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MASTER AGREEMENT

between the

**BUCKEYE LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION**

and the

BUCKEYE LOCAL EDUCATION ASSOCIATION

Effective July 1, 2014, through June 30, 2017

Table of Contents

PREAMBLE	1
ARTICLE I.....	1
RECOGNITION AND NEGOTIATION PROCEDURES	1
1.01 Recognition.....	1
1.011 Special and General Education Tutors.....	1
1.012 Long Term Substitutes.....	4
1.013 Hiring of Retired Buckeye Teachers.....	4
1.02 Requests for Negotiations	5
1.03 Negotiation Meetings.....	6
1.04 Representation.....	6
1.05 Information.....	6
1.06 News Release	7
1.07 Agreement.....	7
1.08 Impasse	7
1.09 Definition of Days.....	7
1.10 Exclusivity of Procedure	7
ARTICLE II	8
GRIEVANCE PROCEDURE.....	8
2.01 Definitions.....	8
2.02 Purpose	8
2.03 Rights of the Grievant.....	8
2.04 Time Limits.....	9
2.05 Grievance Procedure	9
ARTICLE III.....	11
COMPENSATION	11
3.01 Salaries	11
3.02 Placement on the Salary Schedule	12
3.03 Substituting	13
3.04 Severance Pay.....	13
3.05 Car Allowance.....	14
3.06 Perfect Attendance Incentive Payments.....	14
3.07 Alternative Compensation Committee.....	15
ARTICLE IV	15
INSURANCE PROVISIONS.....	15
4.01 Insurance Coverage.....	15
4.02 Hospitalization / Surgical / Major Medical.....	16
4.03 Prescription Drug Purchasing Plan	17
4.04 Dental Insurance	18
4.05 Vision Insurance.....	19
4.06 Term Life Insurance.....	20
4.07 Board / Employee Costs.....	20
4.08 Procedure for Change in Carrier(s).....	20
4.09 If the Spouse of a Unit Member has Employer Paid Insurance Available.....	21
4.10 Insurance Committee	21
4.11 IRS 125 Plan.....	21

ARTICLE V	22
LEAVE PROVISIONS	22
5.01 Sick Leave.....	22
5.011 Catastrophic Sick Leave Bank.....	23
5.02 Personal Leave.....	26
5.03 Assault Leave.....	27
5.04 Sabbatical Leave.....	28
5.05 Jury/Hearing Leave.....	28
5.06 Maternity / Adoption / Child Care Leave.....	29
5.07 Association Business Leave.....	31
5.08 Military Leave.....	31
5.09 General Leave.....	31
5.10 Professional Meetings.....	32
5.11 Calamity Days / Make-Up Days.....	32
5.12 Family and Medical Leave.....	32
5.13 Notice of Intent to Return from Leave.....	32
5.14 Bereavement Leave.....	33
5.15 Request for Long-Term Leave.....	33
ARTICLE VI	33
ASSIGNMENT, TRANSFER AND PROMOTION	33
6.01 Assignment.....	33
6.02 Voluntary Transfer.....	34
6.021 Vacancy.....	35
6.03 Involuntary Transfer.....	36
6.04 Promotions.....	36
ARTICLE VII	37
REDUCTION IN STAFF	37
7.01 Reasons for Reduction in Staff.....	37
7.02 Reduction in Staff.....	37
7.03 Suspension of Contracts.....	38
7.04 Teaching Areas.....	38
7.05 Seniority.....	38
ARTICLE VIII	42
WORK HOURS AND WORK LOAD	42
8.01 Work Year.....	42
8.02 School Calendar.....	42
8.021 Association Unit Work.....	43
8.03 Work Day.....	43
8.04 Preparation Time.....	44
8.05 Meetings with Parents / Students / Principal.....	45
8.06 Meetings Called by Administrators.....	45
8.07 Duties Outside the Work Day/Year.....	45
ARTICLE IX	45
WORKING CONDITIONS	45
9.01 Class Size.....	45
9.02 Instructional Materials and Supplies.....	46
9.03 Transporting Students.....	46
9.04 Staff / Management Relations.....	46
9.05 Drug Free Work Place.....	47

9.06	Student Misconduct.....	47
9.07	Early Bird/Night Owl Classes.....	47
ARTICLE X.....		48
INDIVIDUAL RIGHTS.....		48
10.01-	Individual Employment Contracts	48
10.02	Contents of Contracts / Salary Notice.....	51
10.03	Right to Representation.....	52
10.04	Personnel Files	52
10.05	Payroll Deductions.....	53
10.06	Electronic Deposit.....	54
10.07	Job Sharing	54
10.08	Bureau of Criminal Identification and Investigation Report.....	55
ARTICLE XI.....		56
ASSOCIATION RIGHTS AND PRIVILEGES.....		56
11.01	Payroll Deductions of Association Dues / Fair Share Fee.....	56
ARTICLE XII.....		56
EVALUATION.....		56
12.01	Introduction.....	56
12.02	Open Appraisal.....	61
12.03	Fair Consideration of Work Effort.....	62
12.04	Correction of Deficiencies.....	62
12.05	Evaluation / Observation Forms.....	62
12.06	Conflict with Law.....	62
ARTICLE XIII.....		62
TERMINATION AND DISCIPLINARY PROCEDURES.....		62
13.01	Termination of Existing Contract	62
13.02	Disciplinary Actions	63
ARTICLE XIV.....		64
NON-RENEWAL.....		64
14.01	Non-Renewal of a Contract.....	64
14.02	Non-Renewal of Limited Teaching Contracts for Probationary Employees Who Have Been Employed for Three (3) Years or Less	65
ARTICLE XV.....		65
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE.....		65
15.01	Purpose.....	65
15.02	Members	65
15.03	Chairperson / Meetings.....	66
15.04	Function	66
15.05	Compensation.....	66
15.06	Appeal.....	66
15.07	Funding.....	67
15.08	Accountability Audit.....	67
ARTICLE XVI.....		67
PROFESSIONAL STANDARDS.....		67
16.01	Lesson Plans	67
16.02	Special Education Lesson Plans.....	68
16.03	Intervention / Differentiation of Instruction.....	68
16.04	No Child Left Behind Act.....	68

ARTICLE XVII	69
MISCELLANEOUS	69
17.01 Job Descriptions.....	69
17.02 Resident Educator Program.....	69
ARTICLE XVIII	69
SEVERABILITY	69
ARTICLE XIX	69
THE AGREEMENT	69
ARTICLE XX	69
MANAGEMENT RIGHTS	69
ARTICLE XXI	70
DURATION	70
ARTICLE XXII	70
CONTRACT EXTENSION AGREEMENT	70
APPENDIX A	72
GRIEVANCE REPORT FORM A	72
APPENDIX B	73
GRIEVANCE REPORT FORM B	73
APPENDIX C	74
SALARY SCHEDULE	74
APPENDIX D	75
SUPPLEMENTAL SALARY SCHEDULE	75
APPENDIX E	79
CERTIFICATE OF ABSENCE	79
APPENDIX F	80
ASSAULT LEAVE FORM	80
APPENDIX G	81
REQUEST FOR TRANSFER	81
APPENDIX H	82
COORDINATION OF BENEFITS (COB) QUESTIONNAIRE	82
APPENDIX I	83
REQUEST FOR FAMILY MEDICAL LEAVE	83
APPENDIX J	84
CERTIFICATION FROM HEALTH CARE PROVIDER	84
APPENDIX K	85
REQUEST TO ATTEND PROFESSIONAL MEETING OR ATHLETIC/TOURNAMENT	85
APPENDIX L	86
PROFESSIONAL MEETING SETTLEMENT	86
APPENDIX M	87
LONG TERM SUBSTITUTE TEACHER	87
APPENDIX N	88

