

SPECIAL BOARD MEETING
Monday, August 10, 2026 6:00 PM

NBE Library-Conference Rm 2
600 Cedar St
New Berlin, IL 62670

Agenda

1. Call to Order
2. Public Comment (*Policy 2:230*)
3. Adjustments to Agenda
4. New Business
 - 4.a. Approve LMHN Engagement Letter for Auditing Services
 - 4.b. Approve Bids for Pole Barn to Cover Buses
 - 4.c. Approve the Amended 26-27 Calendar
 - 4.d. Approve the Amended Faculty Handbook
 - 4.e. Approve Professional Services Agreement with BLDD
5. Executive Session - For the purpose of:
 - 5.a. *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who service as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or volunteer of the public body or against legal counsel for the public body to determine it's validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5ILCS 120/2 (c)(1)*
6. Personnel Consent Agenda—*All hires and recommendations are pending proper certifications and/or requirements (Policy 5:280)*
 - 6.a. Alissa Bixby as Bus Driver
 - 6.b. Shannon Crum as PT Guidance Counselor-Elementary School
 - 6.c. Brittany Stone as JH/HS Paraprofessional
 - 6.d. Myah Workman as JH/HS Paraprofessional
 - 6.e. Zach Brewer as HS Head Baseball Coach
 - 6.f. Adam Aldridge as HS Freshman Basketball Coach
 - 6.g. Karlee Garske as Freshman Volleyball Coach
 - 6.h. Donna Bell as Bus Driver
7. Approve the Contact for Elizabeth Birch as Grades K-8th Assistant Principal
8. Resignations:
 - Katie Barrett-Elementary Music/JHChoir Teacher
 - Samantha Martin-Paraprofessional
 - Jessica Green-Paraprofessional
 - Kimberly Hepperly-HS Yearbook Sponsor
 - Kenny Kissel-Sub SSO
9. Adjournment

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M. ADAM MATHIAS, CPA
RICHARD K. HOOPER, CPA
IRIS NOBLET CRITES, CPA
BART M. LOCKART, CPA
BRENT J. LIVELY, CPA

June 10, 2026

Board of Education
New Berlin Community Unit
School District No. 16
New Berlin, Illinois

We are pleased to confirm our understanding of the services we are to provide for the New Berlin Community Unit School District No. 16 for the fiscal year ended June 30, 2026.

Audit Scope and Objectives

We will audit the individual fund financial statements, including the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2026.

We have also been engaged to report on supplementary information that accompanies the New Berlin Community Unit School District No. 16's (the District) financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, either in a report combined with our auditor's report on the financial statements or in a separate written report accompanying our auditor's report on the financial statements.

- Supplementary schedules, including the schedule of ad valorem tax receipts, the schedule of short-term debt and long-term debt, the schedule of restricted local tax levies and tort immunity expenditures, the estimated indirect cost data, and the CARES, CRRSA, and ARP schedule (combined).
- Statistical schedules, including the schedule of capital outlay and depreciation (combined).
- Other schedules and itemizations, including the itemization schedule, the reference page, the auditor's questionnaire, the financial profile information, (combined).
- Consolidated Year-end Financial Report as required by GATA (separate written report).

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in the report.

- Other information, including the estimated indirect cost data, the estimated operating expense per pupil and per capita tuition charge computation 2025-2026, the limitation of administrative cost worksheet, current year payment on contracts for indirect cost rate computation, and the report on shared services and outsourcing.

We understand that the financial statements will comply with regulatory provisions prescribed by the Illinois State Board of Education. They are intended to ensure effective legislation and public oversight of school district financing and spending activities of accountable Illinois public school districts. Accordingly, our opinion will be limited to an expression of opinion as to the fairness with which the financial statements present assets, liabilities and fund balances arising from cash transactions and the related statements of revenue received and expenditures disbursed. Such statements do not purport to present financial position or results of operations in conformity with accounting standards generally accepted in the United States of America (GAAP).

