Terms of Employment Agreement

This Agreement is entered into by and between the Ridgedale Local School District Board of Education (“Board”) and Melissa Weston (“Mrs. Weston”), collectively “the Parties”.

**WHEREAS**, Mrs. Weston will be employed by the Board as a 21st CCLC Program Manager/Family Liaison; and

**WHEREAS**, the Parties desire to establish a work schedule for Mrs. Weston subject to certain agreed-upon terms.

**NOW THEREFORE**, the Parties agree to the following terms:

1. Mrs. Weston will work seven hours per scheduled work day. Her specific work schedule shall be determined by the Superintendent. She will not receive paid holidays. She will be placed on a 207 work day calendar.
2. Mrs. Weston will track all of her work hours on a timesheet and will be paid by the Board following the Superintendent’s approval of Mrs. Weston’s timesheet. Her salary will be $50,051. This is a pro rated total of the teacher contract BA Step 5 for 207 days.
3. Mrs. Weston will earn three (3) personal days per year and 1.25 days of sick leave per month. Mrs. Weston will not earn vacation. Mrs. Weston is eligible for all insurance benefits.
4. Mrs. Weston shall obtain and maintain for the life of this Agreement current background checks.
5. This Agreement will become effective 8/1/2024 following approval by the Board and Mrs. Weston.
6. This Agreement may be amended in writing by both Parties.
7. This Agreement will automatically non-renew at the conclusion of June 2025 without any formal action by the Board of Education or notice of non-renewal.
8. Mrs. Weston has been notified of her duties and obligations under Chapter 3307 of the Ohio Revised Code as a condition of her employment as required by R.C. 3307.21.

**Mrs. Weston** **Ridgedale Local School District Board of Education**

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Date Board President Date

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Treasurer Date