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STATE EMPLOYMENT  
RELATIONS BOARD

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## AGREEMENT

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between

**THE STRASBURG-FRANKLIN  
LOCAL BOARD OF EDUCATION**

and

**THE STRASBURG EDUCATION ASSOCIATION  
AFT/OFT**

**EFFECTIVE:**

~~August 1, 2008 – July 31, 2011~~

June 30, 2011 – July 31, 2014

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- G. Grievance Forms
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## PREAMBLE

The Strasburg-Franklin School Board recognizes that the best interest of public education will be served by establishing procedures to provide an orderly method for the Board of Education and representatives of the Strasburg Education Association to discuss matters of common concern and to reach a mutually satisfactory agreement on these matters.

- The Board of Education, under law, has the final responsibility of establishing policies for the District.
- The Superintendent and his/her staff have the responsibility of carrying out the policies established.
- The professional teaching personnel have the ultimate responsibility of providing the best possible education in the classroom.

## ARTICLE I – RECOGNITION

### A. The Unit:

The Strasburg Education Association (SEA), AFT/OFT, is the sole and exclusive bargaining agent for all regular teachers for the purpose of determining wages, hours, terms and other conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement and entering into collective bargaining agreements. All substitute teachers, administrative personnel and supervisory staff are specifically excluded from the bargaining unit.

- B. The SEA will maintain negotiation rights as long as the negotiated agreement is in effect. At the time of expiration of the agreement, the SEA will maintain bargaining rights unless it is removed or replaced in accordance with provisions of the Ohio Revised Code 4117.
- C. Procedures for arriving at agreements are set forth in the outline of procedures in Article III, Negotiation Procedures.

## ARTICLE II – RIGHTS OF PARTIES

### A. Board Rights

Except as expressly provided otherwise in the Agreement, the determination and administration of school policy, the operation and management of schools and the direction of employees are vested exclusively in the Board.

B. Association Rights

1. Exclusive Representation – The SEA shall be the exclusive representative of members in the bargaining unit.
2. Bulletin Boards/Mail – The SEA shall have the right to post notices on a bulletin board in each building which will be provided by the Board in an area frequented by teachers. The SEA may use mailboxes for communications to teachers without interference or censorship by the Board or Administration.
3. Use of Facilities – Upon advance notice to the building principal, the SEA may use District facilities at reasonable times and under reasonable conditions, so long as such does not interfere with the regular teacher work day or school activities. Authorized representatives of the SEA may transact SEA business on school property, so long as such does not interfere with the regular teacher work day or school activities.
4. Board Agenda – The SEA President shall be furnished with a copy of the agenda for each Board meeting prior to each meeting. The SEA President will be furnished with a copy of the minutes of each Board meeting. Receipt of the agenda and minutes will be at the time of normal public distribution.

**ARTICLE III – NEGOTIATION PROCEDURES**

A. Statement of Principles

1. The Board and the SEA state that the principles stated in succeeding sections of this Article will govern the negotiations process between the Board and the SEA.
2. “Good Faith” requires that the Board and the SEA be willing to react to each other’s proposals. If a proposal is unacceptable, the other side is obligated to give reasons why. Nothing in this contract will compel either party to agree to a proposal or to make a concession.

B. Scope of Negotiations

Those matters which shall be negotiable are wages, hours, terms and other conditions of employment as may be mutually agreed upon by the Board and the SEA.

C. Requests for Negotiation

1. If either of the parties desires to negotiate changes in wages, hours, or other terms and conditions of employment, it will notify the other party in writing not later than ninety (90) days, and not earlier than one hundred-twenty (120) days, prior to the expiration date of any agreement or understanding reached pursuant to the terms of this negotiating procedure. Notification in writing from the SEA will be submitted to the Superintendent. Notification in writing from the Board will be

addressed to the President of the SEA. The above notification will include a list of items from the party to be the subjects of negotiations.

2. Within fifteen (15) working days after receipt of such notice, an initial meeting will be held at which SEA and the Board will submit in writing their proposals. The fifteen (15) day period may be extended by mutual consent.
3. In the first negotiations session, proposals will be in form and detail specifying that to which agreement is sought. Topical listings of items proposed for negotiations will constitute a clear failure of compliance with this requirement and may be disregarded.
4. The items proposed will constitute the total negotiations. No new items may be submitted unless by mutual agreement of both parties. Any items not submitted for negotiations and in the current contract will remain in full force and effect in the successor contract.

D. Meetings

Meetings between the committee of the SEA and the representatives of the Board will be scheduled for a mutually satisfactory time.

1. Meetings shall not exceed three (3) hours in length unless both parties mutually agree to extend the time.
2. Relevant data and supporting information, proposals, and counter proposals will be presented.
3. Consultants may be used if deemed advisable by either party.
4. During the period of consideration, interim reports of progress may be made to the SEA by its representatives and to the Board by its representatives.
5. While discussions are in progress, any release prepared for the news media shall be approved by both groups.
6. Upon the request of either party, the negotiation meeting shall be recessed to permit the parties to caucus for a maximum of fifteen (15) minutes unless it is mutually agreed to extend the time.

E. Representation

1. The representatives of the Board will consist of not more than six (6) designees.
2. The representatives of the SEA will consist of not more than six (6) designees.

F. Assistance and Study Committees

Either party, with the consent of the other party, may call upon professional and lay persons to consider and make suggestions concerning matters under discussion.

G. Agreement

1. Tentative agreement on negotiated items will be reduced to writing and initialed by the representatives of each party. All agreements are tentative, based upon the complete resolution of all issues.
2. The purpose of “tentative agreements” is to develop a package that will be submitted to the teachers and the Board for ratification. Initialing of tentative agreements shall be done in good faith.
3. The membership of the SEA must affirm the acceptance of the contract first by a membership vote, and then the same will be presented to the Board for its decision. If approved, the contract will be binding on both parties.
4. Within thirty (30) working days after signing, the contract will be provided to all teachers and Board members. The SEA will be responsible for the typing of the final negotiated contract and provide a copy to the Board’s representative for his/her review. The Board will be responsible for the duplication and distribution of the contract to bargaining unit personnel as well as administrative personnel and Board members.

H. Dispute Settlement Procedures

1. Mediation: In the event agreement is not reached by the parties after sixty (60) days of bargaining, either party may request the use of mediation in an effort to reach an acceptable settlement. The negotiation teams will request a mediator in the following manner:
  - a. The Federal Mediation and Conciliation Service (FMCS) will be contacted first.
  - b. If the FMCS cannot provide a mediator within thirty (30) days, the State Employment Relations Board will be contacted to provide a mediator.

In the event there are costs and expenses for said services, the costs will be shared equally by the Board and the SEA. However, if after sixty (60) days from commencement of negotiations, should either side request that negotiations be extended before mediation, and, if both parties mutually agree to do so, negotiations before mediation will be extended up to thirty (30) additional days, making ninety (90) days—from the day of the initial meeting—the total number of days for any one negotiation session.

Mediation will continue for thirty (30) days unless both parties mutually agree to extend this process.

2. This shall be the last step in the bargaining process. Nothing herein shall be construed to waive the SEA's right to strike in accordance with O.R.C. 4117.14 (D) (2).

I. Modification of Agreement

The Board and the SEA may modify or amend this Agreement with mutual consent by both parties any time during the year.

**ARTICLE IV – GRIEVANCE PROCEDURES**

A. Grievance Policy

The Board recognizes that in the interest of effective personnel management, a procedure is necessary whereby its employees can be assured of a prompt, impartial and fair hearing on their grievances. Such procedures shall be available to all employees and no reprisals of any kind shall be taken against any employee initiating or participating in the grievance procedure.

B. Grievance Defined

A grievance is a disagreement involving the violation, interpretation or application of the specific provisions of this contract, entered into between the Board and the recognized employees' organization (SEA).

A grievant will mean either (1) an individual teacher or (2) group of teachers having the same grievance. A group grievance may be filed by the SEA on behalf of the said group if the group consists of five (5) or more persons who are affected by the same transaction or occurrence.

C. Procedures

Step One:

Any employee having a grievance shall first discuss such grievance with his/her immediate supervisor within fifteen (15) calendar days after the date of occurrence or date when the employee became aware of the event upon which the grievance is based. After this discussion, the supervisor has fifteen (15) calendar days to respond to the grievance.

Step Two:

If the discussion does not resolve the grievance to the satisfaction of the employee(s), the employee(s) shall have the right to lodge a written grievance with the immediate

supervisor. If such grievance is not lodged within five (5) working days following the rendering of the judgment in Step One, it shall no longer exist.

Step Three:

If the action taken by the immediate supervisor does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Superintendent. Failure to file such appeal within five (5) working days from receipt of the written memorandum of the supervisor's action on said grievance shall be deemed a waiver of the right to appeal.

Upon request, a hearing shall be conducted by the Superintendent within five (5) working days after receipt of the request. The aggrieved employee shall have the right to be represented at such hearing by counsel or by a representative of the SEA.

The Superintendent shall take action on the appeal of the grievance within five (5) working days after receipt of the appeal, or, if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee and the immediate supervisor.

Before a member of the bargaining unit enters the fourth step of the grievance procedure with the Board, he/she must first present it to the SEA Board of Directors. If the Board of Directors approves the grievance, then the member of the bargaining unit shall have the backing of the SEA and shall be eligible for funds, legal or otherwise.

Step Four: Arbitration

If the grievance is not resolved in Step Three, the employee and the SEA may submit the matter to an arbitrator under the voluntary labor arbitration rules of the Federal Mediation and Conciliation Service by filing notice with the Board no later than ten (10) days after receipt of the unsatisfactory decision at Step Three. The arbitrator shall be selected from a list of seven (7) names provided by the Federal Mediation and Conciliation Service in accordance with its rules and regulations. The alternate strike method shall be used to determine which of the seven (7) arbitrators will hear the grievance.

The arbitrator will issue his/her opinion and recommendation not later than thirty (30) days from the date of the closing of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision will be in writing and will set forth the arbitrator's opinion and recommendations on the issues submitted. The arbitrator will limit his/her opinion and recommendation strictly to the application and interpretation of the provisions of this contract.

The opinion and recommendation of the arbitrator will be binding on both parties.

The arbitrator's fee will be shared equally by the parties to the dispute.

D. Representation in the Grievance Procedures

The grievant may have a representative(s) present at any stage of the grievance procedure. Such representation shall be with approval of the SEA.

No grievant, at any stage of the grievance procedure, will be required to meet with any administrator without SEA representation.

E. Time Limits

If a decision on a grievance is not appealed within the time limit specified at any step of the procedure, the grievance will be deemed settled on the basis of the disposition at that step and further appeal will be barred. Failure at any step of these procedures by an administrator to communicate the decision on a grievance within the specified time limits shall permit the grievant to appeal to the next step.

**ARTICLE V – PROFESSIONAL PERSONNEL REGULATIONS AND PROCEDURES**

A. Knowledge of Policies and Regulations

Annually, the Board of Education will provide each teacher with a handbook containing the rules, policies and regulations with which they are to comply. Any changes or additions to these rules, policies and regulations will be given to each teacher as they occur.

B. Preliminary Items for Employment

All teachers are required to submit such necessary proof of training for the permanent files as the Superintendent may direct. These will include a formal application blank with the personal information required, the necessary teacher retirement papers, a teaching certificate/license, an income tax withholding statement, a transcript of the candidate's college record, an authorized statement of years of experience and accumulated sick leave acquired at the school of previous teaching, and necessary Bureau of Criminal Investigation fingerprint check, which will culminate in the issuance of a certificate of verification.

C. Physical Examinations of Teachers

The Board or the Superintendent may require a physical examination of any school employee by an approved physician, in order that no person shall be employed or continue employment whose health is such that he/she endangers either his/her colleagues or the children in the school.

D. Compliance With Ohio Laws

Each teacher must comply with the Ohio laws covering teacher certification/licensure and the regulations as determined by the State Department of Education. A valid Ohio

certificate/license must be filed in the County Superintendent's Office before any payment of salary is made.

