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STATE EMPLOYMENT
SERVICES DIVISION

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PROFESSIONAL NEGOTIATIONS AGREEMENT

BETWEEN

**THE BUCKEYE CENTRAL EDUCATION ASSOCIATION
(TEACHERS)**

AND

THE BUCKEYE CENTRAL LOCAL BOARD OF EDUCATION

July 1, 2012 to June 30, 2015

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ARTICLE I

RECOGNITION/NEGOTIATIONS PROCEDURES

A. Recognition of the Association

The Buckeye Central Board of Education, hereinafter the "Board" hereby recognizes the Buckeye Central Education Association, affiliated with the Ohio Education Association (OEA) and the National Education Association (NEA) hereinafter the "Association" as the sole and exclusive bargaining representative, for the purposes of and as defined in Chapter 4117 Ohio Revised Code, for all professional, non-supervisory personnel (as certified by the State Employment Relations Board) both full-time and part-time certificated teaching personnel (substitute teachers are not considered members of the bargaining unit). The employer recognizes that Association representation will include any newly created position unless employment into the position is governed by Section 3319.02 of the Ohio Revised Code. Such recognition shall continue until such time that a new representative is recognized in accordance with the pertinent provisions of Chapter 4117 of the Ohio Revised Code.

B. Management Rights Provisions

The Board hereby retains and reserves unto itself, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the law and the Constitution of the State of Ohio, and of the United States.

C. Negotiations Procedures

1. Scope of Negotiations

Negotiable matters shall be all matters with respect to wages, hours, terms and conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement.

2. Initiation of Negotiations and Timeline for the Bargaining Process

- a. Either the Board or the Association may cause negotiations for a successor agreement to commence by giving written notification to the other party that it desires to open negotiations for the purpose of making modifications to the existing Collective Bargaining Agreement that will result in a new successor agreement. Such notice by the Association shall be served on the Superintendent of Schools and notice by the Board shall be served on the President of the Association.

The collective bargaining process shall commence not less than sixty (60) days and not more than one hundred twenty (120) days prior to the expiration date of the existing Collective Bargaining Agreement unless mutually agreed to otherwise. Negotiations sessions shall be at a mutually acceptable time.

- b. Once notice has been served, a mutually acceptable date shall be set to initiate negotiations, not later than fifteen (15) working days after receipt of the notice by either party, unless mutually agreed to otherwise. At the initial session, the parties shall exchange their detailed written proposals. No new items shall be submitted thereafter except upon mutual agreement of the teams.
- c. If agreement is not reached on all items after negotiations have taken place for forty-five (45) calendar days (unless a later date is mutually agreed to) the parties shall jointly request the appointment of a mediator from the Federal Mediation and Conciliation Service (FMCS).
- d. The mediator shall meet with the representatives of the parties either jointly or separately, and shall take such steps as he/she deems appropriate to persuade the parties to resolve their differences and to effect a mutually agreeable settlement.
- e. If the mediator, after assisting the parties for a maximum of twenty-five (25) days, is unable to effect a settlement, this step shall be considered exhausted.
- f. In the event the members of the negotiations teams are unable to reach agreement, the Association may proceed in accordance to Ohio Revised Code 4117.14(D)(2).

3. Representation

Representatives of the Board shall meet with representatives of the Association to negotiate in good faith. Representation shall be limited to not more than six (6) representatives of each of the Board and of the Association. Neither party in any negotiations shall have control over the selection of the negotiating or bargaining representatives of the other party. While no final agreement shall be executed without ratification by the Association and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals and consider proposals in the course of negotiations.

Both parties agree to provide the other party with all available relevant data within a reasonable time.

4. While Negotiations are in Progress

- a. The Association and the Board agree that all negotiations will be conducted in executive session.
- b. The Association and the Board agree that each party will designate an official spokesperson to represent their committee, though all members of both committees may participate in raising questions or giving clarification when requested.

- c. The Association and the Board agree that the chairperson of either party may, independently, call for a caucus at any time during the negotiations session.
- d. The Association and the Board agree that negotiating shall take place at a mutually acceptable site.
- e. The Association and the Board agree that all items upon which tentative agreement is reached shall be initialed by each party after being reduced to writing and incorporated into a single tentative agreement. Such tentative agreement would be submitted to the ratification process described in part 5.
- f. The Board shall make available to the Negotiating Committee of the Association for inspection all public records of the Buckeye Central Local School System with any copying or preparation costs to be incurred by the Association. These shall be made available within a reasonable period of time whether or not negotiations are in progress.
- g. The Association and the Board agree that definite dates for meetings and starting times shall be determined with the mutual consent of the teams.
- h. The Association and the Board agree that while negotiations are in progress any release prepared for news media must be approved by both parties.

5. Agreement

When a total agreement is reached through negotiations, the total outcome shall be reduced to writing and submitted as a single package to the Association and Board for formal approval.

Following ratification by the Board and the Association, the agreement shall then be signed by both parties and shall become part of the official minutes of the Board.

6. The district will make available to the President of the Association copies of agendas, minutes, financial statements and other official documents of public record as requested. General fund financial records shall include the annual report of revenue accounts by fund/receipt code, the annual permanent appropriations report, the auditor's official amended certificate of estimated resources, and the Board of Education's Appropriation Resolution. A letter must be submitted annually to the Treasurer from the BCEA President in May to formally request such documents which normally are prepared over the summer. No charge for these reports will be required, provided this formal request is made. Otherwise, the normal copy costs will be charged.

The President of the Association will be notified of the time and place of all special Board meetings.

ARTICLE II
GRIEVANCE PROCEDURES

A. Definitions:

1. A "grievance" is a claim by a teacher, group of teachers or the Association that the contract has been violated, misinterpreted, or misapplied.
2. A "grievant" is the teacher, teachers, or Association person or persons making the claim.
3. "Association PR and R Representation" is any member of the Association Professional Rights and Responsibilities Committee in the building of the grievant or who is assigned by the Association to represent the Association and the grievant.
4. A day is a working day, Monday through Friday, excluding holidays or calamity days.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may arise from time to time. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment.

C. Procedure

1. A claim by a teacher or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement may be processed as a grievance as hereinafter provided. However, no grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present. In the administration of the grievance procedure, the interests of the teacher shall be the sole responsibility of the Association.

Informal Step

2. a. In the event a teacher believes there is a basis for a grievance, he/she shall discuss the alleged violation within thirty (30) days following the act or condition on which the grievance is based with his/her immediate supervisor. The term "supervisor" is interpreted to mean the building principal unless otherwise indicated. If the teacher is not under the supervision of a building principal, then he/she shall discuss the alleged violation with the director or coordinator to whom he/she reports.
 - b. Group grievances or Association grievances may be directed to mediation without informal discussion. If mediation does not resolve the issue, the grievance may proceed to Step I. These grievances are those which directly affect all members of the Association within a given building or which involve more than one (1) building principal.
3. If, after discussion with his/her immediate supervisor, the teacher feels a grievance still exists, then the following steps may be taken:

- a. Mandatory Mediation

The grievant/Association and the administration will enter into advisory mediation with the assistance of a neutral third party mutually agreed upon by the Association and the Board within twenty (20) working days of the informal meeting between the grievant/Association and the immediate supervisor. Each party will determine the attendees required to represent its interest at the mediation session.

- b. Step I

If the grievance is not resolved through mediation, the grievant may, within ten (10) working days of mediation submit to his/her immediate supervisor and the Superintendent a completed "Grievance Report form," Step I, in triplicate. Copies of this form showing the date of the occurrence, a statement of the nature of the grievance and provisions of the contract allegedly violated, and the relief sought shall be submitted by the teacher to the Association PR and R representative to the supervisor and to the Superintendent. Additionally, the Association President will forward copies of the written grievance to all members of the Board of Education. Within three (3) school days of receipt of the Grievance Report form, the immediate supervisor and the Superintendent shall meet with the teacher and his/her Association PR and R representative in an effort to resolve the grievance.

The immediate supervisor/Superintendent shall indicate disposition of the grievance within three (3) school days after such meeting by completing Step I of the Grievance Report form and returning it to the

teacher. The Association shall be notified in writing as to the disposition of the grievance.

c. Step II

If the grievant is not satisfied with the disposition made by the immediate supervisor/Superintendent, or if no disposition has been made within the above stated time limits, then the grievant and the Association PR and R Committee shall complete Grievance Report form, Step II, within five (5) school days and submit the grievance to the Board by filing a copy with the Superintendent. Notification of such an appeal shall be given to the immediate supervisor.

The Board, at its next regularly scheduled meeting, shall meet with the aggrieved teacher and the Association PR and R representative and the Superintendent or his/her designee to review such grievance in executive session, or give such other consideration as it shall deem appropriate. The disposition by the Board shall be made to the teacher by completing Grievance Report form, Step II, within seven (7) school days of the meeting.

A notification of each disposition shall be furnished the grievant, the Association, and the immediate supervisor.

If the grievant and/or the Association fails to forward the Grievance Report form to the Board within five (5) school days after receipt of the disposition from the immediate supervisor/Superintendent, then the grievance shall be considered waived.

d. Step III

If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the Association shall notify the Board of its intent to proceed to arbitration by completing Step III of the Grievance Report form and filing it with the Treasurer of the Board within ten (10) days after Board's Step II response period. The arbitrator shall be selected by the American Arbitration Association in accord with its rules, which rules shall likewise govern the arbitration proceedings. The arbitrator shall render his decision as soon as possible after the hearing and such decision shall be final and binding on all parties. The arbitrator shall have no power to alter, add or subtract from the terms of this Agreement. Both parties agree that the cost of the arbitrator shall be shared equally by the Board and the Association.

The time limits provided in the articles shall be strictly observed but may be extended by written agreement of both parties. In the event a grievance is filed after May 15 of any year and strict adherence to the

time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

If an individual teacher has a complaint which he/she desired to discuss with his/her immediate supervisor, he/she is free to do so without recourse to the grievance procedure. If, however, a formal grievance is undertaken, and the teacher desired Association representation, then it shall be the responsibility of the teacher to notify his/her Association PR and R representative. No adjustment of a grievance shall be inconsistent with the terms of this Agreement.

ARTICLE III
TEACHING CONDITIONS

All teachers, regardless of contract status, will be evaluated based, in part, on the use of technology and participating in continuous professional development.

A. Length of Contracts for Certificated Personnel

1. The length of a teacher's limited contract will be determined by years of teaching in the District as follows:

<u>Years at Buckeye Central</u>	<u>Length of Contract</u>
0	1 year
1	1 year
2	2 years
4 or more	not less than 3 years

Notwithstanding the above provisions, a teacher in Resident Educator status will in no event receive a limited contract of more than one (1) year in duration. If retained after successfully exiting Resident Educator status, the teacher will receive a two-year limited contract and any limited contract after that will be for not less than two (2) years in duration.

2. At the end of a teacher's contract, the Board will have three (3) options:
 - Option 1: Grant a continuing contract, if eligible, or renew the limited contract according to the above schedule.
 - Option 2: Issue a one-year or two-year extended limited contract with reasons directed at professional improvement in accordance with Section 3319.11 of the Ohio Revised Code.
 - Option 3: Non-renew the teacher's limited contract.
3. Contract renewal, non-renewal or termination will be according to Ohio law unless specifically addressed to the contrary by a provision of this agreement.
4. If the teacher is eligible for a continuing contract in the middle of a limited contract, the teacher will apply to the Superintendent, who will recommend action to the Board as to whether or not to issue the continuing contract at that time.
5. Continuing Contract Status

Eligibility for continuing contract status will be determined by the service, teaching credential, and educational requirements appearing in Sections

3319.08 and 3319.11 of the Ohio Revised Code, recognizing that such statutes may be amended from time to time (unless otherwise required by law, the terms of an amendment to Sections 3319.08 and/or 3319.11 will not take effect until the expiration of this agreement).

B. Transfer, Vacancy, and Promotions

1. Vacancy

- a. Vacancies in teaching or supplemental positions shall be posted on faculty bulletin boards in each building within five (5) days after each regular or special Board meeting during the regular school year. During the summer months when school is not in session, said notice will be emailed to all employees, posted on the Buckeye Central Schools website, and mailed to the Buckeye Central Education Association President.
- b. Vacancy listings shall include the state established minimum certification for the subject taught, minimum qualifications for the position, a description of the duties to be performed, the salary and the procedures for application.
- c. No vacancy shall be filled until after ten (10) working days of the date of posting the notice. In August, vacancies may be filled after five (5) working days of the notice being posted.
- d. An applicant hired to fill the position must possess the posted requirements and certification. Any member having the required certification and minimum qualifications may apply for the posted position and will be granted an interview. The most qualified candidate, as determined by the Superintendent, shall be granted the position with longevity in the district being given consideration.

2. Voluntary Transfer or Promotion

This section is primarily to set forth procedures whereby teachers can make known their desire and be considered for a new position. Employed teachers properly certificated can make known their interest in changing positions opened through vacancy or creation by the Board as made known to teachers in part B. 1., above. Teachers may also request a change in position in writing to the Superintendent at any time. If the request for transfer is not granted, the teacher will be given the reasons in writing. Teachers must be properly certificated by the effective date of the position considered.

3. Involuntary Transfer

Teacher placement is recognized as a responsibility of the Superintendent. In order to meet the educational needs of the district, it may be necessary to involuntarily transfer a teacher.

- a. An involuntary transfer shall mean a change in a teacher's assignment without the teacher's consent. Involuntary transfers will be kept at a minimum whenever possible.
- b. An involuntary transfer shall be effected only after the teacher involved is given written notice as to the reasons for said transfer.
- c. The teacher may request in writing and shall be granted a meeting with the Superintendent to discuss the merits and reasons for the transfer. Both the teacher and the Superintendent may, at their option, have representative(s) of their choice at this meeting.
- d. A teacher, at his/her option, may have a written statement of his/her objections placed in his/her personnel file. Such a transfer shall be made only when the Superintendent determines it is in the best interest of the educational program.
- e. No teacher shall be transferred to a position for which he/she does not hold state established minimum certification. Transfers shall not be made for capricious reasons.
- f. When possible, teachers should be given written notice of involuntary transfers by June 1. In no case shall a teacher receive notice of less than ten (10) working days, prior to the beginning of the new school year.

