

**Tiffin City School District**  
**INTERIM SUPERINTENDENT’S CONTRACT**  
**R.C. 3319.01**

This employment contract is entered into this \_\_\_\_\_ day of December, 2025 by and between the TIFFIN CITY SCHOOL DISTRICT BOARD OF EDUCATION, hereinafter called the “Board,” and GREG WILLIAMSON, hereinafter called the “Interim Superintendent.” The Board and the Interim Superintendent (collectively, “Parties”), for the consideration specified herein, agree as follows:

1. TERM OF CONTRACT

The Board, in accordance with its action duly authorized at a public meeting, conducted pursuant to the laws of the State of Ohio on the \_\_\_\_\_ day of December, 2025, hereby offers, and the Interim Superintendent hereby accepts, employment as Interim Superintendent of the Tiffin City School District (“School District”) for a period commencing on February 1, 2026 and ending on July 31, 2026 (“Term”). This Term shall consist of 124 workdays. The Parties agree that this Contract shall not automatically renew and that it terminates on July 31, 2026 without the requirement of a notice of non-renewal.

2. PROFESSIONAL LICENSURE/CERTIFICATION

The Interim Superintendent shall maintain and furnish to the Board evidence of his maintaining, throughout the Term of this contract, a valid and appropriate license/certificate to act as Interim Superintendent of the School District in accordance with the laws of the State of Ohio. If, at any time during the Term of this Contract, the Superintendent does not possess a valid license or said license is suspended, this Contract shall immediately terminate.

3. DUTIES OF INTERIM SUPERINTENDENT

- a. The Interim Superintendent shall perform all duties as prescribed by law in a manner consistent with all lawful policies adopted by the Board (“Board Policy”).
- b. The Interim Superintendent shall perform the duties specified in the Job Description for Superintendent (“Job Description”) as adopted by the Board. The Job Description may be amended from time to time during the Term. The Job Description, as may be amended from time to time, is hereby incorporated into this contract by reference as if fully restated herein.

#### 4. COMPENSATION

- a. The Board shall pay the Interim Superintendent a base salary of \$72,300 for February 1, 2026 through July 31, 2026. This base pay shall be paid in accordance with the same schedule as the School District's other twelve-month administrative employees and in accordance with Board Policy. At no time during the Term shall the Interim Superintendent's salary be reduced, except as provided by law or as the Parties may agree in writing.
- b. In addition to the total compensation otherwise payable to the Interim Superintendent, the Board shall pay, on behalf of the Interim Superintendent, the percentage of compensation for federal Medicare insurance as required by law. The Board shall pay its portion of the federal Medicare insurance portion as well as that portion which would otherwise be paid by the Interim Superintendent.
- c. The Board shall pay the employer's share of State Teachers Retirement System ("STRS") contributions as required by law. In addition, the Board shall "pick-up" (pay directly) the employee's share of STRS contributions on behalf of Interim Superintendent, at the rate in effect at the time. During the Term, this pick-up shall be a condition of Interim Superintendent's employment in the School District and shall not be at the Interim Superintendent's option. It is the intention of the parties that this picked-up amount be included in Interim Superintendent's compensation for the purpose of calculating retirement benefits. If, during the term of this contract legislation that would prohibit the payment by the Board of the employee's share of retirement contributions on the Superintendent's behalf, becomes effective and is applicable this contract, the Board shall add to the Interim Superintendent's salary the amount of the employee contribution previously picked up.
- d. For all purposes of this contract, the Interim Superintendent's daily rate of pay (per diem) will be calculated by dividing the base salary by the sum of annual contract days: salary [\$72,300] ÷ 111 (124 – 10 vacation – 3 personal) = daily rate [\$651.35].

#### 5. OTHER COMPENSATION

- a. The Board shall provide the Interim Superintendent with all other benefits applicable to twelve-month administrative employees, in accordance with Board Policy including, but not limited to, a one-year term life insurance policy in the amount of one-hundred fifty thousand dollars, major medical insurance, prescription drug coverage, dental, and liability insurances.
- b. The Board shall provide the Interim Superintendent with a monthly allowance of \$300 for all School District-related travel.

- c. The Board shall provide the Interim Superintendent with a monthly allowance of \$100 toward the cost of maintaining a mobile telephone to facilitate regular and necessary communications and to ensure a prompt response when needed.

6. SIGNING BONUS AND LONGEVITY PAY

The Board shall pay the Interim Superintendent Twenty-Five Hundred Dollars (\$2,500) as a signing bonus to partially offset the loss of a retirement payment. Said bonus shall be paid in the first payroll following the Interim Superintendent's first day of work for the Board.

The Board shall pay the Interim Superintendent Twenty-Five Hundred Dollars (\$2,500) as longevity pay to partially offset the loss of a retirement payment. Said bonus shall be paid in the first payroll following the successful completion of the Term of this Contract.

7. VACATION; HOLIDAYS; PERSONAL LEAVE

The Interim Superintendent shall be entitled to ten (10) days of vacation leave with pay during the contract Term, exclusive of legal holidays. Vacation shall be scheduled by the Interim Superintendent so as to minimize disruption of the School District's operations and to avoid absence from the School District on days that school is in session. These days may not be converted to cash if not used.