E. Release from Contract

After July 10<sup>th</sup>, teachers are sometimes offered positions in other school systems which may provide professional advancement or increased financial gain and may cause a teacher to ask to be released from contract in the local schools. If a suitable replacement can be found and it is felt that the educational program of the school will not be impaired, a teacher may be released from obligation of a contract.

F. Resignations

A teacher is presumed to have accepted employment for the succeeding school year unless he/she notifies the Board in writing to the contrary on or before June 1<sup>st</sup>.

No teacher shall terminate his/her contract after July 10<sup>th</sup> of any school year or during the school year prior to the annual session without consent of the Board. A teacher may terminate his/her contract for the next school year by giving five (5) days written notice to the Board prior to July 10<sup>th</sup>.

Written letters of resignation are required of all employees. All such letters should be addressed to the Superintendent, and should reach his/her office at least five (5) days in advance of the desired date of resignation. A much longer notice is preferred in order that satisfactory replacements may be obtained.

While no reason for a resignation is required, employees are encouraged to state a reason in order that the Superintendent may take steps to correct an unsatisfactory condition of employment. Reasons are also desirable in order to answer future official inquiries concerning the employee's termination.

## **ARTICLE VI – EVALUATION OF TEACHERS**

- A. The Board and the SEA agree that the evaluation of the work of any teacher is the responsibility of the administration, but the development of an appropriate and fair instrument and procedure for evaluation is of proper concern to the entire teaching staff and administration. For this purpose, the established committee will evaluate the current instruments and procedures for the purpose of redesigning and re-naming the evaluation forms and/or procedures. The SEA will appoint the teacher members to the committee, and the administration's members will be appointed by the Superintendent. The decisions of the committee will be made by consensus and shall be implemented beginning with the ~~2009-2010~~ 2012-2013 school year. However, before consensus is reached by the committee, all information will be reviewed by the SEA membership and the Board. The current forms will stay in effect until replaced by any new forms.

The Board and the SEA further agree that the primary functions of the evaluation procedure are to improve the quality of instruction received in the Strasburg-Franklin

Local School District and to be a record of each teacher's performance. The evaluation shall remain a consideration in contract renewal or non-renewal.

B. Evaluation of teachers will be in accordance with the Strasburg-Franklin Local School Cooperative Appraisal of Teaching Performance<sup>1</sup> which is specifically intended to supersede the statutory procedure outlined in Ohio Revised Code, Section 3319.111.

1. The principal or his/her proper designee is responsible for the actual evaluation.
2. Employees with one (1) year limited contracts will be evaluated a minimum of two (2) times per year; employees being considered for contract renewal a minimum of two (2) times per year; and all other employees at least one (1) time per year.
3. Each evaluation shall consist of at least two (2) classroom observations of thirty (30) minutes, proper written forms, and a conference. There shall be two different forms: Professional Performance Report Form and an Observation Form. The Professional Performance Report Form shall be dated. Each Observation Form shall include a starting and ending time. The teacher being observed shall initial the starting and ending times to show that he/she acknowledges their accuracy.

The evaluator shall complete the Observation Form during the thirty (30) minute period and provide a copy to the teacher on the same day either in person or via sealed envelope in the teacher's mailbox. Following any observation, should either party request a conference, such conference will be held within seven (7) workdays. A conference between the employee and the evaluator shall be held within seven (7) working days of the date of the final thirty (30) minute classroom observation to review the results of the Professional Performance Report Form.

All employees who are being evaluated for contract renewal shall have their first evaluation, including observations, report and conference, completed by November 1<sup>st</sup>.

All employees who are being evaluated for contract renewal shall have their final evaluation including observations, report and conference, between February 1<sup>st</sup> and March 31<sup>st</sup>.

All other evaluations shall be completed by April 30<sup>th</sup>.

Evaluation is a continuous process and includes the entire school day.

4. When the Professional Performance Report identifies areas that are in need of improvement or have not been met, administrative and/or supervisory personnel will confer and work with the teacher to establish goals and objectives by listing

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<sup>1</sup> The Strasburg Local Cooperative Appraisal of Teaching Performance is the evaluation procedure, evaluation form and observation form developed and approved by the administration and SEA. This procedure and forms shall be used universally throughout the District. It shall be tailored to account for different positions of employment such as classroom teacher, guidance counselor, school nurse etc.

specific recommendations necessary for improvement in the problem area(s) and suggesting the means by which a teacher may obtain assistance in making such improvements.

5. A copy of the evaluation report shall be given to the teacher for signing before being placed in his/her personnel file. The Professional Performance Report Form shall be congruent with the Observation Forms and include the following final assessment:

This evaluation report is	<input type="checkbox"/>	Satisfactory
	<input type="checkbox"/>	Unsatisfactory
Evaluator's Signature _____		

- C. Provisions of this Article shall not apply to supplemental contracts.

## ARTICLE VII – TEACHER CONTRACTS

### A. Limited Teacher Contract Reappointment Procedure

1. Statements for teachers' signatures are distributed in April giving teachers an opportunity to designate whether or not they desire reappointments. It is understood, also, that teachers holding a temporary certificate/license will be employed only after higher certification/licensure is explored.
2. The procedure used in issuing regular limited teacher contracts will be as follows:
  - a. The length of the first contract shall be one (1) year.
  - b. The length of the second contract shall be one (1) year.
  - c. The length of the third contract shall be three (3) years.
  - d. The length of the fourth contract shall be five (5) years.
  - e. Subsequent contracts thereafter shall be five (5) years.

The Board reserves the right to make exceptions to the above procedure based on unsatisfactory performance evaluations or improper or immoral actions or behaviors.

3. To be eligible for a continuing contract, a teacher must have at least three (3) of the last five (5) years of teaching service in the Strasburg-Franklin Local School District and meet the following requirements:
  - a. Hold a professional, permanent, or life teacher's certificate; or
  - b. Hold a professional educator license and completed the applicable one of the following:
    - (1) If the teacher did not hold a masters degree at the time of initially receiving a teacher's certificate under former law or an educator license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt.
    - (2) If the teacher held a masters degree at the time of initially receiving a teacher's certificate under former law or an educator license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt.

Teachers who have had a continuing contract in another school district in Ohio shall become eligible for a continuing contract after serving a two (2) year period in the Strasburg-Franklin Local School District.

Continuing contracts shall be issued in accordance with and pursuant to the provisions of Section 3319.11 of the Ohio Revised Code.

A teacher who becomes eligible for a continuing contract during the term of a multi-year contract will be granted a continuing contract upon the recommendation of the Superintendent and approval by the Board. If the Superintendent does not recommend the teacher for a continuing contract or the Board does not approve the recommendation, the multi-year contract will stay in effect. Such continuing contract shall take effect immediately upon approval by the Board.

**B. Non-Renewal of Regular Limited Contracts**

1. Teachers on limited contracts will be notified before April 30<sup>th</sup>, in writing by the Treasurer of the Board, if they will not be re-employed. All teachers not so notified shall be considered reappointed.
2. A teacher on limited contract will be involved in two (2) formal evaluative conferences during the school year. If the first evaluation indicates a problem

area serious enough for non-renewal or an overall unsatisfactory recommendation, then the second conference shall take place no later than March 31<sup>st</sup>. At the second conference the teacher shall be notified in writing by the evaluator that the problem is serious enough that it may affect re-employment as a teacher in the Strasburg-Franklin Local Schools.

3. Prior to recommending non-renewal of a teacher's contract, the Superintendent shall notify the teacher of his/her proposed recommendation. This will be accomplished through a conference between the teacher and the Superintendent. The teacher may have a SEA representative of his/her choosing accompany him/her to the conference. The Superintendent may have any full-time staff member of the District accompany him/her as a witness.

The Board may non-renew the limited contract of any teacher in accordance with and pursuant to the provisions of Ohio Revised Code, Section 3319.11.

C. Termination of Teacher's Contract

The Board may terminate the contract of any teacher in accordance with and pursuant to the provisions of Ohio Revised Code, Section 3319.16.

D. Supplemental Contracts

The Board shall issue contracts for all supplemental positions. The contract will include the contract period of one (1) year and the amount of salary as determined by the supplemental salary schedule included in this contract. All supplemental contracts shall be non-renewed automatically at the end of the contract duty each year.

Credit for experience to be used to calculate advancement on the supplemental salary schedule shall be given for a bargaining unit member who moves to another supplemental position within the same sport/activity.

An assistant coach will only be utilized in a sport where the total number of participants for that sport is ten (10) or more.

## **ARTICLE VIII – TEACHING ASSIGNMENTS, TRANSFERS, JOB VACANCIES**

A. Teaching Assignments

Each employee shall be given written notice not later than the last day of the school year of the next year's assignment by his/her building principal. Such notice shall specify the building, grade level, and subject area to which the employee is assigned. Distribution of the following year's class schedule will be considered notification for teachers in grades 7-12. Elementary teachers will be notified by distributing a list of teaching assignments for the next year.

The Board reserves the right to change or alter affected staff assignments.

B. Transfers

1. Reassignment

A bargaining unit member who wishes to be assigned to a new or different teaching position or grade level shall make the request to the Superintendent, in writing, on the annual Teacher Reassignment Form. Such request shall be kept on file in the Superintendent's office for one (1) year unless removed at any time by the unit member.

2. Vacancies

Whenever a vacancy occurs or a new position is created, the following process shall be in effect:

First: Those whose contracts have been suspended by way of "reduction in force" and who hold the proper certificate/license shall be called back to work.

Second: A teacher who has requested a transfer to the position in response to a posted vacancy shall be considered for the position.

Third: The Board shall hire new staff.

Final decisions on the filling of vacancies or new positions shall rest with the Superintendent except as may be limited by the contract.

C. Posting of Vacancies

1. The Board shall post all vacancies at least five (5) days prior to being filled. Such posting shall be in a conspicuous location in each school building and a copy shall be placed in each unit member's mailbox. The five (5) days begin with the start of the first day the notice is posted and end at the end of the fifth (5<sup>th</sup>) work day thereafter.
2. Vacancies or new positions that occur after July 10 will be filled at a meeting held on one day, the last Friday of July. Only teachers who have a Teacher Reassignment Form on file, as described in Section B. of this Article, will be allowed to participate. The administration will notify these teachers in advance. At this meeting, the vacancy or vacancies to be filled, will be viewed by all in attendance, and the most senior properly certified interested teacher will be given the position. The vacancy created by the filling of the initial vacancy will then be open for bidding and filled in the same way. This process will continue until there are no remaining vacancies that these teachers wish to fill.
3. Vacancies or new positions that occur after the last Friday of July will be filled at the sole discretion of the Superintendent who will first consider teachers who

have a Teacher Reassignment Form on file before hiring teachers from outside the district.

4. Teachers going to new positions may request a conference with the Superintendent.
- D. The posting of vacancies or new positions shall be when they occur. Whenever the term “occur” or “occurring” is used, it shall mean one of the following:
1. the date on which the administration received notice of a retirement or resignation;
  2. the date the Board effected a non-renewal;
  3. the date the Board created a new position; or
  4. the date of any other occurrence that causes a vacancy.
- E. While the filling of vacancies or new positions are to be in accordance with these provisions, the Superintendent will determine whether the vacancies will be filled.

#### **ARTICLE IX – REDUCTION IN FORCE**

If the Board determines it necessary to reduce the number of bargaining unit positions under Ohio Revised Code 3319.17 or for financial problems, the following procedures shall apply:

- A. Reductions shall be made by suspending contracts based upon the Superintendent’s recommendation. Those contracts to be suspended shall be chosen as follows:
1. All members of the bargaining unit shall be placed on a seniority list for each teaching field for which they are properly certificated/licensed. Teachers serving under continuing contracts shall be placed at the top of the list in descending order of seniority. Teachers serving under limited contracts shall be placed on the list under continuing contract teachers, also in descending order of seniority.
  2. System seniority will apply and is defined as the total number of years of continuous service in the District. A year is defined as one hundred twenty (120) days of work and/or paid leave in any one (1) school year.
    - a. Board approved unpaid leaves shall not interrupt seniority, but time spent on such leave shall not count toward seniority. Teachers shall accrue seniority while on paid leave. For the purpose of a RIF, a unit member who becomes an administrator and is no longer in the bargaining unit shall retain his/her seniority as a unit member but shall not accrue seniority while an administrator.