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the regulatory provisions prescribed by the Illinois State Board of Education; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, and the misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, which raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning, based on the prior year audit engagement: revenue recognition and management override.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued to pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than that for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AIPCA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, and all

accompanying information in conformity with the regulatory provisions prescribed by the Illinois State Board of Education; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of supplementary information, which we have been engaged to report on, in conformity with the regulatory provisions prescribed by the Illinois State Board of Education. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the regulatory provisions prescribed by the Illinois State Board of Education; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the regulatory provisions prescribed by the Illinois State Board of Education; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's view on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, and related notes of the District in conformity with the regulatory provisions prescribed by the Illinois State Board of Education. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be influenced by the written and oral representations that we receive from employees or management. Accordingly, false, incomplete, or misleading representations could cause a material error or a fraud to go undetected by our procedures or could cause us to expend unnecessary efforts. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the financial statements that we may fail to detect as a result of false, incomplete, or misleading representations that are made to us by employees or management. In addition, you further agree to indemnify and hold harmless for any liability and all reasonable costs, including legal fees, which may occur as a result of the services performed under this engagement in the event there are false, incomplete, or misleading representations made to us by any employee or member of management.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District's Board of Education; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of LMHN, Ltd. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Illinois State Board of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of LMHN, Ltd. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Illinois State Board of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Richard K. Hooper is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit approximately July 23, 2026 and to issue our report no later than October 15, 2026 (or as extended if necessary).

Our fee for audit services will be \$16,000 for the District audit and is due upon delivery of the financial statements. Our fee for services related to the Consolidated Year-end Financial Report as required by GATA will

be billed at our standard hourly rates. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Education of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements, and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

LMHN, Ltd.
Certified Public Accountants



Richard K. Hooper, CPA

RESPONSE:

This letter correctly sets forth the understanding of the New Berlin Community Unit School District No. 16.

Accepted by: _____
District Superintendent

Date: _____

Board of Education

Date: _____

Pole Barn Bids Breakdown and Recommendations
2026-2027 School Year
August 10th 2026, Board Meeting
Recommendation: **Stockton Construction LLC**

Company	Description	Bid	Total
Stockton Construction	Pole Barn - 250' x 50' Post framed pole barn, with 16, 12 x 12 framed openings. Walls and roof will be steel panel pole barn metal. Will not have a finished floor or doors. Will have electrical outlets on North Wall	\$135,000	\$135,000



New Berlin CUSD #16 2026 - 27 School Calendar



August 2026					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	0
10	11	12	TI	TI	0
TI	18*	19*	20*	21*	4
24	25	26	27	28	5
31					1
			Total		10

September 2026					
Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	4
HOL	8	9	10	11	4
14	15	16	17	XHS	5
21	22	23	24	25	5
28	29	30			3
					21
			Total		31

October 2026					
Mon	Tue	Wed	Thu	Fri	Total
			1	2	2
5	6	7*	8*	NIA/PT	5
HOL	13	14	15	16	4
19	20	21	22	23	5
26	27	28	29	XHS	5
					21
			Total		52

November 2026					
Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	5
9	10	HOL	12	13	4
16	17	18	19	20	5
23	24*	NIA	HOL	NIA	2
30					1
					17
			Total		69

December 2026					
Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22*	NIA	NIA	NIA	2
NIA	NIA	NIA	NIA		0
					16
			Total		85

January 2027					
Mon	Tue	Wed	Thu	Fri	Total
				NIA	0
NIA	TI	6	7	8	3
11	12	13	14	15	5
HOL	19	20	21	22	4
25	26	27	28	29	5
					17
			Total		102

February 2027					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	5
8	9	10	11	XHS	5
HOL	16	17	18	19	4
22	23	24	25	26	5
					19
			Total		121

March 2027					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26*	5
NIA	NIA	NIA			0
					20
			Total		141

April 2027					
Mon	Tue	Wed	Thu	Fri	Total
			NIA	NIA	0
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	5
					20
			Total		161

May 2027					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	XHS	XED	4
10	11	12	13	XED	4
17	18	19	20	21	5
24	25*	XED	XED	XED	2
HOL					0
					15
			Total		176

June 2027					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	0
10	11	12	13	14	0
17	18	19	20	21	0
24	25	26	27	28	0
					0
			Total		0

