

Mentor Services Agreement

This Agreement is entered into between Dr. Melydi Huyett, Dixon Public Schools #170 and Mrs. Margo Empen, effective September 1, 2026.

1. Services

The Mentor agrees to provide mentoring, coaching, and consultation to the Superintendent to support a successful leadership transition. Mentor shall assist Superintendent in locating applicable policies, understanding legal requirements, administrative procedures, and other knowledge of resources relevant to issues within the District. Services may include attending scheduled meetings, participating in phone calls, email exchanges, and other professional guidance as mutually agreed.

2. Term

This Agreement will begin on September 1, 2026 and continue through June 30, 2027, unless terminated earlier by mutual agreement of both parties.

3. Compensation

The District will compensate the Mentor at a rate of \$100.00 per hour. The minimum commitment of time by the Mentor is 5 hours per month.

The Mentor will periodically submit invoices, itemizing the services provided and noting the dates/times of the respective service, to the District in two installments. The first invoice shall be presented to the District on or before December 1, 2026. This first invoice will then be processed on the District's last payroll period in December of 2026. The second invoice shall be presented on or before June 1, 2027. The second invoice shall be processed by the District within 30 days of receipt, but in no event later than the last payroll period of June 2027.

Superintendent may request mentoring services exceeding the minimum of five (5) hours during any month, which when provided by Mentor shall be compensated at the rate noted above.

The Mentor acknowledges that she is serving as an independent contractor, retaining the right to control the manner in which services are provided and specific hours that may be worked. Mentor acknowledges that she is responsible for all applicable federal and state taxes, including self-employment taxes, applicable to her services and that she will receive a 1099 from the District.

4. Independent Contractor

The Mentor is an independent contractor and is not an employee of the District. Nothing in this Agreement creates an employer-employee relationship.

5. Confidentiality

The mentoring relationship is intended to foster open and candid professional discussion.

Accordingly:

- Communications between the Mentor and Superintendent shall remain confidential unless disclosure is required by law.
- The Mentor shall report solely to the Superintendent regarding mentoring activities.
- The Mentor shall not report to, advise, or provide progress updates to the Board of Education concerning the mentorship or discussions with the Superintendent. This limitation does not in any manner impair any mandatory reporting obligations of Mentor that may exist.
- The Board of Education acknowledges that the effectiveness of the mentoring relationship depends upon professional trust and confidentiality.

6. Termination

Either party may terminate this Agreement with 14 days' written notice.

7. Board Approval

This Agreement is contingent upon approval by the Board of Education.

Board President, Linda Wegner

Date: _____

Superintendent, Dr. Melydi Huyett

Date: _____

Mentor, Margo Empen

Date: _____