00) per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. Contingent upon his assumption and performance of the duties of the Associate Superintendent, for the 2026-2027 contract year the amount of ASSOCIATE SUPERINTENDENT's salary shall be one hundred seventy-three thousand, two hundred fifty dollars and 00/100 (\$173,250.00) per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. Contingent upon his assumption and performance of the duties of Superintendent, for the 2027-2028 contract year the amount of SUPERINTENDENT's salary shall be one hundred eighty-one thousand, nine hundred twelve dollars and 50/100 (\$181,912.50) per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. For the 2028-2029 contract year the amount of SUPERINTENDENT's salary shall be one hundred ninety-one thousand, nine hundred seventeen dollars and 69/100 (\$191,917.69) per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year. For the 2029-2030 contract year the amount of SUPERINTENDENT's salary shall be two hundred three thousand, four hundred thirty-two dollars and 75/100 (\$203,432.75) per annum and for each subsequent year of the contract an amount to be determined before the beginning of each subsequent contract year.

ADMINISTRATOR hereby agrees to devote such time, skill, labor and attention to his employment during the term of this Contract, except as otherwise provided in this Contract, and to perform faithfully the duties of ADMINISTRATOR 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 ADMINISTRATOR, nor that the termination date of this Contract has been in any way extended, unless so stated in the Board motion.

Notwithstanding any other provision in this Contract, in no event shall the Administrator's total creditable earnings from employment in the District increase by more than six percent (6%) from one school year to the next during the last four (4) years of this Contract or be otherwise increased so as to create liability on the part of the Board or District for any portion of ADMINISTRATOR'S retirement annuity, or result in any District or Board paid penalty to TRS. The ADMINISTRATOR total earnings shall be reviewed by the ADMINISTRATOR and the Board no later than June 15<sup>th</sup> of each contract year to verify that the ADMINISTRATOR's total increased TRS creditable earnings during the last four (4) years of this Contract do not exceed a six percent (6%) increase.

**4. Pension.** In addition to the salary of the ADMINISTRATOR, the Board shall pay on behalf of the ADMINISTRATOR all required contributions to the Teachers' Retirement System in the form of an employer paid pension contribution pursuant to 40 ILCS 5/16-152, *et seq.*, as well as the ADMINISTRATOR's contribution to the Teachers' Health Insurance Security Fund.

The ADMINISTRATOR shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the ADMINISTRATOR did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Teachers' Retirement System and Teachers' Health Insurance Security Fund, and further acknowledge that such contributions are made as a condition of employment to secure the ADMINISTRATOR's future services, knowledge and experience.

**5. T.H.I.S.** From and out of the salary and pension payments of ADMINISTRATOR, 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 ADMINISTRATOR to the Teacher Health Insurance Security Fund.

**6. Evaluation.** Annually, but no later than February 15<sup>th</sup> of each year, the Board designee shall review with ADMINISTRATOR progress toward established goals and working relationships among the ADMINISTRATOR, the District leadership team, principals, the faculty, the staff and the community. A summary of the evaluation will be provided to ADMINISTRATOR in writing no later than March 1<sup>st</sup>, pursuant to the district's evaluation plan for administrators.

**7. Performance Provisions.** This Contract is a performance-based, linked to student performance and academic improvement of the schools within District as required by Section 10-23.8 of the Illinois School Code. The ADMINISTRATOR shall meet the goals enumerated in Exhibit B during the term of the Contract.

**8. License and Endorsement.** ADMINISTRATOR shall furnish to the Board, during the term of this Contract, a valid and appropriate license and endorsement to act as Superintendent in accordance with the laws of the State of Illinois and as directed by the ADMINISTRATOR and Board.