JOB SHARING AGREEMENT.....	88
APPENDIX O.....	90
SICK LEAVE BANK.....	90
REQUEST FORM.....	90
APPENDIX P.....	91
SICK LEAVE BANK.....	91
NOTICE OF ACCEPTANCE/REJECTION.....	91
APPENDIX Q.....	92
SICK LEAVE BANK.....	92
DEPOSIT AUTHORIZATION FORM.....	92
APPENDIX R.....	93
SICK LEAVE BANK.....	93
COMPOSITE RECORD OF SICK LEAVE BANK USE.....	93
APPENDIX S.....	94
Verbal Warning Memorialized Form.....	94
APPENDIX T.....	95
LESSON PLAN.....	95
WEEKLY LESSON PLAN BY SUBJECT.....	97
Appendix U.....	Error! Bookmark not defined.
SuperMed Plus.....	Error! Bookmark not defined.
CMM Option A - 1 - 2005.....	Error! Bookmark not defined.
APPENDIX V.....	105
Request for change in Contract Status (Due by March 30).....	105

PREAMBLE

This contract is made and entered into by and between the Buckeye Local School District Board of Education (hereinafter referred to as the "Board") and the Buckeye Local Education Association (hereinafter referred to as the "Association") sets forth all agreements that have been entered into by and between the parties and constitutes a binding, contractual agreement between the parties.

Any and all past agreements between the parties are to be considered null and void upon execution of this contract.

ARTICLE I **RECOGNITION AND NEGOTIATION PROCEDURES**

1.01 Recognition

The Board shall recognize the Association as the sole and exclusive collective bargaining representative for the bargaining unit composed of all regularly employed full-time and part-time classroom teachers, guidance counselors, librarians, specialists (i.e., physical education, art, music, special education and vocational education teachers), speech and hearing therapists, and tutors. The Superintendent, Assistant Superintendent, principals, assistant principals, athletic director, psychologists, other supervisory personnel, aides, casual substitutes,¹ lay employees,² and other administrative positions defined in Chapter 4117 of the Ohio Revised Code shall be excluded from the bargaining unit.

1.011 Special and General Education Tutors

Special and general education tutors shall be subject to the contract except as follows:

- A. Special and general education tutors shall be employed under a one (1) year limited contract.
- B. As used in this Article, "tutor" means a unit member under contract with the Board employed for and regularly assigned to a tutorial position requiring the holding of a valid teaching certificate/license.

¹ A casual substitute is defined as a teacher who is employed to fill a temporary vacancy created by the absence of a unit member or members for a period of less than sixty (60) work days in any one school year in the same position.

A substitute who is employed to fill a temporary vacancy that is known or becomes known to be for long duration (at least sixty (60) consecutive days in one position and who works at least fifteen (15) consecutive days in that position) shall not be considered a casual substitute from the time of such knowledge.

² Lay employees excluded from the unit shall be those individuals who are employed specifically and only to fill positions on the supplemental salary schedule for which no qualified regularly employed member of the bargaining unit could be found. For purposes of this section, qualified shall mean that the individual has proper certification, if required, is available at the time the activity is scheduled, and possesses appropriate knowledge of the area of the supplemental contract.

C. **Seniority**

Tutor seniority and teacher seniority shall be treated separately but shall follow the same guidelines as stipulated in Article VII, Reduction in Force, subject to the following:

1. Continuity of service shall not be considered interrupted for the unit member whose employment includes successive years as a tutor and/or teacher. Example: A unit member who has been employed for five (5) consecutive years (three (3) as a teacher and two (2) as a tutor) shall have three (3) years of seniority as a teacher and two (2) years as a tutor.
2. A unit member having seniority as a teacher and as a tutor and whose contract is suspended, shall be placed on the recall list and shall have recall rights to a teacher or tutor position in accordance with his/her seniority in that position.
3. A unit member whose teaching contract is suspended and who holds proper certification/licensure as a tutor shall have recall rights to a tutor position providing no other unit member on the recall list has seniority as a tutor. If a teacher and tutor position are vacant, the unit member on the recall list shall have the right to choose between the two positions.
4. A unit member who has seniority as a full-time teacher and who accepts a recall to a tutor position shall retain his/her position on the recall list as a teacher.
5. A unit member who has seniority as a tutor and who accepts a recall to a teacher position shall retain his/her position on the recall list as a tutor.

D. **Compensation**

Tutors in their 1st through 5th year of employment shall be compensated by multiplying the zero step of the salary schedule lane for which they are qualified by the following percentages:

- 1st Year - 85%
- 2nd Year - 90%
- 3rd Year - 95%
- 4th Year - 100%
- 5th Year - Step 1 of the appropriate salary schedule

Tutors in their 6th through 10th year of employment shall be compensated by multiplying the 5th step of the salary schedule lane for which they are qualified by the following percentages.

- 6th Year - 85%
- 7th Year - 90%

8th Year – 95%
9th Year – 100%
10th Year – 100%

Tutors shall work the regular teacher work year and workday.

In addition to regular hours worked, tutors shall be paid for additional time worked as assigned by the building principal. Whenever work is to be done other than at the tutor's regular work site, he/she shall have the approval of the principal. Prior to such out-of-building work, the tutor and principal shall determine how much time it will take to complete the work. The tutor will complete any forms required by the Treasurer for payment.

To be eligible for 2nd – 10th year percentages, the tutor must have continuous service as stated in Article VII, 7.05, and under this section I.011.

E. **Transfers**

Tutors shall have transfer rights as stated in Article VI, but such transfers shall only be from one tutor position to another tutor position. Teachers shall not be transferred to tutor positions.

F. **Re-employment as a Teacher**

Tutors who wish to be considered for a teacher position shall have the right to apply in the same manner as others seeking a teacher position.

G. **Class Size**

The number of students in the charge of a tutor shall be no more than allowed by the specific grant, which may in part or in total fund the tutorial program, and by State/Federal guidelines.

H. **Substituting**

Tutors may be used as substitutes only in accordance with Article III, 3.03.

I. **Continuing / Multi-Year Contracts**

For the purpose of employment by the Board, tutors shall not be eligible for continuing or multi-year contract status.

J. **Reduction in Force**

Tutors will be subject to the reduction in force provisions of this Agreement except that the employment contracts of tutors may be suspended due to reduction in funding for the specific program to which the tutor is assigned.

K. **Insurance and Leaves of Absence**

Tutors shall be eligible, under this Agreement, to the fractional part of insurance provisions and leave provisions as their less than full time status bears to full time employment.

1.012 Long Term Substitutes

The employment of substitute teachers who become unit members under the provisions of Article I, Recognition, shall automatically terminate upon the return to duty of the unit member whom they were employed to replace, or at the end of the school year in which they were employed, whichever comes first. Such termination is automatic, without the need for any further notice or action by the Board. The provisions in this Agreement relating to non-renewal do not apply to such substitute teachers. The provisions of Ohio Revised Code 3319.11 do not apply to such substitute teachers.

Notwithstanding language to the contrary in the third paragraph of Ohio Revised Code 3319.10, an individual may be employed under a long term substitute contract for up to two successive one (1) year contracts.³

Seniority shall not be accrued for service as a long term substitute teacher.