C. School Calendar

Teachers shall be involved in the makeup of the annual school calendar for the following year. A number of possible calendars will be presented to the teachers for a vote. While the final decision on a calendar rests with the Board of Education, the wishes of the teachers will be given serious consideration.

D. Teacher Evaluation Procedure

The parties hereby establish an ad hoc evaluation committee for the 2012-13 school year only consisting of up to four (4) teachers appointed by the BCEA and up to four (4) administrators appointed by the Superintendent. The committee will review evaluation forms and procedures consistent with the OTES framework and applicable Ohio law for use in the District by not later than July 1, 2013, which forms and procedures shall replace the parties' current forms and procedures. Teachers on the committee will receive release time for this purpose in the amount of three (3) half-days. It is further agreed that the parties' current evaluation tool will remain in place through June 30, 2013.

E. Number of Teaching Days/Length of Day

1. The State of Ohio requires that the number of days a year for a teacher to be employed are one hundred eighty-two (182). One hundred eighty (180) days are in the classroom with the students. Two (2) in-service days are required during the school year between the first and last day for students.
2. The Board of Education also requires one (1) workday prior to the opening of school for students and one (1) workday after the last day of school for students.
2. Total of one hundred eighty-four (184) paid days. These days shall consist of the following:

178 Student Days
2 In-service Days
2 Parent-Teacher Conference Days
2 Workdays

4. The length of the teacher workday shall be no more than seven (7) hours and thirty (30) minutes. This shall include one (1) thirty minute lunch as prescribed by Ohio Revised Code 3319.072 and planning time as specified in Article III N of this Agreement.
5. Parent-Teacher Conferences

Elementary teachers will have parent-teacher conferences on four (4) evenings (two per semester) or two (2) days (one per semester). The first conference will be between the tenth (10th) and twelfth (12th) weeks after the start of school. The second conference will be between the sixth (6th) and eighth (8th) weeks after the start of the second semester. If teachers work four (4) evenings (two per semester) for a total of fifteen (15) hours, they will be compensated time off for two (2) days as established in the Board of Education approved calendar. If the conferences are in the evening hours, the conferences will not be on consecutive evenings.

Junior High and High School teachers will have two (2) evenings or one (1) day for parent teacher conferences in the first semester. If teachers work two (2) evenings for a total of seven and one-half (7.5) hours they will be compensated time off for one (1) day as established in the Board of Education approved calendar. If the conferences are in the evening hours, the conferences will not be on consecutive evenings.

F. Personnel Files

1. Each teacher has the right to examine, in the presence of an administrator and to make a copy of any items which are a part of that teacher's personnel file. The Board of Education agrees to maintain only one (1) personnel file to be housed in the Superintendent's office.

2. Any material believed to be inaccurate may be challenged by written response and grieved, and when proven inaccurate, it shall be removed from all files.
3. The teacher shall be notified of, and have the right to answer any material placed in the file; this answer shall be attached to the file copy.
4. Any grievance material shall not be placed in the teacher's personnel file.
5. Access to a teacher's personnel file shall be limited to the Board members, central office administrators, immediate principal and/or supervisors, and the designee of the staff member. The teacher must be notified of any other individual requesting access to his/her file and shall have the right to be present when his/her file is reviewed.

G. News Releases

The principal of each building is responsible for news releases to the New Washington Herald, Bucyrus Telegraph Forum, Shelby Globe, Mansfield News Journal, and/or WBCO.

H. Staff Reduction

1. In implementing a reduction in force, the Board will follow the provisions of Section 3319.17 of the Ohio Revised Code. The Board shall not use seniority as the sole factor in implementing a layoff or recall under this article unless it is consistent with Sections 3319.112 and 3319.17 of the Revised Code.

The Board of Education may, upon the recommendation of the Superintendent, RIF Title I, Title VI B, and DPPF positions whose state or federal source of funding has not been approved and/or determined for the upcoming school year. This RIF may occur after the April 30 deadline and will not necessitate the Board of Education having to apply to the state loan fund. The RIF will follow the already agreed upon procedure.

2. Teachers non-renewed annually due to interruption of program funds shall not suffer a break in seniority.

3. Seniority Definition:

- a. The following procedures will be followed in order, within each teaching field affected, until seniority ties are broken.

- 1) All teachers will be placed on a seniority list for each teaching field for which they are properly certified. Teachers will be placed on the list in descending order of seniority.
- 2) Seniority shall be defined as the length of continuous service in the bargaining unit from the most recent date of hire. Board

approved leaves of absence will not interrupt seniority but time spent on such leave shall not be counted towards seniority.

- b. If two or more teachers have the same length of continuous service, seniority will be determined in the following order:
 - 1) The earliest date of employment by the Board of Education.
 - 2) The earliest date the teacher began working in Buckeye Central School District.
 - 3) Highest grade of Contract.
 - 4) Any remaining ties shall be broken by lot.
- c. The BCEA shall be notified of the nature and impact of any staff reductions by April 1. If later than April 1, written reasons justifying the later date must be given to the BCEA.
- d. All teachers who are the subject of a staff reduction will be so notified by April 30 of that school year, unless the staff member is affected under Section H, Item 1, Paragraph 2, above. Said notice will include the reasons for the reduction and the reason for the selection of said individual.
- e. If a vacancy occurs, the Board will send a certified letter, return receipt requested, to the last known address of all teachers whose contracts have been suspended and who are certified for the vacant position. All teachers are required to respond in writing to the Board office postmarked within ten (10) calendar days of receipt of the letter. The most senior responding teacher will be given the vacant position. Teachers will remain on the RIF list for a period of two (2) years.
- f. If the Board intends, because of the "comparable evaluations" provision of Section 3319.17 of the Ohio Revised Code, to deviate from seniority in suspending a bargaining unit member's contract, the Board will give the Association president written notice of such intent by not later than the April 1 deadline appearing in subparagraph c above in which case representatives of the Association and the Board shall meet promptly in an effort to clarify and agree on the specific scope of any such deviation; if the parties are unable to agree, and the member(s) adversely affected by the Board's intended deviation from seniority wishes to challenge the deviation, the parties shall (notwithstanding Article II of this agreement) promptly submit the dispute to binding arbitration under the American Arbitration Association's Expedited Labor Arbitration Rules for a determination of whether the Board's intended deviation is proper under the statute's "comparable evaluations" requirement. Similarly, if the Board intends because of the "comparable evaluations" provision of Section 3319.17 to deviate from seniority in recalling a laid-off

bargaining unit member, the Board will promptly give the Association president written notice of such intent and, if the member(s) adversely affected by the Board's intended deviation wishes to challenge the deviation, the parties shall immediately submit the dispute to binding arbitration under the AAA's Expedited Labor Arbitration Rules.

- g. Any teacher on the RIF list who voluntarily resigns will be removed from the RIF list.
- h. A teacher has the right to exercise his/her conversion privileges on any and all group insurance plans in effect at the time without interruption of benefits in accordance with law and insurance plan provisions.
- i. Any teacher who twice rejects an appointment to fill a position shall be removed from the RIF list.
- j. All teachers on the RIF list are obligated to keep the Board of Education informed of current address and phone numbers.
- k. Unless otherwise expressly provided, the suspension of a teacher's regular teaching contract shall thereupon suspend any supplemental contract held by such teacher.

I. Academic Freedom

Each teacher has the right to perform his/her professional responsibilities in the classroom in a way that will best encourage a broad and complete understanding by students of educational subject matter. Such right shall be exercised within the bounds of professional responsibility and the Board adopted educational philosophy and curricula.

J. School Merger/Consolidation

In the event Buckeye Central School System should be dissolved and merged and/or consolidated with another district or districts, the Board shall negotiate with all parties involved to attempt to preserve the jobs of their employees in order of seniority.

K. Job Descriptions

Job descriptions and evaluation instruments for certified staff members may be found in the appendix of this agreement.

L. Teacher Absences

- 1. Every effort shall be made to secure a certified substitute either special or regular when a special or regular teacher is absent, beginning on the first day of absence.

2. When a substitute teacher is not available, a teacher(s) may be asked to substitute during his/her scheduled preparation/planning time. Any member who agrees to assume such responsibility will be paid at the rate of \$10.00 per hour or portion thereof.

M. Class Size/Member Work Load

The Board of Education will abide by state law.

N. Planning Time

Every certified employee's week shall include two hundred (200) minutes of planning time with the attempt to provide each employee forty consecutive minutes of planning time each day with no student contact.

O. High School Master Schedule

Classes which require a lab period shall be scheduled for not less than fifty (50) minutes. In any non-lab class exceeding forty-five (45) minutes, the teacher is permitted to use guided practice.

Schedule reformatting shall not result in a fewer number of teaching positions.

P. OSHA Training

Employees attending safety training sessions outside their regular workday shall be compensated as follows:

1. Hourly employees shall be paid according to the provisions outlined in Article 6.
2. All other employees shall be paid at their per diem rate.

Q. Local Professional Development Committee

1. Purpose

A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities. In addition, the LPDC shall be responsible for scheduling, planning, and providing appropriate professional development activities for certificated/licensed employees. Such activities shall be in keeping with the mission statement of the school district and the needs of the teachers and students.

2. Term of Office

The term of office for members serving on the committee shall be two (2) years.

3. Committee Composition and Selection

- a. The committee shall be comprised of six (6) members as follows:
four (4) teachers
two (2) administrators
- b. The four (4) teacher members shall be appointed by the BCEA President. The administrative employee member shall be appointed by the Superintendent.
- c. In the event of a vacancy, the committee member shall be replaced in accordance with 2 above.

4. Chairperson

The committee chairperson shall be determined by majority vote of the committee members.

5. Decision Making

Decisions shall be made by majority vote of the committee members present and voting.

6. Training

- a. Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, functioning, and legal requirements of LPDC's.
- b. If the available training is during work hours, the committee members shall be given paid release time to attend. If the training occurs outside the regular workday or work year, members shall be paid twenty-five dollars (\$25.00) per meeting.
- c. LPDC members shall be reimbursed for all actual and necessary expenses incurred as part of the training.
- d. LPDC training for committee members shall constitute appropriate "equivalent activities" for purposes of the committee members own individual development plans if they so decide by majority vote.

7. Meetings and Compensation

- a. The LPDC shall meet as often as the members deem necessary to complete their work. The committee shall post in each building their meeting schedule. Additional meetings may be scheduled as necessary.

- b. Committee members shall be paid fifty dollars (\$50.00) per meeting for committee work performed outside the regular workday or work year.

8. Appeals Process

- a. Written appeals shall be submitted within ten (10) working days after the denial or resubmission of an IPDP or college coursework/equivalent activity proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.
- b. A person may attend the next regularly scheduled LPDC meeting to explain the written appeal. A written request for inclusion on the agenda should be given to the LPDC Chairperson no later than ten (10) working days before the scheduled LPDC meeting.
- c. Written notification of the appeal decision shall be provided within five (5) working days or thirty (30) calendar days, whichever comes first.
- d. If the appeal is denied, the applicant may request a binding decision rendered by a three (3) person appeals team: one (1) person selected by the applicant, one (1) person chosen by the LPDC, and a third person chosen by the first two (2). Members of this panel must hold a current Ohio Department of Education Certificate or License.

R. Distance Learning

The BCEA and the Board agree to investigate a Distance Learning Pilot Program. Once implemented, the program shall operate on a two-year trial basis. The purpose of the Distance Learning Pilot Program is to enhance the current curriculum in the school district. No courses offered through the Distance Learning Pilot Project shall be used to replace or supersede any courses now offered in the Buckeye Central School District. The following criteria shall apply to the Pilot Program.

- 1. Positions needed for the program shall be posted as per the Collective Bargaining Agreement. The most senior qualified member of the bargaining unit shall have priority consideration.
- 2. Those selected for positions shall be trained as needed at the expense of the Board.
- 3. While the program's effectiveness may be evaluated, staff shall not be evaluated on their performance/participation in the program.
- 4. Class size for each class shall be limited to the number of students permitted by the Collective Bargaining Agreement and/or state guidelines. The employee shall receive an extra planning period during the school day, if scheduling permits.

After the two-year trial period, if the program is adopted by the Buckeye Central School District, specific regulations, including if appropriate, additional compensation shall be negotiated.

S. Field Trips

The beginning and ending times for scheduled field trips shall be flexible. However, punctuality with regard to regularly scheduled bus routes will be taken into consideration.

T. Technology Expectations

The Association and the Board mutually agree that an important District goal is the continued utilization of technology with increasing staff expertise in the same. In an effort to increase staff comfort levels with regard to technology usage, the Board of Education commits to providing time within the regular workday for practice and training. To that end, the Board will schedule a two-hour delay for students at the mid-term of each quarter beginning in 2006 and continuing at least through the 2007-2008 school year. The purpose of the two-hour student delay is to allow teachers time to practice, and/or receive training for programs required by the District such as Progress Book (or any similar program adopted by the District). At the end of the second year, the effectiveness of the two-hour delay will be evaluated by the Association and the Board to determine if the scheduling of such two-hour delays should continue.

It is an expectation that teachers will input information into Progress Book (or similar program) on a weekly basis. Teachers may note exceptions to weekly input for the benefit of concerned parents and/or administrators.

The District's expectations with regard to technology expertise will be communicated to all new employees hired by the District.

ARTICLE IV

LEAVES

A. Sick Leave

1. Certified employees of Buckeye Central shall be granted sick leave on the following basis:
 - a. One and one-quarter (1-1/4) days for each completed month of service up to fifteen (15) days for each completed year of service.
 - b. Five (5) days of sick leave shall be credited to all beginning teachers at the time of employment. These days must be earned by working four (4) months at one and one-quarter (1-1/4) days per month. Under normal circumstances, accumulating more than five (5) days cannot occur until the fifth month of employment.
 - c. Any sick leave earned and unused in prior employment in any public school system shall be transferred to the employee's credit in the Buckeye Central System at the time of employment. The Treasurer from your previous employment must certify these sick leave days.
 - d. Unused sick leave credit will be accumulated up to a maximum of two hundred fifty-five (255) days for the 2012-13 school year, two hundred fifty-seven (257) days for the 2013-14 school year, and two hundred fifty-nine (259) days for the 2014-15 school year. Employees who achieve perfect attendance, through no use of sick leave over a school year period, shall receive a certificate of merit award and a gift from the school district.
 - e. The administration may request a doctor's statement for a leave extending for more than four (4) consecutive days. The administration may request a doctor's statement or other appropriate document to verify personal sick leave absences after a teacher has used fifteen (15) days during any school year or when such absences appear to be used in a pattern or without medical cause.
 - f. One (1) week of sick leave may be used for purposes of adoption with a second week to be granted at the discretion of the Superintendent.
 - g. Bargaining unit members may be asked to substitute for another teacher, but will not be required to do so.
2. Payment for sick leave benefits shall be as follows:
 - a. Personal illness in the immediate family-illness, injury, or exposure to contagious disease will result in the employee being paid regular salary

until he/she returns to work or until all accumulated sick leave is exhausted, whichever occurs first. Immediate family is defined as mother, father, husband, wife, children, parent-in-law, grandchildren and other individuals living in the same household who hold a similar position. The administration may request a doctor's statement for a leave extending beyond four (4) days.

