

**DIRECTOR OF FOOD SERVICE  
EMPLOYMENT CONTRACT  
(2026 – 2029)**

**THIS AGREEMENT** is made on May 7, 2026, between the **Board of Education of Lincolnwood School District No. 74, Cook County, Illinois** (the “Board”), and **Peter Lembessis** (the “Administrator”) (collectively, the “parties”).

**A. EMPLOYMENT AND COMPENSATION**

- 1. Salary and Term of Employment.** The Board employs the Administrator for three years, from July 1, 2026, through and including June 30, 2029. The Administrator shall be paid an annual salary payable in 26 equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District, in the following amounts:
- For July 1, 2026, through June 30, 2027, the salary shall be \$87,500;
  - For July 1, 2027, through June 30, 2028, the salary shall be \$91,500; and
  - For July 1, 2028, through June 30, 2029, the salary shall be \$95,500.

The Contract will consist of 260 workdays for a full Contract Year. The Administrator acknowledges that he will work on a schedule set by the Superintendent and agrees that the 260-workday provision is intended solely for the purposes of calculating compensation and/or benefits on a per-diem basis and is not intended to establish or limit the number of days the Administrator may be required to work during a Contract Year.

The Administrator hereby accepts employment upon the terms and conditions hereinafter set forth.

- 2. Illinois Municipal Retirement Fund.** In addition to the annual salary stated in paragraph A.1 of this Contract, the Board shall pay on behalf of the Administrator to the Illinois Municipal Retirement Fund (hereafter “IMRF”) the Administrator’s required member contributions to such pension system. 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 IMRF. 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 IMRF, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator’s future services, knowledge, and experience. The Administrator does not have the right to receive payment for any amounts that would have been contributed to IMRF by the Board on his behalf had the Administrator’s required contributions not been limited by such retirement system and fund due to the application of an established limit for contributions to

the pension plan, or to a refund of an overpayment of such contributions due to a decrease in the applicable member rate, if any.

3. **IMRF Status.** The parties agree that the Board makes no representations regarding the IMRF member wage status with respect to any compensation received by the Administrator pursuant to the terms of this Contract. Any and all determinations regarding wage status, years of service, and related IMRF issues shall be made by IMRF and, where applicable, a court of competent jurisdiction.

## **B. CONDITIONS OF EMPLOYMENT**

1. **Medical Examination.** Pursuant to paragraph 24-5 of the *School Code*, the Administrator shall 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. As a condition of employment, the Administrator also agrees to comply with all health requirements established by law.
2. **Cell Phone.** The Administrator is required to purchase and maintain a cell phone at his own expense and provide the cell phone number to District administrators and Board members for daily communication.
3. **Employment Representations.** The Administrator represents that he is not under contract with any other employer, including but not limited to school districts or municipalities, for any portion of the term covered by this Contract. The Administrator further represents that all information provided to the District in the process of application for employment was true and complete.

## **C. BENEFITS**

1. **Reimbursement of Business Expenses.** The Board shall reimburse the Administrator in accordance with District procedures for monthly expenses incurred in the performance of his duties. The Administrator shall itemize and substantiate all expenses incurred, in accordance with applicable Board policy and procedures.
2. **Insurance.** The Board will provide the Administrator with the following insurance benefits:
  - a. Pursuant to the Administrator's benefit election, single or family hospitalization/medical insurance and dental insurance, as provided under any group program effective in the District. If, at any time during the term of this Contract, the Board's payment of insurance premiums is deemed to constitute a discriminatory or otherwise impermissible benefit under law or regulation or other official guidance, subjecting the Board or Administrator

to potential penalties, civil fines, benefit plan disqualification, or increased tax payments, including excise taxes, the Board may, in its discretion, determine to decrease or eliminate its payment for such insurance and may, in its discretion, make a corresponding increase in another form of compensation to offset the cash value of the reduction in such insurance premium benefit. The parties acknowledge that the action to modify the benefit set forth in this paragraph of this Contract shall be in implementation of this provision of this Contract and shall not constitute or require an amendment to this Contract.

- b. Long-term disability insurance, as provided under any group program effective in the District.
- c. Single or family coverage vision service plan, as provided under any group program effective in the District.
- d. Group term life and AD&D insurance, in the amount of \$50,000, subject to all eligibility conditions of the District's group program carrier. The Board will pay the premiums, and the Administrator is entitled to designate any and all beneficiaries.