The effectiveness of this section is predicated upon such substitute teacher having agreed to such terms as evidenced by his/her signature on the form for such purpose. (Appendix M)

1.013 Hiring of Retired Buckeye Teachers

Any teacher, who has at least five (5) years of service in the Buckeye Local School District and who is interested in retiring and being re-employed in the District, shall apply to the Superintendent by March 1st and must receive his/her first retirement check from the State Teachers Retirement System (STRS) by July 1st. The teacher shall provide a copy of his/her most current STRS service statement with the application. The Superintendent shall notify the teacher by April 15th whether his/her application has been approved, and the term of the teacher's employment will be determined by a mutual contractual agreement entered into between the teacher and the Board. The term of the contract shall be for one (1) year under a limited contract which will expire automatically without further action by the Board or recourse by the employee. A retiree will not be eligible for a continuing contract. No posting of the position shall be required under Article VI, Section 6.021 of the Agreement if the teacher is re-employed in the same position that he/she held prior to his/her retirement. The starting date of all retired Buckeye teachers will be after August 31st. Any retired Buckeye teachers, who are rehired by the Board, shall not acquire or accumulate seniority upon re-employment following retirement.

³ The third paragraph of Ohio Revised Code 3319.10 states: "A teacher employed as a substitute for one hundred twenty days or more during a school year and reemployed for or assigned to a specific teaching position for the succeeding year shall receive a contract as a regular teacher if the substitute meets the local educational requirements for the employment of regular teachers."

Any retired Buckeye Local School District teacher employed by the Board shall be subject to all of the provisions of this Agreement except as follows:

- A. To be eligible for employment, the teacher must have accepted severance pay, and eliminated his/her sick leave upon retirement from the Buckeye Local School District.
- B. A retired Buckeye Local School District teacher may not displace a current bargaining unit member.
- C. A retired Buckeye Local School District teacher shall be placed at Step 5 of the salary schedule, and at the level commensurate with his/her level of education, provided that he/she has ten or more years of previous service.
- D. A retired Buckeye Local School District teacher shall be subject to the evaluation procedure set forth in Article XII of the Agreement. However, a retired Buckeye Local School District teacher has no right to an evaluation as a precondition to the automatic expiration of his/her limited contract.
- E. A retired Buckeye Local School District teacher shall accumulate and may use sick leave in accordance with Article V, Section 5.01 of the Agreement, but is not entitled to severance pay/Retirement Incentive Payment under Article III, Section 3.04 of the Agreement. A retired Buckeye Local School District teacher shall not carry over sick leave from year-to-year, and will start each year of employment with zero accumulation. However, a retired Buckeye Local School District teacher may request an advancement of five (5) days of sick leave, which shall be reimbursed by the time of the retired teacher's separation from employment. A retired Buckeye Local School District teacher shall not be eligible to participate in the Catastrophic Sick Leave Bank.
- F. A retired Buckeye Local School District teacher shall be eligible to participate in any of the insurance benefits provided to bargaining unit members under Article IV of this Agreement. However, the retired teacher's salary shall be reduced by one hundred percent (100%) of the cost of the benefits selected by the teacher to be calculated on an annual basis.
- G. The Board and the Association expressly intend this section of the Agreement to supersede the provisions of O.R.C. 3317.13, 3317.14, 3319.11, 3319.111, 3319.141, 3319.17, and all other applicable laws that are in conflict with the provisions of this section, to the extent permitted under law.

1.02 Requests for Negotiations

- A. If either party desires to open negotiations it shall notify the other party in writing not later than the second Tuesday in February of the school year in which the contract expires. Notification in writing from the Association shall be served on

the Superintendent and from the Board shall be addressed to the President of the Association.

- B. Within twenty (20) days after receipt of such notice, an initial meeting will be held at which both parties will submit in writing their proposals, and thereafter additional items shall not be submitted by either party unless the other party consents thereto.
- C. Proposals shall be in form and detail to specify that to which agreement is sought in terms acceptable to the proponent without clarification or supplementation. Topical listings of items proposed for negotiation ("laundry lists") shall constitute a clear failure of compliance with this requirement and may be disregarded.

1.03 Negotiation Meetings

- A. Negotiation meetings shall be scheduled at the request of the parties and, until negotiations are concluded, either party may require at each meeting a decision on the date, time and place of a subsequent meeting.⁴
- B. Meetings shall not be scheduled during school hours, unless approved by the Board and the Association, and shall be at reasonable intervals, places and times, and shall avoid, as nearly as is practicable, conflict and interference with school and employment schedules.
- C. Negotiation meetings shall be closed to the press and the public.
- D. Either party may recess for caucuses of reasonable length at any time.
- E. Where unforeseen circumstances make it impossible for the chief negotiator of either team to be in attendance, or cause him/her to be late, it shall be the duty of that team to notify the other as promptly as possible and both sides shall thereupon agree to the time for the next negotiating session.

1.04 Representation

Representation at negotiation meetings shall be limited to a maximum of five (5) representatives of the Board and a maximum of five (5) representatives of the Association. In addition, each team may have up to two (2) observers at each meeting.

1.05 Information

Each party shall furnish the other, upon reasonable request, all available information pertinent to the issue under negotiation and not privileged by law. The expense of providing such information shall be borne by the party requesting it.

⁴ If either party desires to use the Interest Based Bargaining process (IBB), they shall notify the other party in accordance with the time line of Section 1.02 A. If the other party agrees, they shall notify the Federal Mediation and Conciliation Service requesting the service of a facilitator. The procedures of FMCS and ground Rules agreed to as part of the IBB process shall be used in place of the procedures of Article I.

1.06 News Release

Periodic progress reports may be issued during negotiations to the public provided any such news release shall have the prior approval of both parties.

1.07 Agreement

- A. Agreement reached on negotiations items shall be reduced to writing and initialed by a representative of each party as tentative agreements.
- B. All tentative agreements reached through negotiations shall be reduced to writing and submitted as one package to the Association by its representatives for approval. Upon approval by the Association, these tentative agreements shall be submitted to the Board by the Superintendent for approval. If approved by both parties, these tentative agreements and items of the current contract not submitted by the parties for negotiations shall become the final agreement and constitute the new Master Agreement.
- C. Each negotiating team which signs a tentative agreement shall recommend such item for adoption by its respective party.

1.08 Impasse

If agreement is not reached within sixty (60) days after commencement of negotiations, either party may declare a bargaining impasse whereupon the parties shall, within ten (10) days, jointly request the services of a mediator from the Federal Mediation and Conciliation Service.

1.09 Definition of Days

Throughout this Article, "days" means calendar days.

1.10 Exclusivity of Procedure

The negotiation procedures set forth in this Article supersede and take precedence over any inconsistent time limits or procedures set forth in Section 4117.14 of the Ohio Revised Code. Mediation, as described in Section 1.08 of this Article, constitutes the parties' mutually agreed upon exclusive dispute settlement procedure and shall operate in lieu of any and all of the settlement procedures set forth in Section 4117.14 of the Ohio Revised Code. This Article does not diminish or preclude the legal right to strike provided that the procedures herein have been followed, mediation has been attempted and failed, the collective bargaining agreement has expired, and the Association has given the Board and the State Employment Relations Board a ten (10) day prior written notice of an intent to strike.

ARTICLE II
GRIEVANCE PROCEDURE

2.01 Definitions

- A. A grievance is a claim by a unit member or the Association that there has been a violation, misinterpretation or misapplication of a provision(s) of this Agreement.
- B. The term "grievant" shall include all unit members represented by the Association and/or the Association.
- C. "Party in interest" shall mean the person or persons making the claim, including his/her designated representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the grievance.
- D. "Communication." All communications, except at the informal level, shall be in writing, hand-delivered, and receipted or delivered by certified mail. If delivered by certified mail, time limits at the various steps shall be in addition to the time it takes for the mail to be posted and received.
- E. Days shall be calendar days unless otherwise specified.

2.02 Purpose

The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances. All parties agree that proceedings shall be kept as confidential as is appropriate and legally permissible.

