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STATE EMPLOYMENT
RELATIONS BOARD
2013 JAN 14 P 3:21

MASTER AGREEMENT

between

HOPEWELL-LOUDON EDUCATION ASSOCIATION

and

HOPEWELL-LOUDON BOARD OF EDUCATION

Effective July 1, 2012 through June 30, 2015

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ARTICLE I - RECOGNITION

A. Association Recognition

The Hopewell-Loudon Board of Education, hereinafter "Employer" or "District," or "Board," hereby recognizes the Hopewell-Loudon Education Association (HLEA)/Ohio Education Association (OEA)/National Education Association (NEA)/Northwestern Ohio Education Association (NWOEA), hereinafter the "Association," as the sole and exclusive bargaining representative for the bargaining unit hereinafter defined.

The bargaining unit covered by this contract is defined as all persons employed by the Board in positions requiring an educator's certificate or license, whether on leave, on per diem basis, and substitutes employed for sixty (60) or more consecutive days in the same position during a given school year. For the purposes of this article, calamity days and two (2) consecutive sick days or less shall not constitute a break in service. This article excludes home instructors, as-needed substitutes, the Superintendent of schools, Treasurer, principals and all other supervisory, management-level or administrative personnel as defined in Chapter 4117 or Section 3319.02 of the Ohio Revised Code (ORC).

B. Board Recognition

The Association recognizes the Board as the locally elected body charged with the establishment of policy of public education in the District and as the employer of all personnel of this District under state law. The Association further recognizes that the Board has the sole responsibility for the management and control of all the public schools of whatever name or character in the District and is specifically delegated with the responsibility of making the rules and regulations by which the District will be governed as provided by Sections 3313.20 and 3313.47 and Chapter 4117 of the Ohio Revised Code, except as modified by this contract.

C. Change in Recognition

This Agreement shall stay in effect for the stated period unless another party submits a petition pursuant to 4117.07.

ARTICLE II - NEGOTIATIONS

A. Definitions

1. Negotiations - To confer, discuss, propose, consider, make concessions, and counterproposals, in good faith, in an effort to reach mutual agreement on items under consideration. Such negotiations shall be conducted by representatives of the local Board of Education and the Association with authority to negotiate in "good faith."

2. Negotiations Team - The body of official representatives of the local Board of Education or the local Education Association.

3. AD Hoc Study Committee - (Joint Study Committee) - A group given a specific assignment to develop a more meaningful understanding of a given area to assist the Negotiations Team in coming to a mutual agreement. The responsibility of such study committees shall be determined by the Negotiations Teams at the time that the study is organized. Information reported by the study committee shall be advisory only and not a directive or in any way impose a recommendation or compliance to members of the Negotiations Team.

4. Consultants - Advisors to the Negotiations Team. Individuals due to special training, experience, and talents who have abilities to assist in clarifying points under consideration and to assist in resolving misunderstandings, but who may not be present during a negotiation meeting unless agreed upon by both negotiating parties.

5. Day - A day shall be defined as a Board approved school calendar day. Exceptions to timelines may be agreed to between the Association and the Administration.

6. Caucus - A limited break in the negotiation session of not more than thirty (30) minutes, unless mutually agreed by both Negotiations Teams.

7. Good Faith - The willingness to consider, propose, make concessions and counterproposals in an effort to reach a mutually agreed position. Good faith requires the participants in the negotiations to provide good and sufficient reasons to proposals and counterproposals. Good faith does not mean that either Negotiations Team is given authority to make final commitment for the local Board of Education or the local Education Association.

8. News Release - A report on the status of negotiations, given directly to public news media personnel, i.e. -- the newspaper, radio, television, and news bureaus.

9. Progress Report - Reports made to the local Board of Education or the local Education Association while negotiations are in progress.

B. Scope of Negotiations

The parties agree to negotiate in good faith on all matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement.

C. Procedures

The parties agree that the Collective Bargaining Law of 1984 (Chapter 4117 ORC) shall govern the procedures of bargaining between the Board and the Association. In the event the parties are unable to reach agreement within ten (10) days of the expiration of the existing contract, then the Association shall have the right to strike under the Collective Bargaining Law [Chapter 4117.14 (D) (2) and Chapter 4117.18 (C) ORC].

1. Requests for Negotiations - Written requests for negotiations initiated by the Association shall be to the Superintendent, acting as the representative of the Board. Written requests by the Board shall be directed from the Superintendent to the President of the local Association.

2. Negotiations Meetings - Negotiations meetings on a successor contract shall begin by March 15, unless both parties mutually agree to another starting date. At a mutually agreed upon time and place the first negotiations session will be held. Both parties shall exchange and present proposals.

   Negotiations meetings shall be in executive session with no other person or persons present other than the Negotiations Teams unless mutually agreed upon. Consultants may be used by either party during a caucus.

   Either team may call for a caucus at any time. A caucus shall not be for longer than thirty (30) minutes unless an extension is mutually agreeable to both teams.

   While negotiations are in progress, news releases can be made by either of the Negotiations Teams. Said releases shall be in writing and each team shall have a copy of the statement prior to release.

   Written progress reports may be made to the represented bodies by either Negotiations Team at the discretion of the team.

   During the course of the negotiations meetings, joint study committees may be created by mutual consent of the teams. Members of the study committees will be determined by members of the Negotiations Teams. The purpose and particular assignment shall be stated at the time the committee is created as well as the time for a report of the findings.

Any employee engaged in teaching shall not be expected to participate in a negotiations session which is scheduled during school hours.

3. Representation - Representatives of the Board shall meet with representatives of the Association for purposes of negotiations. Neither party shall have any control over the selection of the negotiating representatives of the other party. The parties may each be represented by five (5) representatives and two (2) observers.

   The parties mutually pledge that their representatives will have authority to make proposals and counter proposals, consider proposals and counter proposals and to execute tentative agreements.

4. Exchange of Information - The Board and Superintendent agree to furnish the Association upon request, both prior to and during negotiations, all regularly and routinely prepared information concerning the financial resources of the District. The Association agrees to furnish upon request all available information on its proposals.

5. Item Agreement - As tentative agreement is reached on items which are the subject of negotiations, the agreement shall be reduced to writing and initialed by the chief negotiator of each party.

6. Agreement - When agreement has been obtained on all issues submitted to the bargaining process, or issues have otherwise been resolved, all issues upon which agreement has been reached shall be reduced to writing and presented to the Association for action and to the Board for action at the next regular Board meeting, unless at its discretion the Board calls a special meeting at an earlier date. When approved by both parties, the items shall constitute the Master Agreement between the parties. There shall be two (2) copies of the final agreement which shall be signed on behalf of the parties. One (1) copy shall be retained by the Board and one (1) by the Association.

D. Impasse Procedures

1. Responsibilities - The parties agree to negotiate in good faith, pledging themselves to use a reasonable length of time to study and investigate all available avenues in order to reach agreement during negotiations.

2. If either party determines that differences of position are so serious that further negotiations seem impossible of producing a satisfactory agreement, then either party after thirty (30) days from the initial negotiations meeting shall have the right to declare impasse. The party declaring impasse shall notify either the Federal Mediation and Conciliation Service (FMCS) or the State Employment Relations Board (SERB) to appoint a mediator for the purpose of aiding the parties in reaching an agreement.

Such mediation services shall continue until settlement is reached or until one or both parties determine mediation is no longer productive. Upon expiration of the contract, and termination of mediation by one (1) or both parties, the Association and its bargaining unit members shall retain all rights afforded them in 4117.14 (D) (2) ORC.

The cost of mediation services shall be shared equally by the parties.

E. Adoption/Changes in Board Policy

In matters not covered by this Agreement, the Board will not adopt or change policy which affects wages, hours, or other terms and/or conditions of employment of the employees in the unit, represented by the Association, unless it shall first notify, in writing, the Association of the proposed change. The Association shall not have the right to reopen the contract to negotiate such proposed change during the term of the contract.

ARTICLE III - GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a complaint involving the alleged violation, misrepresentation or misapplication of the Master Agreement. Complaints may be referred to the Labor Management Committee (LMC) for possible resolution before the grievance process is initiated. If necessary, a special meeting may be called to facilitate proceeding in a timely fashion. If a matter has been submitted to the LMC, the ten-day timeline in B. 1. shall not apply to the grievant until after the LMC has had opportunity to address the issue.

2. A grievant is an employee, or the Association alleging a violation, misrepresentation or misapplication of the Master Agreement.

B. Initiation and Processing

1. Informal Level

Within ten (10) days of when the Grievant knew, or should have known, of that act giving rise to the grievance, a teacher, or an Association representative with a grievance will first discuss it with the teacher's principal or immediate administrator of the teacher's building, with the object of resolving the matter informally.

2. Level One

If the teacher or Association is not satisfied with the disposition of the teacher's grievance at the informal level, the teacher or Association may file a written grievance (see Appendix C) with the teacher's principal within ten (10) days following the initial discussion with the teacher's principal/administrator. Copies of such written grievance are to be sent by the aggrieved party, to the Association President and to the Superintendent. The principal shall communicate the principal's decision in writing within ten (10) days of the principal's receipt of the written grievance to the grievant, to the Association President and to the Superintendent.

3. Level Two

a. Within ten (10) days of receipt by the grievant of the decision rendered by the principal, such decision may be appealed to the Superintendent. The appeal shall include a copy of the principal's decision.

b. The appeal shall be heard by the Superintendent within ten (10) days of its receipt by him/her. If attorneys or OEA representatives are included in these meetings, adjustments will be made to accommodate the outside parties. At

least five (5) days prior to the hearing, the Superintendent shall provide written notice of the time and place of the hearing to the grievant, and Association President.

c. Within ten (10) days after hearing the appeal, the Superintendent shall communicate to the grievant the Superintendent's written decision, including supportive reasons. A copy of the decision shall be sent to the Association President.

4. Level Three

If the disposition of the grievance at Level Two is not satisfactory to the grievant, the grievant may request a hearing in executive session with the Board, at their next regularly scheduled meeting, following a review by the HLEA. This request must be made within ten (10) days of the receipt of the decision by the Superintendent. The request must be in writing and the grievance and other related papers must be attached. The request shall be made through the Superintendent. The Board shall schedule an executive session for the hearing. A decision in writing will be rendered within ten (10) days from the date of the hearing and vote thereon. The Treasurer, on behalf of the Board, will provide to the grievant, Association President, and applicable administrators, the decision.

5. Level Four

Within fifteen (15) days of receipt by the Grievant/Association of the decision rendered by the Board, or if no disposition has been made within the time limit specified, the Association will notify the Superintendent of the intent to proceed to arbitration. The Association will then file for arbitration with the Federal Mediation and Conciliation Services (FMCS). The arbitration selection and hearing shall be governed by the rules and regulations of the FMCS.

C. General Procedures

1. Timelines - Failure at any step of this procedure to communicate the decision in writing on a grievance within the specified time limits, without the mutual agreement of the Superintendent and the chairperson of the grievance committee, shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits, without the mutual agreement of the Superintendent and the chairperson of the grievance committee, ends the grievance process regarding this specific grieved issue.

2. Either or both parties may be represented at the arbitration hearing.

3. The Association shall have the exclusive authority to determine if a grievance shall be moved to arbitration and no grievance shall proceed to arbitration without the written approval of the Association.

4. Withdrawal - A grievance may be withdrawn at any level without prejudice or record, except that no grievance may be brought outside the timelines established by this Article.

5. Reprisals - No reprisals of any kind will be taken by or against any party of interest, any participant(s) in the grievance procedure, or any member(s) of the Association, Administration and/or Board by reason of such participation.

6. Information - The Board and Association shall furnish either party with all available public information relating to the processing of the grievance. Work papers and arbitrational preparation materials shall not be construed as information that must be furnished.

7. Authority of Arbitrator - The arbitrator shall have no power to alter, add to, extend timelines, or subtract from the Master Agreement, or to make an award which is contrary to law. The arbitrator's award shall be final and binding upon the parties.

8. The fees and expenses of the arbitrator shall be shared by the Board and the Grievant.

9. All materials relating to the processing of a grievance shall be kept confidential to the extent provided by Ohio Law.

ARTICLE IV - ASSOCIATION AND MANAGEMENT RIGHTS

A. Association Rights

Exclusive recognition shall entitle the Association these rights exclusively:

1. Use of staff mailboxes and lounge bulletin boards for staff information.

2. Payroll deductions of membership dues. The Board Treasurer shall begin equal deductions with the second paycheck in October and continue said deductions with the second paycheck of each month through May.

3. Use of public address systems for Association announcements according to school procedure.

4. Distribution of faculty bulletins to teachers according to normal school procedure.

5. Use of school equipment for bulletins and buildings for meetings to be governed by the Board of Education's operations procedure.

6. Announcements at faculty meetings.

7. Receipt of a copy of all agendas and minutes of all Board meetings. Minutes and agenda may be picked up the day of the meeting.

8. Receipt, upon Association request, of a copy of all public information without charge.

9. Fair Share Fee

   The District shall deduct from the pay of bargaining unit members who elect not to become or to remain members of the Association an amount equal to the dues of HLEA/NWOEA/OEA/NEA or such lesser fee as may be deemed necessary the OEA Executive Director in light of applicable law from the pay of all bargaining unit members.

   The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the check-off of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual membership dues less the amount previously paid through payroll deduction or such lesser fee as may be deemed necessary by the OEA Executive Director in light of applicable law.

   Payroll deduction of such fair share fees shall begin at the first payroll period after January 15 except that no deductions shall be made for newly-hired bargaining unit

members until the second paycheck, which period shall be the required probationary period for newly-employed bargaining unit members.

Dues rates and fair share fee rates shall be transmitted by the Association to the Treasurer of the Board for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

The District further agrees to accompany each such transmittal with a list of the names of bargaining unit members for whom all such deductions were made, the period covered, and the amounts deducted for each.

Upon timely demand, non-members may appeal to the Association the payment of the fair share fee pursuant to the internal procedure adopted by the Association, or such non-members may submit such appeals as provided by law.

Implementation of this fair share fee provision shall begin in the 1999-2000 school year by newly-hired bargaining unit members who have elected not to be members of the Association; the Association agrees to notify all such non-members of their right to become members of the Association during the month of September.

Nevertheless, the amount to be deducted from the pay of all non-Association members shall be the full dues of the United Education Profession or such lesser fee as may be deemed necessary by the OEA Executive Director in light of applicable law, and such deductions shall continue through the remaining number of payroll periods over which Association membership dues are deducted.

The above fair share fee provision shall be an exclusive right of the Association not granted to any other employee organization seeking to represent employees in the bargaining unit represented by the Association.

The Association (on behalf of itself and the OEA and NEA) agrees to indemnify the District for any cost or liability incurred as a result of the implementation and enforcement of this provision and the dues deduction provision of the contract provided that:

a. The District shall give a ten (10) day written notice of any claim made or action filed against the employer by a non-member for which indemnification may be claimed;

b. The Association shall reserve the right to designate counsel to represent and defend the employer;

c. The District agrees to 1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, 2) permit the Association or its affiliates to intervene as a party if it so desires, and/or 3) to

not oppose the Association or its affiliates' application to file briefs amicus curiae in the action;

d. The District acted in good faith compliance with the fair share fee provision of this Agreement; however, there shall be no indemnification of the District if the District intentionally or willfully fails to apply (except due to court order) or misapplies such fair share fee provision herein.

e. The Employer agrees to deduct from the wages of any employee-member of the Association, the dues, initiation fees and assessments of the Association, upon presentation of a written deduction authorization from any employee-member of the Association. All monies deducted for such purposes shall be paid promptly to the Association.

Deductions will be made in as nearly equal pay-period installments as possible during the school year and in an amount determined by the Association. Deductions shall begin with the second pay period in October.

The Employer, on a monthly basis, shall transmit to the Association a single check in the amount of all dues so deducted.

In the event an employee severs employment, the Treasurer shall deduct all owed and remaining dues from the employee's last paycheck.

The Association on or before October 1 shall transmit to the Employer a list of those employees who have properly signed payroll deduction authorizations and submitted them to the Association. The Association shall collect and maintain a file of member authorization payroll deduction cards.