School Holidays (HOL)	
Labor Day	Sept. 7, 2026
Columbus Day	Oct. 12, 2026
Veterans' Day	Nov. 11, 2026
Thanksgiving Day	Nov. 25, 2026
MLK Day	Jan. 18, 2027
President's Day	Feb. 15, 2027
Memorial Day	May 31, 2027

Codes:

*=2:21 pm dismissal

TI = Teacher Institute Day - No School for Students

Monthly Professional Development/1:00 pm Dismissal

NIA = Not in Attendance - School not in Session

End of Quarter

Parent-Teacher Conferences/Students dismissed at 2:21 pm

HOL = Legal Public School Holiday -No School

XHS = Half-day School Improvement-11:45 am

XED = Emergency Days - 5 emergency days are built into the calendar. If any emergency/snow days are used, the school ending date will change.

School Begins/Teachers

1st Student Attendance Day

End of 1st Quarter

End of 2nd Quarter

End of 3rd Quarter

School Ends (if no snow days)

August 13, 2026

August 18, 2026

October 16, 2026

December 22, 2026

March 12, 2027

May 25, 2027

Total Student Attendance Days 176

Emergency Days 5

Teacher Institute/Workshop 4

Total Calendar Days 185

Semester 1 Total Days 85

Semester 2 Total Days 91

176



New Berlin CUSD #16 2026- 27 School Calendar



August 2026					
Mon	Tue	Wed	Thu	Fri	Total
3	4	5	6	7	0
10	11	12	TI	TI	0
TI	18*	19*	20*	21*	4
24	25	26	27	28	5
31					1
			Total		10

September 2026					
Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	4
HOL	8	9	10	11	4
14	15	16	17	XHS	5
21	22	23	24	25	5
28	29	30			3
					21
			Total		31

October 2026					
Mon	Tue	Wed	Thu	Fri	Total
			1	2	2
5	6	7*	8*	NIA/PT	5
HOL	13	14	15	16	4
19	20	21	22	23	5
26	27	28	29	XHS	5
					21
			Total		52

November 2026					
Mon	Tue	Wed	Thu	Fri	Total
2	3	4	5	6	5
9	10	HOL	12	13	4
16	17	18	19	20	5
23	24*	NIA	HOL	NIA	2
30					1
					17
			Total		69

December 2026					
Mon	Tue	Wed	Thu	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22*	NIA	NIA	NIA	2
NIA	NIA	NIA	NIA	NIA	0
					16
			Total		85

January 2027					
Mon	Tue	Wed	Thu	Fri	Total
				NIA	0
NIA	TI	6	7	8	3
11	12	13	14	15	5
HOL	19	20	21	22	4
25	26	27	28	29	5
					17
			Total		102

February 2027					
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1	2	3	4	5	5
8	9	10	XHS	HOL	5
15	16	17	18	19	4
22	23	24	25	26	5
					19
			Total		121

March 2027					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26*	5
NIA	NIA	NIA			0
					20
			Total		141

April 2027					
Mon	Tue	Wed	Thu	Fri	Total
			NIA	NIA	0
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	5
					20
			Total		161

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Mon	Tue	Wed	Thu	Fri	Total
3	4	5	XHS	XED	4
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17	18	19	20	21	5
24	25*	XED	XED	XED	2
HOL					0
					15
			Total		176

June 2027					
Mon	Tue	Wed	Thu	Fri	Total
1	2	3	4	5	0
8	9	10	11	12	0
15	16	17	18	19	0
22	23	24	25	26	0
					0
			Total		0

School Holidays (HOL)	
Labor Day	Sept. 7, 2026
Columbus Day	Oct. 12, 2026
Veterans' Day	Nov. 11, 2026
Thanksgiving Day	Nov. 25, 2026
MLK Day	Jan. 18, 2027
President's Day	Feb. 15, 2027
Memorial Day	May 31, 2027

Codes:

*=2:21 pm dismissal

TI = Teacher Institute Day - No School for Students

Monthly Professional Development/1:00 pm Dismissal

NIA = Not in Attendance - School not in Session

End of Quarter

Parent-Teacher Conferences/Students dismissed at 2:21 pm

HOL = Legal Public School Holiday -No School

XHS = Half-day School Improvement-11:45 am

XED = Emergency Days - 5 emergency days are built into the calendar. If any emergency/snow days are used, the school ending date will change.