2.03 Rights of the Grievant

- A. A grievant may appear on his/her own behalf or may be represented at any and all steps of the grievance procedure by the Association or by an attorney of the grievant's choice and expense.
- B. The Association shall receive notice of each meeting held to resolve the grievance and shall be given a copy of the recommended disposition of such grievance at each step.
- C. The fact that a unit member files a grievance shall not be recorded in his/her personnel file or in any file used in the transfer, assignment, or promotion process; nor shall such fact be used in any recommendation for re-employment or recommendation for other employment; nor shall the grievant, the Association or its officers be placed in jeopardy or be the subject for reprisal or discrimination for having followed this grievance procedure.

If a grievance appears to arise from the actions of an authority higher than the principal of a school and affects a group or class of unit members or is concerned with a system-wide policy, it may be submitted at Step II described below.

2.04 Time Limits

- A. The number of days indicated at each step is considered a maximum except as provided below. The time limits specified may, however, be extended by written agreement of the parties in interest.
- B. If the grievant or his/her representative fails to observe time limits established herein, the grievance shall be settled in accordance with the immediate prior decision of management, and such settlement shall be final and binding on the Board, the Association, and the grievant. If the administrator fails to meet the time limits established in Levels I or II of this procedure, the grievance shall automatically advance to the next step. Settlements of a grievance at any step of this procedure shall be final and binding on the Board, the Association, and the grievant. However, upon mutual agreement, the parties may agree to extend the time limits set forth herein.
- C. In the event a grievance is filed after May 15th of any year and strict adherence to the time limits may result in hardships to any party, all parties shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

2.05 Grievance Procedure

A. Informal Procedures

If a unit member believes there is a basis for a grievance, s/he shall first discuss the matter with his/her principal or immediate supervisor in an effort to resolve the problem informally. The unit member has the right to be accompanied and/or represented by an Association representative. Grievances may be adjusted informally provided the adjustment is not inconsistent with the policies and rules of the Board and if the representative of the Association approves.

B. Step I – Immediate Supervisor

If the grievance is not resolved within seven (7) days of such informal meeting, or if the grievant has elected not to use the informal procedure, s/he may present his/her formal claim by submitting a completed Grievance Report Form A (Appendix A) in triplicate. Copies of this Form showing the date of the occurrence, a statement of the nature of the grievance and provisions of the collective bargaining agreement allegedly violated, and the relief sought shall be submitted by the grievant to the Association building representative and to the immediate supervisor. The written grievance must be filed within thirty (30) school days after the grievant knew or reasonably should have known of the event or condition upon which the grievance is based. Within seven (7) days of receipt

of the Grievance Report Form, the immediate supervisor shall meet with the grievant and/or the Association representative in an effort to resolve the grievance. The supervisor shall indicate his/her disposition of the grievance within three (3) school days on Grievance Report Form B (Appendix B). The Association and the Superintendent shall both be notified in writing as to such disposition of the grievance.

C. **Step II – Superintendent**

If the grievant is not satisfied with the disposition of the grievance at Step I, the grievant and/or the Association shall appeal the decision to the Superintendent within seven (7) days of receiving the Step I decision. The Superintendent shall conduct a meeting with the grievant and/or the Association within seven (7) days of receiving the notice of appeal. The Superintendent will then issue his/her decision in writing by completing Grievance Report Form B (Appendix B) and forwarding it to the grievant within seven (7) days of the meeting. The Association and the immediate supervisor shall be notified by the Superintendent in writing of said disposition.

D. **Step III – Arbitration**

If the grievant is not satisfied with the disposition made by the Superintendent, then the grievant and/or the Association may appeal such disposition to arbitration by submitting a demand for arbitration to the Federal Mediation and Conciliation Service, with a copy to the Treasurer, within twenty (20) days of receipt of the written disposition of the grievance by the Superintendent.

Upon filing the demand for arbitration, the grievant shall request the Federal Mediation and Conciliation Service to provide a list of arbitrators. The arbitrator shall be chosen from the list provided by the alternate strike method, flipping a coin to determine who strikes first.

E. **Authority of the Arbitrator**

The arbitrator shall have no power to add to, subtract from, modify, change or alter any of the provisions of this Agreement and shall expressly confine him/herself to the precise issue(s) submitted.

Related grievances involving the same party or parties, claim(s), provision(s) and/or arising out of the same set of facts or occurrence, will be consolidated for arbitration. If the parties cannot agree on consolidation, the first arbitrator selected will decide the issue of consolidation before hearing any of the case.

F. The fees and expenses of the arbitrator shall be shared equally by the Board and the grievant. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other.

- G. The Board shall not be required to pay back wages for more than two (2) contractual years from the date of the filing of the grievance except in the case of the unit member, upon initial employment, being paid at the wrong rate.
1. All claims for back wages shall be limited to the amount of wages that the teacher would otherwise have earned, less other earned income, less unemployment and/or workers' or disability compensation that he/she may have received during the period of back pay except when the claim is wrong placement at time of most recent employment.
 2. No decision in any one case shall require a retroactive wage adjustment in any other case except when a case involves others who are similarly situated.

H. **Election of Remedies**

Whenever state or federal law provides a means of challenging a Board action, inaction or decision (for example, a contract non-renewal or contract termination), a unit member who is seeking the reversal of such action or decision may utilize either the grievance procedure or legal remedies outside this Agreement, but not both. Such election may be made after the matter has been filed as a grievance, but must be made at least thirty (30) days prior to any arbitration hearing scheduled pursuant to the provisions of this Article. The commencement of any legal remedies from outside this Agreement shall be deemed a waiver of all rights under the grievance procedure.

**ARTICLE III
COMPENSATION**

3.01 Salaries

- A. The salaries of all persons covered by this contract are set forth in Appendix C which is attached hereto and made a part hereof.
1. Increases on the adjusted base salary, in addition to #2 below, will be 2% for each of the three years of this Contract, with the initial increase effective December 15, 2014, which will be reflected in teacher pay beginning with the first payroll in January, 2015.
 2. The former 5% pick up of STRS retirement by the Board will be folded back into salary beginning on December 15, 2014, which will be reflected in teacher pay beginning with the first payroll in January, 2015.
 3. See Also, Article XXII, "Contract Extension Agreement."
- B. Members of the unit shall be properly placed on the salary schedule using all of their years of teaching credit provided for in Section 3.02 below.

- C. Advancements on the salary schedule, by reason of additional degrees or credit hours earned, shall become effective as of the September 30th or January 30th next following filing, by the unit member, of an official transcript or grade report of the additional degree or credit hours earned with the Treasurer. Courses accepted for advancement on the salary schedule must be earned in the teaching field of the individual, from a college or department of education, or in the area of guidance or administration. Unit members who enroll in college course work outside of their area(s) of certification/licensure, a college or department of education or the area of guidance or administration must obtain the prior approval of the Course Approval Committee if they wish to obtain credit on the salary schedule. The Course Approval Committee shall consist of three (3) unit members appointed by the Association President and two (2) administrators appointed by the Superintendent. Action of the Course Approval Committee shall be by majority vote of the entire Committee. The Committee shall follow the guidelines to be developed by agreement between the Superintendent and Association President.
- D. Credit hours earned by the member to move from one salary column to another must be earned after completion of the degree from which movement is sought and must be confirmed by the unit member's transcript or by letter from the institution from which the credit hours were earned. To gain recognition of hours beyond the BA Degree in education to change columns, all such hours must be taken after the quarter/semester the unit member completed all requirements necessary to receive the BA Degree in education. To gain recognition of hours beyond the Master's Degree to change columns, all such hours must be taken after the quarter/semester the unit member completed all requirements necessary to receive the Master's Degree.
- E. Unit members shall be paid in twenty-six (26) equal bi-weekly installments. All legally required deductions shall be made from each unit member's paycheck.
- F. In the event a unit member's contract is terminated by the Board or if the unit member resigns upon request by the Board at any time, the total sum due the unit member shall be paid at the next scheduled pay day following the last day of service by the unit member.
- G. In the event a unit member's contract is terminated by the unit member other than by resignation at the request of the Board or not renewed by either party at the end of the school year, the unit member shall choose to receive salary due in one lump sum at the next scheduled pay day following the last day of service or to receive the salary due on regular pay dates until such salary due has been paid.
- H. Participation of unit members in extra-curricular activities will be strictly voluntary and they will be compensated for all such participation in accordance with the provisions of Appendix D of this contract.