- b. Each employee's current sick leave accumulation shall be reflected on every paycheck according to the records of the Treasurer using the sick leave forms received as of the posting of that payroll.

3. Death

- a. Death of spouse, child, parent, parent-in-law, sister, brother, grandparent or grandchildren a maximum of five (5) days of sick leave will be granted.
- b. Death of a relative, i.e., aunt, uncle, one (1) day of sick leave will be granted.
- c. Upon the request of a teacher, the Superintendent may extend this time if circumstances so dictate and additional time is required.

4. Absence due to the aforementioned reasons must be charged to sick leave and cannot be charged to other established leave policies unless sick leave is depleted.

Sick leave shall not be charged for days school is not in session.

During sick leave, the employee cannot otherwise be gainfully employed. Sick leave shall be granted only for those days of credit earned and accumulated except that sick leave will continue to accrue while the employee is on paid sick leave.

5. Employees must complete a Sick Leave form requesting days of sick leave, sign the form, and submit for verification of sick days due, within five (5) working days of returning to work or forfeit the pay for that day.

6. Sick Leave Pool for Catastrophic Illness/Injury

The Buckeye Central Education Association and the Buckeye Central Board of Education hereby agree to establish a Sick Leave Pool for staff. The purpose of this pool shall be to provide staff who have exhausted all their paid leave days with additional leave for catastrophic illness or injury. Administration and use of the pool shall be as follows:

- a. The pool shall be administered by a committee of five (5), three (3) members to be selected by the Association and two (2) selected by the Administration. All decisions shall be by consensus of all members of the committee. A member who has been denied, may ask for a

hearing before the committee for reconsideration. Other than such hearing, the ruling of the committee may not be appealed through any means or methods provided in the Collective Bargaining Agreement or otherwise.

- b. Staff on his/her own behalf, or any employee on behalf of the needy staff member must present the request in writing to the President of the Association. Said request shall include the approximate number of days required. (This number may be adjusted as necessary.) The President shall bring the request to the Sick Leave Pool Committee for consideration. The committee may request proof of need, if the majority of the committee believes proof will be helpful in their consideration. Such proof shall consist of written confirmation by a physician that the illness/injury will require the recuperation time requested. The request must meet the requirements for sick leave under Article IV (A) (2) of the Collective Bargaining Agreements. Employees may donate one day (per employee) of sick leave per year per employee. [See Appendix H - Teachers Contract, Appendix G - Classified Contract for form.]
- c. If the request is approved, the Association President will notify the staff of request. A form will be provided for staff to indicate willingness to contribute sick leave. Contributions are confidential. The Association shall compile the contributions and present them to the Board Treasurer for appropriate action. There shall be separate sick leave pools for classified and certified staff.

B. Personal Leave

1. Teachers shall be granted three (3) days of personal leave with pay per year. Generally no more than three teachers may be granted personal leave on any school day. However, the number of teachers may exceed three (3) with the approval of the Superintendent.
2. Certified teaching employees seeking approval for personal leave with pay shall complete the required form with the date of the requested absence. This form shall be submitted in triplicate to the Superintendent of Schools at least three (3) days of school prior to the effective date of the absence. In case of emergency, the Superintendent or his designated representative shall waive the three (3) day prior approval limitation and the personal leave may be granted by telephone or verbally in person provided a qualified substitute can be obtained. However, as a matter of record, the employee is still required to complete the Personal Leave form on the first day of his return to duty and submit it to the Superintendent of Schools.
3. All personal leave shall be unrestricted.

4. Reimbursement for Unused Personal Leave

Teachers will be reimbursed each school year for unused personal leave days by having these unused days added to their accumulated sick leave total. Unused sick leave credit will be increased to an accumulated maximum of two hundred fifty-five (255) days for the 2012-13 school year, two hundred fifty-seven (257) days for the 2013-14 school year, and two hundred fifty-nine (259) days for the 2014-15 school year.

C. Leave of Absence

1. Upon the written request of a teacher, the Board may grant an unpaid leave of absence for a period of not more than two (2) consecutive years of school time for educational or professional improvement, and shall grant such leave where illness or other disability is the reason for the request. Leave of absence for maternity/paternity/adoption may be granted for a period of not more than two (2) consecutive years of school time.
2. Without request, the Board may grant a leave of absence to any teacher because of physical or mental disability, but such teacher may have a hearing on such unrequested leave of absence in accordance with the provisions of the law.
3. Leave of absence for educational or professional growth.
 - a. The Board may not grant this type of leave of absence unless a satisfactory substitute is available. This type of leave may not be granted to more than three (3) professional staff members at one time. When more than three (3) staff members have requested this type of leave at the same time, leaves cannot be longer than one (1) year and cannot be granted to a teacher who has previously received this type of leave.
4. If the request for a leave is approved, the teacher shall be notified in writing within ten (10) days of such action. In addition, the teacher shall be notified of the following matters:
 - a. The length of leave.
 - b. Sick leave during the leave.
 - c. Service credit during the leave.
 - d. The retention of rights of tenure, retirement, and insurance.
5. Bargaining unit members agree to take leaves only for legitimate reasons.
6. Upon the return to service of a teacher at the expiration of a leave of absence, he/she shall resume the contract status which he/she held prior to such leave, unless otherwise stated under the original leave approval provisions.

7. Any teacher employed to replace a teacher on leave shall be informed of the temporary nature of this assignment by having it stated on their individual contract.
8. A leave of absence shall not extend beyond the termination date of a teacher's contract but may be renewed if the contract of the teacher is renewed.
9. When on a one (1) or a two (2) year leave of absence, the teacher must notify the Board of Education or the Superintendent, in writing, no later than April 1 of a one (1) year leave or April 1 of the second year of a two (2) year leave, of his/her intention to return or not to return.

D. Professional Leave

1. Upon submission of the Professional Leave form, appropriate registration form, and approval of the Superintendent, certified personnel shall be granted three (3) days of professional leave with pay to attend professional meetings in Ohio or contiguous states or visit other school districts in Ohio. Days granted shall align with the teacher's goals in their certified teaching field. Expenses shall be paid by the Board of Education as follows:
 - a. Registration fee will be filed and paid in advance, if requested, with notice given to the employee.
 - b. Mileage to and from paid at the current IRS approved mileage rate in effect at the start of the school year. Mileage begins and ends at the Buckeye Central campus.
 - c. Actual cost up to one hundred twenty-five dollars (\$125.00) per night for lodging if it is a two (2) day meeting and more than sixty (60) miles from New Washington (to include any applicable room and sales taxes within the \$125.00 per night limit).
2. Two (2) days of professional leave shall be granted to each Association representative elected to attend the annual meeting. This day will not count as part of the three days of professional leave normally granted each teacher. This is limited to two (2) Association representatives. Such days may be taken in one-half (1/2) day increments.
3. All other professional leave requests and expenses paid by the Board of Education must be approved by the Board of Education.

E. Unauthorized Absences

Absences from the job for other reasons than those covered in the sick leave provisions or otherwise granted with pay will result in deductions from salary on the basis of a one hundred eighty-four (184) day school year. The deduction will be the total salary divided

by one hundred eighty-four (184) of each day of absence. For those employees on extended service, the deduction will be the salary divided by the number of days employed (basis of twenty [20] days a month), for each day of absence.

F. Jury Duty

A teacher shall retain both the regular salary and any remuneration received from the court while serving on jury duty, and shall provide a copy of the court check.

G. Family Leave

1. The Board agrees that all benefits guaranteed by the Family and Medical Leave Act will be provided to employees covered by this Agreement. Pursuit of a grievance under this contract in no way prevents an employee from enforcing their rights under the Act as provided by law.
2. Each employee is entitled to and shall be granted upon request up to twelve (12) weeks of unpaid leave per year to care for a new or a sick child, parent, parent-in-law, or spouse, or for the placement with the employee of a child for adoption or foster care or to care for the newly placed child; or when the employee is unable to work because of a serious health condition. When medically necessary, leave may be taken intermittently.

Any leave beyond twelve (12) weeks in a year for these combined purposes may be granted pursuant to the other leave provisions of this Agreement.

Eligible employees may choose to substitute paid leave granted by other provisions of this Agreement for all or part of the unpaid leave granted under this article.

3. Protection - The Board shall return the employee taking a leave under this article to the same position he/she occupied prior to the leave.

The taking of a leave under this article shall not result in the loss of any employment benefit accrued prior to the date the leave commenced.

4. Insurance - The Board shall continue to pay the Board contribution necessary to continue all medical, dental, and life insurance plans for the employee while he/she is on leave under this article.

5. Year - For purposes of defining a year for Family Leave benefits, each year shall commence with the first day of school.

ARTICLE V

SALARY AND FRINGE BENEFITS

A. Salary

1. Effective July 1, 2012, the base salary (Bachelor's Degree, 0 years experience) shall be \$29,972 (See attached salary schedule, Appendix A).

In addition, the Board agrees to pay each bargaining unit employee who did not receive a vertical step increase on the teachers' salary schedule at the start of the 2012-2013 school year a one-time lump sum payment (less applicable payroll withholdings) of \$300.00. Such payment to be made on the last regularly scheduled payday in February, 2013.

2. Effective July 1, 2013, the base salary (Bachelor's Degree, 0 years experience) shall be \$29,972 (See attached salary schedule, Appendix A).

In addition to the above, the Board agrees to make a one-time lump sum payment (less applicable payroll deductions) to each bargaining unit employee equivalent to one percent (1%) of that employee's regular salary for the 2013-2014 school year, such payment to be made by not later than the last regularly scheduled payday in January, 2014.

3. Effective July 1, 2014, the base salary (Bachelor's Degree, 0 years experience) shall be \$30,272 (See attached salary schedule, Appendix B).

B. Co-Curricular Salary Schedule

The base salary of \$29,972 (effective July 1, 2012) for the 2012-2013 school year shall be applied to the co-curricular salary schedule.

The base salary of \$29,972 (effective July 1, 2013) for the 2013-2014 school year shall be applied to the co-curricular salary schedule.

The base salary of \$30,272 (effective July 1, 2014) for the 2014-2015 school year shall be applied to the co-curricular salary schedule.

C. Hospitalization and Dental Insurance

1. The district will maintain the same levels of coverage previously agreed to, but with cost containment including certain mandatory second surgical opinion and hospital pre-certification requirements.
2. The Board of Education shall pay a portion of hospitalization and dental insurance for both family and single coverage. The rate for family and single shall be negotiated by the Association. The coverage for employees who work less than five (5) hours per day will be prorated according to hours worked.

3. Hospitalization (Board share)

- a. The Board shall pay 85% of the medical premium for a single or family plan. The employee shall pay the remaining 15% via payroll deduction. If the monthly medical insurance premium rates for the remainder of the 2014-2015 school year are established by the consortium prior to January, 2015 (as is currently anticipated consistent with prior experience) and the total premium (i.e., the sum of the employer and employee contributions) for January, 2015 is less than \$588.00 for single coverage and less than \$1,595.00 for family coverage, the Board will implement a one-time premium holiday for the month of January, 2015 under which an employee participating in Board-provided medical insurance will have no medical contribution deducted from his/her January pay.
- b. If the consortium devises a universal core program of coverages and benefit levels for all members of the consortium, the District may offer such core coverage on a voluntary basis to employees participating in insurance benefits.



SuperMed Plus
BUCKEYE CENTRAL SCHOOLS
 Effective February 1, 2013



February 2013

Benefits	Network	Non-Network
Benefit Period	January 1 st through December 31 st	
Dependent Age Limit	26	
Older Aged Child	28	
	Removal upon End of Month	
Pre-Existing Condition Waiting Period (Does not apply to members under the age of 19)	Initial Group Waived, all others 3-12	
Blood Pint Deductible	0 pints	
Overall Annual Benefit Period Maximum	\$2,000,000	
Benefit Period Deductible – Single/Family ¹	\$300 / \$600	\$500 / \$1,000
Coinsurance	90%	60%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	\$1,000 / \$2,000	\$1,000 / \$2,000
Physician/Office Services		
Office Visit (Illness/Injury) ²	\$20 copay, then 100%	60% after deductible
Urgent Care Office Visit ²	\$20 copay, then 100%	60% after deductible
Surgical Services in Physician's Office	\$25 copay, then 100%	60% after deductible
Immunizations (tetanus toxoid, rabies vaccine, and meningococcal polysaccharide vaccine are covered services)	100%	60% after deductible
Preventative Services		
Routine Physical Exam (One exam per benefit period for ages 21 and over) ²	100%	Not Covered
Well Child Care Services including Exam and Immunizations (To age 21; limited to 31 visits per Lifetime) ²	100%	60% after deductible
Well Child Care Laboratory Tests (To age 21)	100%	60% after deductible
Routine Mammogram (One per benefit period)	100%	100%
Routine Pap Test and Associated Office Visit (One per benefit period)	100%	\$15 copay, then 100% for Exam 100% - Pap Test
Routine Prostate Specific Antigen (PSA)	100%	60% after deductible
Routine Endoscopic Services (All ages)	100%	60% after deductible
Routine Cholesterol Test	100%	60% after deductible
Routine EKG, Chest X-ray, Complete Blood Count, Comprehensive Metabolic Panel, Urinalysis (All ages, one each per benefit period)	100%	60% after deductible
Outpatient Services		
Surgical Services (other than a physician's office)	90% after deductible	60% after deductible

Benefits	Network	Non-Network
Diagnostic Services	90% after deductible	60% after deductible
Physical Therapy - Facility and Professional (Unlimited)	90% after deductible	60% after deductible
Occupational Therapy - Facility and Professional (Unlimited)	90% after deductible	60% after deductible
Chiropractic Therapy – Professional Only (Unlimited)	90% after deductible	60% after deductible
Speech Therapy – Facility & Professional (Unlimited)	90% after deductible	60% after deductible
Cardiac Rehabilitation	90% after deductible	60% after deductible
Emergency use of an Emergency Room	\$50 copay (waived if admitted, then 90%)	
Non-Emergency use of an Emergency Room ³	\$50 copay, then 90%	\$50 copay, then 60%
Inpatient Facility		
Semi-Private Room and Board – Including Ancillaries (120 days per in-hospital benefit period) ⁴	90% after deductible	60% after deductible
Maternity	90% after deductible	60% after deductible
Skilled Nursing Facility (120 days per Benefit Period).	90% after deductible	60% after deductible
Additional Services		
Elective Abortions	Not Covered	Not Covered
Allergy Testing	100% - first \$500 per benefit period, then 90% after deductible	60% after deductible
Allergy Treatment	90% after deductible	60% after deductible
Ambulance	90% after deductible	60% after deductible
Durable Medical Equipment	90% after deductible	60% after deductible
Home Healthcare (120 visits per Benefit Period)	90% after deductible	60% after deductible
Hospice (180 days per lifetime)	90% after deductible	60% after deductible
Organ Transplants	90% after deductible	60% after deductible
Private Duty Nursing	90% after deductible	60% after deductible
Mental Health & Substance Abuse – Federal Mental Health Parity		
Inpatient Mental Health and Substance Abuse Services	Benefits paid are based on corresponding medical benefits	
Outpatient Mental Health and Substance Abuse Services		

Note: Services requiring a copayment are not subject to the single/family deductible.