**9. Discharge for Cause.** Throughout the term of this Contract, ADMINISTRATOR shall be subject to discharge for cause provided, however, that the Board shall not arbitrarily or capriciously call for dismissal and that ADMINISTRATOR shall have the right to service of written charges, notice of hearing and a hearing before the Board. If ADMINISTRATOR chooses to be accompanied by counsel at such a hearing, all such personal expenses shall be paid by ADMINISTRATOR. 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.

**10. Termination by Agreement.** During the term of this Contract, the Board and ADMINISTRATOR may mutually agree, in writing, to terminate this Contract.

**11. Referrals.** The Board, collectively and individually shall promptly refer all criticisms, complaints, and suggestions called to its/their attention to ADMINISTRATOR for study and recommendation.

**12. Membership Dues.** The Board shall pay the cost of ADMINISTRATOR's annual membership dues for usual and customary dues to professional organizations in the Illinois

Association of School Administrators, American Association of School Administrators, and the American Association for Curriculum Development on behalf of ADMINISTRATOR with prior approval of the Board. ADMINISTRATOR will be reimbursed for reasonable expenses for his attendance at conferences of such organizations.

**13. Medical and Disability Insurance.** ADMINISTRATOR 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 ADMINISTRATOR a disability insurance policy subject to terms and conditions set by Board and insurer policy.

**14. 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 ADMINISTRATOR during the term of this Contract. ADMINISTRATOR shall designate the beneficiary of the policy.

**15. Vacation.** ADMINISTRATOR shall be entitled to two (2) vacation days for each month of full-time employment, not to exceed twenty-four (24) working days of vacation annually, exclusive of legal and school holidays. Vacation in excess of five (5) school days shall be taken subject to approval of the Board. Vacation shall be taken within twelve (12) months of the year in which it is earned and shall not accumulate, so that such days are waived and lost if not taken within twelve (12) months of the year in which they are earned. A log of vacation days shall be maintained by the ADMINISTRATOR, and he shall report to the Board monthly as to any vacation days taken. Vacation days may be taken in partial days.

**16. Sick Leave.** ADMINISTRATOR shall accrue sick days at the rate of 1.75 sick leave days per month of full-time employment. Earned sick leave shall be cumulative pursuant to Board policy, the same as for other staff of the District. The Board has no obligation to purchase sick leave at any time.

**17. Personal Leave.** ADMINISTRATOR 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. Requests for personal leave days off immediately before or after winter, Thanksgiving, and spring breaks or during the first five teacher days or last five teacher days of school will be approved only upon submittal of the cause of absence. Generally, using these days will be discouraged, and ADMINISTRATOR is expected to make appointments around these days.

**18. Residency.** ADMINISTRATOR shall maintain his residence within the boundaries of Jacksonville School District No. 117. If the Board, in its exclusive discretion, finds that such residency no longer meets the terms of this provision, the Board may terminate this contract.

**19. 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.

**20. Disability.** Should ADMINISTRATOR be unable to perform the duties and obligations of this Contract, by reason of illness, accident or other cause beyond ADMINISTRATOR'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 ADMINISTRATOR's duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate. ADMINISTRATOR shall provide medical evidence of his ability to perform the essential functions of his job to the Board President upon request.

**21. 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.

**22. Employment History Review.** Pursuant to 105 ILCS 5/22-94, the ADMINISTRATOR shall submit to an employee history review, and shall execute and deliver to the Board of Education all necessary consent and forms necessary to accomplish such task. If the ADMINISTRATOR fails to disclose necessary information, fails to complete and deliver appropriate forms upon demand, or if a subsequent employment history review reveals there has been a report or investigation that did not result in an unfounded or fabricated result, 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 W. State St.  
Jacksonville, Illinois 62650

To the ADMINISTRATOR:  
Matthew Moore  

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(address on file)

**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 ADMINISTRATOR may mutually agree to extend the employment of ADMINISTRATOR for a single year period. Notwithstanding the foregoing, prior to April 1st 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 ADMINISTRATOR in writing of such action. Failure of the Board to take such action shall extend this Contract for one (1) additional year.