3.02 Placement on the Salary Schedule

- A. The Board agrees to hire into the unit only persons holding a valid provisional teaching certificate/license, or higher, issued by the Ohio Department of Education for every regular teaching assignment.
- B. Unit members with previous teaching experience in the Buckeye Local School District shall, upon returning to the District, receive full credit on the salary schedule (Appendix C) for all Buckeye teaching experience, military experience or alternative civilian service required by the Selective Service System, Peace Corps or VISTA work. Unit members hired in retirement will be paid in accordance with Article 1.013.
- C. Substitute teachers, except casual substitutes, who are employed by and work for, and/or are on approved leave of absence by, the Board for at least one hundred twenty (120) days of at least three and one-half (3 ½) clock hours each in any one (1) school year shall be credited with one (1) year of service.
- D. Tutors who are employed by and work for, and/or are on approved leave of absence by, the Board for at least one hundred twenty (120) days in any one (1) school year shall be credited with one (1) year of service.

3.03 Substituting

If a unit member accepts the responsibilities of another during the unit member's planning time, such unit member shall be paid at the hourly rate of \$25.00. The minimum payment shall be for one hour.

Unit members shall receive pay for such work on the regular unit pay day following the end of the pay period in which the work was done.

A unit member who requires the use of a period substitute is expected to reciprocate when asked to substitute for another unit member.

3.04 Severance Pay

- A. All unit members with at least five (5) years of continuous service in this District who retire as per STRS requirements from active service in the District will, upon filing of the proper applications with the Treasurer, be granted severance pay. Notification of retirement must be made in writing to the Superintendent sixty (60) days prior to retirement.
- B. Severance pay will be based upon the daily rate of pay as determined from the individual's basic contract, exclusive of all supplemental contracts and allowances in effect at the time of retirement.
- C. One quarter (1/4) of all accumulated sick leave days, up to a maximum number of 360 sick leave days, will be used in calculations of severance pay.

Continuous service shall not be breached by casual absence, Board approved

leaves of absence, nor time on the reduction-in-force list.

- D. Disability retirement does not make a unit member eligible for severance pay until his/her status is changed to regular service retirement as per STRS.
- E. The unit member shall receive severance pay in one lump sum during the second payroll of January immediately following receipt of his/her first retirement check from STRS.
- F. If a unit member who is eligible for service retirement has given notice to the Board of his/her intent to retire, and has applied to STRS for service retirement but dies before receiving his/her first STRS retirement check or the severance payment, the severance payment to which s/he would otherwise be entitled under this section shall be made to his/her beneficiary as named on his/her term life insurance policy with the District.

3.05 Car Allowance

Unit members who are required to use their own automobiles in the performance of their duties and unit members who are assigned to more than one (1) school per day will be reimbursed for all such travel at the IRS non-taxable rate. The rate that is in effect on September 1st of the school year shall be the rate for the entire school year.

3.06 Perfect Attendance Incentive Payments

Each full-time unit member who uses no sick leave, bereavement leave or personal leave during the specified periods of time shall receive a perfect attendance incentive payment as follows:

1 st Grading Period	\$100.00
2 nd Grading Period	\$100.00
3 rd Grading Period	\$100.00
4 th Grading Period	\$100.00

Unit members who do not use any sick leave, bereavement leave or personal leave days for the entire school year, shall receive an additional \$200.00 incentive payment. The attendance incentive may be used by the unit member for any two of the following:

- A. instructional supplies selected by the unit member
- B. tuition reimbursement for the unit member
- C. professional development costs of the unit member

The cost of the options selected shall not exceed the amount of the incentive earned, and the unit member shall not be permitted to carry over any unspent amount from year to year.

3.07 Alternative Compensation Committee

The parties agree to the establishment of the Alternative Compensation Committee ("ACC") as an ongoing and collaborative committee to study alternative educator compensation models, review performance-based plans for possible inclusion into future contracts, and provide reports of findings to Board and BLEA representatives. The ACC will be co-chaired by the Superintendent and President of the BLEA, or their designees, who will each select three (3) additional members. The ACC will hold an organizational meeting on or before April 1, 2015, to establish a regular schedule of meeting dates and develop procedures for operation and governance.

On or before February 15, 2016, the ACC will provide a progress report to the Board and BLEA designated bargaining teams, which will include analysis of effective alternative educator compensation systems surveyed and any other pertinent findings. Input from the bargaining teams will be utilized by the ACC to assist in refining the Committee's focus to potential workable models for Buckeye educators.

On or before April 15, 2016, the ACC will report back to the Board and BLEA designated bargaining teams on developments and follow-up progress from the prior meeting.

On or before March 15, 2017, and in advance of negotiations for a successor agreement, the ACC will make recommendations to the Board and BLEA designated bargaining teams on alternative compensation for Buckeye educators.

It is understood that any recommendations to the compensation structure will not be implemented without the approval of the Board and the BLEA.

Release time may be provided as determined by the co-chairs for participation by Committee members. In addition, bargaining unit members on the ACC will receive \$25 per hour for attendance at Committee meetings and for work outside the workday as approved by the Committee co-chairs.

ARTICLE IV INSURANCE PROVISIONS

4.01 Insurance Coverage

Unit members employed less than full time shall be eligible for the insurance coverage and provisions listed in Sections 4.02, 4.03, 4.04 and 4.05 with the Board paying the fractional part of the above premiums proportional to the fractional part of the work day for which the contract is issued. Members working thirty (30) hours or more per week will be considered full time, for insurance purposes, and thirty-five (35) hours per week will be used as a basis for calculating contributions by employees working less than 30 hours per week.

4.02 Hospitalization / Surgical / Major Medical

- A. The Board shall provide comprehensive major medical insurance coverage for each unit member employed full-time, and his/her family, which meets or exceeds the specifications below.
- B. A unit member may change the coverage status (single or family) effective the first of any month subject to the rules and regulations of the carrier.
- C. Specifications:
1. Hospital Benefits:
 - Semi-Private Room and Board-unlimited
 - Maternity
 - Skilled Nursing Facility (90 days per benefit period)
 - Surgical services
 2. Outpatient Services:
 - Surgical services
 - Diagnostic services
 - Physical, Occupational & Chiropractic Therapies (Subject to Medical Review after the 10th visit)
 - Speech Therapy (Subject to Medical Review after the 10th visit)
 - Cardiac Rehabilitation
 - Emergency Room
 - Office visits and urgent care office visit
 - Voluntary second surgical opinion
 3. Mental Health and Substance Abuse:
 - Inpatient Mental Health Services (88 days per benefit period)
 - Inpatient Substance Abuse Services (\$25,000 maximum per benefit period; \$50,000 lifetime maximum)
 - Outpatient Mental Health and Substance Abuse Services (combined 30 visits per benefit period; Family Therapy limited to 20 visits per benefit period)
 4. Preventive Services:
 - Routine Physical Exam (ages nine and older, \$150 maximum per benefit period)

- Well Child Care Services including Exam and immunizations (To age one, limited to a \$500 maximum; Ages one to nine, limited to a \$150 maximum per benefit period)
 - Well Child Care Laboratory Tests (to age nine)
 - Routine Mammogram (one limited to an \$85 maximum per benefit period)
 - Routine Pap Test (one per benefit period)
 - Cholesterol Screening, Colorectal Cancer Screening and PSA
 - Routine EKG, chest X-ray, complete blood count, comprehensive metabolic panel, urinalysis (ages nine and over, one each per benefit period)
5. Temporomandibular Joint Dysfunction (TMJ): Payment will be allowed for medical items required (including a night brace) for the treatment of TMJ or other related diagnosis up to five thousand dollars (\$5,000) per person per lifetime.
 6. Negotiated payment levels for all medical plans are outlined in Appendix U.