- b. If two (2) or more teachers have the same length of continuous service, seniority will be determined by:
      - (1) the date of the Board meeting at which the teacher was hired, and then by
      - (2) the date the teacher signed his/her initial employment contract in the District, and then
      - (3) any remaining ties will be broken by the Superintendent's review of recent evaluations and judgment regarding the best interest of the District.
  3. Recommended reductions in a teaching field will be made by selecting the lowest person on the seniority list for that area of certification/licensure who is currently assigned to a position in that teaching field. A teacher and/or administrator so affected may displace a teacher who holds a lower position on a seniority list in his/her area of certification/licensure. In no event shall a non-tenured teacher displace a teacher with continuing contract status. Any such election must be made within seven (7) days of receipt by the teacher of notice that his/her contract will be suspended and of receipt of a list of teachers who could be displaced. A teacher being displaced will be notified that he/she is being displaced within seven (7) days of the time displacement is known. Such displaced teacher shall be placed on the recall list.
- B. The names of teachers and/or administrators whose limited contracts are suspended in a reduction in force will be placed on the recall list for up to twenty-four (24) months from the date of reduction. Teachers on continuing contracts shall remain on the recall list for forty-eight (48) months. Teachers on the recall list shall have the following rights:
  1. No new teacher will be employed by the Board while there is a teacher on the recall list who is certificated/licensed for the vacancy or new position in accordance with B. 2. and B.3., which follows:
  2. Teachers on the recall list will be recalled in reverse order of suspension for vacancies or new positions in areas for which they are certificated/licensed.
  3. It is the responsibility of the involved teacher to advise the Board of an address where he/she can be reached. If the teacher fails to respond in the affirmative during the specified time period, he/she will be removed from the recall list and the Board shall have no further obligation to him/her. If the position which becomes available varies in length of service per day and/or year from the position from which the teacher was suspended, the teacher may decline the position without being removed from the recall list.

## ARTICLE X – PERSONNEL FILES

The Superintendent will develop and implement a comprehensive, efficient system of maintaining personnel records under the following guidelines:

- A. A personnel file system for each employee will be accurately maintained with appropriate information in the Board office, treasurer's office and principal's office.
- B. In addition to the application for employment and references, personnel files shall contain transcripts, attendance records, payroll records, use of leave records, evaluations, and such other information as may be required by the State. All documents in a personnel file must be accurate, relevant, timely, and complete.
- C. At no time shall the information in the personnel file that is considered private by state statute be made available to the public. The content of personnel files is limited to what is allowed by state and federal law.
- D. Each employee shall have the right, upon request, to review the contents of his/her own personnel file as per statute. Such request shall be made to the Superintendent and scheduled for a time convenient for the parties involved. The employee may be accompanied by another individual of his/her own choice.
- E. Nothing shall be placed in the file of a bargaining unit member prior to him/her seeing it and having the opportunity to have a written signed rebuttal attached to the file copy. The rebuttal must be given to the Superintendent within two weeks of having seen the document. The bargaining unit member shall sign the document indicating that he/she has seen it but does not necessarily agree or disagree with it.
- F. The bargaining unit member will be notified immediately of the name of any person, who is not an employee of the District, asking to see his/her file. When a file is reviewed by anyone other than a qualified professional supervisory personnel or their designee for information other than personal data (i.e., date of birth, address, Social Security number, etc.), a record will be kept of who reviewed it, the date reviewed, and the reason for such review. The Board reserves the right to review the personnel file in executive session during any Board meeting without the above documentation.

## ARTICLE XI – WORKING CONDITIONS

### A. Work Year

The work year shall consist of one hundred eighty-four (184) days for teachers who are current employees of the Strasburg-Franklin Local Schools. The school year shall be scheduled as follows:

- 1. One hundred eighty (180) school days (includes up to two (2) parent-conference days).

2. One (1) in-service/meeting day and one (1) work day prior to the school year.
3. One (1) in-service day during the school year. Starting with the 2009-2010 school year and at the discretion of the Superintendent, one-half (1/2) of this in-service day or waiver day, if any, shall be used for the peer review of personal professional development plans (PPDPs).
4. One (1) records day at the end of the second semester.

When all schools are officially closed or delayed because of inclement weather or other public calamity, employees shall be released from duty for the same period of time. Employees shall be required to make-up, without additional pay, days lost as a result of school closings or cancellation of classes to maintain a minimum student calendar according to the State minimum calendar. The days shall be made up as per the school calendar approved by the Board.

B. School Calendar

The SEA will chair a committee to recommend a school calendar to the Board. The committee will consist of four (4) teachers and two (2) members appointed by the Board.

C. Work Schedules, Daily and Yearly

The main purpose of a work schedule is to permit the school to operate most efficiently for the education of the children involved. The schedule, therefore, should be tailored to enable the staff to operate at its most efficient level of performance throughout the work day, week and year. The workday for elementary grade teachers is seven (7) hours. The workday for high school grade teachers is seven (7) hours and fifteen (15) minutes.

Work schedules represent the minimum requirements of the position. Professional positions are recognized as such and, therefore, are expected to include such additional time as is necessary to complete the work satisfactorily through mutual agreement of the principal and teacher.

The daily work schedule of all teachers shall be balanced wherever possible (i.e., a teacher with a constant teaching load should be relieved of extra non-instructional assignments whenever possible), and additional duties should be distributed equally among the teaching personnel.

Annual assignment of classrooms will be flexible and will be determined by grade levels, student enrollment, furniture, and space available.

All employees shall be entitled to an uninterrupted, duty-free lunch period of not less than thirty (30) minutes.

Employees in the bargaining unit shall be granted not less than five (5) class periods weekly for the purpose of preparation. Prior notification and consent of the teacher must

be obtained before preparation periods can be interrupted. Every effort will be made to assign preparation times on a daily basis, schedule permitting.

The pre-scheduled parent conference day(s) built into the school calendar shall be equivalent to the normal teaching day.

D. Extra Duty Work

Extra duty is defined as non-instructional supervision of students such as bus duty, lunchroom duty, hall duty, recess duty, etc.

In August of each year, the building administrator will provide unit members employed at that building with a list of assigned extra duties. Included with the list will be a statement that defines the responsibilities of the duty.

Teachers may exchange duty assignments between or among themselves, but must notify the building administrator.

Duties and responsibilities of teachers shall be made known primarily through the Teachers' Manual which is issued to each teacher at the beginning of the school term. All teaching positions, including normal extra duties, are a part of the regular teaching contract. These include meetings called by the Superintendent and/or principals as well as equally assigned supervisory assignments. These duties do not include supplemental contracts.

At the beginning of each school year, the Superintendent/Administration will prepare a calendar of tentative staff and other meeting dates for that year. No more than ten (10) staff meetings shall be held during the school year, and each meeting shall not exceed thirty (30) minutes in length. Each afternoon staff meeting shall have a distinct start and end time. Teachers will be advised of the cancellation of a staff meeting in a timely fashion. Staff meetings should be used to convey information and concerns about everyday functions and building issues that cannot be addressed during the school day. Staff meetings should be efficient and meaningful, and if there is a staff concern, it can be added to the agenda. Agendas will be prepared by the building principal and a staff member appointed by the SEA for each staff meeting. The Administration and the SEA will each be responsible for preparing one-half (1/2) of the agenda. In developing the agenda, consideration should be given to the probability of adequate time for the discussion of each item. To the extent possible, copies of the agenda will be provided to staff members five (5) work days prior to the meeting. The meeting time will be split equally between the SEA's agenda items and the Administration's agenda items, with each party alternating who goes first.

Intervention Assistance Team (IAT) meetings shall be scheduled ~~on a specific day of the week once a week~~ as needed with notification to bargaining unit members at least a week ahead of time.

Whenever a teacher is assigned to teach in a new room, the teacher shall be released from meetings scheduled for the first two (2) work days of the school year in the equivalent of

one (1) school day in order to spend time preparing the new room. The Superintendent and the affected teacher will communicate regarding an alternative means of receiving any information that the teacher missed as a result of being released from the meeting(s).

E. Substituting During Conference and Planning Time

1. The Board will make an appropriate effort to secure substitute teachers.
2. If a substitute cannot be found, supervisors will make every effort to secure a volunteer to assume the responsibilities of another teacher who is absent or on leave. If no volunteer can be found, the supervisor can assign teachers to substitute during their conference or planning times. No individual will be relieved of his/her assigned class or duty to assume the responsibilities of another teacher, except for emergency situations.
3. A teacher that agrees or is assigned to assume these responsibilities will be compensated at the rate of fifteen dollars (\$15.00) per class period.

F. Professional Advisory Committee

1. The Professional Advisory Committee shall be comprised of the Superintendent, High School Principal, Elementary Principal, and appointments made by the SEA of representatives from each building as follows: two (2) primary grade teachers (K-3), two (2) intermediate grade teachers (4-6), two (2) junior high grade teachers (7-8), and two (2) high school teachers (9-12).
2. Ideas, needs, and opinions will be exchanged bilaterally and discussed through this Committee. The Committee shall appoint one of its members to be a recorder. The recorder shall prepare minutes of each meeting and distribute them to the Committee members within one week. Committee members are to check the minutes to determine if there are any errors. Errors shall be corrected, and the minutes will be distributed to all unit members.
3. This Committee is to be directive, problem-solving, and advisory, not policy-making, and the Committee meetings are not considered negotiations.
4. The Committee will address concerns brought to its attention, following the guidelines for operation that it shall establish with the help of a representative of the Federal Mediation and Conciliation Service. All issues brought to the PAC must be related to work situations. Each fall the Committee will participate in a refresher course in consensus building. Such training shall be by representatives of the Federal Mediation and Conciliation Service. Nothing in this section shall preclude a unit member from presenting his/her concerns to the Board at a regular meeting and/or filing it as a grievance.
5. The Professional Advisory Committee shall meet monthly during the school year. A Federal Mediation and Conciliation Representative will be allowed to facilitate PAC meetings if he/she is available. By mutual agreement, any such monthly

meeting may be skipped. If there are no agenda items, there will be no meeting. Any additional meeting(s) may be called by a consensus of the eight (8) teachers or the three (3) administrators. However, either sector may initiate a meeting by notifying the other sector five (5) working days prior to the meeting.

6. An agenda of items to be discussed will be provided prior to each meeting in accordance with the Committee's guidelines.

G. Student Discipline

Both parties recognize that the primary responsibility for the maintenance of good discipline rests with the classroom teacher. The Board and the SEA agree that the adjustment of behavior problems is the joint responsibility of teachers and administrators. Administrators shall act with reasonable dispatch to render assistance to the teacher in resolving behavior problems.

The building principal and a committee consisting of a minimum of three (3) teachers will annually review and/or recommend revisions to the Student Discipline Policy in the Student-Parent Handbook. Involvement by community members, parents, and/or students is optional.

H. Student-Parent Handbook

The building principal along with the Student Discipline Committee (a minimum of three (3) teachers) shall annually review and/or recommend revisions to the Student-Parent Handbook.

I. Class Size

Everybody in the educational community of the Strasburg-Franklin Local School District recognizes that class size has a significant impact on the quality of education. However, this statement shall not be subject to the grievance procedure.

The Board shall provide for a class size ratio (twenty-five (25) students to one (1) teacher in grades kindergarten through 4<sup>th</sup> grade) in accordance with the formula of the State Minimum Standards.

Whenever a unit member believes his/her class size is not commensurate with the sufficiency of facilities or is not educationally sound, he/she shall bring this to the attention of the Superintendent for the purpose of addressing the issue.