B. Management Rights

1. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, including, but without limiting the generality of the foregoing, all of the rights identified in Section 4117.08 of the Ohio Revised Code. These include:

a. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the Boards, standards of school services, its overall budget, utilization of technology, and the School District organizational structure;

b. Direct, supervise, evaluate, and hire employees;

c. Maintain and improve the efficiency and effectiveness of Board operations;

d. Determine the overall methods, process, means, or personnel by which School District operations are to be conducted, including the opening or closing of buildings, the hours such buildings are open, student assignments, and the purchasing and distribution of all Board-owned equipment;

e. Suspend, terminate, lay off, transfer, assign, schedule, promote, or retain employees;

f. Determine the adequacy of the work force;

g. Determine the overall mission of the School District, including the establishment of curriculum, special programs, athletic, recreational. and social events for students;

h. Effectively manage the work force, including the determination of building schedules, hours of operations, and the duties, responsibilities and assignments of staff members;

i. Take actions to carry out the mission of the School District.

2. The exercise of the foregoing powers, rights, authority, duties and responsibilities, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this contract and Ohio statutes, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution and laws of the United States.

3. The management rights set forth above shall not be subject to the grievance procedure or impairment by the grievance procedure or otherwise except to the extent that they are limited by specific provisions of this Agreement. Failure to exercise any right reserved to management under this Article shall not be deemed a waiver of any management right.

ARTICLE V - WORK YEAR

A. Work Year

The work year shall be one hundred eighty-four (184) days, one hundred eighty (180) days with students.

The four (4) additional days shall be:

one (1) work day prior to the first student day,

one (1) work day following the last student day, and

two (2) days as determined by the Labor Management Committee (LMC).

B. District Wide Staff Professional Development

In addition to the four (4) scheduled teacher staff development days, monthly professional staff development meetings shall be scheduled during the months of September through April. The meetings will be used for, but not be limited to, departmental, grade level, professional development, subject area and team meetings, etc. The District Leadership Team (DLT), under the Ohio Improvement Plan, shall coordinate these meetings in advance and shall publish a professional development calendar by September 10 of each year. Individuals may submit written requests for individual plans of up to two (2) hours. These requests will be considered by the DLT according to their relevance to District goals and High Quality Training (HQT) requirements. The duration of these meetings will be a minimum of one (1) hour and a maximum of two (2) hours, not to exceed six (6) hours per year. Any teacher who fails to meet the annual six (6) hour HQT requirement shall have one (1) day's pay deducted from their salary or shall be docked the hourly per diem for each hour which they fail to attend between one (1) and five (5) hours.

C. Calendar

The Labor Management Committee shall develop the calendar for each year under consideration, and shall submit it to the Board for action.

D. Faculty Meetings

All teachers shall attend regularly-scheduled building staff meetings. Meetings should not exceed one (1) monthly, unless additional meeting(s) are of an emergency nature. These meetings shall be used for administration, supervision, curriculum and textbook review. CEU training and/or in-service outside of the school day and the negotiated agreement will be optional for all staff members. These meetings will start five (5) minutes after the end of the student day and will last for thirty (30) minutes.

ARTICLE VI - WORKDAY

A. Professional Time

1. Each member shall be provided not less than two hundred twenty (220) minutes per week for professional time to be used for activities such as planning, collaboration, parent meetings, etc; such time shall be scheduled during the regular student day exclusive of a duty-free lunch period of not less than thirty (30) consecutive minutes. Elementary lunchroom supervision will be provided.

2. Less than Full Time - Staff members who work more than half time will receive a professional period.

B. Work Day

The workday for all full time members shall be seven (7) hours and twenty (20) minutes including a 30-minute duty-free lunch.

C. Extra Curricular Duty Assignments

Teachers are encouraged to be a part of the school community. Attendance at Extra Curricular Activities makes the teacher more visible to the community.

Any individual working one (1) event per season will receive a complimentary faculty/staff pass for admission to all District events for that season. The Athletic Department will be responsible for recruiting the workers. Any individuals working Varsity athletic events after receiving their complimentary pass will be paid fifteen dollars ($15), and other District events will be paid ten dollars ($10).

Payment will be made three (3) times per year – at the end of the fall, winter, and spring athletic seasons.

D. Period Substitution Rate

In the event a regular substitute is unavailable, the principal may request a bargaining unit member to serve as a period substitute. For elementary classes, a period shall be considered up to forty-five (45) minutes. For all other grade levels, the period shall be as defined by the teacher's class schedule. A period substitute may provide coverage to a class which has been combined from more than one (1) absent teachers' classes. That member has the right to:

1. Refuse the substitution; or

2. Take the substitution and be compensated at sixteen dollars ($16) per period. The principal shall provide a signed form authorizing the period substitute to substitute for the teacher. A copy of this form shall be presented to the Board Treasurer for payment. No member may substitute unless he/she is using his/her conference period.

ARTICLE VII - WORKING CONDITIONS

A. Lesson Plans

Teacher lesson plans will be available in each teacher's classroom or workstation by 8:00 a.m. on the first workday of each week for the building administrator to review. Teachers shall be required to provide objectives, procedures, and method of evaluation in lesson plans. The building administrator may copy lesson plans as he/she deems necessary. Teachers may use format of choice to comply with requirements.

B. Teacher Evaluations

During the 2012-2013 school year, the Board and the Association will appoint an eight (8) member committee [four (4) from each body] to modify Article VII, Section B. Teacher Evaluations, to meet the required state standards taking effect in July of 2013. The Committee shall recommend to the Board an evaluation process consistent with the law by April 1, 2013.

1. Purpose - The purpose of the evaluation of teachers is threefold:

   a. To provide a systematic process whereby each teacher may improve the effectiveness of the teacher's areas of competency and services to students.

   b. To provide a systematic, cooperative process to review the strengths and weaknesses of individual staff members, and to use the information to develop a program of supervision and staff development designed to lead to continued professional growth.

   c. To identify deficiencies and provide information that will be used as a factor in the determination of employment status, renewal, continuing contract status, non-renewal and/or termination. It is clearly understood between the parties that pursuant to ORC 4117.10 (A), this Article and the procedures contained herein shall supersede and replace ORC 3319.111 and 3319.112.

2. Procedures

   a. All evaluations will be conducted using the approved form(s) in Appendix F. All observations for the purpose of evaluation shall be at least thirty (30) minutes in length.

      1) Limited Contracts – If only one (1) evaluation is given during a school year, the two (2) observations for the evaluation must be completed by January 15 and the evaluation report provided by January 25. If two (2) evaluations are conducted during the school year, the first evaluation must

abide by the above timelines. The second evaluation report based on two (2) observations will be provided by April 1.

2) Continuing Contracts – Two (2) observations completed by May 1 and the evaluation report completed by May 10, if an evaluation is completed.

b. No more than two (2) observations for the purpose of evaluation shall be conducted during the same period or time of day unless mutually agreed to by the principal and teacher.

c. The teacher may respond to the written completed evaluation in writing. At the teacher's request, this response shall then be attached to the evaluation and be placed in the teacher's personnel file. The teacher has twenty (20) school days in which to respond to the completed evaluation.

d. If there are problems or deficiencies noted, the teacher shall be made aware of them on a continuing basis during the school year through a written action plan. The administrator shall provide the teacher specific written approaches for appropriate improvements through a detailed action plan following each evaluation. Prior to the implementation of the action plan, the administrator shall discuss with the teacher strategies and activities identified. All action plans for improved performance and correcting cited deficiencies shall be presented to the staff member involved.

e. Additional observations and evaluations of staff members may be held at the request of either the principal or the teacher. A post conference shall be held within ten (10) school days following each classroom observation/evaluation. The teacher shall be given at least twenty-four (24) hours notice of said post conference.

f. Evaluation of a teacher shall be conducted by the teacher's principal/assistant principal. In the event a teacher performs work under the supervision of more than one (1) principal, one (1) principal shall be designated as the evaluator. The non-evaluating principal shall have the right to have input into the completed evaluation. The principal must be employed under a contract pursuant to ORC 3319.01 or 3319.02 and must hold at least one (1) certificate/license named within the ORC 3319.22 (F), (G), (H), (I), (J), (L), (N), or (O).

g. Non-renewals for classroom performance shall be initiated only following the completion of the evaluation procedure under this Article.

h. Evaluation procedures based on experience/contract status:

CONTRACT TYPE	*NUMBER OF EVALUATIONS PER YEAR	*TIMELINES
Teachers employed less than five (5) years on limited contract status	**Two (2)**	**During year of contract renewal – Conference with principal regarding goals and evaluation procedures before November 1** **First Evaluation:** **Two (2) observations by January 15** **Evaluation report by January 25** **Second Evaluation –** **Two (2) observations evaluation report by April 1**
Teachers employed five (5) years or more on limited contract status	**One (1)**	**During year of contract renewal – Conference with principal regarding goals and evaluation procedures before November 1** **Two (2) observations by January 15 Evaluations Report by January 25**
Teachers on a Continuing Contract	**Minimum – Once Every Three (3) years**	**Two (2) observations by May 1** **Evaluation report by May 10**

*The Administration has the option to conduct additional observations over the two (2) observations required for the evaluation. Teachers employed five (5) or more years on limited contracts may be evaluated more than once annually, if determined necessary by the Administration, but no more than two (2) per year, unless more are requested by the teacher.

The evaluation form is contained in Appendix F of the Master Agreement. The evaluation form shall be reviewed at least ninety (90) days before the expiration date of the Agreement. The purpose of this review is to update and correct the form as needed. The Labor Management Committee shall review the form and present its recommendations if any to the negotiations committees for consideration.

C. Seniority

1. Seniority shall mean the length of continuous employment in a bargaining unit position, except that time spent on inactive pay status (unpaid leave or layoff) shall not contribute to the accrual of seniority but shall also not constitute a break in seniority. Less than full-time bargaining unit members shall have their seniority prorated based upon hours of work and number of days. Among those with the same length of continuous service, seniority shall be determined by:

   a. The date of the board meeting in which the teacher was hired; and then by:

   b. The date of application as shown on the individual's application, if none, the date received by Hopewell-Loudon Schools; and then by:

   c. An agreed upon method of chance in which all affected parties has an equal opportunity.

2. For the purpose of reduction in force, teachers employed under continuing contract shall have preference to teachers employed under a limited contract.

3. Seniority lists shall be made available to the Association President no later than October 1 of each work year. The Treasurer shall prepare and make available to the Association President the seniority lists indicating, by area of certification, the first day worked, the date of Board resolution to hire, and the contract status (limited or continuing) of each bargaining unit member.

   a. The names of bargaining unit members on the seniority lists shall appear in seniority rank order within areas of certification with the name of the most senior member appearing at the top of the listing and the name of the least senior member appearing at the bottom of the listing.

   b. The names of members who are certificated in more than one (1) area shall be included on each list for all areas of certification.

   Each member shall have a period of ten (10) school days after the seniority lists are made available in which to advise the Association President, in writing, of any inaccuracies which affect his/her seniority. The Association President shall inform the Treasurer of all reported inaccuracies and the Treasurer shall make such adjustments as may be in order and make updated lists available immediately. No protests shall be considered after ten (10) school days of the providing of the seniority lists and the lists shall be considered as final until the lists are next made available.

D. Teaching Positions

The Board will make every effort to continue hiring certificated/licensed staff for teaching positions in the District. In the event a teaching position may be modified or abolished, the Superintendent will notify and discuss the situation with the Association President.

E. Class Size

1. The pupil-teacher ratio is an important aspect of an education program. The following are recommended as class-size maximums, per each instructional class.

K - grade 6	25	High School Science Lab	**
Art	**	Mathematics	25
Business Education	**	Music (except choirs, band & orchestra)	30
Counselors	300	Physical Education	30
English	25	Science	25
Foreign Language	25	Social Studies	25
Health	25	Special Education	***
Family & Consumer Science	**		

Recommended Academic class load not to exceed 150
** Not to exceed functional student work stations
*** Not to exceed state guidelines

2. The findings of the class size review committee shall not restrict the school system from making use of new educational approaches, such as large group instruction and team teaching, cooperatively developed by teachers and administrators.

3. A class size review committee shall be instituted, consisting of two (2) principals appointed by the Superintendent and four (4) bargaining unit members [two (2) for each level] appointed by the HLEA President. It shall be the duty of this committee to review the size of all classes twice each year, one (1) week after the beginning of each semester. They shall report their findings to the Superintendent concerning any class size problem they find to exist, including problems arriving from mainstreaming. The Superintendent shall give serious consideration to these findings and address any class size problems.

4. All teachers of Individualized Education Program (IEP) students are expected to participate in the IEP process. Teachers working with a student on an IEP are expected to review all appropriate documents concerning the identification, placement, educational goals and accommodations of the students.

5. IEP team meetings will be scheduled with seventy-two (72) hours advance notice when possible. When meetings must be scheduled during the school day, teacher release time will be provided as necessary.

F. Personnel Records

A personnel file of all employees shall be maintained in the office of the Board. This shall be considered the primary official file of recorded information of employees maintained by the Board and Administration. Other public files may be maintained for specific administrative purposes such as payroll and sick leave accounting, grievance processing, or investigatory records related to partental complaints or other matters, during the pendency of such investigations.

Letters of recommendation and other related information used for initial employment may be retained in personnel files or maintained by the local Board or Administration, including the official transcript of college work and copy(ies) of certification authorized by the State Department of Education.

The employee shall have the right, upon request, to review the contents of his/her personnel file and to receive one (1) copy at no cost of any documents contained therein. An employee shall be entitled to have a representative of the Association accompany him/her during such review.

No critical material may be placed in an employee's personnel file unless the employee has had an opportunity to request and receive a copy of the material. The employee shall have the right to acknowledge he/she has had the opportunity to review such material by affixing his/her signature and date to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. Failure of the employee to sign the copy of the material will not preclude its addition to the file. The employee shall also have the right to submit a written answer to such material and his/her answer shall be submitted to the Superintendent or designee and attached to the file copy.

An employee may challenge the accuracy, relevance, timeliness or completeness of any material placed in his/her file. If a challenge is made, the Board will investigate and respond in accordance with the procedures in the Ohio Privacy Act, ORC 1347.09. If it is found to lack merit in any of the previous topics, the material will be removed from the employee's file. Anonymous letters or materials shall not be placed in an employee's file.

Viewing of personnel files shall be subject to applicable law and court decisions. An employee will be notified if an individual other than an administrator or Board member requests to view his/her file. The Board shall take reasonable actions to protect the confidentiality of an employee's personnel files to the fullest extent permitted by applicable law.

Noncompliance with any of the provisions in this division shall not render any document invalid if it is otherwise genuine and authentic, or prevent its consideration or use in matters involving the Administration of the District.

G. Complaints Against Staff Members

Any person or group in the schools of this District has the right to present a request, suggestion, complaint, or grievance concerning District personnel, the program, or the operations of the District. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of the Board to provide a procedure for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the School District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

In most instances, complaints against staff members should first be presented by the complainant to the staff member involved. In an isolated instance where an administrator deems it necessary, the Administration may elect to meet and discuss with the complainant the issues surrounding a complaint or grievance involving a teaching staff member. The purpose of this meeting shall be an attempt to calm a complainant prior to the complainant meeting with the staff member. When appropriate, the administrator shall provide a verbal or written summary of the items discussed in the meeting.

1. First Level

   If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District rules and regulations.

   As appropriate, the staff member shall report the matter and whatever action may have been taken to the building principal.

   If the matter comes first to an administrator or Board member, he/she will make no commitments, and direct the complainant to discuss this with the staff member. This discussion will not constitute the first level of this procedure.

2. Second Level

   If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building principal.

3. Third Level

   If a satisfactory solution is not achieved by discussion with the building principal, a request for a conference shall be submitted to the Superintendent.

4. Fourth Level

Should the matter still not be resolved, or if it is beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request a hearing by the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than fourteen (14) days following the hearing.

At all levels of this procedure the employee shall be notified of any and all conferences, and may elect to be present at each level of this procedure. An employee shall have the right to representation of his/her own choosing at the second, third and/or fourth levels of this procedure.

Complaints shall be investigated fully and completely to determine the accuracy, validity and timeliness of the complaint. The employee has the right to make written responses to the complaint and findings from any and all conferences.

H. Local Professional Development Committee

1. Purpose

The Board and the Association agree to create, pursuant to S.B. 230, a Local Professional Development Committee (hereinafter, LPDC). A LPDC shall be established with District-level scope to 1) oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities, and 2) determine whether the course work that certificated/licensed personnel proposes to complete meets the requirements of the educator licensing rules.

2. Term of Office

The term of office for members serving on the committee shall be from July 1 through June 30th. Each term shall be two (2) years in duration.