4.03 Prescription Drug Purchasing Plan

The Board shall provide prescription drug insurance for each unit member. Each unit member shall receive a prescription drug insurance card.

If the unit member purchases prescription drugs from a pharmacy, which is a member of the pharmacy group, the unit member shall pay to the pharmacy, at the time of purchase, the following with the balance to be paid by the Board:

Twenty percent (20%) (or a minimum of \$7.50) of the cost for the purchase of generic drugs or for name-brand drugs if dispensed based upon a prescription written to be Dispense as Written@ (or comparable wording indicating that the prescription writer intends that a generic drug should not be substituted for the name-brand indicated). If the prescription costs less than \$7.50, the unit member pays the price of the prescription.

Twenty-five percent (25%) (or a minimum of \$15.00) of the cost for the purchase of name-brand drugs (unless dispensed upon a prescription written to be Dispense as Written@). If the prescription costs less than \$15.00, the unit member pays the price of the prescription.

If the unit member purchases prescription drugs from a mail order supplier, the unit member shall pay to the mail order supplier fifteen dollars (\$15.00) toward the cost to purchase generic drugs or for name-brand drugs if dispensed based upon a prescription

written to be Dispense as Written, or twenty-two dollars and fifty cents (\$22.50) toward the cost to purchase name-brand drugs (unless dispensed upon a prescription written to be Dispense as Written@). If the prescription costs less than \$15.00 or \$22.50, respectively, the unit member pays the price of the prescription.

If the unit member purchases prescription drugs from a pharmacy, which is not a member of the pharmacy group, the unit member shall pay to the pharmacy, at the time of purchase, the full amount of the cost of purchase. The unit member shall be reimbursed on the same basis as if s/he would have used the prescription card at a pharmacy, which is a member of the pharmacy group. The unit member must submit a copy of the pharmacy's bill for the prescription drug to the pharmacy group for reimbursement.

Prescriptions for oral contraceptives shall be paid.

4.04 Dental Insurance

A. The Board shall provide family dental insurance protection for each member of the unit, which is equal to, or exceed the specifications below.

B. **Specifications:**

1. Maximum Benefits per person

Class I, II, and/or III	\$2,500 per year
Class IV	\$850.00 per person lifetime

2. Deductible: Individual \$25.00 per calendar year
Family \$75.00 per calendar year

3. Benefits Paid

a.	Class I:	Preventive & Diagnostic:	No deductible 100% of the usual, customary and reasonable charges
		Routine Oral Exams:	One (1) every six (6) months
		Fluoride Treatments:	One (1) every twelve (12) months
		Emergency Paid Treatments	
		Space Maintainers	
		Diagnostic X-Rays	
		Tests & Lab Exams	
b.	Class II:	Basic	
		Restorative:	80% of the usual, customary and reasonable charges

Fillings: Amalgams, Silicate, Acrylic
 Root Canal Therapy
 Treatment of Gum Disease
 Repair of Bridgework & Dentures
 Extractions & Oral Surgery
 General Anesthesia Only if Medically Necessary

c. Class III: Major Restorative: 60% of the usual, customary and reasonable charges

Inlays, Onlays, Gold Fillings or Crown Restorations
 Initial Installation of Fixed Bridgework
 Installation of Partial or Full, Removable Dentures
 Replacement of Existing Bridgework or Dentures

d. Class IV: Orthodontia: 60% of the usual customary charges with a lifetime maximum benefit of \$1,200.00 per person

Full Banded Orthodontic Treatment
 Appliances for Tooth Guidance
 Appliances for Control Harmful Habits
 Retention Appliance
 Not in connection with full banded treatment.

4.05 Vision Insurance

The Board shall provide vision insurance for all unit members and members of his/her immediate family as follows:

Benefit	Member Doctor	Non-Member Doctor
Examination	100%	Up To \$35.00
Single Vision Lenses	100%	Up To \$25.00
Bifocal Lenses	100%	Up To \$40.00
Trifocal Lenses	100%	Up To \$55.00
Lenticular Lenses	100%	Up To \$80.00
Frame	A Wide Selection Of Attractive Frames Are Covered In Full.	Up To \$45.00

Contact Lenses, Evaluation And Fitting

Necessary	100%	Up To \$210.00
Elective	Up To \$105.00	Up To \$105.00

A total of \$20.00 co-pay applies to all materials.

4.06 Term Life Insurance

- A. The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance plus an equal amount of accidental death and dismemberment coverage for each unit member in the amount of fifty thousand dollars (\$50,000).
- B. The Board shall allow individual unit members to purchase additional amounts of coverage through payroll deduction, provided the number of unit members electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company.
- C. Unit members have the option to convert the existing term amount to an individual plan thirty-one (31) days after termination of employment (for any reason) from the Buckeye Local Schools at their then attained age with "no medical exam."

4.07 Board / Employee Costs

The Board shall pay the cost of medical (PPO), dental, prescription, vision and life insurance premiums for full time employees in accordance with the following schedule:

Fiscal Year	Single	Family
2014-2015	90%	90%
2015-2016	87.5%	85%
2016-2017	85%	82.5%

Bargaining unit members shall be eligible to join the PPO Medical Plan. The open enrollment period will be during the month of September of each year and effective on and after the ensuing October 1.

4.08 Procedure for Change in Carrier(s)

The Board of Education reserves the right to place the hospital, surgical, major medical, dental and life insurance plans up for bid, in an attempt to lower costs, under the following conditions:

- A. Representatives of the Association shall have the right and adequate time to investigate any carrier being considered by the Board and the right to raise questions and/or concerns regarding a prospective carrier.
- B. Should a new carrier be selected by the Board to provide the hospital, surgical, major medical, dental and/or life insurance coverage, there shall be no diminution of coverage, benefits and/or service levels as a result of the change of carrier.

- C. The Association President shall be provided and updated with all documents pertaining to insurance coverage provided by the Board under this Article.

4.09 If the Spouse of a Unit Member has Employer Paid Insurance Available

If a unit member's spouse is employed outside the District and has any type of medical or hospitalization insurance available to him/her, which is paid by his/her employer, such spouse shall be required to accept coverage for him/herself under that insurance. Failure to do so shall result in the Board paying the premium for only single coverage for the unit member. This requirement does not apply to any spouse who is required to pay more than \$300 (\$325, effective July 1, 2015; \$350 effective July 1, 2016) per month for single coverage through their employer or public retirement system's plan, who may remain in primary coverage upon verification of same and for as long as such coverage exceeds that amount.

Upon the spouse's required next open enrollment, in any such employer (or public retirement plan) sponsored group insurance coverage as set forth above, that coverage will become the primary payer of benefits and the coverage sponsored by the Board will become the secondary payer of benefits.

Every employee whose spouse participates in the Board of Education's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board, annually, a written coordination of benefits questionnaire (Appendix "H").

4.10 Insurance Committee

An Insurance Committee shall be formed, consisting of three (3) members appointed by the Association, three members appointed by the OAPSE union, and three (3) members appointed by the Board. This Committee may meet on a quarterly basis to jointly study and review the existing insurance programs, particularly with regard to whether appropriate insurance coverage for unit members may be provided in a more cost-effective manner. Deliberations of the Insurance Committee shall not constitute negotiations, but the Committee shall have the authority to make recommendations to both the Board and the Association. The insurance committee shall screen requests for services not covered by the insurance plan. For the duration of this Contract, the Committee will also engage in the investigation of HSA's and other alternative health care options and educate staff on such options and findings.