**3. Vacation.** In a full Contract Year, the Administrator shall be entitled to a paid vacation of twenty (20) working days annually, exclusive of legal holidays. Vacation shall be taken, subject to the approval of the Superintendent, within the twelve (12) month period of a Contract Year; however, at the end of a Contract Year, up to five (5) unused vacation days will be converted into accumulated sick days for the following Contract Year with the Superintendent's approval. However, upon separation of employment, any unused vacation days shall be paid to the Administrator at the Administrator's current per diem pursuant to the Illinois Wage Payment and Collection Act (820 ILCS 115/1 *et seq.*). To the extent that the Cook County Paid Leave Ordinance (Amendment 24-0583, effective December 31, 2023, herein "the Ordinance") applies to any period of employment under this Contract, the Board and the Administrator agree as follows. A portion of the allotment of vacation days described in this Section, up to the minimum Accrual Cap required under the Ordinance, shall be considered to be provided as Ordinance Paid Leave in fulfillment of the required Paid Leave Ordinance, via the frontload method, for the 12-month period of the School District's fiscal year (namely, July 1 to the following June 30). Because such Ordinance Paid Leave shall be made available to the Administrator to be used for any purpose allowed under the Ordinance as of the start of the 12-month period, no unused amount shall be carried over to the next 12-month period.

**4. Sick Leave.** The Administrator shall be granted sick leave, as defined in Section 24-6 of the *School Code*, of seventeen (17) working days annually or, to the extent

it differs, the same amount as the normal annual allotment provided to District 74 support staff, which may be accumulated without limit.

5. **Personal Leave.** The Administrator shall be granted personal leave of four (4) working days annually, or, to the extent it differs, in the same amount and pursuant to the same terms of use and accumulation as such days are provided to District 74 support staff.
6. **Professional Organizations.** Upon the Superintendent's approval of the appropriateness of the Administrator's involvement in state or national organization(s) or professional membership(s), the Board shall pay the reasonable professional dues for such organizations or memberships for the Administrator.
7. **Attendance at Professional Meetings.** The Administrator is expected to attend appropriate professional meetings or conferences at the local and state levels, subject to prior Superintendent approval. Expenses incurred shall be reimbursed by the Board in accordance with applicable Board policy and procedures.
8. **Annuities and Deferred Compensation.** From the annual salary stated in paragraph A.1 of this Contract, the Administrator may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the *Internal Revenue Code*, if adopted by the Board, and/or (2) authorize a salary reduction in order that the Board may purchase a 403(b)-eligible product for the Administrator as described in Section 403(b) of the *Internal Revenue Code*, in accordance with the Board's 403(b) Plan if offered, and provided that the Administrator confirms that any such deferrals and/or reductions are within *Internal Revenue Code* limitations.

#### D. POWERS AND DUTIES

1. **Duties.** The duties of the Administrator shall be those incidental to the office of a Director of Food Service. As such, he shall plan and implement the District food service program to ensure proper nutrition and to safeguard the health of students, staff, and visitors. The Administrator shall plan menus with nutritional values and allergen information for the District website, and shall develop new entrees and side dishes with an emphasis on fresh, whole ingredients and scratch-made recipes for a diverse palate. The Administrator shall be responsible for the evaluation of all cafeteria employees, shall conduct interviews and make hiring recommendations, and shall also assume administrative responsibilities and departmental leadership, under the supervision and direction of the Superintendent, Business Manager/CSBO, and the Board and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board, and shall keep such other registers, records, and reports as may be directed by the Superintendent, Business Manager/CSBO, and the Board or required by law. The Administrator

shall also be responsible for all obligations contained in the official job description for a Director of Food Service.

The Administrator also shall assume any additional administrative responsibilities and duties as may be assigned, under the supervision and direction of the Superintendent and Business Manager/CSBO and in accordance with the laws of the State of Illinois and the policies, rules, and regulations of the Board. Additionally, the Administrator shall keep such records and make such reports as are now or hereafter may be required by law or by the Board.

2. **Extent of Service.** The Administrator shall devote his time, skill, labor, and attention to the business of the School District and related professional activities so as to faithfully perform the duties of Director of Food Service, as set forth in the job description attached as Exhibit A and incorporated in this Contract by reference. With the permission of the Superintendent, the Administrator 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; or lecture and engage in writing activities and speaking engagements. The Administrator may not jeopardize the functioning of the School District by engaging in or by any lengthy and conspicuous absence for such professional activities.
3. **Compliance with Policies.** The Administrator is responsible for and deemed to have knowledge of all policies, rules, and regulations established by the Board or the District administration and shall comply with their requirements.

#### **E. PERFORMANCE GOALS AND EVALUATIONS**

1. **Performance Goals.** Annually the Administrator, in consultation with the Superintendent and Business Manager/CSBO, shall develop the Administrator's goals for the forthcoming year, which shall be set forth in the Administrator's annual evaluation document which will be submitted to the Board for its approval. In the event that the Administrator, Superintendent, Business Manager/CSBO, and the Board fail to agree on the goals to be included in said document, the Superintendent and the Board shall establish the goals.
2. **Evaluation.** The Superintendent or designee shall evaluate the Administrator's performance, including but not limited to performance on the goals and indicators listed above, at least annually. One copy of the evaluation shall be included in the Administrator's personnel file and one copy of the evaluation shall be provided to the Administrator. Except as provided by statute, failure of the Superintendent or designee to complete an evaluation does not preclude termination or non-renewal of this Contract.