Deductible and coinsurance expenses incurred for services by a non-network provider will also apply to the network deductible and coinsurance out-of-pocket limits. Deductible and coinsurance expenses incurred for services by a network provider will also apply to the non-network deductible and coinsurance out-of-pocket limits.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

¹Maximum family deductible. Member deductible is the same as single deductible. 3-month carryover applies.

²The office visit copay applies to the cost of the office visit only.

³Copay waived if admitted. The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

⁴An in-hospital benefit period is a period of time beginning when the member enters a hospital and ending when he/she has been out for 90 consecutive days

**Prescription Drug Program
Buckeye Central Schools¹
February 1, 2013**

February 2013

BENEFITS	Copay	Day Supply
Benefit Period	January 1 st through December 31st	
Dependent Age Limit	Same as Medical	
Benefit Period Deductible	\$50/\$150 ^{2, 3}	
Formulary Retail Program without Oral Contraceptive Coverage⁴		
Generic Copayment	\$5	30
Formulary Copayment	\$25	30
Non-Formulary Copayment	\$40	30
Formulary Home Delivery Program with Oral Contraceptive Coverage⁴		
Generic Copayment	\$10	90
Formulary Copayment	\$50	90
Non-Formulary Copayment	\$80	90

Note: In an effort to continue our commitment to quality care and help contain the increasing cost of prescription drug coverage, a formulary feature is included in your prescription drug benefit. A formulary drug is an FDA approved prescription medication reviewed by an independent Pharmacy and Therapeutics Committee brought together by Medco Health Solutions, Inc. Formulary drugs can assist in maintaining quality care while meeting your plan's cost containment objectives.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

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¹Includes Preferred Prescriptions® Drug List: A list of drugs on the Preferred Prescriptions® formulary will be used.

²Prescription Drug Deductible is separate from Medical and Dental deductible(s).

³Prescription Drug Deductible will be applied to Tier 2 and Tier 3 (Brand Name) prescriptions only.

⁴Additional Prescription Drug benefits will be included in compliance with Health Care Reform provisions.

4. Dental (Board share)

a. Family or single - 85%

BUCKEYE CENTRAL LOCAL	
Traditional Dental	
With Orthodontia	
	
10/1/2008	
Benefits	
Benefit Period	January 1 st through December 31 st
Dependent Age Limit	26 Dependent/ 28 Student Removal upon end of calendar yr.
Benefit Period Maximum (per member)	\$1,500
Benefit Period Deductible Single / Family	\$25 / \$50
Orthodontic Lifetime Maximum	\$1,500
Preventive Services	
Oral Exams – two per benefit period	100% UCR
Bite Wing X-Rays – two sets per benefit period	100% UCR
Prophylaxis (cleaning) – two per benefit period	100% UCR
Fluoride Treatment – one treatment per benefit period, limited to dependents up to age 19	100% UCR
Space Maintainers - limited to eligible dependents up to age 19	100% UCR
Emergency Palliative Treatment – includes emergency oral exam	100% UCR
Restorative Services	
Consultations and Other Exams by Specialist	80% UCR after deductible
Diagnostic X-Rays - including Full Mouth/Panorex, which are limited to one every 36 consecutive months	80% UCR after deductible
Minor Restorative Services	80% UCR after deductible
Endodontics/Pulp Services	80% UCR after deductible
Periodontal Services	80% UCR after deductible
Repairs, Relines & Adjustments of Prosthetics	80% UCR after deductible
Simple Extractions	80% UCR after deductible
Impactions	80% UCR after deductible
Minor Oral Surgery Services	80% UCR after deductible
General Anesthesia	80% UCR after deductible
Complex Services	
Gold Foil Restoration	70% UCR after deductible
Inlays, Onlays – one every five years	70% UCR after deductible
Crowns – one every five years	70% UCR after deductible

Benefits	
Bridgework (Pontics & Abutments) – one every five years	70% UCR after deductible
Partial and Complete Dentures – one every five years	70% UCR after deductible
Orthodontic Services	
Orthodontic Diagnostic Services	60% UCR
Minor Treatment for Tooth Guidance	60% UCR
Minor Treatment for Harmful Habits	60% UCR
Interceptive Orthodontic Treatment	60% UCR
Comprehensive Orthodontic Treatment	60% UCR

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

5. Joint Insurance Committee

The BCEA and the Buckeye Central Board of Education mutually agree to establish a joint insurance committee. The committee shall consist of five (5) voting members. The Board shall appoint two (2) members and the Association shall appoint (2) members. The four members selected by the Board and the Association shall select the fifth member.

The purpose of the committee shall be to study and recommend improvements to the current insurance benefits program and to determine possible cost savings. The committee will establish guidelines for the function and operation of the committee.

To assist the committee members in performing the assigned task, the committee shall be provided with the opportunity to participate in training and/or informational activities. If substitutes are necessary for bargaining unit members, the Board shall pay the cost of the substitute

No later than six (6) months prior to the expiration date of the current Collective Bargaining Agreement, the committee shall issue, if possible, a recommendation to the negotiating teams for the Board and the Association. The negotiations teams shall use this information to assist in the negotiations of the insurance plan(s) provided by the District to the employees. This recommendation shall include but are not limited to:

- a. Recommendations (if any) for change in providing insurance.
- b. Recommendations for cost-saving/cost-effective changes to the current plan(s).
- c. Recommendations for changes in contract language to update/improve the insurance program(s).

D. Vision Insurance

1. The Board shall pay fifty percent (50%) of the vision insurance premium for a single, an employee plus one (1) or a family plan. The employee shall pay the remaining cost through payroll deduction.
2. The plan coverage shall include the following:

Exams every 12 months
Lenses every 12 months
Frames every 24 months
Full coverage for necessary contact lenses

The parties hereby agree that this language shall be construed to refer to a VSP Standard Plan "B" with co-payments of \$10.00/\$25.00. Co-payments shall be the responsibility of the employee. As per the VSP rate quote document, VSP requires one hundred percent (100%) participation of those enrolled in the group dental plan.

E. Stipends/Tuition Reimbursement

1. Certified employees shall be granted a stipend for the initial National Board Certification application and training stipends for course work/continuing education units:
 - a. related to the individual's teaching field; or
 - b. for certification in an educational area; or
 - c. to obtain an advanced degree in a field of education; or
 - d. must achieve passing grade based upon institution standards.
2. A stipend will be granted equal to the actual cost of the course or workshop, up to a maximum of \$1,000.00 per year per eligible person. The reimbursement will be made January 30 or September 30. Up to twenty-three (23) bargaining unit members can be awarded stipends each year.
3. A school year is defined as September 1 through August 31. In order to apply, a Stipend/Tuition Reimbursement Request-Verification form must be filed in the Superintendent's office in duplicate. One (1) copy will be returned to the person filing. This copy should be resubmitted with a copy of the transcript or grade slip when the course work has been completed. A copy of the Stipend/Tuition Reimbursement Request-Verification form is found at the back of this document.

F. Pay Periods

1. All teaching staff will be paid every other Friday, twenty-six (26) pays commencing with each contract year. In an off year when twenty-six (26) pays are not possible, the parties will meet to agree to a system for that year's pay periods.
 - a. All regular employees will receive payment by direct deposit. The Treasurer will notify employees as to the date bank information must be forwarded to the Treasurer's office for the purpose of direct deposit.
 - b. The regular employee may elect to have portions of his/her check deposited in two (2) different bank accounts.

G. Severance Pay

1. A Buckeye Central Local School District employee who elects to retire is to be paid for one quarter (1/4) of the value of his/her accrued, but unused sick leave credit up to a maximum of sixty-three and one-fourth (63.25) days.
2. Payment shall be based upon the employee's salary at the time of retirement and will be made within sixty (60) days after verification of the first payment from the State Teachers Retirement System. Payment for sick leave on this basis shall be paid only once to an employee and it shall be considered to eliminate all sick leave credit accumulated by the employee at that time.
3. To qualify for severance pay an employee must have ten (10) years of service with the Buckeye Central School District. One hundred twenty (120) days is equivalent to one (1) year of service.

H. Tax Sheltering of Retirement

Agreement by Board resolution to tax shelter the certificated staff members' share of State Teachers Retirement System payments.

I. Longevity Pay

Teachers shall receive an additional \$500 at Step 15 and \$750 increment at 20, 25, and 30 years of service to the Buckeye Central Local School District; teachers will receive an additional \$500 increment when he/she reaches MA+30.

J. Life Insurance

The Board agrees to provide \$25,000 term life insurance with accidental death benefit based upon the one hundred eighty-four (184) day school year.

K. Payroll Deductions

1. The Board shall provide payroll deductions for dues for membership in BCEA, NCOEA, OEA, NEA, and/or FCPE. Forms for these deductions shall be provided by the Association. The enrollment period for payroll deduction of membership dues shall be from September 1 to October 15 of each year. The deductions shall be for six (6) monthly pay periods and shall commence with the second pay period of November. Deductions shall be divided equally over six (6) months.

Employees may authorize membership dues deductions on a continuous basis from year to year. Each employee must notify the Board Treasurer in writing of their desire to end continuous payroll deduction.

2. Payroll deductions shall be made for the Crawford County Credit Union and Board approved tax shelter annuities as requested by the individual teachers.
3. In addition to the normal payroll deductions the following are also eligible for payroll deduction:
 - a. Dental Insurance
 - b. Medical and Hospital Insurance
 - c. Firelands Credit Union
 - d. The Legend Group
 - e. Colonial Life
 - f. Association dues
 - g. Vision
4. Each bargaining unit member is responsible for compliance with IRS regulations pertaining to deferred compensation programs.

L. Weight Room Supervisor \$20.00/session

The head coaches shall be responsible for scheduling and delegating weight room supervision as approved by the athletic director. A weight room session shall be defined as two (2) hours. In addition to scheduling and delegating weight room supervision during the coaches' relevant seasons, head coaches shall schedule weight room supervision for off-season and summer use.

The weight room supervisor shall be paid \$20.00 per session. However, a coach may not receive the additional payment for weight room supervision during the season he/she receives payment for a coaching or assistant coaching assignment. This does not prevent a coach from scheduling weight room sessions for his/her team during the coaching season. Such sessions are considered to be compensated under the terms of the supplemental contract. During the school year, paid weight room sessions may be scheduled at one per day for three days a week. During the summer months, two sessions may be scheduled per day for three days a week. The maximum number of paid sessions during the year shall be one hundred forty (140) sessions.

ARTICLE VI
SMOKING POLICY

No employee may smoke or use tobacco in any form on school grounds. Violations of this policy will result in progressive discipline.

ARTICLE VII

OHIO RESIDENT EDUCATOR PROGRAM

- A. The District's four-year Resident Educator Program for newly licensed educators will comply with the requirements of the Resident Educator Program Standards promulgated by the Ohio Department of Education ("ODE").
- B. A teacher who wishes to serve as a mentor and who meets the ODE's recommended qualifications to serve as a mentor may request to become a mentor by submitting a written request to the District's Program Coordinator. The mentor must have demonstrated an ability to work cooperatively and effectively with other professional staff and be knowledgeable in a variety of classroom management and instructional techniques.
- C. A mentor must successfully complete both the Instructional Mentoring and Resident Education – 1 State-sponsored mentor training. The cost of required training will be paid by the Board. Appropriate release time will be provided to a mentor and/or resident educator as mutually agreed upon with the building principal.
- D. Each mentor will receive a stipend of \$750 for service during the first year of a four-year mentorship and a stipend of \$550 for service during each subsequent year of the mentorship. One-half of the stipend will be paid on the first payday in December and the remaining half will be paid on the last payday in June of that school year.
- E. Other than a notation to the effect that a teacher served as a mentor, the teacher's activities as a mentor will not be part of a resident evaluator's job performance evaluation. A member will not participate in the evaluation of a resident educator, be asked to make a recommendation regarding continued employment of a resident educator, or be directed to breach legally required confidentiality.

ARTICLE VIII

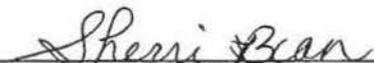
DURATION OF AGREEMENT

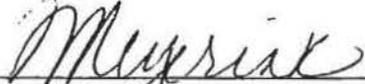
The terms and conditions of this agreement shall be effective from July 1, 2012, and shall continue in full force and effect until June 30, 2015, at which time it shall expire.