**26. Liquidated Damages.** The parties agree that ADMINISTRATOR shall not affirmatively seek or apply for opportunities to serve in an administrative capacity in another school district. The parties acknowledge and agree that, in the event ADMINISTRATOR were to leave the employ of the District to serve another school that the District would incur damages difficult to quantify, calculate and predict. The parties agree that if ADMINISTRATOR were to leave to serve another school in an administrative capacity, the District will be entitled to \$20,000 in liquidated damages. ADMINISTRATOR shall have the right to leave the District without owing liquidated damages pursuant to this paragraph if the Board notifies ADMINISTRATOR of dissatisfaction with his performance or recommendations.

**27. 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.

**28. 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.

**29. 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.

**30. 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.

**31. 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.

**ADMINISTRATOR**

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

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

**ATTEST:**

\_\_\_\_\_  
Secretary

**Exhibit A**  
**Job Description**



## **Exhibit B**

### **Performance Goals and Indicators**

The following constitute the performance-based goals linked to student performance and academic improvement for the term of the employment contract between the Board and the ADMINISTRATOR.

**Goal 1:** The ADMINISTRATOR shall submit recommendations and strategies to the Board to facilitate the development, articulation, implementation, and stewardship of **a district vision** of learning supported by the school community.

**Indicators for Measurement:** The ADMINISTRATOR shall, as provided in this Contract, submit to the Board objectives for implementing the recommendations and strategies of this performance goal. The Board shall measure this goal by considering the specificity and realistic achievability of the objectives submitted, along with the reasonable efforts to implement them on an annual basis.

**Goal 2:** The ADMINISTRATOR shall submit recommendations and strategies to the Board to promote a **positive school culture**, provide an **effective instructional program**, apply best practice to student learning to enhance student performance and academic improvement within the schools of the District, and design comprehensive professional growth plans for staff.

**Indicators for Measurement:** The ADMINISTRATOR shall, as provided in this Contract, submit to the Board objectives for implementing the recommendations and strategies of this performance goal. The Board shall measure this goal by considering the specificity and realistic achievability of the objectives submitted, along with the reasonable efforts to implement them on an annual basis.

**Goal 3:** The ADMINISTRATOR shall submit recommendations and strategies to the Board to **manage the district's organization, operations, and resources** in a way that promotes a safe, efficient, and effective learning environment.

**Indicators for Measurement:** The ADMINISTRATOR shall, as provided in this Contract, submit to the Board objectives for implementing the recommendations and strategies of this performance goal. The Board shall measure this goal by considering the specificity and realistic achievability of the objectives submitted, along with the reasonable efforts to implement them on an annual basis.

**Goal 4:** The ADMINISTRATOR shall submit recommendations and strategies to the Board to collaborate with families and other **community** members, respond to diverse community interests and needs, and mobilize community resources.

**Indicators for Measurement:** The ADMINISTRATOR shall, as provided in this Contract, submit to the Board objectives for implementing the recommendations and strategies of this performance goal. The Board shall measure this goal by considering the specificity and realistic achievability of the objectives submitted, along with the reasonable efforts to implement them on an annual basis.

**Goal 5:** The ADMINISTRATOR shall submit recommendations and strategies to the Board to develop a better understanding of, responding to, and influencing the **larger political, social, economic, legal, and cultural context**.

**Indicators for Measurement:** The ADMINISTRATOR shall, as provided in this Contract, submit to the board objectives for implementing the recommendations and strategies of this performance goal. The Board shall measure this goal by considering the specificity and realistic achievability of the objectives submitted, along with the reasonable efforts to implement them on an annual basis.

**Exhibit C**  
**Evaluation of Administrator**

Matthew Moore

Performance Goal	Objective	Indicator of Measurement	Satisfactory Accomplishment of Objective	Unsatisfactory Accomplishment of Objective

\_\_\_\_\_  
Board Member

Date: \_\_\_\_\_