School Begins/Teachers

1st Student Attendance Day

End of 1st Quarter

End of 2nd Quarter

End of 3rd Quarter

School Ends (if no snow days)

August 13, 2026

August 18, 2026

October 16, 2026

December 22, 2026

March 12, 2027

May 25, 2027

Total Student Attendance Days 176

Emergency Days 5

Teacher Institute/Workshop 4

Total Calendar Days 185

Semester 1 Total Days 85

Semester 2 Total Days 91

176

NEW DRAFTED LANGUAGE FOR AUGUST 10, 2026 Special BOE Meeting

DRESS AND APPEARANCE: The personal dress and appearance of teachers has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Staff may wear jeans on Fridays paired with business casual attire. Jeans must be free of holes, rips, and tears. ***Employees can wear solid color leggings as part of the professional attire, provided they are opaque, in good condition, and paired with a top, dress, or tunic that extends to at least mid-thigh length. Casual t-shirts that are grade level specific, advertising good character traits, content specific, college, sports-themes are allowed. Pretzel spirit wear is highly encouraged.*** Athletic wear would be considered appropriate for individuals teaching P.E. Footwear should mirror your professional dress and be safe and appropriate for your position

Approved on July 9, 2026

DRESS AND APPEARANCE: The personal dress and appearance of teachers has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Staff may wear jeans on Fridays paired with business casual attire. Jeans must be free of holes, rips, and tears. **Yoga pants, leggings worn as pants, hoodies/sweatshirts and casual T-shirts, aside from spirit wear, are not appropriate.** Athletic wear would be considered appropriate for individuals teaching PE. Footwear should mirror your professional dress and be safe and appropriate for your position

Agreement for Professional Services (Owner-Architect)

Made as of the 29th day of July in the year of 2026.

BETWEEN THE OWNER: New Berlin CUSD #16
600 Cedar Street
New Berlin, IL 62670

AND THE ARCHITECT: BLDD Architects, Inc.

FOR THE PROJECT: New Berlin CUSD #16 Health and Life Safety Ten-Year Survey

BLDD PROJECT NUMBER: 266EX33.200

SCOPE OF WORK: Develop a Ten-Year Safety Survey Report as required by the Illinois School Code, 105 ILCS 5/2-3.12, for New Berlin Sr – Jr High School. Services include:

- Survey the above noted facility.
- Note code violations.
- Develop report, drawings and estimates for the findings.
- Review report with the designated district representative(s).
- Submit Ten-Year Safety Survey Report in IWAS H/L S processing system.

PROFESSIONAL FEE: \$12,000.00
(or the basis of compensation)

Reimbursable Expenses shall be in addition to the Professional Fee and shall be billed at one and one-tenth (1.10) times amount invoiced to the Architect.

PAYMENT TERMS: Per Terms and Conditions

THE TERMS AND CONDITIONS ATTACHED HERETO ARE INCORPORATED AND MADE A PART OF THIS AGREEMENT.

The Standard Hourly Billing Rates attached hereto are incorporated and made a part of this Agreement.

OFFERED BY:
BLDD Architects, Inc.

ACCEPTED BY:
New Berlin CUSD #16

A handwritten signature in black ink, appearing to read "J Whitlock", written over a horizontal line.

(signature)

John Whitlock, President
printed name/title

(signature)

printed name/title



TERMS AND CONDITIONS

Performance of Services: The Architect shall perform the services outlined in this Agreement in consideration of the stated fee and payment terms.

Standard of Care: Services provided by the Architect under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Additional Services: For additional services not included above, the Architect shall be compensated as follows: On an hourly rate basis in accordance with the Architect's Schedule of Standard Hourly Rates, unless mutually agreed otherwise.

Access to Site: Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services. The Architect will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost for restoration of any resulting damage and will not be responsible for such costs.