FOR THE BOARD:

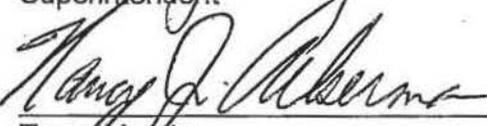
FOR THE ASSOCIATION:

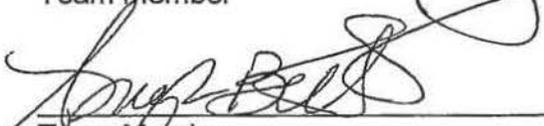

Board President

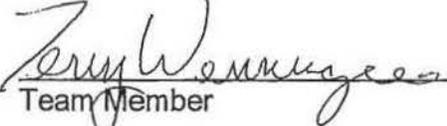

Association President


Superintendent


Team Member


Team Member


Team Member


Team Member

SERB Agent of Record

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT
TEACHER SALARY SCHEDULE – BASE \$29,384
EFFECTIVE JULY 1, 2012 AND EFFECTIVE JULY 1, 2013

STEP	BA	150 HRS	MA	MA+15
0	29,972 1.0000	31,471 1.0500	32,969 1.1000	34,468 1.1500
1	31,231 1.0420	33,029 1.1020	34,827 1.1620	36,326 1.2120
2	32,490 1.0840	34,588 1.1540	36,686 1.2240	38,184 1.2740
3	33,748 1.1260	36,146 1.2060	38,544 1.2860	40,043 1.3360
4	35,007 1.1680	37,705 1.2580	40,402 1.3480	41,901 1.3980
5	36,266 1.2100	39,263 1.3100	42,261 1.4100	43,759 1.4600
6	37,525 1.2520	40,822 1.3620	44,119 1.4720	45,617 1.5220
7	38,784 1.2940	42,380 1.4140	45,977 1.5340	47,476 1.5840
8	40,043 1.3360	43,939 1.4660	47,835 1.5960	49,334 1.6460
9	41,301 1.3780	45,497 1.5180	49,694 1.6580	51,192 1.7080
10	42,560 1.4200	47,056 1.5700	51,552 1.7200	53,050 1.7700
11	43,819 1.4620	48,615 1.6220	53,410 1.7820	54,909 1.8320
12		50,173 1.6740	55,268 1.8440	56,767 1.8940

Longevity of \$500 will be applied at Step 15.

\$750 will be applied at Steps 20, 25, and 30.

An additional \$500 will be applied when teacher reaches MA+30.

BUCKEYE CENTRAL LOCAL SCHOOL DISTRICT
TEACHER SALARY SCHEDULE – BASE 30,272
EFFECTIVE JULY 1, 2014

STEP	BA	150 HRS	MA	MA+15
0	30,272 1.0000	31,786 1.0500	33,299 1.1000	34,813 1.1500
1	31,543 1.0420	33,360 1.1020	35,176 1.1620	36,690 1.2120
2	32,815 1.0840	34,934 1.1540	37,053 1.2240	38,567 1.2740
3	34,086 1.1260	36,508 1.2060	38,930 1.2860	40,443 1.3360
4	35,358 1.1680	38,082 1.2580	40,807 1.3480	42,320 1.3980
5	36,629 1.2100	39,656 1.3100	42,684 1.4100	44,197 1.4600
6	37,901 1.2520	41,230 1.3620	44,560 1.4720	46,074 1.5220
7	39,172 1.2940	42,805 1.4140	46,437 1.5340	47,951 1.5840
8	40,443 1.3360	44,379 1.4660	48,314 1.5960	49,828 1.6460
9	41,715 1.3780	45,953 1.5180	50,191 1.6580	51,705 1.7080
10	42,986 1.4200	47,527 1.5700	52,068 1.7200	53,581 1.7700
11	44,258 1.4620	49,101 1.6220	53,945 1.7820	55,458 1.8320
12		50,675 1.6740	55,822 1.8440	57,335 1.8940

Longevity of \$500 will be applied at Step 15.
\$750 will be applied at Steps 20, 25, and 30.
An additional \$500 will be applied when teacher reaches MA+30.

Teachers' Co-Curricular Salary Schedule
Basic Guidelines

BASIC GUIDELINES

1. A person under contract in a position for any portion of a school year is given experience credit for a full year.
2. When a person moves to a new position, the person starts at the 0 years experience column for that new position.
3. Job descriptions and evaluation instruments in the appendix of this agreement will be used for annual evaluations of co-curricular positions.
4. Automatic Expiration of Supplementals - Teachers who are employed and are to be compensated by the Board for approved supplemental (or extended-time) duties in addition to regular teaching duties, shall be employed on "supplemental contracts". A supplemental contract shall automatically expire at the end of its term without further action or notice by the Board of Education. Persons employed to handle supplemental contract duties will be hired in a timely manner each year before their duties begin. If at all possible all supplemental positions except spring activity advisor and coaching positions, will be filled by the June Board meeting.

Buckeye Central Local School District
 Teachers' Co-Curricular Salary Schedule
 Effective July 1, 2012 and July 1, 2013 - \$29,972

POSITIONS	LEVEL	EXPERIENCE									
		0, 1 YR.		2, 3 YRS.		4, 5 YRS.		6, 7 YRS.		8+	
PUBLICATIONS											
Yearbook Advisor	I	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548	0.0900	\$2,697
DEPARTMENT HEADS											
Science	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
English	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
Social Studies	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
Math	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
Special Education	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
CLASS ADVISORS											
Seventh Grade Advisor	A	0.0050	\$ 150	0.0075	\$ 225	0.0100	\$ 300	0.0125	\$ 375	0.0150	\$ 450
Eighth Grade Advisor	A	0.0050	\$ 150	0.0075	\$ 225	0.0100	\$ 300	0.0125	\$ 375	0.0150	\$ 450
Freshman Class Advisor	A	0.0050	\$ 150	0.0075	\$ 225	0.0100	\$ 300	0.0125	\$ 375	0.0150	\$ 450
Sophomore Class Advisor	B	0.0100	\$ 300	0.0125	\$ 375	0.0150	\$ 450	0.0175	\$ 525	0.0200	\$ 599
Junior Class Advisors	D	0.0300	\$ 899	0.0325	\$ 974	0.0350	\$1,049	0.0375	\$1,124	0.0400	\$1,199
Senior Class Advisor	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
National Honor Society	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
Science Day Coordinator	B	0.0100	\$ 300	0.0125	\$ 375	0.0150	\$ 450	0.0175	\$ 525	0.0200	\$ 599
Elem. Student Council Adv.	B	0.0100	\$ 300	0.0125	\$ 375	0.0150	\$ 450	0.0175	\$ 525	0.0200	\$ 599
Student Council	I	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548	0.0900	\$2,697
MUSIC ACTIVITIES											
Musical Accompanist	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
Vocal Music Director	E	0.0400	\$1,199	0.0425	\$1,274	0.0450	\$1,349	0.0475	\$1,424	0.0500	\$1,499
Musical Director	G	0.0600	\$1,798	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398
Band Director	M	0.1450	\$4,346	0.1500	\$4,496	0.1550	\$4,646	0.1600	\$4,796	0.1650	\$4,945
FOOTBALL											
Head Football	O	0.1800	\$5,395	0.1850	\$5,545	0.1900	\$5,695	0.1950	\$5,845	0.2000	\$5,994
Assistant Football	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Jr. High Football	G	0.0600	\$1,798	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398

Buckeye Central Local School District
 Teachers' Co-Curricular Salary Schedule
 Effective July 1, 2012 and July 1, 2013 - \$29,972

POSITIONS	LEVEL	EXPERIENCE									
		0, 1 YR.		2, 3 YRS.		4, 5 YRS.		6, 7 YRS.		8+	
BASKETBALL											
Head Boys' Basketball	O	0.1800	\$5,395	0.1850	\$5,545	0.1900	\$5,695	0.1950	\$5,845	0.2000	\$5,994
Head Girls' Basketball	O	0.1800	\$5,395	0.1850	\$5,545	0.1900	\$5,695	0.1950	\$5,845	0.2000	\$5,994
Assistant Boys' Basketball	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Assistant Girls' Basketball	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Freshman Basketball	J	0.0800	\$2,398	0.0850	\$2,548	0.0900	\$2,697	0.0950	\$2,847	0.1000	\$2,997
Jr. High Boys' Basketball	G	0.0600	\$1,798	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398
Jr. High Girls' Basketball	G	0.0600	\$1,798	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398
TRACK											
Head Boys' Track	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Head Girls' Track	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Assistant Boys' Track	H	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548
Assistant Girls' Track	H	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548
Jr. High Track	G	0.0600	\$1,798	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398
BASEBALL											
Head Baseball	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Assistant Baseball	H	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548
SOFTBALL											
Head Softball	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Assistant Softball	H	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548
CROSS COUNTRY											
Head Cross Country	J	0.0800	\$2,398	0.0850	\$2,548	0.0900	\$2,697	0.0950	\$2,847	0.1000	\$2,997
GOLF											
Head Golf	J	0.0800	\$2,398	0.0850	\$2,548	0.0900	\$2,697	0.0950	\$2,847	0.1000	\$2,997
VOLLEYBALL											
Head Volleyball	O	0.1800	\$5,395	0.1850	\$5,545	0.1900	\$5,695	0.1950	\$5,845	0.2000	\$5,994
Assistant Volleyball	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Jr. High Volleyball	G	0.0600	\$1,798	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398
WRESTLING											
Head Wrestling	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Assistant Wrestling	H	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548

Buckeye Central Local School District
 Teachers' Co-Curricular Salary Schedule
 Effective July 1, 2012 and July 1, 2013 - \$29,972

POSITIONS	LEVEL	EXPERIENCE									
		0, 1 YR.		2, 3 YRS.		4, 5 YRS.		6, 7 YRS.		8+	
INTRAMURALS											
Boys' Intramural Director	D	0.0300	\$ 899	0.0325	\$ 974	0.0350	\$1,049	0.0375	\$1,124	0.0400	\$1,199
Girls' Intramural Director	D	0.0300	\$ 899	0.0325	\$ 974	0.0350	\$1,049	0.0375	\$1,124	0.0400	\$1,199
BOWLING											
Boys' Bowling Advisor	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
Girls' Bowling Advisor	C	0.0200	\$ 599	0.0225	\$ 674	0.0250	\$ 749	0.0275	\$ 824	0.0300	\$ 899
CHEERLEADER											
Cheerleader Coach (Varsity, Reserve)	J	0.0800	\$2,398	0.0850	\$2,548	0.0900	\$2,697	0.0950	\$2,847	0.1000	\$2,997
Cheerleader Coach (Freshman, Jr. High)	E	0.0400	\$1,199	0.0425	\$1,274	0.0450	\$1,349	0.0475	\$1,424	0.0500	\$1,499
ATHLETIC DIRECTOR											
Athletic Director	L	0.1400	\$4,196	0.1450	\$4,346	0.1500	\$4,496	0.1550	\$4,646	0.1600	\$4,796
Assistant Athletic Director	J	0.0800	\$2,398	0.0850	\$2,548	0.0900	\$2,697	0.0950	\$2,847	0.1000	\$2,997
Elementary Accts. Director	D	0.0300	\$ 899	0.0325	\$ 974	0.0350	\$1,049	0.0375	\$1,124	0.0400	\$1,199
Celebration of Education Coordinator	B	0.0100	\$ 300	0.0125	\$ 375	0.0150	\$ 450	0.0175	\$ 525	0.0200	\$ 599
ATHLETIC TRAINER											
Fall	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Winter	K	0.1000	\$2,997	0.1050	\$3,147	0.1100	\$3,297	0.1150	\$3,447	0.1200	\$3,597
Spring	H	0.0650	\$1,948	0.0700	\$2,098	0.0750	\$2,248	0.0800	\$2,398	0.0850	\$2,548

Extended time must be preapproved and then employees will be paid their per diem rate for actual work performed. (On-and/or-off-site must be included in initial request by employee.) Approval will be done by Board action and no retroactivity for work performed in the past.

Buckeye Central Local School District
 Teachers' Co-Curricular Salary Schedule
 Effective July 1, 2014 - \$30,272

POSITIONS	LEVEL	EXPERIENCE									
		0, 1 YR.		2, 3 YRS.		4, 5 YRS.		6, 7 YRS.		8+	
PUBLICATIONS											
Yearbook Advisor	I	0.0700	\$ 2,119	0.0750	\$ 2,270	0.0800	\$ 2,422	0.0850	\$ 2,573	0.0900	\$ 2,724
DEPARTMENT HEADS											
Science	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
English	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
Social Studies	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
Math	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
Special Education	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
CLASS ADVISORS											
Seventh Grade Advisor	A	0.0050	\$ 151	0.0075	\$ 227	0.0100	\$ 303	0.0125	\$ 378	0.0150	\$ 454
Eighth Grade Advisor	A	0.0050	\$ 151	0.0075	\$ 227	0.0100	\$ 303	0.0125	\$ 378	0.0150	\$ 454
Freshman Class Advisor	A	0.0050	\$ 151	0.0075	\$ 227	0.0100	\$ 303	0.0125	\$ 378	0.0150	\$ 454
Sophomore Class Advisor	B	0.0100	\$ 303	0.0125	\$ 378	0.0150	\$ 454	0.0175	\$ 530	0.0200	\$ 605
Junior Class Advisors	D	0.0300	\$ 908	0.0325	\$ 984	0.0350	\$ 1,060	0.0375	\$ 1,135	0.0400	\$ 1,211
Senior Class Advisor	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
National Honor Society	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
Science Day Coordinator	B	0.0100	\$ 303	0.0125	\$ 378	0.0150	\$ 454	0.0175	\$ 530	0.0200	\$ 605
Elem. Student Council Adv.	B	0.0100	\$ 303	0.0125	\$ 378	0.0150	\$ 454	0.0175	\$ 530	0.0200	\$ 605
Student Council	I	0.0700	\$ 2,119	0.0750	\$ 2,270	0.0800	\$ 2,422	0.0850	\$ 2,573	0.0900	\$ 2,724
MUSIC ACTIVITIES											
Musical Accompanist	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
Vocal Music Director	E	0.0400	\$ 1,211	0.0425	\$ 1,287	0.0450	\$ 1,362	0.0475	\$ 1,438	0.0500	\$ 1,514
Musical Director	G	0.0600	\$ 1,816	0.0650	\$ 1,968	0.0700	\$ 2,119	0.0750	\$ 2,270	0.0800	\$ 2,422
Band Director	M	0.1450	\$ 4,389	0.1500	\$ 4,541	0.1550	\$ 4,692	0.1600	\$ 4,844	0.1650	\$ 4,995
FOOTBALL											
Head Football	O	0.1800	\$ 5,449	0.1850	\$ 5,600	0.1900	\$ 5,752	0.1950	\$ 5,903	0.2000	\$ 6,054
Assistant Football	K	0.1000	\$ 3,027	0.1050	\$ 3,179	0.1100	\$ 3,330	0.1150	\$ 3,481	0.1200	\$ 3,633
Jr. High Football	G	0.0600	\$ 1,816	0.0650	\$ 1,968	0.0700	\$ 2,119	0.0750	\$ 2,270	0.0800	\$ 2,422