J. Medical Hygiene Administration

No member of the bargaining unit, except those employed specifically for such purpose, shall be required to:

1. administer any medication (prescribed or over-the-counter) by injection, by mouth, by absorption, by application or by any other means;

2. take care of any hygiene needs including procedures for cleanliness and any procedure involving the use of diapers, or special garments pertaining to bodily fluids, or any other device or product not normally worn or used by a person in good health and/or physical well being;
3. assist, transport, carry, maneuver, lift or in any way assist a student on or off any vehicle, on or off any apparatus including wheelchairs, into or out of any classroom, into or out of any restroom or other room for any purpose if it places the teacher or student at personal risk; or
4. assist a student in any way with intake of food or drink if it places the teacher or student at personal risk.

K. Technology Training

The Superintendent may schedule mandatory technology training for bargaining unit members one time per month during the school year to be held within the school day. The technology training may take place during release time, during one in-service day, during one planning period per month, during early dismissals or during two-hour delays. The District may also provide for technology training at various times throughout the school year that is outside the work day and work year i.e., during the summer.

Attendance at such training outside the work day or year is optional. Attendance at training during planning periods is optional for staff members who are knowledgeable in the area of the training. Staff who are unable to attend training held outside the school day/year shall be told of alternative training that may be available.

Prior to any districtwide training, the District shall, through the use of some measurement tool, determine the need for training.

The staff will be given, prior to training, an agenda of the area(s) of the training with the expected outcome.

## ARTICLE XII – LEAVES

A. Leave of Absence Defined

A leave of absence is defined as a period of extended absence from duty by an employee of the Board for which a written request was submitted and approval given by the Superintendent and the Board. By law, the Board may grant a leave of absence for a period of not more than two (2) consecutive school years for educational, professional or other purposes and shall grant such leaves where illness or some other disability is the reason for the request. Upon return to service at the expiration of the leave of absence, a teacher shall resume the contract status held prior to such leave. No leave of absence shall count as a year of experience on the salary schedule. The Superintendent is

authorized to fix a date upon which a teacher on leave of absence must indicate his/her intention to return to duty. The leave of absence becomes a resignation if the teacher fails to comply with the Superintendent's request.

B. Sick Leave Regulations

Teachers employed to teach continuously for a school term are full time employees and are entitled to one and one-fourth (1¼) days sick leave per month and cumulative to two hundred eight (208) days. If a teacher has a serious health condition that makes him/her unable to perform the functions of his/her position and he/she wishes to take leave for this reason, he/she must first use his/her accrued sick leave and then use his/her accrued personal leave to do so. However, any days not covered by sick leave or personal leave will be unpaid.

1. Sick leave shall be computed on the basis of the employment year beginning August 1<sup>st</sup> and ending July 31<sup>st</sup>.
2. All regular, full-time teachers, except substitutes, shall be entitled to a maximum of fifteen (15) days of sick leave during any school year. Sick leave is to be computed at the rate of one and one-fourth (1¼) days credit for each completed month of service. A completed month of service shall consist of a calendar month.
3. Sick leave for all teachers shall be computed and credited as a part of the payroll record at the end of each completed month of service.
4. Sick leave shall be paid for absence due to the following:
  - a. Personal illness, pregnancy, injury or exposure to contagious diseases which could be communicated to others; and
  - b. Absence of the teacher due to illness, injury, or death of a teacher's immediate family.

The immediate family shall be interpreted to mean anyone living in the same household or father, mother, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, husband, wife, children, grandchildren, grandmother or grandfather.

Sick leave days for a death other than spouse, child, parents, or parents-in-law shall be limited to no more than four (4) working days including the day of funeral, unless extenuating circumstances warrant special consideration. Requests for more sick leave should be directed to the Superintendent as soon as possible.

5. Cumulative sick leave is available to each teacher at the beginning of his/her term of employment during any year.

6. Each year at the beginning of his/her term of employment, current annual sick leave shall be available to a regular teacher immediately when he/she reports for duty. This shall be in addition to any cumulative sick leave already established to his/her credit. Subsequent payment for current sick leave shall be made at the end of each completed month of service based on the period of illness and in an amount not to exceed one and one-fourth (1¼) days per completed month of service.
7. A teacher who is absent due to illness for more than five (5) days in succession, excluding weekends, may be required to furnish a signed statement from a licensed physician that his/her absence was caused by illness due to the preceding causes.

C. Personal Leave

1. One (1) restricted personal leave day per year may be granted to each certified/licensed employee. Restricted personal leave is not deducted from sick leave and may not be accumulated from year to year. Requests for restricted personal leave must be in writing, per the prescribed form, to the principal at least three (3) days before the day of absence except for reasons g. and h., which may be granted without three (3) days notification. The principal will forward the request to the Superintendent for his/her approval and the request form will be returned either granting or denying the leave. The principal or his/her designee will be responsible for informing the employee of the approval or denial of the request for personal leave.

Teachers who have any unused personal leave days and who do not use any personal leave days during the month of May will be excused from the last teacher work day of the school as follows:

- Teachers who have completed “check-out” by the end of the last student day of the school year do not need to report to work on the last teacher work day of the school year.
- Teachers who have not completed “check-out” by the last student day of the school year are permitted to leave work during the last teacher work day of the school year after they have completed “check-out.”

Restricted personal leave is to be interpreted as a condition, situation or business which cannot be taken care of other than during regular working hours. Restricted personal leave may be granted for the following reasons:

- a. Sale or purchase of real property.
- b. Graduation of self, and graduation, serious illness or death of children, husband, wife, father, mother, brother, sister, grandmother, grandfather, grandchildren, father-in-law, mother-in-law and anyone living in the same household.

- c. Marriage of son, daughter, or the employee himself/herself.
- d. Settlement of an estate.
- e. Adoption of a child.
- f. For any appearance in court.
- g. For the funeral of a close friend and/or relative not covered under the sick leave policies of the Board.
- h. For an act of nature or an accident that disrupts utility services, plumbing, heating, or that so damages the house that a condition is created that is hazardous or potentially hazardous to the welfare of the employee and/or his/her family and must be corrected without due delay.
- i. For registration for college courses if Saturday registration is not provided.
- j. As the recipient of an award for contributions to education, community, or church.
- k. Personal educational affairs, i.e., certification/licensure and retirement.
- l. Personal financial affairs.
- m. Religious and fraternal conferences, or recognized religious holidays, provided the employee is an active member of the religious body celebrating said holidays.
- n. Business concerning employee's son's or daughter's education.
- o. To attend tournaments in which one's own children are participating.
- p. Other reasons considered legitimate by the Superintendent.

Use discretion and ethics when requesting restricted personal leave.

A teacher whose absence has been permitted by the Superintendent but is not entitled to sick leave benefits or personal leave or any other paid leave will have the daily salary amount deducted from his/her pay.

2. Two (2) days of unrestricted personal leave will be granted to each certified/licensed employee per year. The number of teachers that will be granted this leave on any one (1) day will be limited to two (2) per building. Requests must be completed on the prescribed form and forwarded to the building principal at least three (3) days before the day of requested absence. With regards to the

limit, requests will be granted on the basis of the date the request is received by the building principal.

The unrestricted personal leave days cannot be used in conjunction with a holiday or break period.

D. Maternity/Adoption/Child Care Leave

Maternity Leave – A pregnant teacher shall be granted, upon written request, maternity leave. The request shall state the length of absence desired by the employee. The teacher shall notify the Superintendent at least thirty (30) days in advance of the effective date of said leave except in emergency situations in which event the Superintendent shall immediately be notified of the date of said leave. At the request of the teacher and with one (1) week prior notice, the maternity leave may be shortened by the Superintendent.

The teacher may use accumulated sick leave while pregnant and for up to six (6) weeks after termination of the pregnancy. Additional time may be requested if the mother is unable to perform her normal teaching duties due to medical reasons. A request for additional usage must be accompanied by a written statement from the teacher's physician indicating that the teacher is not well enough to return to her normal teaching duties. While using sick leave, the usual cost of fringe benefits paid by the Board will be maintained.

A teacher who leaves and returns in the same school year or before the beginning of the next school year shall return to her original position.

Adoption Leave – Upon written request, a teacher adopting a child under the age of eighteen (18) shall be granted an unpaid leave of absence for the balance of the school year in which the teacher receives the child or for the amount of time to which he/she is entitled to adoption leave under the Family and Medical Leave Act of 1993, whichever is greater. The teacher shall notify the Superintendent at least thirty (30) days in advance of the effective date of said leave except when notice of the date for receiving a child is within the thirty (30) days in which event the Superintendent shall be notified as soon as practicable of the date of said leave.

Child Care Leave – A teacher may request an unpaid leave of absence for the purpose of rearing a newborn child. This request shall be submitted to the Superintendent in writing at least thirty (30) days in advance of the effective date of the leave. However, if the date of the child's birth requires leave to begin in less than thirty (30) days, the teacher need only provide such notice as is practicable. This request shall state the length of absence desired by the teacher. Child care leave shall not exceed one (1) year or the amount of time to which the teacher is entitled to leave under the Family and Medical Leave Act of 1993 whichever is greater.

Whenever a teacher returns from a child care leave, the teacher shall return at the beginning of a grading period.

Upon return to service following Child Care Leave, the teacher shall be entitled to reinstatement to the same contractual status which was held prior to the leave.

Benefits, other than the insurance premiums mentioned in Article XIV, Section A., of this Agreement, will not be paid by the Board for a teacher during the period of time that the teacher is on unpaid maternity/adoption/child care leave.

With respect to a teacher who is on unpaid maternity/adoption/child care leave, the insurance premiums mentioned in Article XIV, Section A., of this Agreement will be paid by the Board for twelve (12) work weeks or for the duration of the leave, whichever is shorter. Thereafter, if the teacher is still on the same leave, he/she shall have the right to pay all such premiums himself/herself, providing carriers permit such coverage.

E. Unpaid Leave

Teachers who have served in the Strasburg Schools for not less than two (2) years may be granted a leave of absence for not more than one (1) year for the purpose of approved study with or without pay.

F. Professional Leave

Requests for permission to attend professional meetings must be submitted to the Superintendent for approval at least ten (10) days in advance of the meetings.

Any teacher employed by the Board may receive compensation and expenses for days on which he/she is excused by the Board to attend professional meetings, and the Board may provide and pay the salary of a substitute for these days. The payment of teacher expenses incurred in attendance shall be allowed by the Board from the General Fund with the cost of a substitute and registration fees paid at 100% and transportation, lodging and meals paid as follows:

1. Lodging and meals will be reimbursed at a maximum rate of one hundred dollars (\$100.00) per day for the life of the current contract.
2. Travel costs will be reimbursed at the IRS rate per mile for the life of the current contract to and from the meeting if the participant's private car is used or actual travel expenses if public or other transportation facilities are used.
3. The head coaches and one (1) assistant for each sport will be permitted to attend a one (1) day coaches clinic and their OHSAA sponsored State Tournaments. The Board is to furnish a substitute teacher. The Athletic Fund will provide payment of expenses.
4. The Board will furnish a substitute only for the official delegate(s) to the teachers' Association's delegate assemblies and/or delegate meetings. The SEA will be limited to four (4) days of Business Leave per year and no more than two (2) members may be gone on any one (1) day.

An itemized expense account must be presented to the Board before reimbursement can be made to the teacher.

G. Assault Leave

Any employee who is absent due to physical disability resulting from an unprovoked assault which occurred in the regular course of his/her employment with the Board shall be entitled to a paid leave of absence, not to exceed twenty (20) work days.

Any employee seeking assault leave may be required to file juvenile or criminal charges against the person(s) making the assault, if known, and to testify as a witness in connection with any juvenile, criminal, and/or school disciplinary action taken against the offender. Any employee seeking assault leave shall file a signed statement of the incident with the Superintendent, setting forth the date of occurrence, nature of injury, name of the individual(s) involved, if known, and describing the facts surrounding the assault. If medical attention is required, a certificate from a licensed physician must be provided stating the nature of the disability and its duration. The employee shall furnish such additional information as may be requested by the Superintendent to assist in the disciplinary action against the offender or to determine the employee's eligibility to receive assault leave.