Billing/Payment: The Client agrees to pay the Architect for all services performed and all costs incurred. Invoices for the Architect's services shall be submitted, at the Architect's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, the Architect may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. Payment of invoices is in no case subject to unilateral discounting or set-offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 120 days after the billing, the Architect may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees.

Reimbursable Expenses: Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and its employees and consultants directly related to the Project. Reimbursable expenses shall be billed at one and one-tenth (1.10) times the amount invoiced to the Architect.

Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Architect, its officers, directors, employees, agents and consultants from and against all damage, liability and cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.

Waiver: In addition, the Client agrees, to the maximum extent permitted by law, to waive any claims against the Architect arising out of the performance of these services, except for the sole negligence or willful misconduct of the Architect.

Information for the Sole Use and Benefit of the Client: All options and conclusions of the Architect, whether written or oral, and any plans, specifications or other documents and services provided by the Architect are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of the Architect. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Architect or the Client. All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Architect as instruments of service shall remain the property of the Architect. The Architect shall retain all common law, statutory and other reserved rights, including the copyright thereto.

Certifications, Guarantees and Warranties: The Architect shall not be required to execute any document that would result in the Architect certifying, guaranteeing or warranting the existence of any conditions.



Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client for any and all injuries, damages, claims, losses, expenses or claim expenses arising out of this Agreement from any cause or causes, shall not exceed the fee received. Such causes included, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Dispute Resolution: Any claims or disputes between the Client and the Architect arising out of the services to be provided by the Architect or out of this Agreement shall be submitted to non-binding mediation. The Client and the Architect agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

Termination of Services: This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Architect for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including, but not limited to, monies that are due or monies that may be due) without the prior written consent of the other party.

HOURLY RATES



EFFECTIVE JANUARY 1-DECEMBER 31, 2026

Principal 1	\$205
Principal 2	\$230
Associate 1	\$135
Associate 2	\$145
Associate 3	\$155
Senior Associate	\$175
Architect 1	\$95
Architect 2	\$110
Architect 3	\$125
Senior Architect	\$150
Architect Director	\$200
Architectural Designer 1	\$95
Architectural Designer 2	\$105
Architectural Designer 3	\$120
Senior Architectural Designer	\$135
Architectural Staff 1	\$90
Architectural Staff 2	\$100
Architectural Staff 3	\$110
Senior Architectural Staff	\$115

Interior Designer 1	\$90
Interior Designer 2	\$100
Interior Designer 3	\$120
Senior Interior Designer	\$135
Structural Engineer	\$130
Senior Structural Engineer	\$170
Structural Designer	\$100
Senior Structural Designer	\$120
Intern	\$80
Administrative Assistant	\$60
Senior Administrative Assistant	\$75
Data Software Admin	\$105
Senior Data Software Admin	\$115
Environmental Graphic Designer	\$95
Senior Environmental Graphic Designer	\$120
Marketing + BD Specialist	\$90
Marketing + BD Manager	\$110
Marketing + BD Director	\$125

BLDD Architects, Inc. reassesses standard hourly billing rates annually based on current payroll rates and overhead factors. BLDD Architects, Inc. reserves the right to increase each classification by increments of \$5 per hour after January 1, 2027. Consultant services will be billed at 1.1 times the amount of invoice to BLDD. Reimbursable expenses will be billed at 1.1 times the cost to BLDD.



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Educational Support Staff	Employment Status:	Part-time (PT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	
NEW EMPLOYEE INFORMATION / PLACEMENT				ESP Position:	Bus Driver
Name:	Alissa Bixby			Hourly/Daily Rate of Pay:	\$20.50
Location:	District	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	Desired Beginning Date:	8/17/2026		
Position Supervisor:	Seth Hill				
Action Requested by:	Seth Hill	Date:	7/22/2026		Don - 8/20/26
(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)					
APPOINTMENT AUTHORIZATION SIGNATURES					
Chief Financial Officer:		Superintendent:			
President:		Secretary			

