

COSHOCTON CITY SCHOOLS
1207 Cambridge Road
Coshocton, OH 43812

ADMINISTRATOR CONTRACT
Director of Student Services

This is an agreement between the Coshocton City School District's Board of Education (Board) and, **Kayley Andrews**, executed in accordance with action of the Board taken on the **29th day of January, 2026**. The Board hereby employs the Administrator as **Director of Student Services** for a period of **2 years commencing on August 1, 2026 and ending on July 31, 2028**. The Administrator shall perform the duties of that position as included in the job description attached hereto or otherwise provided to Administrator. 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

The Board shall pay the Administrator an annual salary of **\$94,665.22**, to be paid in twenty-four (24) equal installments in accordance with Board policy. The Board shall increase the salary of the Administrator by **2% each year** during the term of his/her contract, and in no event shall the Administrator'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 Administrator 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 Administrator to work during times other than normal business hours.

2. BENEFITS

The Board shall provide the Administrator with the following benefits applicable to administrator employees. Such benefits shall include, but not be limited to:

The Administrator working less than 12 months shall be entitled to the legal holidays specified in Section 1.14 of the Ohio Revised Code, to be taken on the dates specified in the adopted school calendar without pay. The following is the number of days the Administrator will be on duty.

As **Director of Student Services**, the Administrator will be **on duty 215 work days** per year. A job calendar will be provided by the Board.

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. Plan B will be at the current board/employee plan share.

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

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

The Board shall pay 9% of the employee’s STRS contribution in the 2026-2027 school year with an increase of 1% per year for the remainder of the contract.

The Board shall reimburse the employee \$1,500 each year of the contract for technology-related expenses.

The Board of Education shall reimburse the Administrator 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 Administrator 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 Administrator is encouraged to join professional organizations appropriate to his/her position. The Administrator 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 Administrator, the Board shall withhold and transfer a portion of the Administrator’s salary to a tax-deferred annuity program chosen by Administrator from such programs as may be adopted by the Board.

3. LEAVES

The Administrator 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. Administrator 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 and Board policy.

The Administrator shall be granted four (4) working days per year with pay for personal leave. Personal leave not used through the course of the school year shall be paid to the administrator at their current per diem rate at the end of each contract year.

4. EVALUATION

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

The Administrator agrees:

1. To work a total of **215** 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.
2. To devote time, skill, labor and attention to performance of the duties of the position during the term of this contract. The Administrator shall perform the duties specified in the Job Description for the Administrator 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 Administrator shall not be employed as an athletic coach by any other Board of Education, public or private, during the term of this contract.
3. 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).
4. That he/she shall, during the term of this contract, be subject to reassignment to any position for which the District requires administrative certification/licensure.
5. That he/she shall not, as a result of service under this contract, acquire continuing contract status in any particular administrative or supervisory position within the District; provided, however, that nothing herein shall be construed as a waiver of any right to the attainment of continuing contract status as a teacher as may be provided by law if, and only if, Administrator is re-employed by the Board after two (2) years of service in the District.

6. That he/she has been notified of and accepts his/her duties and obligations under Sections 3307.01 to 3307.72 of the Ohio Revised Code, relating to the State Teachers Retirement System (STRS), or under Sections 3309.01 to 3309.70 of the Ohio Revised Code, relating to the School Employees Retirement System (SERS) (whichever may be applicable).
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 Administrator 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 Administrator.
- 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:

_____ Administrator	_____ 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.