3. Committee Composition and Selection

a. The committee shall be comprised of five (5) members as follows:

Three (3) teachers employed by the District,

One (1) principal employed by the District,

The Superintendent or his/her designee,

b. The three (3) teacher members shall be selected by the HLEA and recommended to the Superintendent.

c. Vacancies: A teacher committee member vacancy shall be filled by the process defined in Section 3.b. An administrator committee member vacancy shall be filled by an administrator appointed by the Superintendent, and may be filled by the Superintendent. Any member selected or appointed to fill such a vacancy prior to the end of the expiration of a term for which the predecessor was elected shall hold office as a member for the remainder of that term.

4. Chairperson/Recordkeeper

The Chairperson and the Recordkeeper shall be elected by a majority vote of the LPDC Members. Other officers shall be elected by majority vote of the LPDC Members.

5. Decision Making

Decisions shall be made by a majority vote of the committee members.

6. Training

a. The LPDC will study all the issues involved in licensure. Relevant training is encouraged. In the event relevant training is offered by the State Department of Education or other organizations, the committee members shall be given paid release time to attend such training if the training occurs during the regular school day. Attendance for training and release time must be pre-approved by the Superintendent.

b. In the event specific funds for LPDCs are made available from the state, the committee shall provide to the Superintendent a written proposal for the suggested use of these funds.

c. LPDC members shall be reimbursed for all actual and necessary expenses to attend relevant training offered by the State Department of Education or other organizations. Reimbursement must be pre-approved by the Superintendent.

7. Meetings and Compensation

a. The initial meeting shall be called by the Superintendent or his/her designee by May 1 of each school year. Said initial meeting shall be held during the month of May. Public notification will be provided in all certificated mailboxes of meetings. At the initial meeting, the committee shall establish its meeting schedule for the year and distribute the schedule to all certified/licensed staff members. Additional meetings may be scheduled as necessary. The

Superintendent will be informed of any additional meetings scheduled and the reason(s) for the additional meetings.

b. At the initial meeting, the LPDC shall review this Article and prepare rules for conducting its meetings and develop operating procedures, forms, etc.

c. All meetings shall be held outside the regular workday.

d. The Chairperson shall receive a three hundred dollar ($300) stipend for the first twelve (12) hours. Other committee members shall receive a two hundred dollar ($200) stipend for the first twelve (12) hours. Committee members will be paid twenty dollars ($20) per hour for each additional hour the committee has met beyond the twelve (12) hours and the secretary will be paid up to a maximum of nine (9) additional hours to do minutes. Members will be paid mileage when they leave Seneca County for a meeting. Compensation will be paid no later than the 2nd pay in June and will not be subject to STRS deductions. LPDC chair will provide the Treasurer with information and amounts for payroll prior to the end of the school year.

8. Appeals Process

a. Level One

1) Any certificated/licensed staff member wishing to appeal the decision of the LPDC may petition the LPDC Committee in writing for review within seven (7) days of the LPDC's decision. The staff member may re-submit an individual professional development plan in writing which will be considered by the LPDC.

2) The LPDC Committee shall render its decision within fourteen (14) days of receipt of the appeal.

b. Level Two

1) Any certificated/licensed staff member wishing to appeal the decision of the LPDC may petition the Chairperson of the North Central Ohio Educational Service Center LPDC Executive Council Ad Hoc Appeals Committee within seven (7) calendar days of the LPDC's decision.

2) This committee shall schedule a meeting within thirty (30) calendar days of the appeal. The staff member must be present at this appeal.

3) The Appeals Committee shall render its final binding decision in writing within ten (10) calendar days. The decision of the committee is not grievable.

9. The staff member shall have the right to a representative of his/her choice at any level of the appeals process.

10. The LPDC shall keep and retain records of its meetings, decisions, and recommendations.

11. The LPDC shall not have authority to revise, change, delete, or modify any article/provision of this Master Agreement, except as is provided for by 4117.10(C) or as provided by a term(s) of this Agreement.

12. In the event of legislative action by the Ohio General Assembly that impacts in any way on this topic matter, the parties to the Master Agreement agree to reconvene bargaining to make the appropriate adjustments.

I. Progressive Discipline

1. No employee shall be disciplined except for just cause. Just cause is defined as the following seven (7) steps:

   a. Notice; i.e., did the employee have forewarning or prior knowledge of the possible or probable disciplinary consequences of his/her actions?
   b. Reasonable rule/order; i.e., was the rule/order that was violated reasonably related to the orderly, efficient and safe operations of the School District?
   c. Investigation; i.e., were the facts of the incident investigated prior to instituting discipline?
   d. Fair investigation; i.e., was the factual investigation conducted objectively and fairly?
   e. Proof; i.e., did the investigation results provide substantial evidence that he employee committed the act(s) for which he/she was disciplined?
   f. Equal treatment; i.e., has the District applied its rules, orders, and disciplinary penalties evenhandedly and without discrimination?
   g. Penalty; i.e., was the degree of discipline administered in a particular case reasonably related to the seriousness of the employee's proven offense and the employee's work record?

2. The purpose of this disciplinary procedure is to secure at the lowest possible level, solutions to problems which may arise during the school year affecting employees classroom performance and/or compliance with District rules, regulations, policies, or directives in an effective and confidential manner.

3. The steps of progressive discipline are:

   a. Verbal Warning - Verbal Warnings shall be discussed in private between the parties involved. Whenever an administrator intends to issue a verbal warning,

he/she will inform the employee that the first step of the disciplinary procedure is being initiated.

b. Written Reprimand - [Within one (1) calendar year of Verbal Warning] – within ten (10) days of when the administrator knew or should have known of an offense warranting a written reprimand, the administrator shall meet with the employee to discuss the offense. At the meeting, the teacher may be represented by a representative of the Association of his/her choice. Written Reprimands shall be removed from the employee's file three (3) years from its placement.

c. Suspension - [Within one (1) calendar year of Written Reprimand] - the Superintendent may suspend an employee without pay for up to three (3) work days. All suspensions shall be removed from the employee's file three (3) years from its placement.

4. In the case of suspension without pay for three (3) days or less, the Superintendent will explain the reason(s) for the discipline to the employee prior to suspension. When the Superintendent determines suspension of three (3) days or less is warranted, the Superintendent shall provide written notice including the reason(s) and the effective date(s) of the suspension.

5. Discipline will be progressive and will be commensurate with the offense. If the offense is deemed by the building administrator to be of a serious nature, the Administration may skip steps I. 3. a. and b. providing the discipline meets the standard of I. 1. g.

6. Nothing herein shall preclude the Superintendent from suspending an employee with pay.

7. At all steps of the disciplinary procedure, a bargaining unit member shall have the right to have an Association representative present.

8. Fringe benefits shall remain in effect during the time of any suspension under this Article.

9. If any grievance is filed because of a suspension without pay, the grievance may be initiated at Level Three, Article III - Grievance Procedure.

10. Nothing herein shall be construed as limiting or prohibiting the Administration's authority to report suspected criminal activity or suspected abuse as defined by ORC 2151.421, and to deal with such suspected activity once proven, according to state and/or federal law.

J. Student Discipline

If necessary, a teacher may temporarily remove a disruptive student from his/her classroom in accordance with Ohio Law. Following such removal, the teacher will document in writing the reason(s) for such removal.

To the extent such information is available and not privileged, the Administration shall inform each teacher being assigned a student who has a history of violent behavior.

The Administration will annually inform and update the staff on student behavior and discipline as well as staff rights and responsibilities. This will occur on a teacher work day during the first week of school.

K. Labor Management Committee (LMC)

There shall be a Labor Management Committee established. The purpose of this committee is to provide a forum for discussion of matters or concerns to bargaining unit members of the Administration and to further develop positive working relationships. The LMC shall be encouraged to solve identified problems in a creative atmosphere using a consensus-based format. The Labor Management Committee shall be established under the guidelines and procedures of the Federal Mediation and Conciliation Service (FMCS).

The Labor Management Committee shall consist of representatives of the teachers [limit four (4)] and representatives of the Board [limit four (4)]. The Association shall be responsible for the selection of the teacher representatives.

Training for new members of the LMC and/or refreshing training for members of the LMC shall be scheduled with the FMCS as needed.

The LMC may meet as often as necessary upon mutual agreement and/or based upon the by-laws established by the LMC. However, the LMC shall not meet less than two (2) times per school year.

The Labor Management Committee shall not take the place of the negotiations process. Decisions made by the Labor Management Committee shall not in any way alter the terms and conditions of Employment set forth by the Master Agreement. No active grievance may be discussed.

L. Reemployment of an STRS Retired Teacher

1. This Article governs the terms and conditions of employment of any superannuate or "other system retirant" (as those terms as statutorily defined for purposes of Section 3307.35 of the Ohio Revised Code) whom the Board may regularly employ in a position that falls within the bargaining unit identified in Article I, Section A of this Agreement.

a. For placement purposes on the teachers' salary schedule, the employee will receive horizontal credit in accordance with the normal rules and will remain vertically placed at Step 1.

b. An employee employed under this Article will receive a one-year limited contract of employment (if employed after the start of the school year, such contract will be for the remainder of that school year). If subsequently reemployed, the employee will receive a new one-year limited contract. In no event will the employee qualify for a continuing contract or a multi-year limited contract.

c. Neither the evaluation procedures resulting from Article VII, Section B of this Agreement nor the procedures appearing in Section 3319.111 of the Ohio Revised Code shall apply to the employee. The Board may choose to evaluate the employee, but is not required to do so. Any limited contract received under Paragraph b. above will automatically nonrenew without notice. The procedures and terms appearing in Article VIII, Section C of this Agreement and in Section 3319.11 of the Ohio Revised Code, include the post-nonrenewal procedures appearing in Section 3319.11(B) shall not apply to any such contract nonrenewal.

d. The decision of the Superintendent or the Board not to re-employ the retiring teacher or similarly situated teacher shall not be subject to court and/or the grievance procedure.

e. Upon employment, the employee will be credited with zero (0) years of seniority and will not thereafter accrue seniority.

f. The employee is not eligible to participate in any insurance fringe benefits offered under Article XI of this Agreement, except that the employee will be entitled to participate in benefits offered under Article XI to the extent that STRS's change in policy precluded the retiree from participating in STRS provided insurance fringe benefits.

g. The employee will in no event qualify for a sabbatical leave, severance pay and unused personal day payments.

2. The provisions of this Article supersede and prevail over any inconsistent terms that may appear elsewhere in this Agreement or in any part of the Ohio Revised Code. These include, but are not limited to, ORC Sections 124.39, 3319.08, 3319.11, 3317.13, 3317.14, 3319.111, 3319.112, and 3319.17.

M. Resident Educator Program

A Resident Educator Program for newly hired teachers ("residents") shall be implemented in accordance with Ohio Department of Education (ODE) guidelines. If a guideline conflicts with any provision of this Section, the parties will promptly confer in an effort to resolve the issue. The principal and the mentor must agree on the assignment of mentor to resident.

The Resident Educator Program shall include both a formal program of support, including mentoring to foster professional growth of the individual resident, and the assessment of skills and abilities of the resident for the purpose of attaining professional licensure.

The Resident Educator Program shall include the following elements:

1. Mentors

a. Posting of Vacancies

The procedure for posting of mentor positions shall be in accordance with this Agreement. The number of mentor positions, if feasible, shall equal the number of residents in the program. The posting shall clearly state that the mentor contract is a one (1) year contract, which shall be automatically non-renewed at the end of the school year.

b. Qualifications

Mentors should be employed on a regular teaching contract in the District for at least five (5) consecutive years. Additionally, mentors must attend all required training and become certified mentors. Teachers with poor track records as mentors will not be reassigned.

c. Compensation and Work Load

The mentor shall receive a stipend equivalent to one-half (1/2) of the dollar amount provided to the District by the state for the purpose of funding the Resident Educator Program (funds per resident). In the event state funds are not available, the mentor shall receive a stipend of two hundred fifty dollars ($250). The Board Treasurer shall communicate the amount of the stipend on a yearly basis as soon as possible, but no later than the first day of the school year in which the mentoring shall occur. The stipend shall be paid in the first pay period in May. The mentor shall be assured adequate time during the work day to meet with the assigned resident. If feasible, no mentor shall be assigned more than one (1)

resident at a time during a school year. If a mentor is assigned for less than one (1) academic year, compensation shall be prorated.

d. Confidentiality

Any interaction, written or verbal, between the mentor and the resident shall be regarded with the same confidentiality as that represented by the attorney/client relationship and shall not be used by the Board/Administration or the Association in termination or non-renewal actions. Any violation of this tenet by the mentor shall constitute grounds for immediate removal from the role as mentor without recourse to the grievance procedure or Section 3319.16 of the Ohio Revised Code.

2. Residents

a. Compensation and Workload

The resident shall receive one hundred percent (100%) of the salary to which the resident is entitled under this Agreement. In addition, the resident shall be assured of adequate time during the work day to meet with the assigned mentor.

b. Confidentiality

No resident may be compelled to release information to the District regarding the resident's assessment by the ODE, nor may such information be used in the evaluation of the resident by District administrators. Any documents pertaining to the Resident Educator Program and the ODE assessment shall be confidential to the extent permitted by law.

c. Protection

No later than six (6) weeks after the initiation of the Resident Educator Program, the resident may exercise the option to request a new mentor. If a new mentor is assigned, the former mentor shall have his/her supplemental contract terminated without recourse to the grievance procedure and/or Section 3319.16 of the Ohio Revised Code. The new mentor shall receive a prorated share of the former mentor's supplemental salary.

No adverse employment action may be taken against a resident who fails in the first year to successfully complete the Resident Educator Program, but who retains the appropriate teaching credential, unless all applicable provisions of this Agreement relating to teacher evaluation and the non-renewal of contracts have been followed.

Notwithstanding Section 3319.11 of the Ohio Revised Code and all other applicable provisions of this Agreement relating to teacher evaluation and non-renewal of contracts, a resident who fails twice (or more often if the law changes) to successfully complete any year of the Resident Educator Program requirements may be non-renewed.

N. Elementary and Secondary Education Act (ESEA)

If, during the term of the Agreement, the Board is required to implement an action(s)/decision(s)/grant provision(s) in order to comply with ESEA which is contrary to any provision in the Agreement, then the Board and the Association shall bargain changes(s) to the Agreement.

If the parties are unable to reach tentative agreement during such in-term bargaining described in this Section of the Agreement within the first fifteen (15) days of the first bargaining session, either party may submit the total final offer package issue(s) to expedited binding arbitration in accordance with the procedures stated in Article III of this Agreement. No arbitration decision rendered pursuant to this Section of the Agreement may directly or indirectly cause the Board to be non-compliant, in whole or in part, with ESEA. The initial bargaining session shall be held within five (5) days of the written notice to bargain submitted by either party.

Should a dispute arise over whether or not bargaining is required per this Section of the Agreement, the dispute shall be submitted to final and binding expedited arbitration under rules of the Federal Mediation and Conciliation Service (FMCS). The status quo shall be maintained pending the outcome of expedited arbitration.

O. Reduction in Force

A reasonable reduction of staff members may be made as a result of a return to duty of bargaining unit members on qualified leave, suspension of schools or territorial changes affecting the District, a decline in enrollment within the District or building, a declaration of Fiscal by the Auditor of State as determined by Ohio Revised Code 3316.03 where reductions made in response to the watch are part of an overall plan to reduce the certified operating deficit, or for financial reasons.

When such a reduction is deemed necessary, the following procedures shall be followed:

No later than June 15, the Association President shall be notified of the Board's intent to consider a staff reduction. Any certifications from the State Auditor shall be included with said notice. A meeting shall be held between representatives of the Association and representatives of the Board to review appropriate data indicating a need for a reduction in staff. The Association shall be informed as to why the reduction is deemed necessary, what teaching positions are to be affected, the extent of the anticipated reduction and will be provided. If the reduction is due to decreased enrollment, the HLEA President shall be

provided with all enrollment projections and actual numbers for enrollment including Open Enrollment projections.

Reduction in force shall be made by suspension of contracts. The Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall within each teaching field affected, give preference to teachers on continuing contracts. The Board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations over a three (3) year period. For the purpose of reduction in force, teachers with continuing contracts shall be deemed to have greater preference than teachers on limited contracts.

A member whose contract is suspended as a result of a staff reduction shall be given written notification no later than June 15 of the school year preceding the actual reduction in force. The notification shall state the reason(s) for the reduction and the reason(s) for the selection of said member.

Members shall be recalled based on the recommendation of the Superintendent who shall within each teaching field affected, give preference to teachers on continuing contracts. The Board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations over a three (3) year period. Any employee who's contract was suspended shall have restoration rights for a twenty-four (24) month period.

No new members will be employed while there are members on the recall list who are certified in the teaching area in which a vacancy exists.

