

CONTRACT OF EMPLOYMENT DISTRICT TECHNOLOGY COORDINATOR

THIS AGREEMENT is made and entered as of the dates indicated below by and between _____ (“District Technology Coordinator”) and the BOARD OF EDUCATION OF PANA COMMUNITY UNIT SCHOOL DISTRICT NO. 8, Christian County, Illinois (“Board”), approved by the Board at its meeting held on **August 21, 2017**, in consideration of the mutual covenants and promises contained herein.

IT IS AGREED:

WITNESSETH

1. Employment. The Board does hereby employ _____ as District Technology Coordinator for Pana Community Unit School District No. 8 to perform such duties as are provided by this Contract and by law for the period commencing on **July 1, 2017**, through **June 30, 2018**; and _____ does hereby accept such employment as District Technology Coordinator.

2. Duties. The District Technology Coordinator shall have such duties and responsibilities as are set forth in the job description to be developed by the Board and to be attached hereto as Exhibit "A".

3. Salary. In consideration of a salary of _____ per annum, the District Technology Coordinator hereby agrees to devote such time, skill, labor and attention to his/her employment during the term of this Agreement, except as otherwise provided in this Agreement, and to perform faithfully the duties of District Technology Coordinator for this District as set forth in this Agreement. The Board retains the right to adjust the annual salary of the District Technology Coordinator during the term of this Agreement, provided that any salary adjustment does not reduce the annual salary below the figure stated in this Agreement. Any adjustment in salary made during the life of this Agreement shall be in the form of a written amendment and shall become a part of this Agreement. It is provided, however, that by so doing, it shall not be considered that the Board has entered into a new Agreement with the District Technology Coordinator nor that the termination date of this Agreement has been in any way extended.

4. Pay Dates. The District Technology Coordinator’s annual salary shall be paid in equal installments in accordance with the policies, rules and regulations of the Board governing payment of salary to other certificated members of the professional staff.

5. Evaluation. The District Technology Coordinator shall be evaluated by the Superintendent of Schools or Assistant Superintendent of Schools annually, but no later than April 1 of each year. In such evaluation, the evaluator shall review with the District Technology Coordinator, the Coordinator's job performance based on adherence to the job description, progress toward performance-based goals and working relationships among the administrative staff, the Board, the faculty, the staff and the community and shall consider District Technology Coordinator's annual salary for the next subsequent year of the contract.

5. Reappointment. Notice of intent not to renew this Contract shall be given to the District Technology Coordinator no later than April 1 in the year in which this Contract expires. Said notice shall be in writing and state the specific reason or reasons for non-renewal. Failure to provide timely notice of non-renewal shall extend this Contract for one (1) additional year. Should the District Technology Coordinator decide to not seek an extension of his employment agreement with the district, he will provide notice to the school board not later than 90 days before the end of the contract term.

6. Pension. The District will deduct from the District Technology Coordinator's salary the appropriate employee contributions to the Illinois Municipal Retirement System ("IMRF"). The Board shall pick up and remit on behalf of the District Technology Coordinator the Coordinator's total contribution to the IMRF System. Both parties acknowledge that the District Technology Coordinator did not have the option of choosing to receive the contributed amount directly instead of having such contributions paid directly by the IMRF System. The purpose of such direct contribution is to shelter said amount from federal income taxes pursuant to Internal Revenue Service regulations.

8. Sick and Personal Leave. The District Technology Coordinator shall be entitled to fifteen (15) days of sick leave, (two (2) of which can be used as personal leave days) with full pay annually. Said complement of sick and personal leave shall be credited to the District Technology Coordinator on the first day of each contract year. Sick leave accumulation shall be unlimited. Personal leave days shall be deducted from sick leave. Personal leave days shall be approved by the Superintendent of Schools in the same manner and with the same restrictions as outlined in the collective bargaining agreement for certificated employees. One unused personal day may be carried over to the following year allowing an accumulation of no more than three (3) personal leave days including the current year's allotment.

9. Vacation. During the life of this Contract, the District Technology Coordinator shall be entitled to fifteen (15) vacation days and holidays as outlined in Board policy. Whenever the District Technology Coordinator intends to schedule five (5) or more consecutive days of vacation, he shall notify the Superintendent of Schools at least two (2) weeks before the date such vacation is scheduled to commence.

10. Professional Activities and Membership Dues. The District Technology Coordinator shall be encouraged to attend appropriate professional meetings at the local, state and national levels as approved by the Superintendent. Within budget constraints and after vouchered expenses, such cost of attendance shall be paid by the Board pursuant to its policies, rules and regulations. The District Technology Coordinator shall be provided with memberships paid for by the Board in such organizations as approved by the Superintendent.

11. Insurance Coverages. The Board shall pay 95% of Plan B hospitalization and medical insurance for the District Technology Coordinator. The District Technology Coordinator is eligible to participate in any cafeteria plan in effect in the district.

12. Automobile and Other Expenses. As a condition of employment, the District Technology Coordinator shall be required to provide, at his sole expense, a personally owned or leased automobile for use in his duties. The Board shall reimburse the District Technology Coordinator during the term of this Agreement for necessary automobile travel outside the School District at the current I.R.S. rate.

13. Termination of Agreement. This Contract of Employment may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement of the District Technology Coordinator.
- C. Disability of the District Technology Coordinator. Should the District Technology Coordinator be unable to perform the duties and obligations of this Contract, by reason of illness, accident or other cause beyond the District Technology Coordinator's control and such disability exists for a period of more than sixty (60) consecutive days after the exhaustion of accumulated sick leave days and vacation days during any school year, or if such disability is permanent, irreparable, or of such nature as to make the performance of the District Technology Coordinator duties impossible, the Board, at its option, may terminate this Contract, whereupon the respective duties, rights and obligations of the parties shall terminate.

- D. Discharge for Just Cause – Throughout the term of this Contract, the District Technology Coordinator shall be subject to discharge for just cause provided, however, that the Board does not arbitrarily or capriciously call for dismissal and that District Technology Coordinator shall have the right to service of written charges, notice of hearing and a hearing before the Board. If District Technology Coordinator chooses to be accompanied by counsel at such hearing, all such personal expenses shall be paid by District Technology Coordinator. Failure to comply with the terms and conditions of the Contract shall also be sufficient cause for purposes of discharge as provided in the Contract.

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

If to the Board, to:

President
Board of Education
Pana Community School Unit District No. 8
P.O. Box 377
Pana, Illinois 62557

If to the District Technology Coordinator, to:

District Technology Coordinator
Pana Community School Unit District No. 8
P.O. Box 377
Pana, Illinois 62557

15. Miscellaneous.

- A. This Contract has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.
- B. 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.
- C. 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.

- D. If any provision of this Contract is subsequently declared by the proper legislative or judicial authority to be unlawful or unenforceable, all other provisions of the Contract shall remain in full force and effect.

- E. This Contract contains all the terms agreed upon by the parties with respect to the subject matter and term of this Contract and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter and term whether oral or written. No modification or amendment of this Contract shall be valid or binding on the parties unless it is in writing and executed by the Board and District Technology Coordinator.

IN WITNESS WHEREOF, the parties have hereunto caused this Contract of Employment (District Technology Coordinator) to be executed on the day and year written below.

BOARD OF EDUCATION OF PANA
COMMUNITY UNIT SCHOOL DISTRICT
NO. 8, CHRISTIAN COUNTY, ILLINOIS

Date: _____

By: _____
Its President

ATTEST:

Date: _____

Its Secretary

DISTRICT TECHNOLOGY COORDINATOR

Date: _____