The Interim Superintendent shall be entitled to the legal holidays specified in the Board-approved calendar. In addition to vacation and holidays, the Interim Superintendent shall be entitled to a maximum of three (3) days of paid personal leave for the Contract Term as outlined in Board Policy. These days may not be converted to cash if not used.

8. DAYS TO BE WORKED

The Interim Superintendent is expected to work 124 working days during the Term of this contract, minus vacation days and other approved leaves. The Interim Superintendent 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 Interim Superintendent to work during times other than normal business hours.

9. SICK LEAVE

The Interim Superintendent 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. Interim Superintendent shall be advanced five

(5) days of sick leave on February 1, 2026 to be offset against the seven and one-half (7-1/2) days total to be accrued during the term of this Contract.

#### 10. INCAPACITY CLAUSE

- a. The purpose of this clause is to supplement the provisions of R. C. 3319.011. If the Board has probable cause to believe the Interim Superintendent is physically or mentally incompetent, the Board may require the Interim Superintendent to submit to a medical examination to be conducted by a physician licensed to practice medicine and mutually agreed upon by the Board and the Interim Superintendent. The Interim Superintendent shall request that the examining physician send to the then-President of the Board a report of such examination showing the well-being or physical or mental incapacity of the Interim Superintendent. The Interim Superintendent hereby waives any and all objections to the preparation and submission of such report, including but not limited to objections based on physician-patient privilege or applicable privacy laws. Said report shall be treated as confidential information when received by the Board. The Board shall pay the cost of the medical examination(s) and report(s).
- b. If the medical report concludes that the Interim Superintendent is physically or mentally incapacitated to such an extent that, with or without reasonable accommodation the Interim Superintendent will be unable to perform the essential job functions of the Interim Superintendent's office, and that such physical or mental incapacity will, with a reasonable degree of medical certainty, continue for the remainder of the contract Term, the Board, exercising its good faith and discretion, may terminate this contract.

#### 11. PROFESSIONAL LIABILITY AND INDEMNIFICATION CLAUSE

- a. The Board shall provide professional liability insurance coverage protecting the Interim Superintendent from liability from claims, suits, actions and legal proceedings brought against the Interim Superintendent in his official capacity and as an agent or employee of the School District and while acting within the scope and course of said employment. The minimum amount of such coverage shall be \$1 million per occurrence/\$3 million aggregate. This paragraph shall not be construed to require the purchase of additional insurance if a general school district liability policy is already in effect having at least the above minimum coverages.
- b. The Board agrees that it shall defend, hold harmless, and indemnify the Interim Superintendent from any and all civil demands, claims, suits, actions and legal proceedings brought against the Interim Superintendent in his individual capacity as an agent and employee of the Board, provided the incident arose while the Interim Superintendent was acting in good faith and not manifestly outside the scope of his employment or official responsibilities and such actions were either governmental or proprietary

functions. In no case shall individual Board members be considered personally liable for indemnifying the Interim Superintendent against such demands, claims, suits, actions and legal proceedings. The Board's liability under this paragraph shall not exceed the amount provided by insurance purchased by the Board for this purpose or the amount appropriated by the Board for this purpose, whichever is greater.

## 12. CONTRACT TERMINATION

This employment contract may be terminated by:

- a. mutual agreement of the parties,
- b. with thirty (30) days' written notice served on the other party,
- c. retirement, disability, or death of the Interim Superintendent,
- d. termination by the Board in accordance with the laws of Ohio,
- e. as otherwise may be provided by law.

## 13. STRS OBLIGATIONS

As required by ORC Section 3307.21, the Interim Superintendent has been notified that this employment agreement is conditioned upon acceptance by the Interim Superintendent of the duties and obligations under R.C. Chapter 3307, pertaining to the STRS, and the Interim Superintendent hereby accepts such duties and obligations.

## 14. SUPREMACY OF THE WRITTEN AGREEMENT

- a. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this contract, and, subject to subparagraph (b) below, it supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
- b. The Interim Superintendent represents that all information transmitted by him or on his behalf to the Board in connection with his employment is accurate to the best of his knowledge and belief and that such information served as material representations inducing the Board to enter into this contract. The Interim Superintendent further acknowledges that he has been notified of all duties and obligations required by Board policy and applicable statutes.
- c. It is the intention of the parties that any provision of employment of the Interim Superintendent not specifically dealt with in this contract shall be governed by applicable provisions of Ohio law, and that any provision of Ohio law in conflict with any provision of this contract shall be governed by this contract to the extent that the parties may lawfully so provide.

15. AMENDMENT

Amendment of any provision of this contract shall be in writing, mutually agreed upon, and shall become a part of this contract, but such modification shall not be construed as a new contract with the Interim Superintendent, nor as an extension of the termination date of this contract unless specifically provided therein.

16. SAVINGS CLAUSE

If any portion of this contract is deemed illegal due to a 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.

17. HEADINGS

Headings in this document are for convenience and reference purposes only, and shall not be deemed a substantive part of the contract or used to limit or construe the terms of the agreement entered into by the parties.

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

INTERIM SUPERINTENDENT

TIFFIN CITY SCHOOL DISTRICT  
BOARD OF EDUCATION

\_\_\_\_\_

\_\_\_\_\_  
Larry Kisabeth, President

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Anne Spence, Treasurer

Date: \_\_\_\_\_, 2025.