4.11 IRS 125 Plan

The Board shall institute the IRS 125 plan, which will apply only to insurance payments of the unit member.

ARTICLE V
LEAVE PROVISIONS

5.01 Sick Leave

- A. Each unit member shall be allowed to accumulate an unlimited number of sick leave days for the life of the Agreement.

Unit members shall receive notification of the accumulated unused sick leave on each paycheck.

- B. Unit members employed less than full-time shall have sick leave credited and deducted at a proportionate rate based on their less than full-time employment as set forth in their contract of employment as such employment bears to full-time employment.

- C. First year unit members and unit members who have exhausted their sick leave accumulation shall be advanced sick leave days in accordance with O.R.C. 3319.141 (five [5] days), which is to be deducted from future accumulation of sick leave days.

- D. Sick leave with pay may be used for the following reasons:

1. For absence of the unit member due to personal illness, pregnancy, injury, preventative health maintenance,⁵ or exposure to contagious disease which could be communicated to others; and
2. For absence of the unit member due to illness, injury, or death to a member of the immediate family. The unit member must state the family relationship on the Certificate of Absence form. (i.e. son-in-law, brother, etc.)

Immediate family shall be defined as: spouse, mother, father, grandmother, grandfather, grandchild, any of these of the unit member's spouse; sister, sister-in-law, brother, brother-in-law, son, son-in-law, daughter, daughter-in-law,⁶ legal guardian, foster or step parents; and anyone who clearly stands in the same relationship with the unit member as any of those specified in this definition.

⁵ Preventative health maintenance shall mean those visits to a licensed medical provider to prevent illness or disease.

⁶ "Grandchild," "Sister-in-Law," "Daughter-in-Law," and "Son-in-Law" have been added to the definition of immediate family. They are in effect for the duration of this contract. Upon expiration of this contract, they will cease to be included as part of the immediate family. If they are to be included subsequent to the expiration of this contract, it will be by mutual agreement of the Board of Education and the BLEA. The reason for this is to allow the district to assess the effect of it on the usage of sick leave.

3. For absence of the unit member due to illness of other persons, upon the prior approval of the Superintendent.
- E. The Association and the Board encourage all unit members to schedule, whenever possible, routine medical and dental appointments outside the work-day.
- F. Sick leave shall be taken in increments of one-quarter (1/4) day or more, based on any time missed from the unit member's assigned workday.
- G. Misuse of sick leave and/or the filing of a false sick leave request is subject to the disciplinary procedures of this Agreement. Inadvertent errors made in the filing a sick leave form shall not result in disciplinary action, the first time.

5.011 Catastrophic Sick Leave Bank

1. Purpose

The purpose of the Catastrophic Sick Leave Bank is to assure a bargaining unit member that he/she will be covered for an additional thirty (30) days of sick leave after his/her sick days have been exhausted due to catastrophic medical circumstances.

2. Eligibility

Use of the Catastrophic Sick Leave Bank is open to any bargaining unit member.

3. Use of Time Bank

- A. In the event that a bargaining unit member experiences a catastrophic illness or injury and exhausts his/her sick leave, he/she or a representative, may petition in writing to the Catastrophic Sick Leave Bank Committee his/her request to borrow from the bank. The request shall state the reason for the need to receive sick leave from the bank and the number of days needed.
- B. The Catastrophic Sick Leave Bank Committee shall have a hearing to determine the eligibility of the individual applying for the program. The Committee shall have the authority to approve or disapprove the request. The decision of the Committee is final and binding.
- C. The Committee shall require the member to provide medical evidence of the condition for which he/she is seeking bank days.
- D. Any member drawing time from the Catastrophic Sick Leave Bank may be required by the Committee to periodically furnish them with additional information or physician's statements during the time the member is off.

- E. The length of time available to any one member through the Catastrophic Sick Leave Bank is thirty (30) days during the fiscal year – July 1 through June 30-to a maximum of 60 days per contract.
- F. Additional qualifications may be imposed by agreement of the BLEA and the Board of Education.
- G. The employee will cover insurance when family leave runs out (maximum 12 weeks per year as specified by Federal Law).

4. Donations to the Sick Leave Bank

- A. The number of sick leave days that any individual can deposit in the bank for each request shall be 10 days. The maximum number of days that can be deposited in the bank for any request shall not exceed the number of days requested.
- B. Those making deposits in the Catastrophic Sick Leave Bank shall, at the time of deposit, have his/her sick leave accumulation reduced by the number of days deposited.
- C. Any Bargaining Unit Member depositing in the Catastrophic Sick Leave Bank shall forfeit the end of year \$200.00 incentive payment but not the grading period \$100.00 incentive.
- D. If the request is approved and accepted, the need for sick leave deposits shall be announced, and the deposit form shall be distributed to all bargaining unit members. Those wishing to deposit sick days in the Bank shall complete the authorization form and return it to the Committee who shall record the days and give a copy to the District's Treasurer.

5. Catastrophic Sick Leave Bank Administration

- A. The Catastrophic Sick Leave Bank shall be maintained and administered by a Catastrophic Sick Leave Bank Committee and the Administration.
- B. The Committee to determine the eligibility of the individual applying to the program shall include the following:
 - 1. One member appointed by the BLEA President
 - 2. The BLEA President or his/her designee
 - 3. Two (2) representatives from the Administration, appointed by the Superintendent
 - 4. The Building Rep of the affected employee

An approval or denial requires a majority vote.

- C. The Catastrophic Sick Leave Committee shall keep the following records:
1. Signed forms showing the names of the individuals requesting days from the Bank, the number of days requested, the reason for the request, and evidence of need.
 2. Copies of letters of acceptance or rejection
 3. Signed forms showing the names of those who contributed to the Bank, the date on which contribution forms were received and the number of days contributed.
 4. Forms showing the number of contributed days used and the individuals from whose accumulated sick leave days were taken.
 5. A unit member who receives time from the Catastrophic Sick Leave Bank is expected to reciprocate when asked to contribute for another member.
 6. The BLEA agrees to indemnify and hold harmless the Board of Education against any and all claims by unit members, their families or representative that there has been an illegal or improper application of the Catastrophic Sick Leave Bank. The defense against such claims and resolution thereof shall be the responsibility of BLEA.

D. **Catastrophic Sick Leave Guidelines**

A catastrophic illness is a serious health condition that requires extensive medical care and/or hospitalization. This type of illness usually imposes a significant financial burden on the patient and/or his/her medical insurance provider. Examples of catastrophic illness include, but are not limited to, coma, various cancers, stroke, and debilitating heart conditions. A medical condition falls into the category of catastrophic illness if it prevents the individual from working, functioning normally, and meeting his/her financial responsibilities.

Not Covered – includes, but is not limited to: pregnancies – routine colds – sinus infections – viral infections – rehabilitation treatment for alcohol or drug abuse – elective surgeries.

5.02 Personal Leave

Each full-time unit member shall be entitled to three (3) days per year of paid personal leave, which shall be unrestricted as to use.⁷ These days of absence shall not be deducted from any other leave. Each less than full-time unit member will be allowed a proportional number of personal leave days per year without loss of pay. Personal leave shall be taken in increments of one-quarter (1/4) day or more, based on any time missed from the unit member's assigned work day.

The unit member shall inform his/her building principal or immediate supervisor of his/her intention to use a personal leave day or days at least five (5) school days before taking such leave, except in emergencies. Applications for personal leave will not be accepted sooner than twenty (20) school days before the intended leave, with the exception that if the leave is for an event which is beyond the control of the unit member, s/he may apply for leave without restriction. In the case of an emergency, the unit member shall notify the building principal or immediate supervisor at the earliest possible time so that a substitute may be secured.

