

TIFFIN CITY SCHOOLS

244 S. MONROE ST. TIFFIN OH. 44883



Tiffin City School District
244 South Monroe St.
Tiffin, Ohio 44883
Administrator's Five-Year Contract
2026 - 2031
(STRS EMPLOYEE)
(O.R.C. 3319.02)

This employment contract is entered into this 1 st day of August, 2026, by and between the Board of Education of the Tiffin City School District, hereinafter called the Board, and Robert F. Boes, hereinafter called the Administrator for the consideration herein specified, agrees as follows.

1. Term

The Board, hereby employs, and Robert F. Boes hereby accepts employment as Assistant Superintendent for a period commencing on the 1st day of August, 2026, and ending on the 31st day of July, 2031.

2. Professional Licensure

The Administrator shall maintain and furnish to the Board. evidence of maintaining throughout the life of this contract, a valid and appropriate administrator's license.

3. Duties of the Assistant Superintendent

The Administrator shall perform the duties specified in the Job Description for Assistant Superintendent/Chief Operating Officer, as it may be amended from time to time during the term of his contract. Such Job Description, as so amended, is hereby incorporated into this contract by reference as if fully restated herein.

4. Compensation

(a) The Salary for the Administrator shall be determined at a later date. The Board may increase the salary of the Administrator during the term of this contract, but in no event shall the Administrator's salary be reduced, except as provided by law.

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(b) It is understood between the parties that salary increments shall be considered annually following evaluation of the Administrator by the Superintendent. Any adjustment in salary made during the term of this Contract shall be an addendum to this Contract, subject to the terms and conditions set forth herein and such adjustment or modification shall not be construed as a new contract nor as any extension of the term of employment unless expressly provided by the Board.

5. Other Compensation

(a) The Board shall provide the Administrator with all benefits applicable to twelve-month administrative employees, in accordance with Board Policy.

(b) The Board shall pay the employer's share of State Teachers Retirement System contributions as required by law. In addition, the Board shall "pick-up" (pay directly) the employee's share of the Administrator's total retirement contributions to STRS on behalf of the Administrator, plus all retirement contributions on this pick-up. During the term of this Contract, the pick-up shall be a condition of the Administrator's employment and shall not be at the Administrator's option. It is the intention of the parties that this pick-up amount be included in the Administrator's compensation for the purpose of calculating retirement benefits. It is also the intention of the parties that this pick-up, together with contributions on the pick-up, be made with respect to all compensation provided under this contract, consistent with prevailing law and STRS regulations, unless otherwise specifically provided herein.

(c) The Board shall provide the Administrator with a monthly allowance of \$200 for all School District related travel.

(d) The Board shall provide the Administrator with a monthly allowance of \$100 toward the cost of maintaining technology (such as a mobile telephone) to facilitate regular and necessary communications and to ensure a prompt response when needed.

6. Professional Growth

The Administrator shall be encouraged to attend professional meetings with permission of the Superintendent, the actual and necessary expenses to be paid by the District in accordance with Board Policy.



7. Vacations, Holidays, and Personal Leave

Each year this contract is in effect, the Administrator shall be entitled to thirty (30) vacation days with pay. The Administrator shall be entitled to accumulate any and all unused vacation benefit up to a maximum of forty-five (45) vacation days. The Administrator may carry over a maximum of fifteen (15) vacation days per year into the following contract year. Thirty (30) days of the vacation leave accrued but unused at the end of any contract year (July 31) may be exchanged for cash at the option of the Administrator to be paid in August at his then-current per diem rate of pay. Vacation leave exchanged for cash in this manner shall be extinguished and shall not be carried over into the following contract year. Any accumulated but unused vacation leave shall be paid to the Administrator at the time of separation at his then-current per diem rate of compensation up to a maximum of thirty (30) vacation days. In the event of his death, such accumulation (to a maximum of thirty (30) days) shall be paid in accordance with Section 2113.04 of the Ohio Revised Code, or to his estate.

The Administrator shall be entitled to the following thirteen (13) paid holidays: New Years, Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and Juneteenth.

In addition to vacation and holidays, the Administrator shall be entitled to a maximum of five (5) days of paid personal leave per school year as outlined in Board Policy. Personal leave days shall be prorated for any year consisting of fewer than twelve (12) months. Unused personal leave days may be converted to a cash payment at the end of each Contract year at the Administrator's per diem rate of pay.

8. Days To Be Worked

The Administrator's rate of pay shall be calculated on the basis of 260 working days. The Administrator shall devote such time and energies as are necessary to perform the duties specified 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.

9. Sick Leave

The Administrator shall be entitled to the accumulation and use of sick leave in accordance with Ohio law and Board Policy at the rate of one and one-quarter (1.25) days per month or fifteen (15) days per year up to a maximum of 285 days.

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10. Expenses

The Board shall reimburse the Administrator for all actual and necessary 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 current Board policy.

11. Contract Termination

This employment contract may be terminated:

- (a) by mutual agreement of the parties;
 - (b) by retirement, disability, or death of the Administrator;
 - (c) for failure of the Administrator to maintain and/or obtain professional licensure in accordance with the provisions of Section 2 of this contract;
- or
- (d) in accordance with the contract termination provisions of Ohio Revised Code Section 3319.02 and other applicable Ohio statutes.

12. Savings Clause

If any portion of this contract is deemed illegal due to conflict with State or Federal law, the remainder of the contract shall remain in full force and effect; further, this contract does not constitute any obligation either written or implied for re-employment beyond the term set forth herein.

TIFFIN BOARD OF EDUCATION

Larry Kisabeth, President

Treasurer

Robert F. Boes

Date