Leave granted under this section shall not be charged against sick leave or leave granted under any other section of the Agreement. The employee receiving assault leave shall receive all pay and benefits as if receiving sick leave.

A teacher who is absent due to assault for more than five (5) school days shall be required to furnish a satisfactory statement from a licensed physician that his/her absence was due to the assault.

H. Family and Medical Leave

The Board shall provide Family and Medical Leave in accordance with federal law and its implementing regulations.

I. Return from Long-Term Leave

Any time a bargaining unit member expects to be on any leave for more than forty-five (45) days, he/she shall declare, in writing, the date that he/she intends to return to work, retire, or resign. This declaration is subject to modification. The bargaining unit member must return from the leave at the beginning of a nine-week grading period or a semester, unless he/she has exhausted the leave available to him/her.

J. Catastrophic Illness Donation Program

A bargaining unit member who has exhausted his/her sick leave and has a catastrophic illness may apply for assistance from the Catastrophic Illness Donation Program. The Program will be administered by a joint committee of teachers appointed by the SEA and administrators appointed by the Board. The Committee will determine whether the

bargaining unit member has a catastrophic illness that would qualify him/her for assistance from the Program. The SEA will donate money to assist the bargaining unit member, and the Board will match the money donated by the SEA up to \$1,500.00. A bargaining unit member who has a catastrophic illness shall apply to the State Teachers Retirement System for disability retirement after using thirty (30) days of sick leave. This provision (J.) will be automatically deleted upon the expiration of this Agreement unless the parties agree to include it in any successor agreement.

### **ARTICLE XIII – SALARY GUIDELINES**

#### **A. Payment of Salaries**

Each teacher will receive his/her pay on the basis of twenty-six (26) pay periods per year.

Supplemental – Teachers shall have the option of receiving their supplemental salary, upon completion of duty, in one of the following manners:

1. One hundred percent (100%) upon completion.
2. Fifty percent (50%) upon completion of one-half (1/2) of the activity.  
Fifty percent (50%) upon completion of all the activity.
3. The Treasurer may agree to pay a supplemental salary over no more than six (6) pay periods, if the position is held by a bargaining unit member, upon mutual agreement of the advisor/coach, principal, and District Treasurer.
4. In the event a teacher wishes to adjust his/her withholding for one or more paychecks, notice (including a new W-4 Form) must be provided to the Treasurer's Office not less than fifteen (15) work days prior to the regularly scheduled payday for which the adjustment applies. Teachers are advised to make their selection at the time of accepting the supplemental contract.
5. By August 1, 2007, all bargaining unit members must have made arrangements with their bank and the District Treasurer for the direct deposit to their account of payment of salary. Bargaining unit members hired after the ratification of this Agreement will make such arrangements for direct deposit to their account for payment of salary prior to the start of their initial year of employment. Payment by direct deposit will be one day early (Thursday) while those receiving paper checks will continue to receive their paycheck on Friday.

#### **B. Service Credit**

No teacher may advance more than one (1) increment in any one (1) year. No teacher new to the District may receive more than ten (10) years service credit with less than a Bachelor's Degree, ten (10) years with a Bachelor's Degree, eleven (11) years with five (5) years (150 hours), and twelve (12) years with a Master's Degree, including no more than five (5) years military credit. A year's service is one hundred twenty (120) days

under a teaching contract. This provision will apply to all teachers in the system with the following exception: Any teacher hired by the Strasburg-Franklin Board of Education for one (1) semester or ninety (90) days will, if re-employed in the succeeding year, be given one (1) year of experience credit.

C. Training and Experience

Teachers who earn additional college credits to qualify for a higher salary class shall file an official transcript with the Treasurer of the Board by September 15<sup>th</sup> for advancement during the first semester or by February 15<sup>th</sup> for advancement during the second semester. The Treasurer shall then pay such teachers in accordance with the new salary schedule placement as of the pay period in which September 15<sup>th</sup> or February 15<sup>th</sup> falls. Credits earned for advancement on the salary schedule shall conform to the following:

1. Academic work is satisfactorily completed at an accredited college or university.
2. Academic work provides sufficient credit to qualify the teacher for placement on the next column on the salary schedule.
3. Academic work completed is relevant to the field of education.

D. Computation of Salary

The teacher's salary schedule shall be considered as payment for teaching service for the normal school year, currently being set at one hundred eighty-four (184) days.

When a teacher is absent from duty and there is no sick leave applicable, or where the reason for absence is other than personal illness, death in the immediate family, or attendance at a professional meeting, the computation for salary deductions for absence shall be based upon the official school year adopted by the Board. The deduction would, therefore, be 1/184<sup>th</sup> of the annual salary for each day of unauthorized absence – one hundred eighty (180) days plus four (4) authorized teachers' meeting days and/or records workdays.

Any teacher leaving the employment of the Board before the expiration of his/her contract shall be paid for the days actually taught. This payment is to be computed upon the daily rate, which is the annual base salary divided by the number of days in the school year.

E. Tutor Compensation

Tutors are considered "teachers" for the purposes of school law, including laws relating to teacher salaries. For the purposes of this contract, the tutors' rate of pay will be eighteen dollars (\$18.00) per hour, unless the Superintendent deems a higher rate is necessary to protract services to address unusual circumstances. If a higher rate of pay is necessary, the maximum hourly rate shall be twenty-seven dollars and fifty cents (\$27.50). Said variances must be approved by the Board.

F. Mentor Program

1. A mentoring program established in accordance with the guidelines developed by the Ohio Department of Education shall serve the purpose of nurturing, supporting, and providing professional assistance to individuals in the first year of employment under a teacher certificate/license.
2. All newly employed educators teaching for the first time under a new, temporary or alternative certificate/license shall be assigned a mentor prior to the first day of school for students.
3. Teachers who would qualify to be mentors shall not be required to serve as mentors.
4. The Mentor Program standards and guidelines are found in the Strasburg-Franklin Local School District Mentoring Handbook.
5. The teacher's performance as a mentor teacher shall not be part of that teacher's evaluation or any re-employment decision.
6. Mentor positions will be posted as any other supplemental vacancy. Mentors shall be paid under a supplemental contract.
7. The mentor teacher shall be released from all other classroom teaching responsibilities for a maximum of six (6) hours throughout the school year. These hours will be determined by the mentor, mentee and building principal.

G. Local Professional Development Committee

1. The Strasburg-Franklin Local Professional Development Committee (LPDC) shall develop/implement guidelines to ensure high standards of professionalism for all certificated/licensed staff members.
2. The Strasburg-Franklin Local Professional Development Committee standards and guidelines are recognized by the SEA and the Strasburg-Franklin Local Board of Education and are considered part of this Agreement. The LPDC shall not have the authority to supercede any sections of the negotiated agreement between the Board and the Association or the provisions of State Law.
3. The LPDC standards and guidelines are found in the Strasburg-Franklin Local School District teacher manuals.
4. Teachers shall not be required to serve on the Local Professional Development Committee.
5. Decisions of the Local Professional Development Committee or any body that hears an appeal shall not be subject, in whole or part, to any portion of the grievance procedure set forth in the negotiated agreement.

6. Local Professional Development Committee positions which are appointed or elected are not posted positions.
7. Members of the Local Professional Development Committee shall be indemnified by the Board of Education for actions related to the proper performance of their duties as members of the committee.
8. Local Professional Development Committee members will receive a yearly stipend as per the table below:

	<u>1 – 5 Years</u>	<u>6 + Years</u>
LPDC Chair	5.0	5.5
LPDC Members	4.5	5.0

H. Employment of Retired Teachers

A teacher retired under the State Teachers Retirement System (STRS) may be hired under the following conditions:

1. The teacher will start with salary schedule placement experience of five (5) years and will be given education credit according to the salary schedule with annual movement to the maximum of ten (10) years.
2. The teacher is eligible for a one (1) year limited contract which automatically expires at the end of the stated term.
3. The teacher is not eligible for tenure.
4. The teacher is not eligible to receive severance pay.
5. The teacher begins his/her employment with the District with zero (0) days of accumulated sick leave. Thereafter, the teacher accumulates sick days as would any newly employed teacher. Any previously accumulated sick leave days are not transferable.
6. The teacher is eligible for personal leave at the same rate as any newly employed teacher.
7. The teacher is not eligible to participate in District insurances unless STRS insurance is discontinued unilaterally for re-employed retired teachers.
8. No retired teacher may be employed except under these provisions.

**ARTICLE XIV – BENEFIT AND SERVICES**

A. Insurance

The Board shall pay ninety-five percent (95%) and bargaining unit members shall pay five percent (5%) of the health insurance, and the Board shall continue to pay one hundred percent (100%) of the dental and life insurance. The Strasburg-Franklin Local Board of Education will provide the listed benefits according to the following schedule.

<u>Board Share of:</u>	<u>Health Insurance</u>	<u>Dental Insurance</u>	<u>Life Insurance</u>
August 1, 2011 – July 31, 2012	95%	100%	100%
August 1, 2012 – July 31, 2013	93%	100%	100%
August 1, 2013 – July 31, 2014	90%	100%	100%

An employee must be contracted to work at least 25 hours per week to be eligible for insurance benefits. However, any employee who was enrolled in the insurance programs on July 1, 2008 will continue to be covered by paying the percentage negotiated.

Stark County Schools Council

The Board of Education may fully meet its obligations to provide health care benefits and services under this collective bargaining agreement by participating in the health benefits program of the Stark County Schools Council (COG). The Board shall provide health, dental, and life insurance through the COG, effective July 1, 2010.

The Association and the Board agree that the Board shall not be required to make available to and to inform members of the Association of any option to enroll in a health maintenance organization established pursuant to Chapter 1742 of the Ohio Revised Code.

Preferred Provider – Doctors/Hospitals

1. The parties agree that one or more Preferred Provider Organization (PPO) programs for hospital and physicians’ services may be provided through the Stark County Council of Governments (COG) Health Insurance Program.

Preferred Provider – Prescription Drugs

The Board shall provide, through the Stark County Council of Governments, a preferred provider drug program that will include the following:

1. The program will be available to employees and their dependents who have “primary” coverage under the District’s insurance.

2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.
3. The deductible will be waived.
4. The list of covered expenses shall be adopted by the COG.

Early Retirement Incentive

Health Insurance benefits shall be provided to employees who participate in an ERI for the period between the effective ERI date and the retirement insurance eligibility date with STRS providing the participant pays 100% of the Board cost one (1) month in advance.

DENTAL: The Board shall purchase dental insurance equal to or exceeding the specifications below. 100% of the cost shall be paid by the Board.

Plan description (summary only):

- 1) Maximum benefits/covered person:  
Class I, II or III - \$2,500/person per year.
- 2) Deductible-Ind. \$25 per year
- 3) Deductible-Family \$75 per year
- 4) Co-insurance Amounts
  - a) Class I –  
Prevention 100% of Usual & Customary  
(no deductible)
  - b) Class II –  
Basic 80% of Usual & Customary
  - c) Class III –  
Major 80% of Usual & Customary
  - d) Class IV –  
Orthodontia 60% of Usual & Customary

Lifetime maximum  
Orthodontia \$1200/per individual

HEALTH: The Board shall purchase health insurance equal to or exceeding the specifications below.

Maximum Benefits	Unlimited
Deductible	\$100/individual \$200/family
Accumulation Period	Calendar Year
Co-Insurance Provision:	80% by the insurance carrier and 20% by the patient up to a yearly maximum out-of-pocket of \$500 per individual or \$1,000 for two or more family members. After the out-of-pocket has been met by the employee, 100% of eligible charges will be paid.
Out-Patient Psychiatric/Substance Abuse	80% UCR up to 15 visits (30 visits if in Network PPO) per person per year
In-Patient Psychiatric/Substance Abuse	31 days per person, per year

Preventative – Routine Pap test mammogram, and prostate cancer test once per year shall be a covered expense (unless found by a physician to be necessary more often).