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Certified	Employment Status:	Part-time (PT)
Certified Position:	Guidance Counselor	Subject/Grade/ Activity/Sport:	Click or tap here to enter text.	If PT, No. of Hrs/Day:	.64 FTE (122 days)
NEW EMPLOYEE INFORMATION / PLACEMENT				ESP Position:	Choose an item.
Name:	Shannon Crum	Certified Degree:	MA	Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	Elementary School	Step:	0	Additional Hours:	24
Salary Schedule Placement	MA+24	Placement:	Click or tap here to enter text.	Annual Rate of Pay:	36,995.27
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:		Desired Beginning Date:			
Position Supervisor:	Chelsea McGlothlin				
Action Requested by:	Chelsea McGlothlin	Date:	7/31/2026		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	New Position	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Paraprofessional - Individual Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Brittany Stone			Hourly/Daily Rate of Pay:	17.00
Location:	JR/SR High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	0	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Stuctured Classroom Aide	Placement:	Click or tap here to enter text.	Salary:	600.00 Per Semester
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Click or tap here to enter text.	Desired Beginning Date:	8/6/2026		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	8/3/2026		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
				If PT, No. of Hrs/Day:	
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Click or tap here to enter text.	ESP Position:	Paraprofessional - Individual Aide
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Myah Workman			Hourly/Daily Rate of Pay:	17.00
Location:	JR/SR High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	0	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Structured Classroom Aide	Placement:	Click or tap here to enter text.	Salary:	600.00 per semester
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Jessica Green	Desired Beginning Date:	8/6/2026		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	8/3/2026		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	HS Baseball	Employee Category:	HS Athletics	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	HS Varsity Head Coach	Subject/Grade/Activity/Sport:	HS Baseball	ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Zach Brewer			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	2	Annual Rate of Pay:	\$7,385
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Bo Gum	Desired Beginning Date:	2026-27		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	7/27/26		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hire	Employee Category:	HS Basketball	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	Coach	Subject/Grade/Activity/Sport:	HS Freshman Basketball Coach	ESP Position:	Coach
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Adam Aldridge			Hourly/Daily Rate of Pay:	
Location:		Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	4	Annual Rate of Pay:	\$2,872
Extra-curricular assignment:		Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Mason Watson	Desired Beginning Date:	August 2026		
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	July 7 th , 2026		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:		Superintendent :	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Hiring	Employee Category:	Freshman Volleyball	Employment Status:	
				If PT, No. of Hrs/Day:	
Certified Position:	Freshman Volleyball	Subject/Grade/Activity/Sport:		ESP Position:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Karlee Garske			Hourly/Daily Rate of Pay:	
Location:	High School	Certified Degree:		Additional Hours:	
Salary Schedule Placement		Step:	1	Annual Rate of Pay:	\$2,462
Extra-curricular assignment:	Freshman Volleyball	Placement:		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Extra-curricular assignment:		Placement		Salary:	
Incumbent Name:	Danielle Moon	Desired Beginning Date:			
Position Supervisor:	Dillon Binkley				
Action Requested by:	Dillon Binkley	Date:	7/24/26		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

**COMMUNITY UNIT SCHOOL DISTRICT NO. 16
ASSISTANT PRINCIPAL'S EMPLOYMENT CONTRACT
2026 - 2027 SCHOOL YEAR**

Whereas, the Board of Education, New Berlin Community Unit School District No. 16, hereinafter referred to as "the Board " and Elizabeth Birch, hereinafter referred to as "Assistant Principal" do hereby agree to memorialize the terms and conditions for the employment of the Assistant Principal, pursuant to 105 ICS 5/10-23.8a, for one school year (2026 - 2027).

Now, therefore, on this 10th of August 2026, the Board and Assistant Principal, in consideration of the mutual promises contained herein, do hereby enter into this Employment Contract, hereinafter referred to as the "Agreement", on the following terms and conditions as approved by the Board at a duly convened public meeting as prescribed by law.