When vacancy occurs, the Board shall send a certified announcement to the last known address of the members on the recall list who are qualified to fill the vacancy. It is the member's responsibility to keep the Board informed of his/her current address. Any member who fails to respond in writing to the Superintendent's office within ten (10) business days, or declines a full-time position, shall forfeit all recall rights.

A member on the recall list shall, upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority, accumulation of sick leave and salary schedule placement as said member enjoyed at the time of layoff.

The Administration will provide letters of recommendation for members affected by a reduction in force and will attempt to provide other forms of assistance, where possible, upon request of the member.

The personnel records and all references of those members whose contracts are suspended pursuant to this policy shall clearly indicate that such was due to a reduction in force and was not due to unsatisfactory performance.

ARTICLE VIII - VACANCIES/TRANSFERS/RENEWAL

A. Vacancies

A vacancy may arise under any of the following circumstances:

1. A newly created teaching position or an existing position that the Board intends to fill.

2. A teaching position created by a transfer, approved resignation, retirement, non-renewal or leave of absence that the Board intends to fill.

3. A supplemental position created by transfer, approved resignation, retirement or leave of absence that the Board intends to fill.

A "vacancy" shall be defined as that opening which remains after the Superintendent has exercised his/her lawful authority to assign teachers in accordance with ORC 3319.01.

Teachers will be notified in writing of all vacancies by the Superintendent or designee. A teacher who is interested in a position which may be open during the summer months may request the Superintendent or designee to notify them by mail. The notification during the school year will be posted in central locations and during summer months the notification will be posted on the District website and e-mailed. The notice shall include the following:

1. Date of posting
2. Position(s) available
3. Requirements for job
4. Deadline for application
5. Effective starting date
6. Any additional pertinent information

Letters of interest must be submitted to the office of the Superintendent or designee by 3:00 p.m. on the tenth (10th) day of the original posting date. A member wishing to be considered for a position which opens during the summer shall submit a letter to the Superintendent and principal, by the last work day of the school year, indicating the area of interest (i.e., Elementary grade level, High School Science). The member shall be considered for the transfer before the job is posted. Qualified teachers shall be given first consideration before teachers outside the District are considered.

Due to the importance of securing highly qualified teaching personnel, vacancies that occur after July 1 for the current school year are not subject to the posting date requirements.

Every extra-curricular activity is open on May 1, except that nonlicensed persons currently employed in such positions may be renewed in accordance with ORC 3313.53. Any other

person may then apply for any activity at that time. Extra-curricular activities shall be filled according to Ohio Revised Code 3313.53. However, the Board will not publicly declare a staff member to be "unqualified" for a particular position.

B. Involuntary Transfers

An involuntary transfer will only be made after a meeting between the teacher being transferred and an administrator. If a meeting cannot be held within three (3) days, the teacher shall be notified by certified mail. A teacher being involuntarily transferred shall be told the reasons for the transfer. These reasons will be reduced to writing at the request of the teacher. An Association representative may be present at the option of the teacher.

C. Non-Renewal

1. Non-renewal of a teacher's limited contract shall be based on performance as documented in the evaluation procedure contained in this Master Agreement.

2. The evaluation process shall be used as a means of assisting the teacher in attempting to bring about satisfactory performance. The ultimate responsibility for improvements rests with the teacher.

3. When, in the judgment of an administrator, a teacher has unsatisfactory performance, the evaluation shall be used to so inform the teacher. All evaluations shall be in accordance with the evaluation procedures outlined in Article VII, Section B.

4. A teacher notified that his/her limited contract will be recommended for non-renewal shall have the right to request, through the Superintendent, a meeting with the Board of Education in executive session. Such meeting shall occur prior to any Board action on the Superintendent's recommendation of non-renewal. At this meeting, the employee shall be entitled to two (2) Association representatives and a Labor Relations Consultant. No more than three (3) individuals may be called by the teacher to speak on his/her behalf.

5. All action regarding the non-renewal of a limited contract will be concluded by April 30th. For the purpose of this Section, posting of a written notice of non-renewal in the U.S. Mail by certified mail to the teacher's last known mailing address on or before April 30th, upon mailing, shall constitute "notice" to the employee as provided for in ORC 3319.11.

6. Any violation of this Non-renewal Section shall be subject to expedited binding arbitration under Article III.

7. The procedures listed herein shall supersede and replace the requirements of ORC 3319.11, 3319.111, and 3319.112, specifically as the Article related to the non-

renewal of a limited contract teacher, except for the requirement of written notice of nonrenewal on or before April 30.

D. Teacher Contracts

The contractual status of teachers in Hopewell-Loudon Local School District shall be as follows:

1. Limited Contracts:

   a. May be granted to any teacher who holds any grade or type of teaching certificate and/or license

   b. Shall be entered into with each teacher who holds a Temporary or Provisional Certificate/Licensure, regardless of length of service

   c. Term of contracts:

      1) Two (2) one-year contracts. [Additional one (1) year contracts may be offered.]

      2) Followed by two-year contracts

      3) Teachers holding a three (3) year contract and hired prior to July 1, 2012 shall remain eligible for three (3) year contracts.

      4) Probationary contracts may be issued at the end of any limited contract for such period and length of time as the Board of Education may determine.

2. Continuing Contracts:

   a. Eligibility for continuing contract status shall be determined in accordance with the applicable provisions of state law, including but not limited to ORC 3319.08 and 3319.11, and any applicable regulations of the Ohio Department of Education.

   b. In order to be considered for continuing contract, the employee shall complete Appendix G and submit it to their building administrator by September 30th of the year in which their current contract expires. Failure to apply for continuing contract status by the above mentioned date will result in a limited contract, if the administrator recommends continuation of employment.

ARTICLE IX - LEAVES OF ABSENCE

Any anticipated or completed leave from the District must be requested using the method(s) approved by the Superintendent.

A. Sick Leave

Sick leave will accumulate at a rate of one and one fourth (1-1/4) days per month under contract to a maximum of two hundred thirty-five (235) days. There will be no change in severance calculation based on this maximum accrual.

Sick leave shall be granted due to personal illness, incapacitation due to pregnancy or injury, exposure to contagious diseases or personal illness of the immediate family. In this Section, "immediate family" is interpreted by this Board to mean spouse, dependent children, and parents. Sick leave shall be granted for the personal illness of brothers, sisters, grandchildren, domestic partner, independent children and grandparents with the Superintendent's approval. The exact number of days granted under this Section shall be determined by circumstances.

Bargaining unit members may be allowed to use five (5) days of sick leave and additional days approved by the Superintendent in the event of the death of a parent, child, spouse, sister, brother, or anyone who has virtually held the position of parent or child of the bargaining unit member.

A bargaining unit member shall be allowed to use two (2) days of sick leave to attend the funeral of an aunt, uncle, nephew, niece, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, or the spouse of his child or anyone who has virtually held the position of grandparent, grandchild, father-in-law, or mother-in-law. Additional days may be requested, in writing, by the employee through the Superintendent.

Teachers who use two (2) or fewer school days of sick leave in a school year at Hopewell-Loudon shall be granted one (1) day per year of bonus severance pay. For those employees hired prior to 6/30/91, this shall be in addition to the severance pay provided by this Master Agreement (Article X, Section H – Severance Pay), with a limit of eighty-one (81) paid severance days. Those teachers hired after 7/1/91 shall be allowed to earn up to ten (10) bonus severance days to be used to replace severance days lost due to catastrophic occurrences right before retirement. At no time will an employee in this category be paid for more than seventy (70) severance days (including bonus days).

B. Personal Leave

An employee has three (3) personal leave days per year. This leave is to be used for business which cannot be conducted outside of school hours. Each employee should assume the responsibility of using these days in a professional manner. Use of a personal day must be requested at least forty-eight (48) hours prior to the time of the leave, except in

an emergency. Administrator acknowledged phone call shall be accepted in cases of emergency and the teacher must complete the request process within the first day of return to work.

Only three (3) teachers, except in an emergency, will be granted a personal day the day before or after a holiday. Personal leave will not be granted during critical school times, such as the first fifteen (15) staff days of the school year and during the month of May, the last ten (10) staff days of the first semester and the first ten (10) staff days of second semester, during statewide testing assessments, etc., exceptions may be approved in advance by the Superintendent. Days may not be used in succession unless approved in advance by the Superintendent.

All employees who have personal leave days remaining at the end of school year will be paid a stipend of seventy-five dollars ($75) per full day. Less than full-time employees will be compensated on a pro-rated basis. No compensation for unused personal days will be given if unpaid days occurred during the school year. This compensation is not considered STRS earnings.

Falsification of personal leave may result in possible disciplinary action pursuant to Article VII, Section I - Progressive Discipline.

C. Professional Leave

Professional leave may be granted with approval of one's principal.

Professional leave should be in the teacher's area of instruction, extra-curricular assignment, responsibility, and/or supervision, and should be consistent with the District's HIP, including its vision and mission. Professional leave may also be granted if the event/activity is consistent with the teacher's Individual Professional Development Plan (IPDP). In order to share the benefits of the professional leave, a written/oral report identifying how this absence relates to the above categories, is expected from all personnel who are granted professional leave. The report be presented to the building principal within seven (7) calendar days of return from professional leave. The building principal shall distribute the report to appropriate staff members. Failure to comply with this procedure may result in a loss of pay for the time off for the professional leave in question. Expenses may only be reimbursed if the teacher has been granted a professional leave day.

D. Jury Duty/Court Leave

Members of the bargaining unit shall be granted leave for jury duty or court required appearances, provided the legal action does not involve an employee initiated lawsuit against the School District or is otherwise personally initiated. Such appearance(s) shall not be charged against any other leave in this Master Agreement.

A member of the bargaining unit shall receive his/her regular rate of pay while serving on jury duty. Jury duty service shall include time while on call as well as actually serving on a jury. Proof of service shall be provided to the Treasurer's office.

E. Leave Without Pay

Employees with more than five (5) years of service to the Hopewell-Loudon Local School District may be granted an unpaid leave of absence, in increments of five (5) days, every other year, based upon a written request to the Superintendent. Employees with more than fifteen (15) years of service to the Hopewell-Loudon Local School District may be granted unpaid leave of absence, in increments of five (5) days up to ten (10) days every other year, based upon a written request to the Superintendent.

Unpaid leave will not be granted during critical school times, such as the first and last twenty (20) staff days of a semester or school year, during statewide testing assessments, etc. Exceptions may be approved in advance by the Superintendent. Unpaid leave may not be used in conjunction with any other leave. Use of an unpaid leave will result in forfeiture of personal leave bonus pay.

F. Child Care Leave

Upon written request, the Board of Education may grant an unpaid leave of absence to a teacher for child care or adoption for up to three (3) semesters. For a natural parent such leave may begin any time during the mother's pregnancy. For an adoptive parent, such leave shall commence at any time during the first year after receiving custody of said child or prior to receiving such custody if necessary in order to fulfill the requirements of adoption. Applicants shall submit a written request for the leave to the Superintendent at least forty-five (45) calendar days prior to the anticipated starting date of the leave setting forth the reasons for the leave and the duration. The Superintendent may waive this latter requirement in an emergency or where circumstances (e.g., adoption) do not permit a forty-five (45) day notification. Leave must expire at the start of a school year. At Board discretion, additional unpaid leave of one (1) or two (2) semesters may be granted. Leave may only be terminated prior to its expiration upon written request.

G. Catastrophic Leave Assistance Program

The Hopewell-Loudon Local Schools Board of Education shall establish a Catastrophic Leave Assistance Program which will allow individual employees to donate up to five (5) days of sick leave to each eligible applicant. Employees with less than fifty (50) days accumulated sick leave shall not be eligible to contribute.

To qualify for the Catastrophic Leave Assistance Program, an employee must have experienced a personal catastrophic illness or injury or a member of the immediate family (spouse or child) must have experienced a catastrophic illness or injury and the employee

must have exhausted his/her sick leave. A catastrophic illness or injury is defined as one that:

1. Immediately threatens the life of the employee and/or their immediate family member, or

2. Is an illness or injury that is likely to require the employee to be absent from work for a period exceeding ninety (90) consecutive days.

The Catastrophic Leave Assistance Program cannot be used beyond the current contract under which the individual is employed or beyond the end of the school year in which the application is made.

Request for use of Catastrophic Leave Assistance Program will be considered on a case-by-case basis. A committee, composed of two (2) Board appointed members and two (2) Association appointed members and chaired by a mutually agreeable fifth member, will make a determination based on the following criteria.

1. The employee must have experienced a personal catastrophic illness or injury or a member of the immediate family (spouse or child) must have experienced a catastrophic illness or injury which has exhausted or will exhaust the employee's sick leave.

2. The total use of the Catastrophic Leave Assistance Program shall not exceed the current employee's contract or current school year.

3. All requests will be subject to the responses of the staff who wish to make donations to an individual approved by the committee.

4. All donations of sick leave by staff members will remain confidential and should be submitted to the District Treasurer on the proper form. (See Appendix B.)

5. Employees requesting consideration for the Catastrophic Leave Assistance Program must complete the request on the proper form (See Appendix A) and submit one (1) copy to the Superintendent and one (1) copy to the Association President.

6. Activation of the program shall require a majority vote of the committee and the chair shall vote only in the event of a tie vote of the committee.

H. Family Medical Leave Act

Hopewell-Loudon Local School District will follow the most current Federal Law. This law may be found at: http://www.dol.gov/whd/fmla/.

I. Sabbatical Leave

Teachers who have been continually employed with the Hopewell-Loudon School District for at least five (5) years may be granted a year Sabbatical leave. This full year of leave shall coincide with the school calendar. Sabbatical leave shall be an unpaid leave. District insurance will be offered according to COBRA plan stipulations.

Sabbatical leave may be granted for the purpose of educational studies or other activities that will enhance the professional performance of the teacher. Presentations to the Board of Education for approval of the Sabbatical and then upon return from the Sabbatical leave will be given by the teacher.

Teachers on Sabbatical leave shall not lose seniority or contract status. Upon return from Sabbatical leave, the teacher shall be placed in the same or equivalent position as the one vacated.

Teachers granted Sabbatical leave must agree to return and be employed by the Hopewell-Loudon District for a minimum of one (1) school year. Teachers failing to notify the District of their return from Sabbatical leave within 90 days prior to the anticipated return date will result in the position being declared vacant. This restriction may be waived by mutual agreement.

J. Association Leave

The Board will grant a pool of up to six (6) days of paid Association leave each school year to permit duly authorized delegates to attend negotiations or regional, statewide, or national meetings of the Association's affiliates identified in Article I, Section A of this Agreement. Leave may be used in half-day increments where a half-day meeting is involved.