Dependent Coverage – Unmarried dependent children from birth to age 19 (to age 26 if full-time student), provided the child is dependent upon the employee for support and maintenance in accordance with the Internal Revenue dependent guidelines.

Pre-Admission Certification – Under the Pre-Admission Certification/Concurrent Review Program, the doctor's recommendation for non-emergency hospitalization is reviewed and "pre-certified" before the individual is admitted to the hospital. Any elective non-emergency hospital stay (including maternity admissions) must be pre-certified. Failure to follow the pre-admission procedure may result in the patient paying the first two hundred dollars (\$200) of room and board charges.

The admission procedure must be followed for emergency care within forty-eight (48) hours after the emergency.

Life:

Term life and accidental death & dismemberment coverage in the amount of \$25,000 for each teacher.

Bargaining unit members may purchase additional term life insurance at the group rate, in \$5,000 increments, up to a maximum of \$20,000 coverage in addition to Board paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier.

Section 125: Tax sheltering of the individual's contribution for health costs may be implemented, under IRS Section 125 if feasible.

B. Student Tuition

Full time employees who live outside the Strasburg-Franklin School District may have their children attend the Strasburg-Franklin School District tuition free. Employees must notify the Superintendent by August 1<sup>st</sup> of each school year. Students must attend the first day of school to meet the standards of the law.

C. Severance Pay

The Board shall pay severance to members of the bargaining unit upon STRS retirement from active service with the District.

The amount of payment shall not exceed one-fourth (1/4) of the employee's accumulated and unused sick leave to a maximum of fifty-two (52) days.

Payment shall be based upon the employee's daily rate of pay upon retirement from active service.

Severance payment shall be made in accordance with the following provisions:

1. To be eligible to receive severance pay, an employee must have been in active service with the District for eight (8) years.
2. The request for payment shall be submitted to the Board for approval along with a declaration of retirement no later than one hundred eighty (180) calendar days prior to the effective date of retirement – unless emergency or health problems arise which may force retirement and/or late notification. However, the Board may, in its discretion, accept a retirement outside of the date set forth above.
3. Such payment shall be paid no later than sixty (60) days after the effective date of retirement from active service with the District. Proof of retirement must be validated by STRS.
4. Upon the death of an active teacher who is eligible for retirement through STRS rules and has served the Strasburg-Franklin School District for twenty (20) years, severance pay shall be paid to the estate of the teacher.

D. Payroll Deductions

Payroll deductions for professional dues and for Board approved annuity payments may be deducted from paychecks upon written request received by the Treasurer prior to September 15<sup>th</sup>. Deductions for the Credit Union may be received quarterly (September 15<sup>th</sup>, December 15<sup>th</sup>, March 15<sup>th</sup>, and June 15<sup>th</sup>).

E. College Tuition Reimbursement

The Board shall appropriate for each school year a sum sufficient to provide fourteen thousand dollars (\$14,000) for reimbursement for earned credits as follows:

1. One hundred dollars (\$100.00) per undergraduate and one hundred seventy-five dollars (\$175.00) per graduate semester hour will be reimbursed to all employees for earned credit. Under no circumstance will reimbursement exceed the cost of the credit hour/class.
2. Maximum of four (4) hours per semester from September through June and maximum of twelve (12) semester hours during the summer.
3. Reimbursement will be made no later than thirty (30) days following the September Board meeting upon presentation of a registrar's receipt and transcript of grades, provided the teacher is under contract and employed by the Strasburg-Franklin Local Board of Education for the school year following completion of the work.
4. Only earned credits of pass or C or better will be considered.
5. All work must be on the graduate level, undergraduate level, as approved by the LPDC or as approved by the superintendent prior to completion of the course work.
6. If the total amount of reimbursement requested by all those who completed course work during one fiscal year (July through June) exceeds the appropriated amount as deemed in the contract, the appropriated amount shall be prorated.

**ARTICLE XV – PROFESSIONALISM**

A. Professional Development

There will be a teacher-developed professional development program in the District. Each teacher shall be required to create a written personal professional development plan (PPDP). Actively working on National Board Certification or a Masters Degree shall suffice as a teacher's PPDP. Each teacher shall submit his/her PPDP to the building principal by October 31<sup>st</sup> of each year. The PPDP will be discussed and approved mutually by the teacher and the principal within four (4) weeks after submission taking into consideration the teacher's areas of strengths and weaknesses. The PPDP may be amended as agreed upon by the teacher and the principal. The PPDP will be kept separate from existing LPDC documents.

The PPDP shall continue for a period of twelve (12) months, and a review of the completion of the PPDP will be done cooperatively by the teacher and the principal during the month of October each year or as otherwise agreed between the teacher and

the principal. However, the effectiveness of the PPDP shall not be a part of the teacher evaluation procedure set forth in Article VI of the agreement.

To the extent feasible, professional development articles, handouts, notes, and other information shall be made available to teachers electronically through the building principal.

This provision Article XV, Section A, will be automatically deleted upon the expiration of this Agreement unless the parties agree to include it in any successor Agreement.

**ARTICLE XVI – FULL AGREEMENT CLAUSE**

This contract contains the full and complete agreement between the Board and the SEA on all negotiable issues and neither party shall be required during the term thereof to negotiate upon any issue whether it is covered or not covered in this contract unless otherwise mutually agreed. Also, this contract supersedes and cancels all previous agreements, verbal or written or based on alleged past practices.

**ARTICLE XVII – DURATION OF CONTRACT**

The provisions of this contract will be effective on the first (30th) day of June, 2011 and remain in full force and effect through the thirty-first (31<sup>st</sup>) day of July 2014, unless amended by agreement of both parties.

This contract attested to this 18<sup>th</sup> day of May 2011, by and between the parties will bind the Board and the SEA as agreed.

STRASBURG EDUCATION ASSOCIATION

STRASBURG-FRANKLIN LOCAL  
BOARD OF EDUCATION

*Spencer Schroeder* 6-8-11  
President Date

*Edward R. Yackey* 6/8  
President Date

*Amanda Van Horne* 6-8-11  
Secretary Date

*Christina L. Smith* 6/8/11  
Treasurer Date

*Heather*  
OFT Field Coordinator

*Gene Fucht* 6-8-11  
Superintendent Date



## **APPENDICES**

- A. Teachers' Salary Index and Schedule Effective August 1, 2011
- B. Teachers' Salary Index and Schedule Effective August 1, 2012
- C. Teachers' Salary Index and Schedule Effective August 1, 2013
- D. Teachers' Supplemental Salary Index and Schedule Effective August 1, 2011
- E. Teachers' Supplemental Salary Index and Schedule Effective August 1, 2012
- F. Teachers' Supplemental Salary Index and Schedule Effective August 1, 2013
- G. Grievance Forms
- H. Memorandum of Understanding (Negotiations)
- I. Teacher Reassignment Form
- J. Memorandum of Understanding (Supplemental Contracts)

11/12

Strasburg Teachers' Salary Index and Schedule  
 FREEZE IN STEP AND 0% BASE INCREASE  
**29,482.00**

Years' Exp	Bachelor's		Bachelor's		Masters		Master's	
	Degree		+150 Hours		Degree		+15 Hours	
	1	2	3	4				
0	1.0000	29,482.00	1.0420	30,720.00	1.0990	32,401.00	1.1990	35,349.00
1	1.0380	30,602.00	1.0840	31,958.00	1.1470	33,816.00	1.2470	36,764.00
2	1.0770	31,752.00	1.1260	33,197.00	1.1960	35,260.00	1.2960	38,209.00
3	1.1150	32,872.00	1.1680	34,435.00	1.2440	36,676.00	1.3440	39,624.00
4	1.1540	34,022.00	1.2110	35,703.00	1.2930	38,120.00	1.3930	41,068.00
5	1.1920	35,143.00	1.2530	36,941.00	1.3410	39,535.00	1.4410	42,484.00
6	1.2310	36,292.00	1.2960	38,209.00	1.3900	40,980.00	1.4900	43,928.00
7	1.2690	37,413.00	1.3390	39,476.00	1.4380	42,395.00	1.5380	45,343.00
8	1.3080	38,562.00	1.3820	40,744.00	1.4860	43,810.00	1.5860	46,758.00
9	1.3460	39,683.00	1.4250	42,012.00	1.5350	45,255.00	1.6350	48,203.00
10	1.3850	40,833.00	1.4680	43,280.00	1.5830	46,670.00	1.6830	49,618.00
11	1.4230	41,953.00	1.5110	44,547.00	1.6320	48,115.00	1.7320	51,063.00
12	1.4620	43,103.00	1.5540	45,815.00	1.6800	49,530.00	1.7800	52,478.00
13	1.5000	44,223.00	1.5970	47,083.00	1.7290	50,974.00	1.8290	53,923.00
14	1.5380	45,343.00	1.6400	48,350.00	1.7780	52,419.00	1.8780	55,367.00
15	1.5760	46,464.00	1.6830	49,618.00	1.8270	53,864.00	1.9270	56,812.00
16	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
17	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
18	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
19	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
20	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
21	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
22	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00

23	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
24	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
25	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
26	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
27	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
28	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
29	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
30	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
31	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
32	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
33	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
34	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
35	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
36	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00

\$29,482.00  
0.00%

12/13

Strasburg Teachers' Salary Index and Schedule  
1 STEP 0% BASE INCREASE  
**29,482.00**

Years' Exp	Bachelor's		Bachelor's		Masters		Master's	
	Degree		+150 Hours		Degree		+15 Hours	
	1	2	3	4				
0	1.0000	29,482.00	1.0420	30,720.00	1.0990	32,401.00	1.1990	35,349.00
1	1.0380	30,602.00	1.0840	31,958.00	1.1470	33,816.00	1.2470	36,764.00
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10	1.3850	40,833.00	1.4680	43,280.00	1.5830	46,670.00	1.6830	49,618.00
11	1.4230	41,953.00	1.5110	44,547.00	1.6320	48,115.00	1.7320	51,063.00
12	1.4620	43,103.00	1.5540	45,815.00	1.6800	49,530.00	1.7800	52,478.00
13	1.5000	44,223.00	1.5970	47,083.00	1.7290	50,974.00	1.8290	53,923.00
14	1.5380	45,343.00	1.6400	48,350.00	1.7780	52,419.00	1.8780	55,367.00
15	1.5760	46,464.00	1.6830	49,618.00	1.8270	53,864.00	1.9270	56,812.00
16	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
17	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
18	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
19	1.6140	47,584.00	1.7260	50,886.00	1.8760	55,308.00	1.9760	58,256.00
20	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
21	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
22	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
23	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00

24	1.6520	48,704.00	1.7690	52,154.00	1.9250	56,753.00	2.0250	59,701.00
25	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
26	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
27	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
28	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
29	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
30	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
31	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
32	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
33	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
34	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
35	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00
36	1.6900	49,825.00	1.8120	53,421.00	1.9740	58,197.00	2.0740	61,146.00