## F. RENEWAL OR AMENDMENT OF CONTRACT

1. **Non-Renewal.** In the event the Board determines not to renew or extend the employment of the Administrator, this Contract shall expire on the last day of the term stated above in paragraph A.1 of this Contract. Notice of intent not to renew this Contract shall be given in accordance with applicable requirements of the Illinois *School Code*, if any.
2. **Renewal.** Before the end of this Contract, the Board and Administrator may renew the Administrator's employment upon such terms and conditions as they may mutually agree. In such event, the Board and Administrator shall take specific action to enter into a new contract of employment to take effect after the expiration of this Contract.
  - a. **Performance and Retention Incentives.** Pursuant to the employment contract previously entered between the Board and the Administrator dated May 2, 2024, and in addition to the salary amount stated above in section A.1, the Board shall make an incentive payment in the amount of Eight Thousand Three Hundred Fifty Dollars (\$8,350.00), payable on or after July 1, 2026.

If the Board, in its sole discretion, elects to renew this Contract and the parties agree to continue the employment of the Administrator for the 2029-2030 Contract Year, any new contract of employment to take effect after the expiration of this Contract shall include an incentive in the amount of Ten Thousand Dollars (\$10,000.00), payable on or after July 1, 2029. Such retention incentive may be structured into multiple payments distributed over a period of months or years in the discretion of the Board.

The parties acknowledge that these amounts are intended as an incentive for job performance warranting a contract renewal and the retention of the Administrator for additional years of employment. The 2029-2030 incentive payment is not guaranteed and shall not become due and payable until the parties agree on a successor contract in writing. These incentive payments shall not be added to the Administrator's base salary amount and shall not be used in the calculation of future salary increases, if any. Specific terms and conditions regarding the payment of the 2029-2030 incentive payment will be set forth in any new contract of employment and subject to agreement by the parties.

3. **Amendment.** Any adjustment or modification made during the life of this Contract shall be in the form of a written amendment and shall become a part of this Contract, but such adjustment or modification shall not be construed as a new contract with the Administrator or as an extension of the termination date of this Contract.

4. **Reclassification.** Throughout the term of this Contract, or any extension hereof, the Administrator shall be subject to reclassification, by demotion or reduction in rank, in accordance with the terms, provisions and procedures of the Illinois School Code. Nothing, however, shall be construed so as to limit the authority of the Board to order the lateral transfer of the Administrator to a position of similar rank and equal salary during the term of this Contract.

## G. TERMINATION

1. **Grounds for Termination.** This Contract may be terminated during its term:
  - a. By mutual agreement, in writing;
  - b. Upon the Administrator's permanent disability (inability to perform essential job functions with or without accommodation) (The Administrator shall be considered permanently disabled: (i) after any absence due to "permanent illness or incapacity" in accordance with the terms of the Board Policy on Temporary Illness or Incapacity; (ii) if he presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated; or (iii) if the Board deems the Administrator permanently disabled after a Board-required physical or mental examination. Before a termination for permanent disability, the Administrator may request a hearing before the Board. If the Administrator chooses to be accompanied by legal counsel, he shall bear any related costs. The Board hearing shall be conducted in closed session.);
  - c. Via discharge for cause;
  - d. Upon elimination of the Administrator's position; or
  - e. Upon the death of the Administrator.
2. **Cause.** Discharge for cause during the term of this Contract shall be for any conduct, act, or failure to act by the Administrator that, in the discretion of the Board, is detrimental to the best interests of the School District. Reasons for discharge for cause shall be given in writing to the Administrator, who will be entitled to notice and a hearing before the Board to discuss such causes. If the Administrator chooses to be accompanied by legal counsel, he shall bear any costs involved. The Board hearing shall be conducted in closed session. The decision of the Board will be final.

## H. MISCELLANEOUS

1. **Notices.** Any notice required to be given under this Contract shall be deemed sufficient if it is in writing and sent by first class mail or certified mail, postage

prepaid, to the last known residence of the Administrator or the President of the Board at the administrative offices of the District.