A. Salary and Index, effective 2012-2013 school year.

STEP	BA	150 SEM	MASTERS	MA + 15	MA + 30
0	1.0000	1.0560	1.1160	1.1850	
	31,266	33,017	34,893	37,050	
1	1.0575	1.1025	1.1675	1.2400	
	33,064	34,471	36,503	38,770	
2	1.0990	1.1490	1.2190	1.2950	
	34,361	35,925	38,113	40,489	
3	1.1405	1.1955	1.2705	1.3500	
	35,659	37,379	39,723	42,209	
4	1.1820	1.2420	1.3220	1.4050	
	36,956	38,832	41,334	43,929	
5	1.2235	1.2885	1.3735	1.4600	
	38,254	40,286	42,944	45,648	
6	1.2650	1.3350	1.4250	1.5150	
	39,551	41,740	44,554	47,368	
7	1.3065	1.3815	1.4765	1.5700	
	40,849	43,194	46,164	49,088	
8	1.3480	1.4280	1.5280	1.6250	
	42,147	44,648	47,774	50,807	
9	1.3895	1.4745	1.5795	1.6800	
	43,444	46,102	49,385	52,527	
10	1.4310	1.5210	1.6310	1.7350	
	44,742	47,556	50,995	54,247	
11	1.4725	1.5675	1.6825	1.7900	
	46,039	49,009	52,605	55,966	
12	1.5140	1.6140	1.7340	1.8450	
	47,337	50,463	54,215	57,686	
13		1.6605	1.7855	1.9000	2.0000
		51,917	55,825	59,405	62,532
15		1.7070	1.8370	1.9550	2.0550
		53,371	57,436	61,125	64,252
17		1.7535	1.8885	2.0100	2.1100
		54,825	59,046	62,845	65,971
20		1.8000	1.9400	2.0650	2.1650
		56,279	60,656	64,564	67,691
22		1.8465	1.9915	2.1200	2.2200
		57,733	62,266	66,284	69,411
27		1.8930	2.0430	2.1750	2.2750
		59,187	63,876	68,004	71,130
32		1.9395	2.0945	2.2300	2.3300
		60,640	65,487	69,723	72,850

A. Salary and Index, effective 2013-2014 school year.

STEP	BA	150 SEM	MASTERS	MA + 15	MA + 30
0	1.0000	1.0560	1.1160	1.1850	
	31,735	33,512	35,416	37,606	
1	1.0575	1.1025	1.1675	1.2400	
	33,560	34,988	37,051	39,351	
2	1.0990	1.1490	1.2190	1.2950	
	34,877	36,464	38,685	41,097	
3	1.1405	1.1955	1.2705	1.3500	
	36,194	37,939	40,319	42,842	
4	1.1820	1.2420	1.3220	1.4050	
	37,511	39,415	41,954	44,588	
5	1.2235	1.2885	1.3735	1.4600	
	38,828	40,891	43,588	46,333	
6	1.2650	1.3350	1.4250	1.5150	
	40,145	42,366	45,222	48,079	
7	1.3065	1.3815	1.4765	1.5700	
	41,462	43,842	46,857	49,824	
8	1.3480	1.4280	1.5280	1.6250	
	42,779	45,318	48,491	51,569	
9	1.3895	1.4745	1.5795	1.6800	
	44,096	46,793	50,125	53,315	
10	1.4310	1.5210	1.6310	1.7350	
	45,413	48,269	51,760	55,060	
11	1.4725	1.5675	1.6825	1.7900	
	46,730	49,745	53,394	56,806	
12	1.5140	1.6140	1.7340	1.8450	
	48,047	51,220	55,028	58,551	
13		1.6605	1.7855	1.9000	2.0000
		52,696	56,663	60,297	63,470
15		1.7070	1.8370	1.9550	2.0550
		54,172	58,297	62,042	65,215
17		1.7535	1.8885	2.0100	2.1100
		55,647	59,932	63,787	66,961
20		1.8000	1.9400	2.0650	2.1650
		57,123	61,566	65,533	68,706
22		1.8465	1.9915	2.1200	2.2200
		58,599	63,200	67,278	70,452
27		1.8930	2.0430	2.1750	2.2750
		60,074	64,835	69,024	72,197
32		1.9395	2.0945	2.2300	2.3300
		61,550	66,469	70,769	73,943

A. Salary and Index, effective 2014-2015 school year.

STEP	BA	150 SEM	MASTERS	MA + 15	MA + 30
0	1.0000	1.0560	1.1160	1.1850	
	32,052	33,847	35,770	37,982	
1	1.0575	1.1025	1.1675	1.2400	
	33,895	35,337	37,421	39,744	
2	1.0990	1.1490	1.2190	1.2950	
	35,225	36,828	39,071	41,507	
3	1.1405	1.1955	1.2705	1.3500	
	36,555	38,318	40,722	43,270	
4	1.1820	1.2420	1.3220	1.4050	
	37,885	39,809	42,373	45,033	
5	1.2235	1.2885	1.3735	1.4600	
	39,216	41,299	44,023	46,796	
6	1.2650	1.3350	1.4250	1.5150	
	40,546	42,789	45,674	48,559	
7	1.3065	1.3815	1.4765	1.5700	
	41,876	44,280	47,325	50,322	
8	1.3480	1.4280	1.5280	1.6250	
	43,206	45,770	48,975	52,085	
9	1.3895	1.4745	1.5795	1.6800	
	44,536	47,261	50,626	53,847	
10	1.4310	1.5210	1.6310	1.7350	
	45,866	48,751	52,277	55,610	
11	1.4725	1.5675	1.6825	1.7900	
	47,197	50,242	53,927	57,373	
12	1.5140	1.6140	1.7340	1.8450	
	48,527	51,732	55,578	59,136	
13		1.6605	1.7855	1.9000	2.0000
		53,222	57,229	60,899	64,104
15		1.7070	1.8370	1.9550	2.0550
		54,713	58,880	62,662	65,867
17		1.7535	1.8885	2.0100	2.1100
		56,203	60,530	64,425	67,630
20		1.8000	1.9400	2.0650	2.1650
		57,694	62,181	66,187	69,393
22		1.8465	1.9915	2.1200	2.2200
		59,184	63,832	67,950	71,155
27		1.8930	2.0430	2.1750	2.2750
		60,674	65,482	69,713	72,918
32		1.9395	2.0945	2.2300	2.3300
		62,165	67,133	71,476	74,681

B. Other Provisions

1. Increments

For salary schedule purposes, ninety (90) teaching days will constitute one-half year of experience and one hundred twenty (120) teaching days a full year. Salary increments will be credited to a teacher for one-half or full year only.

2. Military Credit

Teachers will be credited with experience on the salary schedule for military service experience up to five (5) years inclusive.

3. Supplements

Monetary supplements may not be granted to a teacher for the purpose of retaining an individual that would be extremely difficult to replace, or for any other purpose akin to a premium pay for positions difficult to fill.

4. Salary Schedule

Teachers will be credited with experience on the salary schedule for previous credited in-state school experience. New teachers shall, within thirty (30) calendar days of being hired by the Board, provide the necessary documentation required by law to the Treasurer. Unless a concerted effort to obtain and furnish this information to the Treasurer has been provided, failure to provide the information in a timely manner will result in the teacher being paid at the BA column, Step 0 until said information is provided. The teacher shall not be entitled to back pay for the teacher's failure to timely provide the necessary information.

Teachers newly hired to the School District shall be given one-for-one year of service credit for each year of service out of state for teaching in an accredited out-of-state school. Teachers previously granted half credit for out-of-state service shall not be entitled to back pay for an adjustment to their service credit.

At the discretion of the Administration, more than ten (10) years experience (in-state/or out-of-state) may be granted for credit in situations where the best and most suited candidate for the position has more service time than ten (10) years.

The column designations "MA+15" and "MA+30" shall be taken to indicate fifteen (15) or thirty (30) semester hours earned after the award of the master's degree.

C. Per Diem Rate

The per day rate will be determined on the basis of one hundred eighty-four (184) contract days and the hourly rate for an employee is the per diem rate divided by the number of contractual work hours in the day. Deductions for absences not contained within the accepted Board policy will be at the per day rate.

D. Notification and Advancement

1. Notification for Experience Change

a. The bargaining unit member may have two (2) opportunities during the school year to receive credit for any change in training level. These times are 1) at the beginning of the school year, and 2) at the beginning of the 2nd semester. Notification shall be given to the Treasurer's office before May 1st for a fall increase, and before September 1st for a January increase. This form (Appendix E) must be completed and submitted by the previously mentioned dates. Failure to submit forms will result in forfeiting movement on the salary scale until the next semester break.

b. The receipt of an Official Transcript from the appropriate college/university must be submitted to the Hopewell-Loudon School Treasurer's office on or before September 30 for an increase effective first semester and on or before February 14 for an increase effective for the 2nd semester. Salary adjustment will be made the first pay of the contract and the first pay after the semester break. If official transcripts are not received on or before September 30 or on or before February 14, salaries will be adjusted back to the original amounts.

c. Credits earned within two (2) weeks of the beginning of a semester would qualify the bargaining unit member for that semester if a. and b. have been completed.

2. Advancement on Salary Schedule

All college credit hours applied toward advancement on the salary schedule must be taken after the completion of any degree and must be in the field of certification, educational administration or education related field. Prior approval of all hours must be made by the Superintendent, per Appendix D.

E. Mileage Allowance

Mileage allowance will be paid to employees for approved travel at the IRS rate per mile, to be set every July 1.

F. Pay Periods

The payment of the annual salary of each contract teacher will be made on alternate Fridays. The Board shall require employees to have their biweekly checks deposited electronically directly to a bank/banks of their choice and notified of that payment in a method approved by the Treasurer. During summer months, when internet access is unavailable, a paper copy will be provided upon request.

G. Extra Duty Salary Schedule

1. Index

Extra Duty Salary Schedules can be found on pages 48-53.

The base of the Extra Duty Salary Schedule shall be at the Bachelor, zero step on the adopted teachers salary schedule.

If there are not enough students participating in the extra duty activities, the Board and the Association will meet to discuss why some positions may not be filled for that particular season or year.

At least sixty-five (65) days in Extended Service contracts may be made available each school year. A maximum of twenty-five (25) in length granted to an employee upon submission of a proposal to the Superintendent. This proposal must indicate the need for extended service time, as well as the benefits to the District. Applications must be submitted to the Superintendent by May 1 of the preceding school year. In unusual circumstances, additional days may be requested at least sixty (60) days prior to the proposed start of service dates. Upon review and approval of the Superintendent, these extended days will be completed outside of the regularly scheduled work year. If the Superintendent denies the extended time, he/she shall give written reasons for the denial. The District has the option not to grant all sixty-five (65) days if the Superintendent does not approve the proposal(s) and/or less than sixty-five (65) days are requested.

2. For purposes of determining experience levels for the extra duty salary schedules, experience shall be based on previous work the individual has performed in the assigned area in the School District and/or previous work in a position which directly relates to the new extra duty assignment. Placement on the salary schedule will be based on years of work experience in a position at the same or higher level of responsibility.

3. Pursuant to ORC Section 3319.11, the supplemental contracts of teachers shall automatically expire without action and notice of non-renewal by the Board.

4. Coaches and advisors that could be transporting nine (9) or less students will be encouraged to attain van driver certification at their expense. If the coach/advisor attains the certificate during the first year of this contract the District shall pay the costs for the physical and BCI/FBI screening. If the coach/advisor attains the certificate during their second year of coaching/advising, the District shall pay the costs of the physical only. No van certification costs shall be paid by the District for any coach/advisor after June 30, 2014. Members may choose to get van driver certification and transport students for supplemental activities.

5. Beginning July 1, 2012, employees holding contracts will be advanced on the supplemental salary schedule.

HOPEWELL-LOUDON LOCAL SCHOOLS						
2012-2013 Supplemental Positions						
Base Pay	$31,266					
Supplemental Position	**Index**	**0 Experience**	**1 Year**	**2 Year**	**3 Year**	**4 Yrs. & Up**
			5%	**10%**	**15%**	**20%**
Athletic Director	22.00%	$6,878.52	$7,222.45	$7,566.37	$7,910.30	$8,254.22
Assistant AD	13.00%	$4,064.58	$4,267.81	$4,471.04	$4,674.27	$4,877.50
FOOTBALL						
Head Football Coach	14.50%	$4,533.57	$4,760.25	$4,986.93	$5,213.61	$5,440.28
Assistant Football Coach	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Assistant Football Coach	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Assistant Football Coach	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Assistant Football Coach	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Junior High Football Coach	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
Junior High Football Coach	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
CROSS COUNTRY						
Varsity Boy's Cross Country	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92
Junior High Boy's Cross Country	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
Varsity Girl's Cross Country	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92
Junior High Girl's Cross Country	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
GOLF						
Golf Coach	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92
VOLLEYBALL						
Head Volleyball Coach	12.00%	$3,751.92	$3,939.52	$4,127.11	$4,314.71	$4,502.30
JV Volleyball Coach	6.50%	$2,032.29	$2,133.90	$2,235.52	$2,337.13	$2,438.75
Junior High Volleyball Coach - 8th grade	4.00%	$1,250.64	$1,313.17	$1,375.70	$1,438.24	$1,500.77
Junior High Volleyball Coach - 7th grade	4.00%	$1,250.64	$1,313.17	$1,375.70	$1,438.24	$1,500.77
Freshman Volleyball Coach	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
BOY'S BASKETBALL						
Boy's Varsity Basketball	14.50%	$4,533.57	$4,760.25	$4,986.93	$5,213.61	$5,440.28
Boy's Assistant Varsity Basketball	7.00%	$2,188.62	$2,298.05	$2,407.48	$2,516.91	$2,626.34
Boy's JV Basketball Coach	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Boy's Freshman Basketball Coach	5.50%	$1,719.63	$1,805.61	$1,891.59	$1,977.57	$2,063.56
Boy's Junior High Basketball Coach - 8th	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
Boy's Junior High Basketball Coach - 7th	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
GIRL'S BASKETBALL						
Girl's Varsity Basketball	14.50%	$4,533.57	$4,760.25	$4,986.93	$5,213.61	$5,440.28
Girl's Assistant Varsity Basketball	7.00%	$2,188.62	$2,298.05	$2,407.48	$2,516.91	$2,626.34
Girl's JV Basketball Coach	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Girl's Freshman Basketball Coach	5.50%	$1,719.63	$1,805.61	$1,891.59	$1,977.57	$2,063.56
Girl's Junior High Basketball Coach - 8th	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
Girl's Junior High Basketball Coach - 7th	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
WRESTLING						
Head Wrestling Coach	14.50%	$4,533.57	$4,760.25	$4,986.93	$5,213.61	$5,440.28
Assistant Wrestling Coach	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Junior High Wrestling Coach	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
WEIGHT TRAINING						
Weight Training - Fall	1.67%	$522.14	$548.25	$574.36	$600.46	$626.57
Weight Training - Spring	1.67%	$522.14	$548.25	$574.36	$600.46	$626.57
Weight Training - Winter	1.67%	$522.14	$548.25	$574.36	$600.46	$626.57
BASEBALL						
Head Baseball Coach	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92
Assistant Baseball Coach	4.00%	$1,250.64	$1,313.17	$1,375.70	$1,438.24	$1,500.77
JV Baseball Coach	6.00%	$1,875.96	$1,969.76	$2,063.56	$2,157.35	$2,251.15

HOPEWELL-LOUDON LOCAL SCHOOLS						
2012-2013 Supplemental Positions						
Base Pay $31,266						
Supplemental Position	**Index**	**0 Experience**	**1 Year**	**2 Year**	**3 Year**	**4 Yrs. & Up**
			5%	**10%**	**15%**	**20%**
SOFTBALL						
Head Softball Coach	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92
Assistant Softball Coach	4.00%	$1,250.64	$1,313.17	$1,375.70	$1,438.24	$1,500.77
JV Softball Coach	6.00%	$1,875.96	$1,969.76	$2,063.56	$2,157.35	$2,251.15
TRACK						
Girl's Head Track Coach	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92
Girl's Assistant Track Coach	6.00%	$1,875.96	$1,969.76	$2,063.56	$2,157.35	$2,251.15
Boy's Head Track Coach	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92
Boy's Assistant Track Coach	6.00%	$1,875.96	$1,969.76	$2,063.56	$2,157.35	$2,251.15
Junior High Track - boys	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
Junior High Track - girls	5.00%	$1,563.30	$1,641.47	$1,719.63	$1,797.80	$1,875.96
Junior High Track Assistant Coach	2.50%	$781.65	$820.73	$859.82	$898.90	$937.98
MUSIC						
Marching Band	6.00%	$1,875.96	$1,969.76	$2,063.56	$2,157.35	$2,251.15
Traveling Ensemble	6.00%	$1,875.96	$1,969.76	$2,063.56	$2,157.35	$2,251.15
Traveling Ensemble/Choregrapher	0.75%	$234.50	$246.22	$257.94	$269.67	$281.39
Pep Band	2.00%	$625.32	$656.59	$687.85	$719.12	$750.38
Flag Corp	3.00%	$937.98	$984.88	$1,031.78	$1,078.68	$1,125.58
Jazz Band	1.00%	$312.66	$328.29	$343.93	$359.56	$375.19
Solo and Ensemble - HS Choir	0.50%	$156.33	$164.15	$171.96	$179.78	$187.60
Solo and Ensemble - HS Band	0.50%	$156.33	$164.15	$171.96	$179.78	$187.60
Solo and Ensemble - JH Choir	0.50%	$156.33	$164.15	$171.96	$179.78	$187.60
Solo and Ensemble - JH Band	0.50%	$156.33	$164.15	$171.96	$179.78	$187.60
EXTRA CURRICULARS						
Yearbook	7.50%	$2,344.95	$2,462.20	$2,579.45	$2,696.69	$2,813.94
Newsletter	3.00%	$937.98	$984.88	$1,031.78	$1,078.68	$1,125.58
Student Council	2.50%	$781.65	$820.73	$859.82	$898.90	$937.98
Musical/Music	2.50%	$781.65	$820.73	$859.82	$898.90	$937.98
Musical/Drama	2.50%	$781.65	$820.73	$859.82	$898.90	$937.98
Musical/Publicity	1.00%	$312.66	$328.29	$343.93	$359.56	$375.19
Play Director	3.00%	$937.98	$984.88	$1,031.78	$1,078.68	$1,125.58
A.V. Coordinator	1.50%	$468.99	$492.44	$515.89	$539.34	$562.79
Broadcasting	7.50%	$2,344.95	$2,462.20	$2,579.45	$2,696.69	$2,813.94
NHS	0.75%	$234.50	$246.22	$257.94	$269.67	$281.39
Honors Night	0.75%	$234.50	$246.22	$257.94	$269.67	$281.39
Senior Class	4.00%	$1,250.64	$1,313.17	$1,375.70	$1,438.24	$1,500.77
Junior Class	3.50%	$1,094.31	$1,149.03	$1,203.74	$1,258.46	$1,313.17
Sophomore Class	1.50%	$468.99	$492.44	$515.89	$539.34	$562.79
Freshman Class	0.75%	$234.50	$246.22	$257.94	$269.67	$281.39
8th Grade	0.75%	$234.50	$246.22	$257.94	$269.67	$281.39
7th Grade	0.75%	$234.50	$246.22	$257.94	$269.67	$281.39
HS Quiz Bowl	3.50%	$1,094.31	$1,149.03	$1,203.74	$1,258.46	$1,313.17
JH Quiz Bowl	1.75%	$547.16	$574.51	$601.87	$629.23	$656.59
FCCLA Advisor	4.00%	$1,250.64	$1,313.17	$1,375.70	$1,438.24	$1,500.77
SADD	0.75%	$234.50	$246.22	$257.94	$269.67	$281.39
CHEERLEADING						
Cheerleading Advisor	8.00%	$2,501.28	$2,626.34	$2,751.41	$2,876.47	$3,001.54
Junior High Cheerleading Advisor	2.50%	$781.65	$820.73	$859.82	$898.90	$937.98
Dean of Students	14.50%	$4,533.57	$4,760.25	$4,986.93	$5,213.61	$5,440.28
Diagnostic Test Grading (1 per teacher/year)	0.25%	$78.17	$82.07	$85.98	$89.89	$93.80
Outdoor School:		$150.00 Stipend for going to outdoor camp.				
Wednesday School	$20.00/hr.					
Saturday School	$20.00/hr.					
Athletic Trainer - Fall	12.00%	$3,751.92	$3,939.52	$4,127.11	$4,314.71	$4,502.30
Athletic Trainer - Winter	10.00%	$3,126.60	$3,282.93	$3,439.26	$3,595.59	$3,751.92

