

COSHOCTON CITY SCHOOLS

1207 Cambridge Road
Coshocton, OH 43812

SUPERVISOR CONTRACT

Director of Operations

This is an agreement between the Coshocton City School District's Board of Education (Board) and **Nicholas Williams**, executed in accordance with action of the Board taken on the 27th day of August, 2026. The Board hereby employs the Supervisor as **Director of Operations** for a period of **1 year 10.5 months commencing on 9/14/2026 and ending on 7/31/2028**. The Supervisor shall perform the duties of that position as included in the job description attached hereto or otherwise provided to the Supervisor. Such duties shall be performed in accordance with the laws of the State of Ohio, the rules, regulations of the Board, and the terms and conditions of this agreement.

The Board agrees:

1. COMPENSATION

The Board shall pay the Supervisor an annual salary of **\$65,000**, to be paid in twenty four (24) equal installments in accordance with Board policy. The Board shall increase the salary of the Supervisor by **2% each year** during the term of this contract, and in no event shall the Supervisor'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 Supervisor shall devote such time and energy 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 Supervisor to work during times other than normal business hours.

2. BENEFITS

The Board shall provide the Supervisor with all benefits applicable to administrative employees. Such benefits shall include, but not be limited to:

The Supervisor shall be entitled to the legal holidays specified in the adopted school calendar without pay. The following is the number of days the Supervisor will be on duty according to the number of duty months.

As Director of Operations, **Nicholas Williams** will be on duty **250 days** per year. The Supervisor will receive 15 paid vacation days. Vacation shall be taken within twelve (12) months in the year in which it is earned but may be accumulated to a balance of no more than 30 days, which may be paid to **Nicholas Williams** at the current daily rate at the time of redemption.

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 a major fraction thereof.

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

The Board shall pay seven percent (7%) of the employee's SERS contribution and increase one percent (1%) each year for the remainder of this 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 Supervisor 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 Supervisor 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 Supervisor is encouraged to join professional organizations appropriate to his/her position. The Supervisor 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 Supervisor, the Board shall withhold and transfer a portion of the Supervisor's salary to a tax-deferred annuity program chosen by the Supervisor 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 Supervisor 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 Supervisor at their current per diem rate.

4. EVALUATION

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

The Supervisor agrees:

1. 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.
2. To devote time, skill, labor, and attention to the performance of the duties of the position during the term of this contract. The Supervisor shall perform the duties specified in the Job Description for the Supervisor 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 Supervisor 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, Supervisor 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 Supervisor 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 Supervisor.
- 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:

Supervisor Date

Board of Education President Date

Superintendent Date

Treasurer Date

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, Ohio 43812.