Buckeye Central Local School District
 Teachers' Co-Curricular Salary Schedule
 Effective July 1, 2014 - \$30,272

POSITIONS	LEVEL	EXPERIENCE									
		0, 1 YR.		2, 3 YRS.		4, 5 YRS.		6, 7 YRS.		8+	
BASKETBALL											
Head Boys' Basketball	O	0.1800	\$5,449	0.1850	\$5,600	0.1900	\$5,752	0.1950	\$5,903	0.2000	\$6,054
Head Girls' Basketball	O	0.1800	\$5,449	0.1850	\$5,600	0.1900	\$5,752	0.1950	\$5,903	0.2000	\$6,054
Assistant Boys' Basketball	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Assistant Girls' Basketball	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Freshman Basketball	J	0.0800	\$2,422	0.0850	\$2,573	0.0900	\$2,724	0.0950	\$2,876	0.1000	\$3,027
Jr. High Boys' Basketball	G	0.0600	\$1,816	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422
Jr. High Girls' Basketball	G	0.0600	\$1,816	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422
TRACK											
Head Boys' Track	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Head Girls' Track	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Assistant Boys' Track	H	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422	0.0850	\$2,573
Assistant Girls' Track	H	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422	0.0850	\$2,573
Jr. High Track	G	0.0600	\$1,816	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422
BASEBALL											
Head Baseball	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Assistant Baseball	H	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422	0.0850	\$2,573
SOFTBALL											
Head Softball	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Assistant Softball	H	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422	0.0850	\$2,573
CROSS COUNTRY											
Head Cross Country	J	0.0800	\$2,422	0.0850	\$2,573	0.0900	\$2,724	0.0950	\$2,876	0.1000	\$3,027
GOLF											
Head Golf	J	0.0800	\$2,422	0.0850	\$2,573	0.0900	\$2,724	0.0950	\$2,876	0.1000	\$3,027
VOLLEYBALL											
Head Volleyball	O	0.1800	\$5,449	0.1850	\$5,600	0.1900	\$5,752	0.1950	\$5,903	0.2000	\$6,054
Assistant Volleyball	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Jr. High Volleyball	G	0.0600	\$1,816	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422
WRESTLING											
Head Wrestling	K	0.1000	\$3,027	0.1050	\$3,179	0.1100	\$3,330	0.1150	\$3,481	0.1200	\$3,633
Assistant Wrestling	H	0.0650	\$1,968	0.0700	\$2,119	0.0750	\$2,270	0.0800	\$2,422	0.0850	\$2,573
INTRAMURALS											
Boys' Intramural Director	D	0.0300	\$ 908	0.0325	\$ 984	0.0350	\$ 1,060	0.0375	\$ 1,135	0.0400	\$1,211
Girls' Intramural Director	D	0.0300	\$ 908	0.0325	\$ 984	0.0350	\$ 1,060	0.0375	\$ 1,125	0.0400	\$1,211

Buckeye Central Local School District
 Teachers' Co-Curricular Salary Schedule
 Effective July 1, 2014 - \$30,272

POSITIONS	LEVEL	EXPERIENCE									
		0, 1 YR.		2, 3 YRS.		4, 5 YRS.		6, 7 YRS.		8+	
BOWLING											
Boys' Bowling Advisor	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
Girls' Bowling Advisor	C	0.0200	\$ 605	0.0225	\$ 681	0.0250	\$ 757	0.0275	\$ 832	0.0300	\$ 908
CHEERLEADER											
Cheerleader Coach (Varsity, Reserve)	J	0.0800	\$ 2,422	0.0850	\$ 2,573	0.0900	\$ 2,724	0.0950	\$ 2,876	0.1000	\$ 3,027
Cheerleader Coach (Freshman, Jr. High)	E	0.0400	\$ 1,211	0.0425	\$ 1,287	0.0450	\$ 1,362	0.0475	\$ 1,438	0.0500	\$ 1,514
ATHLETIC DIRECTOR											
Athletic Director	L	0.1400	\$ 4,238	0.1450	\$ 4,389	0.1500	\$ 4,541	0.1550	\$ 4,692	0.1600	\$ 4,844
Assistant Athletic Director	J	0.0800	\$ 2,422	0.0850	\$ 2,573	0.0900	\$ 2,724	0.0950	\$ 2,876	0.1000	\$ 3,027
Elementary Accts. Director	D	0.0300	\$ 908	0.0325	\$ 984	0.0350	\$ 1,060	0.0375	\$ 1,135	0.0400	\$ 1,211
Celebration of Education Coordinator	B	0.0100	\$ 303	0.0125	\$ 378	0.0150	\$ 454	0.0175	\$ 530	0.0200	\$ 605
ATHLETIC TRAINER											
Fall	K	0.1000	\$ 3,027	0.1050	\$ 3,179	0.1100	\$ 3,330	0.1150	\$ 3,481	0.1200	\$ 3,633
Winter	K	0.1000	\$ 3,027	0.1050	\$ 3,179	0.1100	\$ 3,330	0.1150	\$ 3,481	0.1200	\$ 3,633
Spring	H	0.0650	\$ 1,968	0.0700	\$ 2,119	0.0750	\$ 2,270	0.0800	\$ 2,422	0.0850	\$ 2,573

Extended time must be preapproved and then employees will be paid their per diem rate for actual work performed. (On-and/or-off-site must be included in initial request by employee.) Approval will be done by Board action and no retroactivity for work performed in the past.

EXPLANATION OF EVALUATION CRITERIA
BUCKEYE CENTRAL LOCAL SCHOOLS

MOST RECENT FORMS WILL BE ADDED TO THE APPENDIX.

TEACHER'S JOB DESCRIPTION

(Policy Range: 3000.00-3099.99)

3000.00 Qualifications

Must hold a valid teaching certificate issued from the State of Ohio.

3001.00 Usual Chain of Command

Department Head, Building Principal.
Revised Feb. 21, 1985.

3002.00 Job Goal

Creates a flexible program and a class environment favorable to learning and personal growth; establishes effective rapport with pupils; motivates pupils to develop skills, attitudes and knowledge in accordance with each pupil's ability; establishes good relationships with parents and with other staff members; encourages pride in oneself and in Buckeye Central Schools.

3003.00 Teacher Responsibilities

.01 Instructional

1. Participates in development of course objectives and identification of student entry level skills for each course.
2. Establishes unit objectives and lesson plans for implementation of instructional activities for each course.
3. Participates in selection and prepares instructional materials, supplies and equipment within the funds made available by the school district.
4. Provides opportunities for students to practice and improve skills and activities that enrich instruction in the classroom.
5. Establishes and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.

.02 Evaluation

1. Evaluates student progress in regard to accomplishment of district and student objectives, and to the student's ability.
2. Evaluates student class work, projects and assignments through teacher prepared evaluation instruments.
3. Communicates with parents through conferences and other means to discuss pupil's progress and interpret the school program.
4. Administers group standardized tests in accordance with the district testing program.

- .03 **Advising and Counseling**
 - 1. Responds to student personal problems by referral to school counseling and/or administrative personnel.
 - 2. Advises and counsels students in regard to class work and educationally related problems.

- .04 **Curriculum Development**
 - 1. In cooperation with fellow teachers, develops curriculum and course objectives to facilitate coordination of subject matter areas in the district.
 - 2. Evaluates and recommends curriculum changes as perceived.
 - 3. Gathers appropriate materials to facilitate curriculum innovation.
 - 4. Participates in curriculum studies.

- .05 **Supervision**
 - 1. Accepts fair share of responsibility for supervision of activities as assigned by the principal and participates in faculty committees.
 - 2. Is responsible for and supervises behavior and safety in the classroom, assemblies, on the school grounds, and for extracurricular activities.

- .06 **Records and Reports**
 - 1. Keeps classroom attendance as required by procedures established by the district.
 - 2. Keeps records of student programs, evaluations and grades, and is responsible for seeing that the cumulative record is current.
 - 3. Maintains inventory of books, supplies, and equipment.
 - 4. Maintains other records and reports as established by the district.

- .07 **Classroom Care and Maintenance**
 - 1. Maintains a classroom climate conducive to learning.
 - 2. Provides for proper storage and care of equipment, reports losses promptly and checks for and reports vandalism or theft.
 - 3. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.

- .08 **Professional Responsibilities**
 - 1. Attends faculty meetings, committee meetings and other conferences established by the principal.
 - 2. Maintains professional competence through in-service educational activities provided by the district and/or self-selected professional growth activities.

- .09 **Public Relations**
 - 1. Conducts school or home conference with parents when appropriate.
 - 2. Attends functions planned for parents' information regarding student programs.

- .10 Effective Motivation
1. Sets a positive example with students, parents, and fellow workers.
 2. Interacts with students to provide for increased applications of learning.
 3. Promotes a classroom atmosphere of mutual respect and acceptance between teacher and students.
 4. Places high enough expectations on students, social and academic, for students to be challenged to attainment of those expectations.

- .11 Policies and Ethics
1. Reads and conforms with Board policy for the Buckeye Central School District relating to teachers and students.
 2. Reads and conforms with the Code of Ethics of the Education Profession.
 3. The Preamble: The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct.

The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct. (Effective August 14, 1980)

3010.00

Department Head Job Description

.01 Qualifications

1. Valid teaching certificate.
2. Three years' teaching experience in certification field.
3. General knowledge of disciplines within the given department.

.02 Responsible to the high school principal.

.03 Duties

1. Visits classroom to help teachers. Suggests further help for teachers if appropriate.
2. Advises department members on professional matters which affect teacher effectiveness.
3. Gives input to County Curriculum Committee via surveying department members on content objectives, resource materials, teaching aids, strategies and textbooks.
4. Serves as resource person to department members. Assists in planning special events or classroom activities.
5. Conducts periodic departmental meetings.
6. Responsible for communicating identified needs which might alter the elementary curriculum.
7. Is available to meet with appropriate elementary staff concerning the curriculum of the given department.
8. Works with high school principal in developing the master schedule.
9. Works with high school principal in establishing department budget and follows requisition procedures.
10. Cooperates with high school principal in orientation of new staff members.
11. Meets with principal at scheduled department head meetings.
12. Is responsible for end of year inventory (consumables and non-consumables) and for the requisitioning of replacement supplies.
13. Informs department members on useful media such as films, filmstrips, videotapes, models, etc.
14. Is responsible for maintaining the department budget allocation records and keeping department members informed of same.
15. Distributes and collects reports, surveys, and other requests made of the principal.
16. Expectation from curriculum guide.

Department Head Job Description - Special Education**.01 Qualifications**

1. Valid teaching certificate in area.
2. Three year teaching experience in certification field.
3. General knowledge of disciplines within the given department.

.02 Responsible to building principals.**.03 Duties**

1. Visit classroom and help teachers. Suggest further help for teachers if appropriate.
2. Advises department members on professional matters which affect teacher effectiveness.
3. Gives input to County Curriculum Committee via surveying department members on content objectives, resource materials, teaching aids, strategies and textbooks.
4. Serves as a resource person to department members. Assists in planning special events or classroom activities.
5. Conducts periodic departmental meetings.
6. Responsible for communicating identified needs which might alter the elementary curriculum.
7. Is available to meet with appropriate elementary staff concerning the curriculum of the given department.
8. Works with high school and elementary principal in establishing department budget and follows requisition procedures.
9. Works with high school and elementary principal in establishing a master schedule.
10. Cooperates with the principal in orientation of new staff members.
11. Meets with principals at scheduled department meetings.
12. Is responsible for end of the year inventories and for the requisitioning of replacement supplies.
13. Informs department members on useful media such as films, filmstrips, videotapes, models, etc.
14. Is responsible for maintaining the department budget allocation records and keeping department members informed of the same.
15. Distributes and collects reports, surveys, and other requests made by the principals.
16. Responsible for expectations from the curriculum guide.

.04 Additional Responsibilities

1. Develop roster of all special needs students.
2. Attend I.E.P. meetings.
3. Work with Special Education teachers on student placement.
4. Develop long-term plan for special needs students.
5. Communicate and report to the principals special education needs.

RECRUITMENT, SELECTION, AND ASSIGNMENT

(Policy Range: 3100.00-3199.99)

3100.00 Recruitment, Selection, and Assignment of Teachers

- .01 Interviews to hire shall be by the administrator. (Effective December 5, 1960)
- .02 The administrator shall place teachers according to his/her best judgment as to the qualifications of the teacher and the needs of the school district. (Effective December 5, 1960)
- .03 Teacher reemployment or resignation is to be treated according to state statutes. (Effective December 5, 1960)
- .04 Teachers may be assigned to any school building in the district as the administrator deems necessary. All teaching contracts call for this arrangement. Any teacher may request of the administration a change of assignment and such request will be given due consideration. (Effective December 5, 1960)

3101.00 Curricular and Co-Curricular Duties

- .01 Teachers are to faithfully and punctually perform assigned curricular and co-curricular duties. (Effective December 5, 1960)

3101.01 Duties of 7th and 8th Grade Class Advisors

General Responsibilities:

- .01 The advisor is directly responsible to the high school principal for all the activities that involve the class.
- .02 The advisor shall work with the class officers in implementing these activities to promote the best interest for Buckeye Central High School.
- .03 Oversee the two class meetings (fall - spring).