HOPEWELL-LOUDON LOCAL SCHOOLS						
2013-2014 Supplemental Positions						
Base Pay	$31,735					
Supplemental Position	**Index**	**0 Experience**	**1 Year**	**2 Year**	**3 Year**	**4 Yrs. & Up**
			5%	**10%**	**15%**	**20%**
Athletic Director	22.00%	$6,981.70	$7,330.79	$7,679.87	$8,028.96	$8,378.04
Assistant AD	13.00%	$4,125.55	$4,331.83	$4,538.11	$4,744.38	$4,950.66
FOOTBALL						
Head Football Coach	14.50%	$4,601.58	$4,831.65	$5,061.73	$5,291.81	$5,521.89
Assistant Football Coach	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Assistant Football Coach	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Assistant Football Coach	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Assistant Football Coach	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Junior High Football Coach	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
Junior High Football Coach	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
CROSS COUNTRY						
Varsity Boy's Cross Country	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20
Junior High Boy's Cross Country	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
Varsity Girl's Cross Country	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20
Junior High Girl's Cross Country	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
GOLF						
Golf Coach	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20
VOLLEYBALL						
Head Volleyball Coach	12.00%	$3,808.20	$3,998.61	$4,189.02	$4,379.43	$4,569.84
JV Volleyball Coach	6.50%	$2,062.78	$2,165.91	$2,269.05	$2,372.19	$2,475.33
Junior High Volleyball Coach - 8th grade	4.00%	$1,269.40	$1,332.87	$1,396.34	$1,459.81	$1,523.28
Junior High Volleyball Coach - 7th grade	4.00%	$1,269.40	$1,332.87	$1,396.34	$1,459.81	$1,523.28
Freshman Volleyball Coach	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
BOY'S BASKETBALL						
Boy's Varsity Basketball	14.50%	$4,601.58	$4,831.65	$5,061.73	$5,291.81	$5,521.89
Boy's Assistant Varsity Basketball	7.00%	$2,221.45	$2,332.52	$2,443.60	$2,554.67	$2,665.74
Boy's JV Basketball Coach	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Boy's Freshman Basketball Coach	5.50%	$1,745.43	$1,832.70	$1,919.97	$2,007.24	$2,094.51
Boy's Junior High Basketball Coach - 8th	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
Boy's Junior High Basketball Coach - 7th	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
GIRL'S BASKETBALL						
Girl's Varsity Basketball	14.50%	$4,601.58	$4,831.65	$5,061.73	$5,291.81	$5,521.89
Girl's Assistant Varsity Basketball	7.00%	$2,221.45	$2,332.52	$2,443.60	$2,554.67	$2,665.74
Girl's JV Basketball Coach	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Girl's Freshman Basketball Coach	5.50%	$1,745.43	$1,832.70	$1,919.97	$2,007.24	$2,094.51
Girl's Junior High Basketball Coach - 8th	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
Girl's Junior High Basketball Coach - 7th	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
WRESTLING						
Head Wrestling Coach	14.50%	$4,601.58	$4,831.65	$5,061.73	$5,291.81	$5,521.89
Assistant Wrestling Coach	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Junior High Wrestling Coach	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
WEIGHT TRAINING						
Weight Training - Fall	1.67%	$529.97	$556.47	$582.97	$609.47	$635.97
Weight Training - Spring	1.67%	$529.97	$556.47	$582.97	$609.47	$635.97
Weight Training - Winter	1.67%	$529.97	$556.47	$582.97	$609.47	$635.97
BASEBALL						
Head Baseball Coach	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20
Assistant Baseball Coach	4.00%	$1,269.40	$1,332.87	$1,396.34	$1,459.81	$1,523.28
JV Baseball Coach	6.00%	$1,904.10	$1,999.31	$2,094.51	$2,189.72	$2,284.92

HOPEWELL-LOUDON LOCAL SCHOOLS						
2013-2014 Supplemental Positions						
Base Pay $31,735						
Supplemental Position	**Index**	**0 Experience**	**1 Year**	**2 Year**	**3 Year**	**4 Yrs. & Up**
			5%	**10%**	**15%**	**20%**
SOFTBALL						
Head Softball Coach	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20
Assistant Softball Coach	4.00%	$1,269.40	$1,332.87	$1,396.34	$1,459.81	$1,523.28
JV Softball Coach	6.00%	$1,904.10	$1,999.31	$2,094.51	$2,189.72	$2,284.92
TRACK						
Girl's Head Track Coach	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20
Girl's Assistant Track Coach	6.00%	$1,904.10	$1,999.31	$2,094.51	$2,189.72	$2,284.92
Boy's Head Track Coach	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20
Boy's Assistant Track Coach	6.00%	$1,904.10	$1,999.31	$2,094.51	$2,189.72	$2,284.92
Junior High Track - boys	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
Junior High Track - girls	5.00%	$1,586.75	$1,666.09	$1,745.43	$1,824.76	$1,904.10
Junior High Track Assistant Coach	2.50%	$793.38	$833.04	$872.71	$912.38	$952.05
MUSIC						
Marching Band	6.00%	$1,904.10	$1,999.31	$2,094.51	$2,189.72	$2,284.92
Traveling Ensemble	6.00%	$1,904.10	$1,999.31	$2,094.51	$2,189.72	$2,284.92
Traveling Ensemble/Choregrapher	0.75%	$238.01	$249.91	$261.81	$273.71	$285.62
Pep Band	2.00%	$634.70	$666.44	$698.17	$729.91	$761.64
Flag Corp	3.00%	$952.05	$999.65	$1,047.26	$1,094.86	$1,142.46
Jazz Band	1.00%	$317.35	$333.22	$349.09	$364.95	$380.82
Solo and Ensemble - HS Choir	0.50%	$158.68	$166.61	$174.54	$182.48	$190.41
Solo and Ensemble - HS Band	0.50%	$158.68	$166.61	$174.54	$182.48	$190.41
Solo and Ensemble - JH Choir	0.50%	$158.68	$166.61	$174.54	$182.48	$190.41
Solo and Ensemble - JH Band	0.50%	$158.68	$166.61	$174.54	$182.48	$190.41
EXTRA CURRICULARS						
Yearbook	7.50%	$2,380.13	$2,499.13	$2,618.14	$2,737.14	$2,856.15
Newsletter	3.00%	$952.05	$999.65	$1,047.26	$1,094.86	$1,142.46
Student Council	2.50%	$793.38	$833.04	$872.71	$912.38	$952.05
Musical/Music	2.50%	$793.38	$833.04	$872.71	$912.38	$952.05
Musical/Drama	2.50%	$793.38	$833.04	$872.71	$912.38	$952.05
Musical/Publicity	1.00%	$317.35	$333.22	$349.09	$364.95	$380.82
Play Director	3.00%	$952.05	$999.65	$1,047.26	$1,094.86	$1,142.46
A.V. Coordinator	1.50%	$476.03	$499.83	$523.63	$547.43	$571.23
Broadcasting	7.50%	$2,380.13	$2,499.13	$2,618.14	$2,737.14	$2,856.15
NHS	0.75%	$238.01	$249.91	$261.81	$273.71	$285.62
Honors Night	0.75%	$238.01	$249.91	$261.81	$273.71	$285.62
Senior Class	4.00%	$1,269.40	$1,332.87	$1,396.34	$1,459.81	$1,523.28
Junior Class	3.50%	$1,110.73	$1,166.26	$1,221.80	$1,277.33	$1,332.87
Sophomore Class	1.50%	$476.03	$499.83	$523.63	$547.43	$571.23
Freshman Class	0.75%	$238.01	$249.91	$261.81	$273.71	$285.62
8th Grade	0.75%	$238.01	$249.91	$261.81	$273.71	$285.62
7th Grade	0.75%	$238.01	$249.91	$261.81	$273.71	$285.62
HS Quiz Bowl	3.50%	$1,110.73	$1,166.26	$1,221.80	$1,277.33	$1,332.87
JH Quiz Bowl	1.75%	$555.36	$583.13	$610.90	$638.67	$666.44
FCCLA Advisor	4.00%	$1,269.40	$1,332.87	$1,396.34	$1,459.81	$1,523.28
SADD	0.75%	$238.01	$249.91	$261.81	$273.71	$285.62
CHEERLEADING						
Cheerleading Advisor	8.00%	$2,538.80	$2,665.74	$2,792.68	$2,919.62	$3,046.56
Junior High Cheerleading Advisor	2.50%	$793.38	$833.04	$872.71	$912.38	$952.05
Dean of Students	14.50%	$4,601.58	$4,831.65	$5,061.73	$5,291.81	$5,521.89
Diagnostic Test Grading (1 per teacher/year)	0.25%	$79.34	$83.30	$87.27	$91.24	$95.21
Outdoor School:		$150.00 Stipend for going to outdoor camp.				
Wednesday School	$20.00/hr.					
Saturday School	$20.00/hr.					
Athletic Trainer - Fall	12.00%	$3,808.20	$3,998.61	$4,189.02	$4,379.43	$4,569.84
Athletic Trainer - Winter	10.00%	$3,173.50	$3,332.18	$3,490.85	$3,649.53	$3,808.20

HOPEWELL-LOUDON LOCAL SCHOOLS						
2014-2015 Supplemental Positions						
Base Pay	$32,052					
Supplemental Position	**Index**	**0 Experience**	**1 Year**	**2 Year**	**3 Year**	**4 Yrs. & Up**
			5%	**10%**	**15%**	**20%**
Athletic Director	22.00%	$7,051.44	$7,404.01	$7,756.58	$8,109.16	$8,461.73
Assistant AD	13.00%	$4,166.76	$4,375.10	$4,583.44	$4,791.77	$5,000.11
FOOTBALL						
Head Football Coach	14.50%	$4,647.54	$4,879.92	$5,112.29	$5,344.67	$5,577.05
Assistant Football Coach	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Assistant Football Coach	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Assistant Football Coach	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Assistant Football Coach	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Junior High Football Coach	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
Junior High Football Coach	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
CROSS COUNTRY						
Varsity Boy's Cross Country	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24
Junior High Boy's Cross Country	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
Varsity Girl's Cross Country	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24
Junior High Girl's Cross Country	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
GOLF						
Golf Coach	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24
VOLLEYBALL						
Head Volleyball Coach	12.00%	$3,846.24	$4,038.55	$4,230.86	$4,423.18	$4,615.49
JV Volleyball Coach	6.50%	$2,083.38	$2,187.55	$2,291.72	$2,395.89	$2,500.06
Junior High Volleyball Coach - 8th grade	4.00%	$1,282.08	$1,346.18	$1,410.29	$1,474.39	$1,538.50
Junior High Volleyball Coach - 7th grade	4.00%	$1,282.08	$1,346.18	$1,410.29	$1,474.39	$1,538.50
Freshman Volleyball Coach	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
BOY'S BASKETBALL						
Boy's Varsity Basketball	14.50%	$4,647.54	$4,879.92	$5,112.29	$5,344.67	$5,577.05
Boy's Assistant Varsity Basketball	7.00%	$2,243.64	$2,355.82	$2,468.00	$2,580.19	$2,692.37
Boy's JV Basketball Coach	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Boy's Freshman Basketball Coach	5.50%	$1,762.86	$1,851.00	$1,939.15	$2,027.29	$2,115.43
Boy's Junior High Basketball Coach - 8th	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
Boy's Junior High Basketball Coach - 7th	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
GIRL'S BASKETBALL						
Girl's Varsity Basketball	14.50%	$4,647.54	$4,879.92	$5,112.29	$5,344.67	$5,577.05
Girl's Assistant Varsity Basketball	7.00%	$2,243.64	$2,355.82	$2,468.00	$2,580.19	$2,692.37
Girl's JV Basketball Coach	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Girl's Freshman Basketball Coach	5.50%	$1,762.86	$1,851.00	$1,939.15	$2,027.29	$2,115.43
Girl's Junior High Basketball Coach - 8th	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
Girl's Junior High Basketball Coach - 7th	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
WRESTLING						
Head Wrestling Coach	14.50%	$4,647.54	$4,879.92	$5,112.29	$5,344.67	$5,577.05
Assistant Wrestling Coach	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Junior High Wrestling Coach	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
WEIGHT TRAINING						
Weight Training - Fall	1.67%	$535.27	$562.03	$588.80	$615.56	$642.32
Weight Training - Spring	1.67%	$535.27	$562.03	$588.80	$615.56	$642.32
Weight Training - Winter	1.67%	$535.27	$562.03	$588.80	$615.56	$642.32
BASEBALL						
Head Baseball Coach	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24
Assistant Baseball Coach	4.00%	$1,282.08	$1,346.18	$1,410.29	$1,474.39	$1,538.50
JV Baseball Coach	6.00%	$1,923.12	$2,019.28	$2,115.43	$2,211.59	$2,307.74

