

COSHOCTON CITY SCHOOLS

1207 Cambridge Road

Coshocton, OH 43812

NON-BARGAINING PERSONNEL CONTRACT

Senior Administrative Assistant

Spring/Summer 2026

This is an agreement between the Coshocton City School District's Board of Education (Board) and Sara Antequera, executed in accordance with the action of the Board taken on the **29th day of January, 2026**. The Board hereby employs the Employee as **Senior Administrative Assistant** starting **February 9, 2026, and ending on June 30, 2026**. The Employee shall perform the duties of the assigned position as included in the position job description attached hereto or otherwise provided to the Employee. Such duties shall be performed in accordance with the laws of the State of Ohio, the rules and regulations of the Board, and the terms and conditions of this agreement.

The Board agrees:

1. COMPENSATION - Year 1 effective 2/9/2026 - 6/30/2026

The Board shall pay the Employee an annual salary of **\$48,000, prorated for the remainder of the contract through June 30th, 2026**, to be paid in twenty-four (24) equal installments in accordance with Board policy. In no event shall the Employee's salary be reduced, except as provided by law. If an adjustment in salary is made during the term of the contract, all other provisions of this contract, including its termination date, shall remain as stated herein.

The Employee shall devote such time and energies as are necessary to perform the duties specified in the Job Description. These duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the Employee to work during times other than normal business hours.

2. COMPENSATION Year 2 and 3 effective 7/1/26 - 6/30/28

The Board shall pay the Employee an annual salary of **\$48,960**, to be paid in twenty-four (24) equal installments in accordance with Board policy. The Board shall increase the salary of the Employee by **2% each year** during the term of her contract, and in no event shall the Employee's salary be reduced, except as provided by law. If an adjustment in salary is made during the term of the contract, all other provisions of this contract, including its termination date, shall remain as stated herein.

The Employee shall devote such time and energies as are necessary to perform the duties specified in the Job Description. These duties will generally be performed during normal business hours, but it is expressly agreed that the duties of this position will require the Employee to work during times other than normal business hours.

3. BENEFITS

The Board shall provide the Employee with applicable benefits, which shall include, but are not limited to:

The Employee working no less than 12 months shall be entitled to the legal holidays specified in

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Section 1.14 of the Ohio Revised Code, to be taken on the dates specified in the adopted school calendar.

As **Senior Administrative Assistant**, the Employee will be on duty **250 work days** per year for the remainder of the contract. A job calendar will be provided by the Board. The employee will receive **5 vacation days** for the remainder of the Spring/Summer 2026 contract up to June 30th, 2026. Non-administrative staff accumulate vacation at the end of the school year. Each year thereafter, the employee will receive **10 vacation days**, which will accumulate at the end of the school year. Vacation shall be taken within one year.

Medical Plan C or the HDHP (hospitalization, surgery, and major medical), dental, prescription insurance coverage (available for all single and family subscribers), and Medicare shares are paid by the Board.

Term life insurance in the amount of the salary to the nearest \$1,000 amount of a major fraction thereof.

General liability insurance coverage under the Board's plan while performing employment duties.

The Board shall pay four percent (4%) of the employee's SERS contribution for the remainder of the contract ending June 30th, 2026. Starting July 1, 2026, the Board shall pay five percent (5%) of the employee's SERS contribution in the 2026-2027 school year, with an increase of one percent (1%) per year for the remainder of the contract up to the SERS limit.

The Board shall reimburse the employee \$500 for technology-related services until June 30, 2026. Starting July 1, 2026, the employee will be reimbursed \$1,000 each year of the contract for technology-related expenses.

The Board of Education shall reimburse the Employee for the actual and necessary travel and other expenses required in the performance of the official duties during the employment under this contract, subject to such limitations as provided by law and by Board policy.

The Employee shall be encouraged to attend those professional meetings as are approved by the Board, and the actual and necessary expenses of said attendance shall be paid by the District in accordance with Board policy upon approval.

The Employee is encouraged to join professional organizations appropriate to his/her position. The Employee is also encouraged to further his/her education in his/her field of endeavor. The Board agrees to reimburse the employee according to Board Policy.

Upon request of the Employee, the Board shall withhold and transfer a portion of the Employee's salary to a tax-deferred annuity program chosen by the Employee from such programs as may be adopted by the Board.

4. LEAVES

The Employee shall receive fifteen (15) sick leave days annually at the rate of one and one-quarter (1-1/4) per month. Unused sick leave shall be cumulative up to 300 days in accordance with Board policy. Employee employed by the Board of Education with ten (10) or more years of service with the Board, the State, any political subdivision, or a combination thereof may elect, at the time of retirement from active service with the Board and upon presentation of evidence of service retirement from the appropriate retirement system, to receive severance pay of 25% of their accrued but unused sick leave up to 250 days as provided by law

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and Board policy.

The Employee shall be granted two (2) days for personal leave until June 30, 2026. Starting July 1, 2026, the employee shall be granted four (4) working days per year of personal leave with pay. Personal leave not used through the course of the contract shall be paid to the Employee at their current per diem rate at the end of the contract year.

5. EVALUATION

The Employee shall be evaluated at least once each year in accordance with Ohio law and as specified in the Employee Evaluation policy as adopted by the Board, as it may be amended from time to time during the term of this contract. Such Employee Evaluation policy, as so amended, is hereby incorporated in this contract by reference as if fully restated herein.

The Employee agrees:

1. To work a total of **250 days prorated** for the remainder of the contract ending June 30, 2026.
2. Starting July 1, 2026, to work a total of **250 days** each year, including each day of the school calendar, and in addition, such number of days as may be required by the Superintendent or the Board to enable the school district to complete the school year.
3. To devote time, skill, labor, and attention to the performance of the duties of the position during the term of this contract. The Employee shall perform the duties specified in the Job Description for the Employee as adopted by the Board, as it may be amended from time to time during the term of this contract. Such Job Description, as so amended, is hereby incorporated in this contract by reference as if fully restated herein. It is expressly agreed that the Employee shall not be employed as an athletic coach by any other Board of Education, public or private, during the term of this contract.
4. To furnish throughout the life of this contract a valid and appropriate license/certificate to perform the duties of the position, and to retain all licensure/certifications held at the time this contract was entered into (if applicable).
5. That she shall, during the term of this contract, be subject to reassignment to any position for which the District requires administrative certification/licensure (if applicable).
6. That she has been notified of and accepts her duties and obligations under Sections 3309.01 to 3309.70 of the Ohio Revised Code, relating to the School Employees Retirement System (SERS).
7. That this contract is contingent upon the continuation, at current levels, of any state and/or federal funding which directly supports the position to which the Employee has been assigned.
8. That if any provision of this contract is found to be in violation of law, or becomes invalid due to subsequent legislative or judicial action, the remaining provisions shall continue to have full force and effect and shall be fully enforceable and binding upon the parties hereto.

CONTRACT TERMINATION

This employment contract may be terminated by:

- A. Mutual agreement of the parties.
- B. Retirement, disability, or death of the Employee.
- C. Termination by the Board in accordance with the laws of Ohio.

WHEREFORE, the parties have indicated their acceptance of the foregoing terms by affixing their signatures below:

_____ Employee	_____ Date	_____ President Board of Education	_____ Date
_____ Treasurer Board of Education	_____ Date	_____ Superintendent	_____ Date

The contract **must be signed and returned** to be considered valid. Please sign both copies and return one copy to the Superintendent's Office at 1207 Cambridge Road, Coshocton, OH 43812.