1. **EMPLOYMENT:** Assistant Principal is hereby retained for one (1) school year commencing on August 11, 2026 and through the end of the 2026 – 2027 school year terminating on June 30, 2027 (working 200 days a fiscal year), to serve as Assistant Principal within Community Unit School District No. 16, Sangamon and Morgan Counties, Illinois. Such employment shall not negatively impact the Assistant Principal's previously acquired tenure credit with the District and if employment as an administrator is terminated by either party, Assistant Principal would be entitled to tenure rights as described by the School Code and as may be included in the collective bargaining agreement applicable to teachers in the District.
2. **DUTIES:** The duties and responsibilities of the Assistant Principal shall be all those duties incident to the office of Assistant Principal as set forth in Board policy and the job description of the Assistant Principal, those obligations set forth in the Illinois School Code, and, such other duties normally performed by an Assistant Principal, and as from time to time may be assigned by the Board. The Assistant Principal shall devote her full-time and attention to her duties as Assistant Principal. Her conduct shall always be reflective of the highest standards of integrity and good character.
3. **SALARY AND BENEFITS:**
 - A. **SALARY.** In consideration of the Assistant Principal's services listed herein, the Board of Education will pay to her an annual salary of \$75,000.00.

In consideration of the salary listed herein, the Assistant Principal hereby agrees to devote such time, skill, labor, and attention to this

employment during the term of this Agreement, and to perform faithfully the duties of an Assistant Principal for this District as set forth in this Agreement. The annual salary herein provided shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other certificated members of the professional staff. The Board retains the right to adjust the annual salary of Assistant Principal during the term of this Agreement, provided that any salary and benefit adjustment does not reduce the annual salary and benefits provided in the previous fiscal year. Any adjustment in salary made during the life of this Agreement shall be in the form of a written amendment executed by both parties and shall become a part of this Agreement. However, by so doing, it shall not be considered that the Board has entered into a new Agreement with Assistant Principal or that the termination date of this Agreement has been in any way extended.

B. **PENSION SYSTEM.** In addition to the annual salary set forth above, the Board shall pay on behalf of the Assistant Principal to the Illinois Teachers' Retirement System and the Teachers' Health Insurance Security Fund the Assistant Principal's required contributions to said pension system. The Assistant Principal does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Assistant Principal did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions made as a condition of employment to secure the Principal's future services, knowledge, and experience.

C. **INSURANCE.** The Board has offered the Assistant Principal with the following insurance benefits:

1. Full single employee hospitalization and medical insurance as provided under any group program effective in the District during the term of this Agreement. The Assistant Principal has declined the coverage.

2. Term Life Insurance policy totaling twenty-five thousand dollars and no cents (\$25,000.00).

D. **VACATION.** The Assistant Principal shall receive six (6) workdays of vacation annually, exclusive of legal holidays and student vacation days scheduled during the school attendance year. Vacation days shall be taken subject to the approval of the Superintendent. Vacation days must be taken within twelve (12) months of the year in which it is earned and shall not be

accumulated from year to year. Unused vacation days shall convert to sick days, except when Principal has reached the maximum amount of sick days listed below.

- E. **SICK LEAVE.** The Assistant Principal shall be granted sick leave, as defined in Section 24-6 of the Illinois School Code, of ten (10) working days per year and may accumulate to a maximum of three hundred forty (340) days and shall be subject to such other provisions as may be contained in the Illinois School Code, District policies, and rules and regulations.
 - F. **PERSONAL LEAVE.** At the beginning of each fiscal year, the Assistant Principal shall be granted three (3) personal leave days. All unused personal leave days may be converted to sick leave days, except when Assistant Principal has reached the maximum amount of sick days listed above.
 - G. **OTHER BENEFITS.** The Assistant Principal shall be entitled to all the benefits normally given to other staff and employees in the District. This provision excludes the benefit of any medical insurance.
- 4. **PROFESSIONAL ORGANIZATION:** The Board encourages the Assistant Principal to participate in this professional organization in the interest of promoting a better understanding of his role in the District and its concerns. The Board will reimburse the Assistant Principal for dues and membership fees to one (1) association if said membership is approved by the Superintendent prior to participation.
 - 5. **PROFESSIONAL ORGANIZATION MEETING ATTENDANCE:** The Assistant Principal is expected to attend appropriate professional meetings at the local and state levels as authorized by the Superintendent. The Board will reimburse the Assistant Principal for all reasonable expenses incurred as a result of his attendance at these meetings.
 - 6. **EVALUATION:** The Superintendent shall conduct an annual evaluation of the Assistant Principal. The evaluation shall include a description of the Assistant Principal's duties and responsibilities and standards to which the Assistant Principal is to conform. The evaluation shall be in writing and shall consider the Assistant Principal's specific duties, responsibilities, management and competence as a Assistant Principal. A copy of the evaluation shall, upon completion, be delivered to the Assistant Principal and another copy placed in the Assistant