\$29,482.00

1.00%

13/14

## Strasburg Teachers' Salary Index and Schedule

1% BASE INCREASE

**29,777.00**

Years' Exp	Bachelor's Degree		Bachelor's +150 Hours		Masters Degree		Master's +15 Hours	
	1	2	3	4	3	4	4	
0	1.0000	29,777.00	1.0420	31,028.00	1.0990	32,725.00	1.1990	35,703.00
1	1.0380	30,909.00	1.0840	32,278.00	1.1470	34,154.00	1.2470	37,132.00
2	1.0770	32,070.00	1.1260	33,529.00	1.1960	35,613.00	1.2960	38,591.00
3	1.1150	33,201.00	1.1680	34,780.00	1.2440	37,043.00	1.3440	40,020.00
4	1.1540	34,363.00	1.2110	36,060.00	1.2930	38,502.00	1.3930	41,479.00
5	1.1920	35,494.00	1.2530	37,311.00	1.3410	39,931.00	1.4410	42,909.00
6	1.2310	36,655.00	1.2960	38,591.00	1.3900	41,390.00	1.4900	44,368.00
7	1.2690	37,787.00	1.3390	39,871.00	1.4380	42,819.00	1.5380	45,797.00
8	1.3080	38,948.00	1.3820	41,152.00	1.4860	44,249.00	1.5860	47,226.00
9	1.3460	40,080.00	1.4250	42,432.00	1.5350	45,708.00	1.6350	48,685.00
10	1.3850	41,241.00	1.4680	43,713.00	1.5830	47,137.00	1.6830	50,115.00
11	1.4230	42,373.00	1.5110	44,993.00	1.6320	48,596.00	1.7320	51,574.00
12	1.4620	43,534.00	1.5540	46,273.00	1.6800	50,025.00	1.7800	53,003.00
13	1.5000	44,666.00	1.5970	47,554.00	1.7290	51,484.00	1.8290	54,462.00
14	1.5380	45,797.00	1.6400	48,834.00	1.7780	52,944.00	1.8780	55,921.00
15	1.5760	46,929.00	1.6830	50,115.00	1.8270	54,403.00	1.9270	57,380.00
16	1.6140	48,060.00	1.7260	51,395.00	1.8760	55,862.00	1.9760	58,839.00
17	1.6140	48,060.00	1.7260	51,395.00	1.8760	55,862.00	1.9760	58,839.00
18	1.6140	48,060.00	1.7260	51,395.00	1.8760	55,862.00	1.9760	58,839.00
19	1.6140	48,060.00	1.7260	51,395.00	1.8760	55,862.00	1.9760	58,839.00
20	1.6520	49,192.00	1.7690	52,676.00	1.9250	57,321.00	2.0250	60,298.00
21	1.6520	49,192.00	1.7690	52,676.00	1.9250	57,321.00	2.0250	60,298.00
22	1.6520	49,192.00	1.7690	52,676.00	1.9250	57,321.00	2.0250	60,298.00
23	1.6520	49,192.00	1.7690	52,676.00	1.9250	57,321.00	2.0250	60,298.00
24	1.6520	49,192.00	1.7690	52,676.00	1.9250	57,321.00	2.0250	60,298.00

25	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
26	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
27	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
28	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
29	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
30	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
31	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
32	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
33	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
34	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
35	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00
36	1.6900	50,323.00	1.8120	53,956.00	1.9740	58,780.00	2.0740	61,757.00

**Appendix D**

**Strasburg-Franklin Local Board of Education  
Teachers Supplemental Contracts  
Effective August 1, 2011  
\$29,482**

<u>CLASS, CLUB OR ACTIVITY ADVISOR</u>	<u>0-5 Years Experience</u>	<u>Salary</u>	<u>6+ Years Experience</u>	<u>Salary</u>
Senior Class Advisor	2.50%	\$737	3.00%	\$884
Junior Class Advisor (Conc.)	3.50%	\$1,032	4.00%	\$1,179
Junior Class Advisor (Prom)	3.50%	\$1,032	4.00%	\$1,179
Sophomore Class Advisor	2.00%	\$590	2.50%	\$737
Freshman Class Advisor	2.00%	\$590	2.50%	\$737
Senoracle Yearbook Advisor	6.50%	\$1,916	7.00%	\$2,064
Speech and Drama Advisor	5.50%	\$1,622	6.00%	\$1,769
Football Program	1.75%	\$516	2.00%	\$590
Basketball Program	1.75%	\$516	2.00%	\$590
Home Economics Club Advisor	2.75%	\$811	3.00%	\$884
Industrial Arts Club Advisor	1.75%	\$516	2.00%	\$590
National Honor Society Advisor	1.75%	\$516	2.00%	\$590
Tiger Roar Advisor	1.75%	\$516	2.00%	\$590
Student Council Advisor	1.75%	\$516	2.00%	\$590
Teen Institute Advisor	1.75%	\$516	2.00%	\$590
Scholastic Challenge Advisor	3.75%	\$1,106	4.00%	\$1,179
Power of the Pen	3.75%	\$1,106	4.00%	\$1,179
Junior High Advisor (2)	0.75%	\$221	1.00%	\$295
Sixth Grade Camp Advisor (4)	0.75%	\$221	1.00%	\$295
Washington, D.C Coordinator	1.25%	\$369	1.50%	\$442
Washington, D.C. Advisor (3)	0.75%	\$221	1.00%	\$295
Mentor	4.00%	\$1,179	4.50%	\$1,327
<b><u>MUSIC</u></b>	<b><u>0-5 Years Experience</u></b>	<b><u>Salary</u></b>	<b><u>6+ Years Experience</u></b>	<b><u>Salary</u></b>
Marching Band	17.00%	\$5,012	17.75%	\$5,233
Junior High Band	4.75%	\$1,400	5.25%	\$1,548
Choir Director	4.75%	\$1,400	5.25%	\$1,548
<b><u>WORK OUTSIDE REGULAR DAY</u></b>				

After School Detention	\$18
Saturday School	\$18
Summer School	\$24
After School Intervention	\$24

<u>ATHLETICS</u>	<u>0-5 Years Experience</u>	<u>Salary</u>	<u>6+ Years Experience</u>	<u>Salary</u>
				\$0
Athletic Director	18.00%	\$5,307	19.00%	\$5,602
Assistant Athletic Director	10.50%	\$3,096	11.00%	\$3,243
Varsity Golf Coach Boys	6.50%	\$1,916	7.25%	\$2,137
Varsity Golf Coach Girls	6.50%	\$1,916	7.25%	\$2,137
Junior High Golf	3.50%	\$1,032	4.00%	\$1,179
Varsity Volleyball Coach	10.75%	\$3,169	11.50%	\$3,390
Reserve Volleyball Coach	5.50%	\$1,622	6.25%	\$1,843
8 <sup>th</sup> Grade Volleyball Coach	5.25%	\$1,548	5.75%	\$1,695
7 <sup>th</sup> Grade Volleyball Coach	5.25%	\$1,548	5.75%	\$1,695
Varsity Football Coach	17.00%	\$5,012	17.75%	\$5,233
Assistant Football Coach (3)	9.75%	\$2,874	10.50%	\$3,096
Junior High Football Coach (2)	7.00%	\$2,064	7.50%	\$2,211
Varsity Boys Basketball Coach	17.00%	\$5,012	17.75%	\$5,233
Reserve Boys Basketball Coach	9.75%	\$2,874	10.50%	\$3,096
9 <sup>th</sup> Boys Basketball Coach	8.25%	\$2,432	9.00%	\$2,653
8 <sup>th</sup> Boys Basketball Coach	7.00%	\$2,064	7.50%	\$2,211
7 <sup>th</sup> Boys Basketball Coach	7.00%	\$2,064	7.50%	\$2,211
Varsity Girls Basketball Coach	17.00%	\$5,012	17.75%	\$5,233
Reserve Girls Basketball Coach	9.75%	\$2,874	10.50%	\$3,096
8 <sup>th</sup> Girls Basketball Coach	7.00%	\$2,064	7.50%	\$2,211
7 <sup>th</sup> Girls Basketball Coach	7.00%	\$2,064	7.50%	\$2,211
Football Cheerleading Advisor	3.75%	\$1,106	4.50%	\$1,327
Basketball Cheerleading Advisor	5.00%	\$1,474	5.75%	\$1,695
Jr. High F-ball C-leading Advisor	2.50%	\$737	3.00%	\$884
Jr. High Bsk-ball C-leading Advisor	2.50%	\$737	3.00%	\$884
Varsity Boys Track Coach	10.75%	\$3,169	11.50%	\$3,390
Varsity Girls Track Coach	10.75%	\$3,169	11.50%	\$3,390
Assistant Track Coach (1)	5.50%	\$1,622	6.25%	\$1,843
Junior High Boys Track Coach	5.25%	\$1,548	5.75%	\$1,695
Junior High Girls Track Coach	5.25%	\$1,548	5.75%	\$1,695
Varsity Baseball Coach	10.75%	\$3,169	11.50%	\$3,390
Assistant Baseball Coach	5.50%	\$1,622	6.25%	\$1,843
Varsity Softball Coach	10.75%	\$3,169	11.50%	\$3,390
Assistant Softball Coach	5.50%	\$1,622	6.25%	\$1,843

## Appendix E

**Strasburg-Franklin Local Board of Education**  
**Teachers Supplemental Contracts**  
**Effective August 1, 2012**  
**\$29,482**

<u>CLASS, CLUB OR ACTIVITY ADVISOR</u>	<u>0-5 Years Experience</u>	<u>Salary</u>	<u>6+ Years Experience</u>	<u>Salary</u>
Senior Class Advisor	2.50%	\$737	3.00%	\$863
Junior Class Advisor (Conc.)	3.50%	\$1,032	4.00%	\$1,151
Junior Class Advisor (Prom)	3.50%	\$1,032	4.00%	\$1,151
Sophomore Class Advisor	2.00%	\$590	2.50%	\$719
Freshman Class Advisor	2.00%	\$590	2.50%	\$719
Senoracle Yearbook Advisor	6.50%	\$1,916	7.00%	\$2,013
Speech and Drama Advisor	5.50%	\$1,622	6.00%	\$1,726
Football Program	1.75%	\$516	2.00%	\$575
Basketball Program	1.75%	\$516	2.00%	\$575
Home Economics Club Advisor	2.75%	\$811	3.00%	\$863
Industrial Arts Club Advisor	1.75%	\$516	2.00%	\$575
National Honor Society Advisor	1.75%	\$516	2.00%	\$575
Tiger Roar Advisor	1.75%	\$516	2.00%	\$575
Student Council Advisor	1.75%	\$516	2.00%	\$575
Teen Institute Advisor	1.75%	\$516	2.00%	\$575
Scholastic Challenge Advisor	3.75%	\$1,106	4.00%	\$1,151
Power of the Pen	3.75%	\$1,106	4.00%	\$1,151
Junior High Advisor (2)	0.75%	\$221	1.00%	\$288
Sixth Grade Camp Advisor (4)	0.75%	\$221	1.00%	\$288
Washington, D.C Coordinator	1.25%	\$369	1.50%	\$431
Washington, D.C. Advisor (3)	0.75%	\$221	1.00%	\$288
Mentor	4.00%	\$1,179	4.50%	\$1,294
<u>MUSIC</u>	<u>0-5 Years Experience</u>	<u>Salary</u>	<u>6+ Years Experience</u>	<u>Salary</u>
Marching Band	17.00%	\$5,012	17.75%	\$5,105
Junior High Band	4.75%	\$1,400	5.25%	\$1,510
Choir Director	4.75%	\$1,400	5.25%	\$1,510

**WORK OUTSIDE REGULAR DAY**

After School Detention	\$18
Saturday School	\$18
Summer School	\$24
After School Intervention	\$24