HOPEWELL-LOUDON LOCAL SCHOOLS						
2014-2015 Supplemental Positions						
Base Pay $32,052						
Supplemental Position	**Index**	**0 Experience**	**1 Year**	**2 Year**	**3 Year**	**4 Yrs. & Up**
			5%	**10%**	**15%**	**20%**
SOFTBALL						
Head Softball Coach	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24
Assistant Softball Coach	4.00%	$1,282.08	$1,346.18	$1,410.29	$1,474.39	$1,538.50
JV Softball Coach	6.00%	$1,923.12	$2,019.28	$2,115.43	$2,211.59	$2,307.74
TRACK						
Girl's Head Track Coach	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24
Girl's Assistant Track Coach	6.00%	$1,923.12	$2,019.28	$2,115.43	$2,211.59	$2,307.74
Boy's Head Track Coach	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24
Boy's Assistant Track Coach	6.00%	$1,923.12	$2,019.28	$2,115.43	$2,211.59	$2,307.74
Junior High Track - boys	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
Junior High Track - girls	5.00%	$1,602.60	$1,682.73	$1,762.86	$1,842.99	$1,923.12
Junior High Track Assistant Coach	2.50%	$801.30	$841.37	$881.43	$921.50	$961.56
MUSIC						
Marching Band	6.00%	$1,923.12	$2,019.28	$2,115.43	$2,211.59	$2,307.74
Traveling Ensemble	6.00%	$1,923.12	$2,019.28	$2,115.43	$2,211.59	$2,307.74
Traveling Ensemble/Choregrapher	0.75%	$240.39	$252.41	$264.43	$276.45	$288.47
Pep Band	2.00%	$641.04	$673.09	$705.14	$737.20	$769.25
Flag Corp	3.00%	$961.56	$1,009.64	$1,057.72	$1,105.79	$1,153.87
Jazz Band	1.00%	$320.52	$336.55	$352.57	$368.60	$384.62
Solo and Ensemble - HS Choir	0.50%	$160.26	$168.27	$176.29	$184.30	$192.31
Solo and Ensemble - HS Band	0.50%	$160.26	$168.27	$176.29	$184.30	$192.31
Solo and Ensemble - JH Choir	0.50%	$160.26	$168.27	$176.29	$184.30	$192.31
Solo and Ensemble - JH Band	0.50%	$160.26	$168.27	$176.29	$184.30	$192.31
EXTRA CURRICULARS						
Yearbook	7.50%	$2,403.90	$2,524.10	$2,644.29	$2,764.49	$2,884.68
Newsletter	3.00%	$961.56	$1,009.64	$1,057.72	$1,105.79	$1,153.87
Student Council	2.50%	$801.30	$841.37	$881.43	$921.50	$961.56
Musical/Music	2.50%	$801.30	$841.37	$881.43	$921.50	$961.56
Musical/Drama	2.50%	$801.30	$841.37	$881.43	$921.50	$961.56
Musical/Publicity	1.00%	$320.52	$336.55	$352.57	$368.60	$384.62
Play Director	3.00%	$961.56	$1,009.64	$1,057.72	$1,105.79	$1,153.87
A.V. Coordinator	1.50%	$480.78	$504.82	$528.86	$552.90	$576.94
Broadcasting	7.50%	$2,403.90	$2,524.10	$2,644.29	$2,764.49	$2,884.68
NHS	0.75%	$240.39	$252.41	$264.43	$276.45	$288.47
Honors Night	0.75%	$240.39	$252.41	$264.43	$276.45	$288.47
Senior Class	4.00%	$1,282.08	$1,346.18	$1,410.29	$1,474.39	$1,538.50
Junior Class	3.50%	$1,121.82	$1,177.91	$1,234.00	$1,290.09	$1,346.18
Sophomore Class	1.50%	$480.78	$504.82	$528.86	$552.90	$576.94
Freshman Class	0.75%	$240.39	$252.41	$264.43	$276.45	$288.47
8th Grade	0.75%	$240.39	$252.41	$264.43	$276.45	$288.47
7th Grade	0.75%	$240.39	$252.41	$264.43	$276.45	$288.47
HS Quiz Bowl	3.50%	$1,121.82	$1,177.91	$1,234.00	$1,290.09	$1,346.18
JH Quiz Bowl	1.75%	$560.91	$588.96	$617.00	$645.05	$673.09
FCCLA Advisor	4.00%	$1,282.08	$1,346.18	$1,410.29	$1,474.39	$1,538.50
SADD	0.75%	$240.39	$252.41	$264.43	$276.45	$288.47
CHEERLEADING						
Cheerleading Advisor	8.00%	$2,564.16	$2,692.37	$2,820.58	$2,948.78	$3,076.99
Junior High Cheerleading Advisor	2.50%	$801.30	$841.37	$881.43	$921.50	$961.56
Dean of Students	14.50%	$4,647.54	$4,879.92	$5,112.29	$5,344.67	$5,577.05
Diagnostic Test Grading (1 per teacher/year)	0.25%	$80.13	$84.14	$88.14	$92.15	$96.16
Outdoor School:		$150.00 Stipend for going to outdoor camp.				
Wednesday School	$20.00/hr.					
Saturday School	$20.00/hr.					
Athletic Trainer - Fall	12.00%	$3,846.24	$4,038.55	$4,230.86	$4,423.18	$4,615.49
Athletic Trainer - Winter	10.00%	$3,205.20	$3,365.46	$3,525.72	$3,685.98	$3,846.24

H. Severance Pay

Upon retirement and only once, a severance pay will be paid in the amount of .3182 of the accumulated unused sick leave, not to exceed seventy (70) days. If it would be advantageous to the employee, one (1) of the following options may be chosen:

1. The severance pay is based upon the per diem rate earned at retirement, or the average of the per diem rate for the last three (3) years, whichever is greater.

2. The severance pay is based upon the total number of sick days accumulated at the end of the school year in which a person retires or an average of the last three (3) years, whichever is greater.

Retirement severance pay must be requested by that member no later than three hundred sixty-five (365) days following that member's last day of employment with the District.

In the event that a member dies within the three hundred sixty-five (365) day period indicated above and he/she has not collected his/her severance pay, said severance pay shall be paid to the estate of the deceased member.

I. Tuition Free Enrollment for Bargaining Unit Members' Children

The Board shall permit children of bargaining unit members to enroll in and attend Hopewell-Loudon Schools tuition free.

J. Tuition Reimbursement

The Board of Education shall provide yearly fifteen thousand dollars ($15,000) to reimburse bargaining unit members for coursework. The following conditions shall apply:

1. Coursework shall be related to the field of education, the bargaining unit member's area(s) of certification/licensure, or shall be taken in furtherance of an education degree or to add another area of licensure. Coursework taken for college credit only are reimbursable. CEU or contact hours are not reimbursable through this program.

2. Reimbursement will be as follows: Reimbursement will be divided proportionally based on tuition cost among all teachers who submit for reimbursement during any given school year. A maximum of one thousand five hundred dollars ($1,500) per teacher will be reimbursed. In no case shall a teacher be reimbursed for more than his/her actual tuition for the course(s). Reimbursement is for the tuition only, not lab fees, books, parking, etc.

3. All courses must be approved by the LPDC Committee to be consistent with the Indivdual's IPDP and then the Superintendent prior to official enrollment in the course (see Appendix D). Courses must be completed during the current school year

(September 1 through August 31). Appropriate reimbursement will be given when a detailed registration fee receipt, copy of payment (credit card or check), and evidence of successful completion through transcript provided by the college/university, or a college/university generated grade report has been received by the Treasurer on or before September 30. Reimbursement is for tuition only. This money will be distributed by October 15th of each year to bargaining unit members who return to teach in the Hopewell-Loudon School District. In the event that tuition reimbursement does not equal the appropriate amount in any given year of this agreement, the balance will carry over into the next appropriated year and be added to the amount, accumulating to a maximum of thirty thousand dollars ($30,000).

4. If a teacher takes additional coursework at the request of the Administration, to bring the School District into line with state mandates, the coursework reimbursement shall be excluded from the amount provided in Article X, Section J, 1-3.

5. Any teachers who are assigned or will be assigned to teach college level courses at Hopewell-Loudon through a District approved college or university will have their certification courses paid for through this fund at the same percentage as the fund is being reimbursed to other teachers for educational courses. The remainder of the percentage is to be paid by the Board. The college options courses are registered through Hopewell-Loudon therefore, the Board will directly pay the college or university instead of reimbursing the teacher. The teachers teaching the college options courses will not have to abide by the pre-approved deadlines established for reimbursements.

K. Retirement Assistance Program

1. Any certificated employee who becomes first eligible for retirement with the State Teachers Retirement System (STRS) by attaining the earliest of the eligibility categories as determined by STRS, will receive a stipend of seven thousand dollars ($7,000).

2. Resignations for retirement purposes must be received by the Superintendent no later than March 1 of the year the employee intends to retire. Upon submitting retirement resignation, the employee must provide proof that they meet retirement eligibility.

3. Payment under this plan will be made in a lump sum payment after January 1 of the year following retirement. The payment will be made as early as possible without requiring the District to borrow funds to meet this financial obligation. In no case will the payment be later than March 31.

4. Certificated employees must take advantage of this plan the first year that they meet the criteria set forth by law or they forfeit their option forever.

5. Employees applying for and/or receiving disability retirement are not eligible to participate in this plan.

L. Early Notification of Retirement Incentive

A one thousand dollar ($1,000) stipend will be paid to employees who are eligible for STRS retirement and who provide written notification to the Board on or before March 1 of any year that they intend to retire on June 1 or later in that same calendar year. The stipend will be paid by the second payroll following the Board's acceptance of the employee's resignation.

M. Employees Who Work Less Than Full Time

The following benefits for employees who work less than full time shall include:

1. The salary will be determined by pro-rating the amount of time hired on the full-time teacher salary schedule plus years of experience.

2. Health Insurance will be paid on a pro-rated basis which is determined by the amount of time the employee is hired.

3. Sick leave will be accrued on a pro-rated basis which is determined by the amount of time the employee is hired.

4. Personal leave will be paid on a pro-rated basis which is determined by the amount of time the employee is hired.

5. Seniority will be determined on the percentage of the time for which the employee is hired.

6. The employee's attendance at workdays, in-services, and parent-teacher conferences will be adjusted after meeting with the Administration. The meeting shall take place two (2) weeks prior to the start of the school year.

7. The employee must meet the six (6) hour professional development requirement, but may develop individual plans as approved by the principal.

8. The employee will follow the practice of meeting with the principal prior to the staff meetings to review the agenda.

ARTICLE XI - INSURANCES

A. Health Insurance

Health Insurance premiums shall be provided by the Board for each certificated staff member and his/her family (if elected). This Health insurance plan will be a Qualified High Deductible Plan, starting at $1,800 single deductible with a $3,000 family deductible. This plan will be adjusted to the IRS minimum in future years, but no lower than $1,800/$3,000. After deductibles, in network services are covered at one hundred percent (100%). One hundred percent (100%) of preventative services for any and all annual preventative testing would be covered without a deductible. In addition, a Health Savings Account (HSA) will be established for each employee who chooses insurance through this plan. The Board will contribute the following amounts per year to the HSA:

	Jan 2013	Jan 2014	Jan 2015
Family	$500	$500	$500
Two Party	$500	$500	$500
Single	$250	$250	$250

There is no rollover clause on the Board contributions to HSA account.

The cost for employees on this plan will be $0 (zero) until the first premium renewal period after implementation of the plan. Premium increases will be shared between the Board and the employee at an 85/15 split over the course of this contract.

HSA Contributions based on Wellness Plan Participation Incentives

In January 2013, the Board will contribute an additional five hundred dollars ($500) to each certificated staff member's HSA account who participates in the District's biometric screening event in the Fall of 2012 and also completes the online Health Assessment.

Effective January 2014 and January 2015, an additional five hundred dollars ($500) HSA contribution will be tied to achieving pre-established criteria as part of a district-wide wellness plan. The Health Insurance/Wellness committee of the District will be responsible for establishing the criteria for earning the Board contributions and the criteria will be communicated to all staff prior to May 1, 2013.

The Board shall pay 85% of the monthly dental insurance premiums for a full-time teacher who elects to receive family dental insurance coverage. Dental insurance for two-party and single converge plans are one hundred percent (100%) Board paid. Vision insurance is available to each full-time member and family at no cost to the teacher.

Certificated teachers who are employed less than full time are eligible for benefits pro-rated and based on amount of time hired.

Employee contributions shall be made via payroll deduction.

The Board agrees to provide benefits at the level agreed upon in the Agreement for the duration of the Agreement. Any benefits and services that extend to bargaining unit members as a result of agreements entered into by the Board with insurance companies, underwriters, insurance administrators, shall not be reduced or eliminated during the term of the Master Agreement without the written approval of the Association.

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

COBRA benefits will be made available to employees in accordance with all Federal and State guidelines.

B. Life Insurance

The Board agrees to pay one hundred percent (100%) of the cost of twenty thousand dollars ($20,000) term Life Insurance with accidental death benefits of an additional twenty thousand dollars ($20,000).

C. Liability Insurance

The Board agrees to pay one hundred percent (100%) of the cost of liability insurance for all employees. The Board has exclusive right to decide the amount.

D. Section 125 Plan

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to any employee so requesting that their benefit elections be nontaxable. All provisions included under Section 125 of the Internal Revenue Code will be made available to employees. The Board and the Association shall mutually agree upon a company as the enroller and recordkeeper of the plan. This company shall provide the School District a hold harmless and a recordkeeping agreement that will further hold the employer risk free under the IRS provisions regulating non-reimbursed medical payments.

Neither the employer nor the employee shall incur any fees for the setup, enrollment and administrative services provided.

E. Insurance Committee

1. A health insurance committee shall be established to serve in an advisory role to give input on the effectiveness of our health care plan. The goal of the committee is to review and analyze all pertinent healthcare and healthcare insurance information. Under no condition will personally identifiable medical information be exchanged or discussed.

2. Up to a six (6) member Health Insurance Committee (HIC) shall be established with three (3) representatives appointed by the Association and three (3) representatives appointed by the Board. One (1) of the Association members shall be on the negotiating committee.

3. The HIC shall meet at least twice each school year.

ARTICLE XII - EFFECTS OF CONTRACT

A. Observance and Maintenance of Contract

The Board and the Association agree that this negotiated Master Agreement constitutes a contract which is binding on both parties. Each party is without authority to alter the language or intent of the Master Agreement during its term. The Master Agreement shall become effective when ratified by the Association and adopted by the Board.

B. Severability

This Master Agreement supersedes and prevails over all Ohio statutes [except as specifically set forth in Ohio Revised Code 4117.14 (A)] and all policies, rules and regulations of the Board that conflict with this Master Agreement. However, should any court of competent jurisdiction determine, after all appeals or times for appeal have been exhausted, that any provision herein is unlawful, such provision shall automatically terminate but all other provisions of this Agreement shall remain in full force and effect. The parties shall meet within ten (10) days after the final determination to bargain over its impact and to bring the Master Agreement into compliance.

C. Contract Re-Production

The Board of Education and Association shall share equally the cost of having the Master Agreement created. The Administration, after consultation with the Association, shall provide an electronic copy of the Master Agreement to the OEA and HLEA. This will be a read-only copy. Duplication of the Master Agreement and distribution of copies to the Association, its members and new bargaining unit members will take place as soon as possible after final versions are approved.

D. Duration

This Master Agreement will be effective July 1, 2012 and remain in full force until June 30, 2015.

E. Signature Page

Linda Depinet
President Board of Education

Joni Jordan
President Hopewell-Loudon
Education Association

Veronica Reinhart
Treasurer

Carmine Kinsley
HLEA Team Member

Michael Fini
Superintendent

Theresa M. Lucia
HLEA Team Member

Douglas E. Rankin
Board Team Member

Deborah Weaver
HLEA Team Member

Mary Ruth Crandall
Board Team Member

Marie C. Coleman
HLEA Team Member

DATE: Aug. 1, 2012

APPENDIX A

REQUEST FOR CATASTROPHIC LEAVE ASSISTANCE

Employee's name_____

I am requesting _____ number of days from the Catastrophic Leave Assistance Program.

The reason I am requesting catastrophic leave is:

_____

_____

_____

_____

1. I understand that my request will be considered and granted only if there are days donated by fellow employees to this catastrophic leave assistance program.

2. I understand that the number of days granted cannot exceed the number of days that have been donated.

3. I have read the guidelines for use of catastrophic leave assistance program in the Master Agreement.

4. I understand that I am only eligible to use the catastrophic leave assistance program during my current contract or current school year.

I have read all the above statements and agree to abide by the conditions.

_____	_____
Date	Name of person making request (Name may be withheld on donation request form upon request of the person making request for catastrophic leave assistance. I ___ do ____ do not request that my name be withheld.)
_____	_____
Date	Approved by Committee

One (1) copy of this form should be returned to the Superintendent and one (1) copy should be sent to the Association President.

APPENDIX B

DONATION OF SICK LEAVE

Under the provisions of the Master Agreement between the Board and the Association, the Hopewell-Loudon Local School Board of Education and the Hopewell-Loudon Education Association have agreed to establish a catastrophic leave assistance program.

The purpose of this program is to allow individual employees to donate up to a maximum of five (5) days of their accumulated sick leave to an individual who has experienced a personal catastrophic illness or injury or to an individual whose family member has experienced a catastrophic illness or injury and been approved by the catastrophic leave assistance committee.

GUIDELINES FOR DONATION OF SICK LEAVE

1. Anyone making a donation must have accumulated at least fifty (50) days of sick leave.

2. Sick leave will be deducted from the total accumulation of the donor at the time the leave must be used.

3. Donors may donate any number of days up to a total of five (5) days to this catastrophic leave assistance program. Part-time employees may donate up to five (5) days, prorated to 2.5 days.

4. Names of donors to the catastrophic leave assistance program will be kept confidential.

5. Unused catastrophic leave will be restored to donors on a pro-rated basis rounded off to the next lowest whole number at the termination of the donee's usage.

6. Catastrophic leave assistance programs will be established only to meet a specific request.

I have read the above information and agree to donate _____ days for catastrophic leave

assistance to _____.