Principal's personnel file. Nothing herein shall be construed to extend the contract terms beyond its agreed termination date.

7. **CERTIFICATION:** Assistant Principal shall furnish to the Board evidence of her possession of a valid and appropriate certificate to act as Assistant Principal of schools in accordance with the laws of the State of Illinois and as directed by the Board and shall be able to pass the criminal background check as provided by law for certified school employees.
8. **MEDICAL EXAMINATION:** The Board of Education may direct the Assistant Principal, when job related and consistent with business necessity, to undergo a complete medical examination by a physician of the Board's choice. The reasonable costs of the medical examination shall be reimbursed by the Board. Any report of the medical examination shall be given directly and exclusively by the examining physician to Assistant Principal. The Assistant Principal shall cause the physician to provide the Board with a written certification of the Assistant Principal's continued fitness for duty, which shall remain confidential to the Board.
9. **DISCHARGE FOR CAUSE DURING TERM OF AGREEMENT:** Throughout the term of this Agreement, the Assistant Principal shall be subject to discharge for just cause. The Board shall not arbitrarily or capriciously call for dismissal of the Assistant Principal, and the Assistant Principal shall have the right to service written charges, notice of hearing, and a closed hearing before the Board. If the Assistant Principal chooses to be accompanied by counsel at such hearing, all such personal expenses shall be paid by the Assistant Principal. The Parties agree that just cause is defined for the purposes of this Agreement as the Assistant Principal's breach of any express condition of this Agreement and/or: 1) any action by the Assistant Principal that causes substantial prejudice to or is harmful to the best interests of this school district; 2) actions or conduct that constitutes moral turpitude; and/or 3) conviction of a felony. The Parties agree that the decision of the Board on dismissal for cause shall be final.

This employment contract may be terminated for the following additional reasons:

- A. Mutual agreement of the parties;
- B. Retirement of the Assistant Principal;
- C. Extended or excessive absence as defined herein. In the event the Assistant Principal is unable to perform her duties and obligations under this Agreement by reason of illness, accident, or other cause beyond control of the Assistant Principal, and such inability exists for a period of not more than 90 days after the

exhaustion of accumulated sick leave days and vacation days in any school year, the Board, in its discretion, may make a proportionate deduction from the salary stipulation. If such inability exists for a period of more than 90 days after the exhaustion of accumulated sick leave days and vacation days in any school year, the Board may, in its discretion, terminate this Agreement, whereupon the respective duties, rights and obligations of the parties shall terminate, provided prior to termination, the Assistant Principal shall be entitled to a hearing before the Board if she so requests.

D. Death of Assistant Principal.

10. TERMINATION BY AGREEMENT: During the term of this Agreement, the Board and Assistant Principal may mutually agree, in writing, to terminate this Agreement.

11. NOTICE: Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing hereof by registered or certified mail, addressed:

If to the Board, to:

President, Board of Education
Community Unit School District
#16600 N. Cedar
New Berlin, IL 62670

If to the Assistant Principal, to:

Address is on File in the District Office

12. GOVERNING LAW: This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.

13. MULTIPLE PARTS: This Agreement 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.

14. COMPLETE AGREEMENT: This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements.

15. SEVERABILITY: If any provision of this Agreement is deemed void or unenforceable, the remainder of this Agreement shall not be affected.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the Board, by its President, on the day and year first written above.

Elizabeth Birch

By: _____
Principal

Community Unit School District No. 16 Board of Education

By: _____
President, Board of Education

Attest

Secretary, Board of Education