<u>ATHLETICS</u>	<u>0-5 Years Experience</u>	<u>Salary</u>	<u>6+ Years Experience</u>	<u>Salary</u>
		\$0		
Athletic Director	18.00%	\$5,307	19.00%	\$5,465
Assistant Athletic Director	10.50%	\$3,096	11.00%	\$3,164
Varsity Golf Coach Boys	6.50%	\$1,916	7.25%	\$2,085
Varsity Golf Coach Girls	6.50%	\$1,916	7.25%	\$2,085
Junior High Golf	3.50%	\$1,032	4.00%	\$1,151
Varsity Volleyball Coach	10.75%	\$3,169	11.50%	\$3,308
Reserve Volleyball Coach	5.50%	\$1,622	6.25%	\$1,798
8 <sup>th</sup> Grade Volleyball Coach	5.25%	\$1,548	5.75%	\$1,654
7 <sup>th</sup> Grade Volleyball Coach	5.25%	\$1,548	5.75%	\$1,654
Varsity Football Coach	17.00%	\$5,012	17.75%	\$5,105
Assistant Football Coach (3)	9.75%	\$2,874	10.50%	\$3,020
Junior High Football Coach (2)	7.00%	\$2,064	7.50%	\$2,157
Varsity Boys Basketball Coach	17.00%	\$5,012	17.75%	\$5,105
Reserve Boys Basketball Coach	9.75%	\$2,874	10.50%	\$3,020
9 <sup>th</sup> Boys Basketball Coach	8.25%	\$2,432	9.00%	\$2,589
8 <sup>th</sup> Boys Basketball Coach	7.00%	\$2,064	7.50%	\$2,157
7 <sup>th</sup> Boys Basketball Coach	7.00%	\$2,064	7.50%	\$2,157
Varsity Girls Basketball Coach	17.00%	\$5,012	17.75%	\$5,105
Reserve Girls Basketball Coach	9.75%	\$2,874	10.50%	\$3,020
8 <sup>th</sup> Girls Basketball Coach	7.00%	\$2,064	7.50%	\$2,157
7 <sup>th</sup> Girls Basketball Coach	7.00%	\$2,064	7.50%	\$2,157
Football Cheerleading Advisor	3.75%	\$1,106	4.50%	\$1,294
Basketball Cheerleading Advisor	5.00%	\$1,474	5.75%	\$1,654
Jr. High F-ball C-leading Advisor	2.50%	\$737	3.00%	\$863
Jr. High Bsk-ball C-leading Advisor	2.50%	\$737	3.00%	\$863
Varsity Boys Track Coach	10.75%	\$3,169	11.50%	\$3,308
Varsity Girls Track Coach	10.75%	\$3,169	11.50%	\$3,308
Assistant Track Coach (1)	5.50%	\$1,622	6.25%	\$1,798
Junior High Boys Track Coach	5.25%	\$1,548	5.75%	\$1,654
Junior High Girls Track Coach	5.25%	\$1,548	5.75%	\$1,654
Varsity Baseball Coach	10.75%	\$3,169	11.50%	\$3,308
Assistant Baseball Coach	5.50%	\$1,622	6.25%	\$1,798
Varsity Softball Coach	10.75%	\$3,169	11.50%	\$3,308
Assistant Softball Coach	5.50%	\$1,622	6.25%	\$1,798

**Appendix F**

**Strasburg-Franklin Local Board of Education  
Teachers Supplemental Contracts  
Effective August 1, 2013  
\$29,777**

<u>CLASS, CLUB OR ACTIVITY ADVISOR</u>	<u>0-5 Years Experience</u>	<u>Salary</u>	<u>6+ Years Experience</u>	<u>Salary</u>
Senior Class Advisor	2.50%	\$744	3.00%	\$893
Junior Class Advisor (Conc.)	3.50%	\$1,042	4.00%	\$1,191
Junior Class Advisor (Prom)	3.50%	\$1,042	4.00%	\$1,191
Sophomore Class Advisor	2.00%	\$596	2.50%	\$744
Freshman Class Advisor	2.00%	\$596	2.50%	\$744
Senoracle Yearbook Advisor	6.50%	\$1,936	7.00%	\$2,084
Speech and Drama Advisor	5.50%	\$1,638	6.00%	\$1,787
Football Program	1.75%	\$521	2.00%	\$596
Basketball Program	1.75%	\$521	2.00%	\$596
Home Economics Club Advisor	2.75%	\$819	3.00%	\$893
Industrial Arts Club Advisor	1.75%	\$521	2.00%	\$596
National Honor Society Advisor	1.75%	\$521	2.00%	\$596
Tiger Roar Advisor	1.75%	\$521	2.00%	\$596
Student Council Advisor	1.75%	\$521	2.00%	\$596
Teen Institute Advisor	1.75%	\$521	2.00%	\$596
Scholastic Challenge Advisor	3.75%	\$1,117	4.00%	\$1,191
Power of the Pen	3.75%	\$1,117	4.00%	\$1,191
Junior High Advisor (2)	0.75%	\$223	1.00%	\$298
Sixth Grade Camp Advisor (4)	0.75%	\$223	1.00%	\$298
Washington, D.C Coordinator	1.25%	\$372	1.50%	\$447
Washington, D.C. Advisor (3)	0.75%	\$223	1.00%	\$298
Mentor	4.00%	\$1,191	4.50%	\$1,340

<u>MUSIC</u>	<u>0-5 Years Experience</u>	<u>Salary</u>	<u>6+ Years Experience</u>	<u>Salary</u>
		\$0		\$0
Marching Band	17.00%	\$5,062	17.75%	\$5,285
Junior High Band	4.75%	\$1,414	5.25%	\$1,563
Choir Director	4.75%	\$1,414	5.25%	\$1,563

**WORK OUTSIDE REGULAR DAY**

After School Detention	\$18
Saturday School	\$18
Summer School	\$24
After School Intervention	\$24

<b><u>ATHLETICS</u></b>	<b><u>0-5 Years Experience</u></b>	<b>Salary</b>	<b><u>6+ Years Experience</u></b>	<b>Salary</b>
Athletic Director	18.00%	\$5,360	19.00%	\$5,658
Assistant Athletic Director	10.50%	\$3,127	11.00%	\$3,275
Varsity Golf Coach Boys	6.50%	\$1,936	7.25%	\$2,159
Varsity Golf Coach Girls	6.50%	\$1,936	7.25%	\$2,159
Junior High Golf	3.50%	\$1,042	4.00%	\$1,191
Varsity Volleyball Coach	10.75%	\$3,201	11.50%	\$3,424
Reserve Volleyball Coach	5.50%	\$1,638	6.25%	\$1,861
8 <sup>th</sup> Grade Volleyball Coach	5.25%	\$1,563	5.75%	\$1,712
7 <sup>th</sup> Grade Volleyball Coach	5.25%	\$1,563	5.75%	\$1,712
Varsity Football Coach	17.00%	\$5,062	17.75%	\$5,285
Assistant Football Coach (3)	9.75%	\$2,903	10.50%	\$3,127
Junior High Football Coach (2)	7.00%	\$2,084	7.50%	\$2,233
Varsity Boys Basketball Coach	17.00%	\$5,062	17.75%	\$5,285
Reserve Boys Basketball Coach	9.75%	\$2,903	10.50%	\$3,127
9 <sup>th</sup> Boys Basketball Coach	8.25%	\$2,457	9.00%	\$2,680
8 <sup>th</sup> Boys Basketball Coach	7.00%	\$2,084	7.50%	\$2,233
7 <sup>th</sup> Boys Basketball Coach	7.00%	\$2,084	7.50%	\$2,233
Varsity Girls Basketball Coach	17.00%	\$5,062	17.75%	\$5,285
Reserve Girls Basketball Coach	9.75%	\$2,903	10.50%	\$3,127
8 <sup>th</sup> Girls Basketball Coach	7.00%	\$2,084	7.50%	\$2,233
7 <sup>th</sup> Girls Basketball Coach	7.00%	\$2,084	7.50%	\$2,233
Football Cheerleading Advisor	3.75%	\$1,117	4.50%	\$1,340
Basketball Cheerleading Advisor	5.00%	\$1,489	5.75%	\$1,712
Jr. High F-ball C-leading Advisor	2.50%	\$744	3.00%	\$893
Jr. High Bsk-ball C-leading Advisor	2.50%	\$744	3.00%	\$893
Varsity Boys Track Coach	10.75%	\$3,201	11.50%	\$3,424
Varsity Girls Track Coach	10.75%	\$3,201	11.50%	\$3,424
Assistant Track Coach (1)	5.50%	\$1,638	6.25%	\$1,861
Junior High Boys Track Coach	5.25%	\$1,563	5.75%	\$1,712
Junior High Girls Track Coach	5.25%	\$1,563	5.75%	\$1,712
Varsity Baseball Coach	10.75%	\$3,201	11.50%	\$3,424
Assistant Baseball Coach	5.50%	\$1,638	6.25%	\$1,861
Varsity Softball Coach	10.75%	\$3,201	11.50%	\$3,424
Assistant Softball Coach	5.50%	\$1,638	6.25%	\$1,861

**APPENDIX G**

**STRASBURG-FRANKLIN LOCAL SCHOOLS**

**Written Grievance Form (Step Two)**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position:

Nature of Grievance: (Include – who involved, when happened, where happened)

Section of Contract Violated:

Result of Step One:

Action Requested:

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

STRASBURG-FRANKLIN LOCAL SCHOOLS

Written Grievance Form (Step Three)

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position:

Nature of Grievance: (Include – who involved, when happened, where happened)

Section of Contract Violated:

Result of Step Two:

Action Requested:

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

STRASBURG-FRANKLIN LOCAL SCHOOLS

Written Grievance Form (Step Four)

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position:

Nature of Grievance: (Include – who involved, when happened, where happened)

Section of Contract Violated:

Result of Step Three:

Action Requested:

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

**APPENDIX H**

March \_\_\_\_, 20\_\_

**ARTICLE VIII, SECTION B.1 – TEACHER REASSIGNMENT FORM**

(As per the Negotiated Agreement)

Statements for teachers' signatures are to be distributed in April giving teachers an opportunity to designate whether or not they desire reassignment.

\_\_\_\_\_

Please indicate below whether you want to be reassigned to your present teaching position for the \_\_\_\_\_ school year.

- ( ) I want to remain in my present position for the \_\_\_\_\_ school year.
- ( ) I want to be considered for reassignment to the following new or different position(s) or grade level(s) for the \_\_\_\_\_ school year: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Teacher Reassignment Form needs to be signed and returned to the Superintendent's Office by \_\_\_\_\_, April \_\_\_\_, 20\_\_.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

Also, please indicate below if you are interested in any supplemental contract positions for the coming \_\_\_\_\_ school year.

**LIST SUPPLEMENTAL CONTRACTS IN WHICH YOU ARE INTERESTED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

The Strasburg-Franklin Local School Board of Education (Board) and the Strasburg Education Association (SEA) hereby agree that a joint committee with equal numbers of administrators and bargaining unit members will be formed to review the list of Supplemental Contracts. The administration members of the committee will be appointed by the Board, and the bargaining unit members will be appointed by the SEA.

The work of this committee should be conducted after January 1, 2011. The purpose of the review is to make a recommendation to the bargaining teams of the Board and SEA, for the contract that will become effective with the 2011-12 school year, as to what Supplemental Contracts should be on the list and any change in the percent of salary.

It is also understood that the recommendation is subject to the negotiations process.

/s/ R. Brent Minney 09/11/07  
For the Strasburg-Franklin Local  
School District

/s/ Jimmy Richards 09/11/07  
For the Strasburg Education Association

the principal. However, the effectiveness of the PPDP shall not be a part of the teacher evaluation procedure set forth in Article VI of the agreement.

To the extent feasible, professional development articles, handouts, notes, and other information shall be made available to teachers electronically through the building principal.

This provision (Article XV, Section A.) will be automatically deleted upon the expiration of this Agreement unless the parties agree to include it in any successor Agreement.

**ARTICLE XVI – FULL AGREEMENT CLAUSE**

This contract contains the full and complete agreement between the Board and the SEA on all negotiable issues and neither party shall be required during the term thereof to negotiate upon any issue whether it is covered or not covered in this contract unless otherwise mutually agreed. Also, this contract supersedes and cancels all previous agreements, verbal or written or based on alleged past practices.

**ARTICLE XVII – DURATION OF CONTRACT**

The provisions of this contract will be effective on the first (30th) day of June, 2011 and remain in full force and effect through the thirty-first (31<sup>st</sup>) day of July 2014, unless amended by agreement of both parties.

This contract attested to this 18<sup>th</sup> day of May 2011, by and between the parties will bind the Board and the SEA as agreed.

STRASBURG EDUCATION ASSOCIATION

STRASBURG-FRANKLIN LOCAL  
BOARD OF EDUCATION

*Theresa Schneider* 6-8-11  
President Date

*Edward R. Yackey* 6/8  
President Date

*Amanda Van Horne* 6-8-11  
Secretary Date

*Christ L. Smith* 6-8-11  
Treasurer Date

*Heather*  
OFT Field Coordinator

*Lene Feucht* 6-8-11  
Superintendent Date