Specific Responsibilities:

- .01 Attend and supervise committee meetings and subcommittee meetings.
- .02 Make sure the following are taken care of during the class meeting:
 - a. Election of Officers
 - b. Social activity

- .03 Assume responsibility for the conduct of all persons involved in class activities.

3101.02 Freshman Class Advisor

General Responsibilities:

- .01 The advisor is directly responsible to the high school principal for all the activities that involve the freshman class.
- .02 The advisor shall work with the officers of the freshman class in implementing these activities to promote the best interest for Buckeye Central High School.
- .03 Oversee the two class meetings (fall - spring).

Specific Responsibilities:

- .01 Attend and supervise committee meetings and subcommittee meetings.
- .02 Make sure the following is taken care of during the class meeting:
 - a. Social activity
- .03 Administer and coordinate the freshman money making project.
- .04 Make sure pay-in and pay-out forms are properly filled out and approved.
- .05 In charge of filling out the freshman class activity budget request form with goals and objectives listed.
- .06 Assume responsibility for the conduct of all persons involved in class activities.

3101.03 Sophomore Class Advisor

General Responsibilities:

- .01 The advisor is directly responsible to the high school principal for all the activities that involve the sophomore class.
- .02 The advisor shall work with the officers of the sophomore class in implementing these activities to promote the best interest for Buckeye Central High School.
- .03 The advisor shall oversee the two (2) class meetings (fall - spring).

Specific Responsibilities:

- .01 Attend and supervise committee meetings and subcommittee meetings.
- .02 Administer and coordinate the sophomore magazine sales.
- .03 Make sure the following is taken care of during the class meetings:
 - a. Social activity
- .04 Make sure pay-in and pay-out forms are properly filled out and approved.
- .05 In charge of filling out the sophomore class activity budget request form with goals and objectives listed.
- .06 Assume responsibility for the conduct of all persons involved in class activities.

3101.04

Junior Class Advisor

General Responsibilities:

- .01 The advisors are directly responsible to the high school principal for all of the activities that involve the junior class.
- .02 The advisors shall work with the officers of the junior class in implementing these activities to promote the best interest for Buckeye Central High School.
- .03 The advisors shall oversee the two (2) class meetings (fall - spring).

Specific Responsibilities:

- .01 Attend and supervise committee meetings and subcommittee meetings.
- .02 Administer and coordinate fund raising projects.
- .03 Make sure the following is taken care of during the class meetings:
 - a. Selection of money making projects
- .04 Make sure pay-in and pay-out forms are properly filled out and approved.
- .05 In charge of filling out the junior class activity budget request form with goals and objectives listed.

- .06 Help organize and carry out a junior-senior prom. Provide supervision at the home basketball games.
- .07 Assume responsibility for the conduct of all persons involved in the class activities.
- .08 Make sure announcements concerning juniors are sent to Pioneer Career & Technology Center

3101.05 Senior Class Advisor

General Responsibilities:

- .01 The advisor is directly responsible to the high school principal for all the activities that involve the senior class.
- .02 The advisor shall work with the officers of the senior class in implementing these activities to promote the best interest for Buckeye Central High School.
- .03 Make sure the following are taken care of during the class meeting:
 - a. Class colors
 - b. Parents' names for reserved seats
 - c. Class flower
 - d. Parents' names to be read at graduation
 - e. Parents' names on parent diplomas
 - f. Class motto
 - g. Music at graduation
 - h. Decorations at graduation
 - i. Pass out end of year activities
- .04 Take care of senior trip to Kings Island.
- .05 Make sure announcements concerning seniors are sent to Pioneer Career & Technology Center.
- .06 Make sure pay-in and pay-out forms are properly filled out and approved.
- .07 In charge of filling out the senior class activity budget request form with goals and objectives listed.
- .08 Pass out diplomas to seniors after graduation exercises as well as assist with other graduation activities.
- .09 Assume responsibility for the conduct of all persons involved in class activities.

Student Council AdvisorGeneral Responsibilities:

- .01 In the performance of his/her duties the student council advisor is directly responsible to the high school principal.
- .02 The advisor shall work with the principal to coordinate and implement those activities that relate to the student extra-curricular program.
- .03 The advisor shall work with the members of the council to carry out the objectives of the student council constitution and by-laws.

Specific Responsibilities:

- .01 Cooperate with the administration and student council in developing guidelines to govern student activity.
- .02 Organize and supervise the elections for student council, Mardi Gras, homecoming, and class officers.
- .03 Act as the advisor to the student council as the group assumes its role in promoting a meaningful activities program and a wholesome school environment.
- .04 Make arrangements, in cooperation with the staff, student body, and administration, for the school assembly programs.
- .05 To coordinate the operation of the refreshment stand for school activities held within the building.
- .06 To oversee the operation of the school bookstore.
- .07 To work with the principal in carrying out the Buckeye Central scholarship program.
- .08 Develop and maintain a school calendar of social events and money making activities in cooperation with the principal and student council.
- .09 Cooperate with the administration in promoting activities such as Senior Citizen's Day and orientation for seventh graders and new students.
- .10 Organize homecoming activities.
- .11 Keep the administration and faculty informed of the activities of the student council.

- .12 Perform such other student council related activities as may be assigned by the principal or developed in cooperation with the students.
- .13 Oversee student council fund raising projects.

3101.07 High School Band Director

General Responsibilities:

- .01 The high school band director is directly responsible to the high school principal for all the activities that involve the high school band.
- .02 Cooperate with the administration and students to promote the best interests of the band program.
- .03 Coordinate and supervise the entire band program including majorettes, flag corps, and musicians.

Specific Responsibilities:

- .01 Coordinate and supervise summer camp and sectionals.
- .02 Coordinate and supervise summer rehearsals and sectionals.
- .03 Coordinate and supervise after school practices during football season.
- .04 Assist flag corps practice each week during football season.
- .05 Coordinate and supervise all performances at football games.
- .06 Coordinate and supervise all performances of the Pep Band at home basketball games.
- .07 Coordinate and supervise solo & ensemble contests, band contests, district band festivals, concerts, and parades.
- .08 Assume the responsibilities for conduct of self and all students under your supervision and direction.
- .09 Plan practice sessions so that there is supervision at each session at all times and remain in the building until all students have left.
- .10 Assume the responsibility for all band equipment and securing the band area.
- .11 Accompany the band to and from all performances.

- .12 Assume the responsibility for the bus being clean after its use.
- .13 Cooperate with the Music Boosters in coordinating activities to support the various instrumental groups.
- .14 Cooperate with the treasurer in establishing an annual budget and goals and objectives and in the preparation and use of requisitions, purchase orders, and other matters related to the band fund.

3101.08 High School Choral Director

General Responsibilities:

- .01 The high school choral director is directly responsible to the high school principal for all the activities involving high school choral groups.
- .02 Cooperate with the administration and students to promote the best interests of the choral program.

Specific Responsibilities:

- .01 Coordinate and supervise rehearsals for the Scarlet and Gray and other ensembles.
- .02 Arrange, coordinate and supervise public performances for the choir, Scarlet and Gray and ensembles.
- .03 Select music for the various choral groups.
- .04 Coordinate and supervise rehearsals for district and state choral contests.
- .05 Cooperate with the Music Boosters in coordinating activities to support the various choral groups.
- .06 Assume the responsibility for conduct of self and all students under your supervision and direction.
- .07 Assume the responsibility for all choir robes and other equipment including pianos.
- .08 Accompany choral groups to and from all performances.
- .09 If bus transportation, assume responsibility for bus cleanliness after its use.

- .10 Cooperate with the treasurer in establishing an annual budget and goals and objectives and in the preparation and use of requisitions, purchase orders, and other matters related to the choir fund.
- .11 Remain in the building and supervise all students in the choral groups until last member has left the building.

3101.09 Musical Director

General Responsibilities:

- .01 The director, after reviewing several musicals, shall make a selection suitable for the school and community promoting the best interest for Buckeye Central High School.
- .02 This selection shall be made, keeping in mind the type of stage, size of cast, and facilities available such as lighting, set and costumes.
- .03 The director is responsible to the high school principal for all the activities involving the musical.

Specific Responsibilities:

- .01 Arrange dates for the production and plan rehearsal schedule with the principal, avoiding all possible conflicts with other previously scheduled activities on the school calendar. Post schedule on bulletin board and send a copy to Pioneer Joint Vocational School.
- .02 Assume responsibility for supervision of all students involved in the musical at all scheduled rehearsals, work sessions, performances, striking the set and clean-up from the time they arrive until they depart the building, making sure doors are locked and lights are off.
- .03 Sign the necessary contracts and order script.
- .04 Hold auditions and select the cast with the assistance of others of his/her choice, if so desired.
- .05 Design the sets and lighting and order materials required.
- .06 Select the stage crew.
- .07 Block the show.
- .08 Make-up and order the programs and posters from the printer.

- .09 Supervise the advance sale of tickets, patrons, and sponsors by the students, if desired.
- .10 Plan the advertising - posters, radio, and newspaper.
- .11 Submit a budget to clerk-treasurer including goals and objectives.
- .12 Deposit incoming monies promptly.

3101.10 Girls and Boys IBA

General Responsibilities:

- .01 The advisors are directly responsible to the high school principal for all of the activities involving girls and boys IBA.
- .02 The advisors shall cooperate with each other in planning the various IBA activities.

Specific Responsibilities:

- .01 The advisor for each group shall set up the schedule and organize the teams.
- .02 The advisor shall hire the officials for the games.
- .03 The advisor shall set up the rules for the games and see that they are enforced.
- .04 The advisor shall be present at all games, run the games, and stay in the gym until all participants have left.
- .05 The advisor shall see that the gym lights are turned out and all equipment stored in its proper place.
- .06 The advisor shall set up the budget for IBA.
- .07 The advisor shall select and purchase awards for the various teams which are in first place at the end of the season.

3101.11 Bowling Advisors

General Responsibilities:

- .01 The advisors are directly responsible to the high school principal for all activities involving girls and boys bowling.

- .02 The advisors shall cooperate with each other in planning the various bowling activities.

Specific Responsibilities:

- .01 The advisors shall organize the bowling teams.
- .02 The advisors shall maintain the various bowling accounts and record all absentees for later payment.
- .03 The advisors shall arrange for the bowling tournament.
- .04 The advisors shall arrange for the keeping of bowling statistics.
- .05 The advisors shall be at the bowling alley during the activities and remain until all students have finished bowling and have left.
- .06 The advisors are responsible for the selection and purchase of awards.
- .07 The advisors are responsible for settling all disputes.
- .08 The advisors shall arrange for bus transportation and seeing that the bus is clean when finished.

3101.12

Head Coach (All Sports)

General Responsibilities:

- .01 Responsible directly to the building principal.
- .02 Responsible for administrating specific program within Buckeye Central Athletic Department policies and regulations.

Specific Responsibilities:

- .01 Cooperate with the administration, athletic director, athletic trainer, assistant coaches, and students to promote the best interests of the athletic program at Buckeye Central High School.
- .02 Aid the administration in the placement and assignment of the entire coaching staff within the specific sport concerned.
- .03 Assign coaching duties for entire sport.
- .04 Assume the responsibility for conduct of self and entire coaching staff and participants in sport concerned.

- .05 Plan practice sessions so that a coach is supervising such session at all times.
- .06 Assume the responsibility of locking all equipment rooms, locker rooms, and gym facilities.
- .07 Assume the responsibility for seeing that athletic area being used is kept clean.
- .08 Assume the ultimate responsibility for a group until all athletes have dressed and left the locker room and building.
- .09 Accompany teams to and from all athletic contests. In extreme cases where the head coach cannot travel with the team, designate an assistant coach to this responsibility.
- .10 Conform to all school regulations when ordering equipment and supplies. Pay-outs must be submitted to the athletic director for his approval on all purchases.
- .11 Require physical examinations of all athletes participating prior to the first practice session.
- .12 Maintain a file of "Emergency Authorization Cards" as is required by the Ohio Revised Code.
- .13 Give careful attention to all injuries and report any serious injuries to the athletic director.
- .14 Submit a roster to the athletic director for eligibility purposes.
- .15 Assume the responsibility for the care of all equipment before, during, and after the end of the season.
- .16 Submit to the athletic director an inventory of all equipment and supplies at the end of each season.
- .17 Prepare and submit a budget to the athletic director.
- .18 Assign scouts and instruct information desired from them.
- .19 Determine letter winners and special awards that are to be presented at the sports banquet. Each head coach is to be responsible for recording awards given in the Awards Book.
- .20 Attend all athletic department meetings when called.

- .21 Attend all North Central Conference meetings which concern the coach.
- .22 Keep individual sports notebook up to date.
- .23 Require all athletes to sign the athletic code and present all signed athletic codes to the athletic director for filing. Each coach is responsible for explaining training rules and regulations to his participants.
- .24 Report all serious discipline problems to the athletic director.
- .25 Plan with the approval of the athletic director and principal a schedule of out of season programs.
- .26 Provide the media with all necessary information regarding the program.
- .27 Evaluate all assistant coaches according to Buckeye Central School Board policy.
- .28 Prepare a list of unacceptable officials to the athletic director.
- .29 Prepare and submit program information to the athletic director for the game program and end of season banquet.
- .30 Attend Ohio High School Athletic Association rules interpretation meetings.
- .31 Submit to the athletic director recommendation for facility maintenance and repair.
- .32 Assist students interested in intercollegiate athletics by contacting college coaches and by sending films.
- .33 Assume responsibility for students on buses and for the upkeep and cleanliness of the bus when used by that coach's team (turn in seating charts).
- .34 Evaluate the individual program citing recommendations for the improvement of the program to be shared with the athletic director and the principal.

Assistant CoachFootball-Defensive Coordinator:General Responsibilities:

- .01 Responsible directly to the head coach.
- .02 Assist the head coach in the carrying out of duties assigned to him.
- .03 Cooperate with the head coach, athletic director, and principal in performing duties related to the school's athletic program.
- .04 Follow all instructions and plans of the head coach.
- .05 Assume the responsibility for the use, care, inventory and storage of all athletic equipment and supplies as directed by the head coach.
- .06 In the absence of the head coach, assume all responsibility herein designated as those of the head coach.
- .07 Report all injuries, misconduct, or other unusual circumstances or situations to the head coach.