NAME OF EMPLOYEE RECEIVING DONATION
(NAME MAY BE WITHHELD UPON REQUEST)

I currently have a total of _____ days of accumulated sick leave.

_____ _____

DATE NAME OF EMPLOYEE MAKING DONATION

_____

SIGNATURE

This form should be returned to the Treasurer, Hopewell-Loudon Local Schools.

HOPEWELL-LOUDON LOCAL SCHOOLS
GRIEVANCE FORM

Name of Grievant _____

Date Grievance Occurred _____

Informal Level

Date of Discussion with Principal/Supervisor _____

Level One

Statement of Grievance _____

_____

_____

_____

_____

Remedy Requested _____

_____

_____

_____

_____ _____
Signature of Grievant Date Grievance Filed

_____ _____
Signature of Acknowledging Receipt Date Received

[Copy to be sent by grievant to the Association President and Superintendent]

The original of this form is to be returned to the grievant with the Level One disposition attached to this form.

Date of Disposition Received _____

(over)

Level Two

Signature of Grievant	Date Appeal Delivered to Office of the Superintendent
Signature Acknowledging Receipt	Date of Receipt

[Copy to be sent by the grievant with a copy of Level One disposition to the Association President and Superintendent]

The original of this form and all attachments are to be returned to the grievant with the Level Two disposition attached.

Date of Hearing at Level Two_____

Date of Disposition Received _____

Level Three

Signature of Grievant	Date Appeal Delivered to Treasurer for the Board
Signature Acknowledging Receipt	Date of Receipt

[Copy to be sent by the grievant with copy of Level Two disposition to the Association President.]

The original of this form and all attachments are to be returned to the grievant with the Level Three disposition attached.

APPENDIX D

HOPEWELL-LOUDON LOCAL SCHOOLS
TUITION REIMBURSEMENT PROGRAM

This form needs to be completed and approved by the Superintendent **prior** to signing up for classes.

Employee's Name _____

Course Name _____

University/Sponsor _____

Credit Hours _____

Completion Date _____

Purpose of Course_____

_____

_____

_____

Cost of Course $_____

Employee Signature_____ Date: _____

LPDC Representative's Signature_____ Date: _____

Superintendent's Signature_____ Date: _____

All paperwork is due by September 30 to the Treasurer's office in order to insure October 15 distribution date

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Teachers will be reimbursed per negotiated agreement based on number of participants, for tuition only (no books, fees, etc.)

Amount to be Reimbursed $_____

Certified by Treasurer_____

Original - Treasurer's Office Photo Copy - Teacher

APPENDIX E

SALARY SCHEDULE ADVANCEMENT NOTICE

May 1 Deadline for 1st Semester advancement (beginning of school year)
September 1 Deadline for 2nd Semester advancement (January)

This will serve as notice that I will have the necessary credits to move to the following higher classification on the Salary Schedule:

Name: _____

Advancing to:

_____ Bachelor's 150 _____ Master's Degree

_____ Master's +15 _____ Master's +30

I will have the credit to advance at:

_____ Beginning of school year _____ Beginning of 2nd Semester

_____ Official Transcript attached

_____ Official Transcript will be forwarded. By whom and when: _____

Please forward completed notice and any applicable transcript(s) to the Office of the Treasurer. If not hand delivering, please contact the Treasurer within three (3) days to verify its receipt.

Signature: _____ ***Date:*** _____

Received by: _____ ***Date:*** _____

HOPEWELL-LOUDON LOCAL SCHOOL DISTRICT
TEACHER PERFORMANCE EVALUATION

Name:	Assignment:
Evaluator:	Formal Observation Dates:

Evaluation Date:

This evaluation is based on formal and informal observations.

RATING SCALE
E Exceeds Expectations – Teacher's performance is exceptional
M Meets Expectations – Teacher's performance is acceptable
I Improvement Recommended – Teacher's performance is acceptable, but the teacher has room for improvement in this area
U Unacceptable – Teacher's performance is below expectations, and the teacher must show improvement in this area. Action Plan attached
N/A Not applicable for this position

Teacher	Principal	Organizes content knowledge for student learning based on state standards.
		1. Becomes familiar with relevant aspects of students' background knowledge and experiences.
		2. Writes clear learning objective(s) that are appropriate for the students.
		3. Demonstrates an understanding of the connections between the content that was learned previously, the current content, and the content that remains to be learned in the future.
		4. Creates or selects appropriate teaching methods, learning activities, and instructional materials or other resources that are appropriate for the students that are aligned with the objectives.
		5. Creates or selects evaluation strategies that are appropriate for the students and that are aligned with objectives.

Teacher	Principal	Creates an environment for student learning that serves diverse classroom opportunities.
		1. Creates a climate that promotes fairness (e.g., conveys the attitude that all students are of equal importance).
		2. Establishes and maintains rapport with students in ways that are appropriate to the students' developmental needs.
		3. Communicates challenging learning expectations to each student.
		4. Establishes and maintains consistent standards of mutually respectful classroom interaction and behavior.
		5. Makes the physical environment as safe and conducive to learning as possible.

Teacher	Principal	Teaches to accommodate diverse student learning.
		1. Makes learning objectives and instructional procedures clear to students.
		2. Makes content comprehensible to students.
		3. Encourages students to extend their learning.
		4. Monitors students' understanding of content through a variety of means, provides feedback to students to assist learning, and adjusts instruction as the situation demands.
		5. Uses instructional time effectively.

Teacher	Principal	Demonstrates reflective practice and teacher professionalism.
		1. Reflects upon lesson effectiveness.
		2. Demonstrates a sense of responsibility in obtaining desired instructional results.
		3. Builds professional relationships with colleagues to share teaching insights and to coordinate learning activities for students.
		4. Communicates with parents/guardians regarding student learning.

RECOMMENDATIONS:

RECOMMENDATIONS:

ACTION PLANS:

The signing of this document indicates that you have received a copy for your records, and does not mean that you necessarily agree with the comments made. You may make any comments you wish in the space that follows.

Principal's Signature	Date
Teacher's Signature	Date

HOPEWELL-LOUDON LOCAL SCHOOL DISTRICT
LIBRARIAN PERFORMANCE EVALUATION

Name:	Assignment:

Evaluator:	Formal Observation Dates:
	Evaluation Date:

This evaluation is based on formal and informal observations.

RATING SCALE	
E	Exceeds Expectations – Librarian's performance is Exceptional
M	Meets Expectations – Librarian's performance is Acceptable
I	Improvement Recommended – Librarian's performance is acceptable, but the Librarian has room for improvement in this area
U	Unacceptable – Librarian's performance is below expectations, and the librarian must show improvement in this area. Action Plan attached.
NA	Not applicable for this position

Teacher	**Principal**	**Personal Traits Evaluated**
		1. Exhibits patience and self-control.
		2. Is punctual and dependable.
		3. Maintains physical appearance appropriate to assignment.
		4. Uses tact and diplomacy with parents and members of the school community.
		5. Uses tact and diplomacy with fellow teachers and non-teaching employees.

Teacher	**Principal**	**Library Preparation**
		1. Evidence planning is taking place.
		2. Supplies and materials readily available.
		3. Resourcefulness and initiative.

Teacher	Principal	Instructional/Management Skills
		1. Maintains an atmosphere conducive to study and motivates students to use the library/media center.
		2. Maintains accurate records involving the budget, circulation, and attendance.
		3. Provides services to teachers involving production skills, access to materials outside the school building (film libraries, instructional television, etc.) and contributes to curriculum development.
		4. Maintains an operable circulation for both print and non-print.
		5. Maintains a catalog for access to all materials using a nationally recognized system.
		6. Involves teachers in examination, evaluation, and recommendation for all new materials - both print and non-print.
		7. Provides reference materials and help to students using these materials.
		8. Defines, assigns and supervises the duties of volunteer workers in the center.
		9. Plans for adequate audio-visual equipment for use by faculty.

Teacher	Principal	Discipline – Management
		1. Relationship with students.
		2. Student behavior.
		3. Attention to pupil health, safety, and general welfare.
		4. Housekeeping and appearance of room.
		5. Care of equipment.

Teacher	Principal	Personal Qualities
		1. Keeps accurate records of attendance as necessary.
		2. Complies with rules, policies, and regulations.
		3. Assumes responsibility for students outside the classroom in accordance with building regulations and specific needs.
		4. Attends and participates in school functions pertaining to the teacher's assignments.
		5. Attends all staff meetings at building level as called.
		6. Has instructed students in fire and tornado drill procedures.

RECOMMENDATIONS:

RECOMMENDATIONS:

ACTION PLANS:

The signing of this document indicates that you have received a copy for your records, and does not mean that you necessarily agree with the comments made. You may make any comments you wish in the space that follows.

Principal's Signature	Date
Teacher's Signature	Date

HOPEWELL-LOUDON LOCAL SCHOOL DISTRICT
ELEMENTARY (K-6) COUNSELOR PERFORMANCE EVALUATION

Name:	Assignment:

Evaluator:	Formal Observation Dates:
	Evaluation Date:

This evaluation is based on formal and informal observations.

RATING SCALE	
E	Exceeds Expectations – Counselor's performance is Exceptional
M	Meets Expectations – Counselor's performance is Acceptable
I	Improvement Recommended – Counselor's performance is acceptable, but the Counselor has room for improvement in this area
U	Unacceptable – Counselor's performance is below expectations, and the Counselor must show improvement in this area. Action Plan attached.
NA	Not applicable for this position

Teacher	Principal	Professional Responsibility
		1. Communicates clearly orally or in writing with all segments of the school community.
		2. Demonstrates participation in the total school environment.
		3. Follows specific rules and policies set by the Hopewell-Loudon Board of Education.
		4. Submits required forms and reports to appropriate personnel.
		5. Conducts one's self in a professional manner.

Teacher	Principal	Direct Guidance Services to Students
		1. Provides individual counseling for personal, social or academic problems.
		2. Provides small group counseling.
		3. Provides classroom guidance discussions and activities.
		4. Participates in grade orientation activities and integration of transfer students.

		5. Provides educational, social and guidance services information to students.
		6. Provides information about the harmful effects of drugs, including alcohol and other harmful substances.

Teacher	Principal	Direct Guidance Services to Teachers, Staff and Administration
		1. Consults with teachers to identify individual students in their classes who may have special needs, and discuss methods of meeting those needs.
		2. Works with administrators to help deal with students who have special needs.
		3. Works with professional assessment team to evaluate and register students for kindergarten.
		4. Coordinates in-service meetings when appropriate.
		5. Provides appropriate guidance information as requested by the Superintendent or Principal.
		6. Assists teachers and administrators in promoting and coordinating substance abuse programs.
		7. Helps teachers develop and find materials when appropriate.

Teacher	Principal	Other Related Responsibilities
		1. Communicates with parents and provides parent conferences when appropriate.
		2. Keeps parents aware of guidance activities.
		3. Interprets test results to parents/teachers.
		4. Works with professional staff in determining student placement.
		5. Maintains working relationship with community agencies and assists students/families in obtaining services from these agencies.
		6. Attends district-wide counselor's meetings.
		7. Attends faculty meetings.
		8. Attends professional meetings when appropriate.

RECOMMENDATIONS:

RECOMMENDATIONS:

ACTION PLANS:

The signing of this document indicates that you have received a copy for your records, and does not mean that you necessarily agree with the comments made. You may make any comments you wish in the space that follows.

Principal's Signature	Date
Teacher's Signature	Date

HOPEWELL-LOUDON LOCAL SCHOOL DISTRICT
SECONDARY (7-12) COUNSELOR PERFORMANCE EVALUATION

Name:	Assignment:

Evaluator:	Formal Observation Dates:
	Evaluation Date:

This evaluation is based on formal and informal observations.

RATING SCALE	
E	Exceeds Expectations – Counselor's performance is Exceptional
M	Meets Expectations – Counselor's performance is Acceptable
I	Improvement Recommended – Counselor's performance is acceptable, but the Counselor has room for improvement in this area.
U	Unacceptable – Counselor's performance is below expectations, and the counselor must show improvement in this area. Action Plan attached.
NA	Not applicable for this position

Teacher	Principal	Personal Traits Evaluated
		1. Demonstrates tact and poise.
		2. Demonstrates enthusiasm and initiative.
		3. Has earned the confidence and respect of students, Administration, teachers, and parents.
		4. Communicates effectively with students and parents.
		5. Communicates effectively with staff.
		6. Makes decisions within his/her authority and assumes responsibility for them.
		7. Is perceptive and resourceful in problem solving.
		8. Is ethical and does not betray confidences of students or staff. Is dependable & consistent.
		9. Is tolerant and patient with individuals and their ideas.
		10. Is able to deal with criticism.
		11. Is emotionally stable and mature as demonstrated by the ability to operate under pressure.
		12. Works cooperatively with Administration and staff.

Teacher	Principal	Job Functions Evaluated
		1. Is on the job and ready to work on time.
		2. Provides individual and group counseling (intervention) regarding student academic preparation, social skills, time management, and career planning.
		3. Participates in professional growth activities.
		4. In cooperation with Administration, assist in the preparation of the program of studies for student and staff which reflect curriculum updates and graduation requirements.
		5. The counselor makes efficient use of time and meets deadlines.
		6. The counselor has demonstrated effective decision making skills in setting priorities by first working with the most urgent or serious student problems.
		7. In cooperation with Administration, assist in the preparation of the master schedule and the scheduling of individual students.
		8. Organizes and maintains student permanent records as required by state and local board mandates.
		9. Attends scheduled meetings as requested by the Administration relative to the job duties. (i.e. building meetings, county ESC meetings, financial aid meetings, PSEO informational meetings, awards banquets)

RECOMMENDATIONS:

RECOMMENDATIONS:

ACTION PLANS:

The signing of this document indicates that you have received a copy for your records, and does not mean that you necessarily agree with the comments made. You may make any comments you wish in the space that follows.

Principal's Signature	Date
Teacher's Signature	Date

APPENDIX G

HOPEWELL-LOUDON LOCAL SCHOOLS

Continuing Contract Application
Deadline: September 30th

Continuing contract eligibility is based on, but not limited to, ORC 3319.08 and 3319.11 and any applicable regulations of the Ohio Department of Education.

In order to be considered for continuing service status, I submit the following:

_____ 1. A copy of Master's Degree diploma or verification of at least six (6) graduate hours beyond Master's Degree.

_____ 2. Copy of current teaching certificate/license.

_____ 3. Years experience in the District per most recent seniority list.

_____ 4. Proof of years experience in prior district and proof of prior continuing contract (if pertinent).

_____ 5. Other documentation supporting this application.

I have read and understand the provisions of the Agreement and wish to be considered for continuing service status at the completion of my current limited contract.

_____ _____

Teacher Date

_____ _____

Building Principal Date

APPENDIX H

HOPEWELL-LOUDON LOCAL SCHOOLS

Contract Renewal/Non-Renewal Recommendation Form
Used for All Contract Renewals

Recommending _____ for contract

action at the _____ Board Meeting

For School Year:_____ Building/Department_____

Position:_____

Full time/Part time/Substitute/Volunteer/Other:_____

Recommendations:

Do you recommend re-employment?	Yes	No
Supplemental Contract? (all supplementals are one-year contracts)	One Year Only	
If a Limited Contract, how many years?	One	Three
If qualified, do you recommend a Continuing Contract? (If yes, please attach Teacher's Request)	Please See Reverse Side	

Signed:

_____
Employee Date

_____
Supervisor/Principal Date

_____
Superintendent Date

This form needs to be given to the Superintendent prior to the Board Meeting for which you wish recommendation.

APPENDIX H

HOPEWELL-LOUDON LOCAL SCHOOLS

Contract Renewal/Non-Renewal Recommendation Form
Used for CONTINUING Contract Renewals

If qualified, do you recommend a Continuing Contract? Yes No
(If yes, please attach Teacher's Request)
(If waived, please continue below) Waive

WAIVER

I, _____, am eligible for continuing contract status in the Hopewell-Loudon Local School District as of April of 20____.

I waive continuing contract eligibility at this time and agree to accept a:

One_____ Two_____ Three_____ year limited contract beginning with the 20___-20___ school year.

I also waive the normal requirement that the Board first vote publicly to reject a continuing contract for me.

My waiver relates only to my current eligibility for a continuing contract and to the procedure for issuance of an extended limited contract. I do not waive any other rights.

I understand that I will be eligible for continuing contract status again in April of 20___, and that I will be reviewed again for continuing contract status at that time.

_____
Employee Date

_____
Supervisor/Principal Date

_____
HLEA Representative Date