2. **Governing Law and Venue.** This Contract has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect. The parties agree that venue for all actions between the parties shall lie solely in the state court having jurisdiction over Cook County, Illinois, and the Administrator hereby submits to the jurisdiction of the same.
3. **Headings.** Paragraph headings and numbers have been inserted for convenience of reference only and, if there is any conflict between such headings or numbers and the text of this Contract, the text shall control.
4. **Counterparts.** This Contract may be executed in multiple counterparts, and a set of counterparts bearing the signatures of both parties constitutes the Contract as if the parties had signed a single document.
5. **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 concerning such subject matter, whether oral or written.
6. **Effect of Agreement.** This Contract shall inure to the benefit of and be binding upon the Board and its successors and assigns. If any portion of this Contract is deemed to be illegal or unenforceable, the remainder shall remain in full force and effect.

***SIGNATURE PAGE TO FOLLOW***

IN WITNESS WHEREOF, the parties have executed this Contract on the date written above, upon formal approval by the Board at a duly convened meeting.

**ADMINISTRATOR**

**BOARD OF EDUCATION OF  
LINCOLNWOOD SCHOOL DISTRICT  
NO. 74, COOK COUNTY, ILLINOIS**

\_\_\_\_\_  
PETER LEMBESSIS

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

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

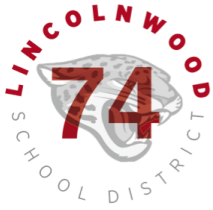
Date: \_\_\_\_\_

**ATTEST**

By: \_\_\_\_\_  
Board Secretary

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

**EXHIBIT A**  
**JOB DESCRIPTION –**  
**DIRECTOR OF FOOD SERVICE**



## Exhibit A

### Director of Food Service

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Job Title: Director of Food Service

Status: Non-Certified

Location: Building Cafeterias

Reports to: Business Manager

#### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Director of Food Service supervises and coordinates the District food service program to ensure proper nutrition and to safeguard the health of students, staff, and visitors. To accomplish these tasks the Director of Food Service must work closely with the staff and administration. This position maintains the responsibility to effectuate the procedures and practices associated with a lunch program that meets the needs of a diverse palate of students.

#### Job Goal

To provide each student with highly nutritious meals in a safe, clean and efficient environment.

#### Performance Responsibilities

*Other essential duties and responsibilities may be assigned.*

1. Plans, directs, and oversees the preparation and servicing of all food in the cafeterias.
2. Assumes responsibility for the security of food and supplies.
3. Supervises the storage and care of food and supplies.
4. Assumes responsibility for the security of revenue from the cafeteria.
5. Records funds to lunch debit cards within the 48-hour timeline.
6. Supervises and participates in the preparation and serving of all food.
7. Plans menus with nutritional values and allergen information for the District website.
8. Develops new entrees and side dishes with an emphasis on fresh, whole ingredients and scratch-made recipes.
9. Oversees and participates in the cleaning of kitchen, servicing areas, storage areas, and dining areas.
10. Assigns, directs, plans, and supervises the work of the cafeteria staff.
11. Evaluates the performance of all cafeteria employees. Conducts interviews and makes hiring recommendations.
12. Plans and organizes kitchen staff training to support use of fresh ingredients, scratch-based preparations and new recipe development.
13. Ensures employee time records are properly reported.
14. Instructs cafeteria staff in performing their assigned tasks.

15. Plans work schedules and makes arrangements for substitutes when required.
16. Inspects kitchen, cooking utensils, and staff for cleanliness and sanitary conditions. Ensures there is no cross-contamination of ingredients.
17. Conducts taste tests and/or surveys with students and staff prior to launching new menu items.
18. Assumes responsibility for checking that all equipment is in safe working condition and notifies the appropriate authority when repairs or replacements are needed.
19. Approves purchases and maintains an inventory of all foods, supplies, and equipment.
20. Places orders and gets information on new products and pricing with a prioritization on locally-sourced, whole ingredients.
21. Orders and sets up food and supplies for District sponsored events when requested.
22. Standardizes prices charged for daily lunches and ala carte items including milk.
23. Standardizes the portions served related to a healthy lunch.
24. Operates the point of sale system during lunch periods.
25. Sends out letters and emails for low balance, negative accounts, and quarterly statements.
26. Updates individual debit card accounts to be sent to the parents on request.
27. Collects the necessary data and submits the ISBE milk reports on time.
28. Prints, laminates, and issues new lunch ID cards for new students and lost or damaged cards.
29. Other projects as assigned.

#### Physical, Sensory and Environmental Demands:

Physical: While performing the duties of the job, the employee is frequently required to use hands to manipulate, handle, or feel; frequently is required to reach with hands and arms; frequently is required to stand and walk; frequently must lift and/or move up to 50 pounds.

Sensory: While performing the duties of this job, the employee is regularly required to talk and/or hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers, and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of a school kitchen environment.

#### Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

#### Terms of Employment:

Twelve-month position. Salary and benefits to be determined by the Board of Education.