Specific Responsibilities:

- .01 Organize and plan strategy for the defense. Assist head coach in duty assignments.
- .02 Provide statistical information for the defense.
- .03 Grade defensive game films.
- .04 Perform scouting duties as assigned by the head coach.
- .05 Provide the head coach with player evaluations on a daily or weekly basis as requested by the head coach.
- .06 Responsible for the coaching assignment of the defensive forcing unit - defensive line and linebackers.
- .07 Be punctual for all practices, games, team meetings, and coaching staff meetings.

3101.14

Assistant Coach

Football - Line Coach

General Responsibilities:

- .01 Responsible directly to the head coach.
- .02 Assist the head coach in the carrying out of duties assigned to him.
- .03 Cooperate with the head coach, athletic director, and principal in performing duties related to the school's athletic program.
- .04 Follow all instructions and plans of the head coach.
- .05 Assume the responsibility for the use, care, inventory, and storage of all athletic equipment and supplies as directed by the head coach.
- .06 In the absence of the head coach, assume all responsibility herein designated as those of the head coach.
- .07 Report all injuries, misconduct or other unusual circumstances or situations to the head coach.

Specific Responsibilities:

- .01 Be responsible for coaching and evaluating offensive line personnel.
- .02 Grade offensive films for evaluation purposes.
- .03 Set up scouting schedule.
- .04 Perform scouting duties as assigned by the head coach.
- .05 Be punctual to all practices, team meetings, coaching staff meetings.

3101.15

Assistant Coach

Football

General Responsibilities:

- .01 Be responsible directly to the head coach.
- .02 Assist the head coach in the carrying out of duties assigned to him.

- .03 Cooperate with the head coach, athletic director, and principal in performing duties related to the school's athletic program.
- .04 Follow all instructions and plans of the head coach.
- .05 Assume the responsibility for the use, care, inventory and storage of all athletic equipment and supplies as directed by the head coach.
- .06 In the absence of the head coach, assume all responsibility herein designated as those of the head coach.
- .07 Report all injuries, misconduct or other unusual circumstances or situations to the head coach.

Specific Responsibilities:

- .01 Be responsible for the coaching assignment of the defensive backs and offensive receivers.
- .02 Perform scouting duties as assigned by the head coach.
- .03 Responsible for pre-practice and pre-game warm up.
- .04 Provide evaluation of personnel as requested by the head coach.
- .05 Be punctual for all practices, games, team meetings, and coaching staff meetings.

3101.16 Junior High Football (Volleyball, Wrestling, Track, Basketball)

General Responsibilities:

- .01 Be responsible directly to the head coach.
- .02 Assist the head coach in the carrying out of duties assigned to him.
- .03 Cooperate with the head coach, athletic director, athletic trainer, and principal in performing duties related to the school's athletic program.
- .04 Follow all instructions and plans of the head coach.
- .05 Assume the responsibility for the use, care, inventory and storage of all athletic equipment and supplies as directed by the head coach.
- .06 In the absence of the head coach, assume all responsibility herein designated as those of the head coach.

- .07 Report all injuries, misconduct or other unusual circumstances or situations to the head coach.

Specific Responsibilities:

- .01 Assume the responsibility for the entire junior high football program as delegated by the head coach.
- .02 Assume responsibility for the care, inventory and storage of equipment and supplies.
- .03 Provide supervision at all junior high practices.
- .04 Perform scouting duties as assigned by the head coach.
- .05 Provide the head coach with necessary forms - physicals, athletic codes, eligibility sheets, etc.
- .06 Periodically check equipment of individual players.
- .07 Plan practice sessions so that a coach is supervising such session at all times.
- .08 Assume the responsibility of locking all equipment rooms, locker rooms, and gym facilities.
- .09 Assume the responsibility for seeing that athletic area being used is kept clean.
- .10 Assume the ultimate responsibility for a group until all athletes have dressed and left the locker room and building.
- .11 Accompany teams to and from all athletic contests. In extreme cases where the head coach cannot travel with the team, designate an assistant coach to this responsibility.
- .12 Require physical examinations of all athletes participating prior to the first practice session.
- .13 Maintain a file of "Emergency Authorization Cards" as is required by the Ohio Revised Code.
- .14 Give careful attention to all injuries and report any serious injuries to the athletic director.
- .15 Submit a roster to the athletic director for eligibility purposes.

- .16 Assume the responsibility for the care of all equipment before, during, and after the end of the season.
- .17 Require all athletes to sign the athletic code and present all signed athletic codes to the athletic director for filing. Each coach is responsible for explaining training rules and regulations to his participants.
- .18 Report all serious discipline problems to the athletic director.
- .19 Assume responsibility for students on buses and for the upkeep and cleanliness of the bus when used by that coach's team (turn in seating charts).

3101.17 Cheerleader Advisor - Freshman, Junior High

General Responsibilities:

- .01 Be responsible directly to the head coach.
- .02 Assist the head coach in the carrying out of duties assigned to him/her.
- .03 Cooperate with the head coach, athletic director, athletic trainer, and principal in performing duties related to the school's athletic program.
- .04 Follow all instructions and plans of the head coach.
- .05 Assume the responsibility for the use, care, inventory and storage of all athletic equipment and supplies.
- .06 In the absence of the head coach, assume all responsibility herein designated as those of the head coach.
- .07 Report all injuries, misconduct or other unusual circumstances or situations to the head coach.

Specific Responsibilities:

- .01 Plan and supervise junior try outs in conjunction with the varsity cheerleader advisor.
- .02 Provide summer practice sessions for camp preparation.
- .03 Assume responsibility for junior high pep rallies.
- .04 Provide boy's team coach with Emergency Medical Authorization forms for traveling purposes when the advisor cannot accompany the squad to away games.

3101.18 Assistant Coach (All Sports)

General Responsibilities:

- .01 Responsible directly to the head coach.
- .02 Assist the head coach in the carrying out of duties assigned to him/her.
- .03 Cooperate with the head coach, athletic director, and principal in performing duties related to the school's athletic program.
- .04 Follow all instructions and plans of the head coach.
- .05 Assume the responsibility for the use, care, inventory and storage of all athletic equipment and supplies as directed by the head coach.
- .06 In the absence of the head coach, assume all responsibility herein designated as those of the head coach.
- .07 Report all injuries, misconduct or other unusual circumstances or situations to the head coach.

Specific Responsibilities:

- .01 Be punctual for all practices, games, team meetings, and coaches staff meetings.
- .02 Perform scouting duties as assigned by the head coach.
- .03 Provide evaluation of personnel as requested by the head coach.
- .04 Assume responsibility for the junior varsity squad in practices and games as directed by the head coach.

3101.19 Athletic Trainer

General Responsibilities

- .01 Prevent athletic injuries through stretching, conditioning, and/or strengthening, as well as taping, bracing and/or bandaging.
- .02 Recognize, evaluate, and provide immediate care of all athletic injuries.
- .03 Rehabilitate and recondition athletic injuries.
- .04 Coordinate the students' annual physicals and manage all of the paperwork that involves the healthcare of BC's student athletes.

- .05 Educate and train the coaches on basic first aid, CPR, and AED usage.
- .06 Obtain 80 hours of continuing education over a three-year period.
- .07 All other duties as assigned by the athletic director.

Daily Commitments

Fall Season

- .01 The athletic trainer will provide coverage at all home events, including volleyball games – varsity and junior high (if possible), cross country meets, junior varsity and junior high football games.
- .02 The athletic trainer will provide coverage at all varsity football contests, home and away.
- .03 The athletic trainer will provide coverage at all high school football practices.

Winter Season

- .01 The athletic trainer will provide coverage at all home events, including wrestling meets and basketball games, junior high and high school.
- .02 The athletic trainer will provide coverage at most practices until 5:30 p.m. and then be on call until all evening practices are complete.

Spring Season

- .01 The athletic trainer will provide coverage at all home events, including track meets, baseball and softball games, junior high and high school.
- .02 The athletic trainer will provide coverage at most practices by checking in on each team daily.

3101.20

Musical Accompanist

General Responsibilities:

- .01 The accompanist shall aid the director in choosing a musical.
- .02 The accompanist is responsible to the musical director in all matters pertaining to the musical.

Specific Responsibilities:

- .01 Practice and perform at rehearsal level the musical score for auditions and rehearsals.
- .02 Attend all musical rehearsals and play as required by the director.
- .03 Tape selected portions of the score.
- .04 Aid director in conducting rehearsals, as needed.
- .05 Work musical score to performance level and attend all performances.
- .06 Prepare score properly for return to the director.

Elementary Student Council Advisor

General Responsibilities:

In the performance of his/her duties the elementary student council advisor is directly responsible to the elementary school principal.

The advisor shall work with the principal to coordinate and implement those activities that relate to the student extracurricular program.

The advisor shall work with the members of the council to carry out the objectives of the student council constitution and by-laws.

National Honor Society Advisor

General Responsibilities:

In the performance of his/her duties the National Honor Society advisor is directly responsible to the high school principal.

The advisor shall work with the principal to coordinate and implement those activities that relate to the student extracurricular program.

The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students and community.

The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall send the annual report to the national office.

The chapter advisor shall regularly review each member for compliance with Society standards and obligations.

The chapter advisor shall help the chapter officers understand and carry out their duties.

The chapter advisor shall work with the members of the Society to carry out the objectives of the National Honor Society constitution.

Celebration of Education Coordinator

General Responsibilities:

In the performance of his/her duties, the Celebration of Education Coordinator is directly responsible to the principal.

The Coordinator shall work with the principal to coordinate, organize and publicize the event known as The Celebration of Education.

The Coordinator shall be responsible for the day-to-day supervision of the events leading up to the event.

The Coordinator shall be responsible for the purchase of items needed for the event.

The Coordinator shall update the staff on the event's progress throughout the school year leading up to the event during the final weeks of the school year.

The Coordinator shall review the event at its conclusion and make a status report to the principal.

3101.21 Vocational Job Description

The vocational agriculture instructor's job description shall include the requirement of possessing a valid Ohio CDL. The current instructor shall be given a reasonable period of time to acquire a CDL, at board expense, and permitted to drive his/her students for in district owned busses for trips related to vocational agriculture curriculum instruction.

The vocational agriculture instructor will be required to get CDL certification and any field trips will be first bid to the Transportation Department. If no one accepts field trip(s), the vocational agriculture instructor will be assigned to transport students.

STIPEND/TUITION REIMBURSEMENT REQUEST-VERIFICATION FORM
CERTIFICATED STAFF

Certified employees shall be granted a stipend for the initial National Board Certification application and training stipends for course work/continuing education units:

- a. related to the individual's teaching field; or
- b. for certification in an educational area; or
- c. to obtain an advanced degree in a field of education; or
- d. must achieve passing grade based upon institution standards.

"The Board agrees to grant a stipend equal to the actual cost of the course or workshop or to a total of \$1,000.00 maximum per year per eligible person. The reimbursements will be made January 30 or September 30. Up to twenty-three (23) bargaining unit members can be awarded stipends each year.

A school year is defined as September 1 through August 31. In order to apply, a Stipend/Tuition Reimbursement Request-Verification form must be filed in the Superintendent's office in duplicate. One (1) copy will be returned to the person filing. This copy should be resubmitted with a copy of the transcript or grade slip when the course work has been completed.

NAME _____ DATE _____

AMOUNT PAID FOR COURSE/WORKSHOP _____

Proof of Payment is Attached: Receipt _____ Canceled Check _____

Complete the information below if known at this time.

<u>Course Name</u>	<u>Course No.</u>	<u>Term</u>	<u>Hours</u> (Qtr. or Sem.)	<u>Institution</u>
Example: Statistics in Educ.	EDF1596	Fall 1981	4 qtr.	BGSU
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOR OFFICE USE ONLY:

Date application initially filed in office: _____ Application No. _____

Date application resubmitted with verification: _____

Date payment made: _____ Amount: _____

Approved: _____

GRIEVANCE REPORT FORM

GRIEVANCE NO. _____

DISTRIBUTION OF FORM

- 1. Superintendent
- 2. Supervisor
- 3. Association PR&R Rep
- 4. Employee
- 5. Board Members

GRIEVANCE REPORT

Submit to Supervisor in Duplicate

BUILDING	ASSIGNMENT	NAME OF GRIEVANT	DATE

STEP I

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

2. Relief Sought _____

 Signature Date

C. Disposition by Immediate Supervisor and Superintendent _____

 Signature of Immediate Supervisor Date

 Signature of Superintendent Date

GRIEVANCE REPORT FORM

STEP II

A. Position of Grievant and/or Association _____

Signature Date

B. Date Received by Board of Education or Designee _____

C. Disposition by Board of Education _____

Signature of Board President Date

Present Copies as in Step I.

GRIEVANCE REPORT FORM

STEP III

A. Position of Grievant and/or Association _____

Signature Date

B. Date Submitted to Arbitration _____

C. Disposition and Award of Arbitrator _____

Signature Date

Present Copies as in Steps I and II.

BUCKEYE CENTRAL LOCAL SCHOOLS
Form for Requesting Donation of Sick Leave

I, _____, am requesting _____ days of donated
(Employee Name)
sick leave to begin on _____.
(Date leave will begin)

Donation of sick leave will be in accordance with O.R.C. 3319.14.1 and Article IV(A)(6) of the Master Agreement.

Employee Signature

Date

Association President

Date Received

Committee Approved: _____yes _____no

Date: _____

BUCKEYE CENTRAL LOCAL SCHOOLS
Form for Donating Sick Leave

_____ is requesting sick leave donations. If you wish to donate according to the guides listed, please fill out this form and return it to the Association President by _____.
(Date form is needed)

General guidelines for Donating Days:

- 1. Employees are limited to donating one day per year per incident per employee.
- 2. Once an employee elects to donate a day, the election cannot be withdrawn by the employee.
- 3. Days cannot be donated for the purpose of increasing an employee's severance pay, nor can severance pay be collected from donated days.
- 4. All donated days received by the treasurer will be deducted from the donating employee's accumulated sick leave.
- 5. Classified employees may only donate for other classified employees and certified employees may only donate for other certified employees.

I, _____ agree to donate one (1) day of my accumulated
(Print name)

sick leave to be used by _____. I have read
(Print name of employee requesting day)

the above list and agree to the terms of donating a day.

Signature of Donating Employee

Date

(For Office Use Only)

Received by Treasurer on _____
(Date)