



ADMINISTRATOR'S THREE-YEAR CONTRACT

2025 - 2028
(STRS EMPLOYEE)
(O.R.C. 3319.02)

This employment contract is entered into this 1 st day of August, 2025, by and between the Board of Education of the Tiffin City School District, hereinafter called the Board, and Michelle L. Tuite, hereinafter called the Director for the consideration herein specified, agree as follows.

1. Term

The Board hereby employs, and Michelle Tuite hereby accepts employment as Director of Parent/Community Partnerships for a period commencing on the 1 st day of August, 2025, and ending on the 31 st day of July, 2028.

2. Professional Licensure

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

3. Duties of the Director of Parent/Community Partnerships

The Director shall perform the duties specified in the Job Description for Director of Parent/Community Partnerships, as may be amended from time to time during the term of her 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 Director shall be determined at a later date. The Board may increase the salary of the Director during the term of this contract, but in no event shall the Director's salary be reduced, except as provided by law.

(b) It is understood between the parties that salary increments shall be considered annually following evaluation of the Director 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 Director 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 Director's total retirement contributions to STRS on behalf of the Director, plus all retirement contributions on this pick-up. During the Term of this Contract, the pick-up shall be a condition of the Director's employment and shall not be at the Director's option. It is the intention of the parties that this pick-up amount be included in the Director'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 Director 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 Director 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 and Holidays

Each year this contract is in effect, the Director shall be entitled to thirty (30) vacation days with pay. The Director shall be entitled to accumulate any and all unused vacation benefit up to a maximum of forty-five (45) vacation days. The Director 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 Director to be paid in August at her then current per diem rate of pay.

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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 Director at the time of separation at her current per diem rate of compensation up to a maximum of thirty (30) vacation days. In the event of her 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 her estate.

Each year the Director shall be entitled to the following 13 holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

8. Days to Be Worked

The Director's rate of pay shall be calculated on the basis of 260 working days. The Director 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 Director to work during times other than normal business hours.

9. Sick Leave

The Director 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.

10. Expenses

The Board shall reimburse the Director for all 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 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 Director;
- (c) for failure of the Director 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.

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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

Michelle L. Tuite

Date