Personal leave shall not be used before or after a holiday or break, during the first or last weeks of school, or anytime during August or June, and for no more than two (2) consecutive days. If the scheduling of business or affairs for which personal leave is taken is not within the control of the unit member, these restrictions shall not apply.

No more than forty (40) personal leave days system-wide may be taken in the same month, except that during the month of December, no more than twenty (20) personal leave days system-wide may be taken, and during the month of May, no more than twenty-five (25) personal leave days system-wide may be taken. Such leave shall be on a first come, first serve basis. Exceptions may be made at the discretion of the Superintendent.

The Superintendent may request a unit member to cancel his/her scheduled personal leave if no substitute is available to cover the unit member's classes. A unit member who voluntarily relinquishes his/her scheduled personal leave day under such circumstances may take personal leave at a later date without restriction concerning the maximum number of system-wide personal leave days.

Any unused personal leave days shall be credited to the unit member's sick leave balance at the conclusion of each school year.

Unpaid Personal Leave

Each unit member shall be entitled to no more than five (5) days of leave without pay upon approval of the Superintendent or designee. Unit members may not take in excess of a total of five paid and/or unpaid personal leave days in a given semester. The same terms and conditions that apply to paid personal leave shall apply to unpaid-personal

⁷ The Board recommends that personal leave should only be used to transact personal business or to attend to affairs of a personal nature which cannot be conducted outside the regular school day.

leave. Unpaid personal leave shall be taken in increments of one-quarter (1/4) day or more, based on any time missed from the unit member's assigned work day. Unpaid leaves of longer duration shall be in accordance with Section 5.09. The Superintendent's or designee's decision is not subject to the grievance procedure.

5.03 Assault Leave

Assault leave will be granted to a unit member who is absent due to a physical disability resulting from an assault by any person, which occurs while the unit member is acting within the scope of his/her assigned duties. When assault leave is granted, the unit member will be maintained on full pay status and the leave will not be charged against earned or earnable sick leave.

- A. Assault leave may be granted up to one hundred eighty-four (184) school days. Additional days may also be granted at the discretion of the Superintendent who may request an examination by a physician of the Board's choice.
- B. The unit member is required to make a formal application on prescribed forms requesting assault leave.
 - 1. The unit member is required to make a formal application on the assault leave form (Appendix F) requesting assault leave. Said statement shall completely describe the circumstances and behavior of all pertinent parties.
 - 2. The application must also include medical certification from a licensed physician stating the nature of the disability and its duration. The Superintendent may request additional information from the unit member to substantiate the need for and duration of the leave.
 - 3. Both 1. and 2. must be on file before approval of the leave is given by the Superintendent.
 - 4. The application must be filed with the Superintendent within fifteen (15) school days of the alleged assault.
 - 5. The fifteen (15) day requirement in 4. may be extended by the Superintendent.
 - 6. Falsification of either the signed statement or a physician's certificate is grounds for suspension or termination of employment.
- C. The Superintendent shall approve or disapprove the assault leave request in writing on the application form. A copy shall be forwarded to the applicant.
- D. Upon approval of the leave, all charges against sick leave or statements of unexcused absence shall be removed.

- E. In cases where assault does not result in a physical disability, the assault leave privileges cited above may be granted.
- F. In cases of rape or attempted rape on school property, at a school function or by school related personnel, assault leave shall be granted.
- G. A unit member receiving assault leave agrees to provide written and/or verbal testimony to assist the Board and the administration as necessary to insure appropriate disciplinary action is taken against the attacker, as well as agrees to file charges with the appropriate authorities. In any case, the unit member acting in a personal capacity has the right to take whatever legal action desired.
- H. The unit member has the right to file for Workers' Compensation.

5.04 Sabbatical Leave

- A. Upon presentation to the Superintendent of a plan for professional growth, sabbatical leave may be granted by the Board to a unit member for a period not longer than one (1) school year pursuant to Section 3319.131 of the Ohio Revised Code.
- B. A unit member on sabbatical leave may receive part pay as defined by Section 3319.131.
- C. Requests for sabbatical leave must be received by the Superintendent, in writing, not later than April 15th of the school year preceding the school year for which the sabbatical leave is requested. The Superintendent shall act on all such requests by April 30th.
- D. The period of sabbatical leave shall be counted as teaching experience in making salary adjustments if, at the conclusion of such leave, the unit member provides satisfactory evidence that the plan has been followed and completed.
- E. A unit member who completes a plan for professional growth under this Article shall, upon return to the District, be reinstated to the same position held prior to the leave or, if such position is no longer available, to a substantially equivalent position for which valid certification/license is held.
- F. A unit member given leave under this section may be required to return to the District at the end of such leave for a period of one (1) year, or repay the full amount of pay received from the Board for said leave.

5.05 Jury/Hearing Leave

Any unit member serving on jury duty or who is subpoenaed to attend a hearing shall be compensated by the Board at his/her regular rate of pay for each day of such service. The Board shall not be required to grant such pay to a unit member who is an adverse party to

a suit against the Board except in an unfair labor practice charge under the provisions of O.R.C. 4117.

5.06 Maternity / Adoption / Child Care Leave

A. Maternity Leave

1. A pregnant unit member shall be granted, upon written request, unpaid maternity leave. The effective dates of such leave shall be that as determined by the unit member and her physician. The unit member shall notify the Superintendent at least thirty (30) days in advance of the effective date of said leave except when such notice cannot be given because complications in her pregnancy require her to begin leave within the thirty (30) days. In such event, the Superintendent shall be notified as soon as possible of the starting date of the leave.
2. A pregnant unit member may use, upon written request, some or all accumulated sick leave while pregnant and up to six (6) weeks after termination of the pregnancy. Maternity leave will terminate six (6) weeks from the date of delivery unless the unit member is ill or incapacitated in which case she may elect to continue on sick leave.
3. Upon return to service following maternity leave, the unit member shall resume the position and employment status held at the time the leave began, except as otherwise provided in this Master Agreement. Such return shall include advancement on the salary schedule for each school year in which the combined total of in-service days, days taught, used sick leave days, used personal leave days, and used professional leave days equals at least one hundred twenty (120) days.
4. A unit member on maternity leave shall be maintained at Board expense on all insurance programs during the time the unit member is also on sick leave. The unit member on unpaid maternity leave shall be maintained on all insurances for which she makes a written request and advance monthly payments of premiums to the Treasurer. The Treasurer shall inform the unit member of the premium due dates.

B. Adoption Leave

1. Any unit member shall be granted, upon written request, leave for the purpose of receiving an adopted child providing s/he is the adoptive parent.
2. Adoption leave shall be for up to four (4) weeks without pay. By the end of the third week of leave, the unit member must notify the Superintendent of his/her intent regarding child care leave.

3. Request for adoption leave shall be made to the Superintendent in writing as far in advance as possible of the expected arrival date.
4. Upon return to service following adoption leave, the unit member shall resume the position and employment status held at the time the leave began. Such return shall include advancement on the salary schedule for each school year in which the combined total of in-service days, days taught, used sick leave days, used personal leave days, and professional leave days totals one hundred twenty (120) days.
5. The unit member on adoption leave shall be maintained on all insurances for which s/he makes a written request and advance monthly payments of premiums to the Treasurer. The Treasurer shall inform the unit member of the premium due dates.

C. **Child Care Leave**

1. Any unit member shall be granted, upon written request, unpaid leave for child-rearing for up to one (1) year, which may be extended for up to a total of two (2) years. The unit member's leave shall end with the last scheduled work day for teachers (the 184th day) in the year that leave ends, unless s/he makes a mutual agreement with the Superintendent to end the leave at another time (i.e. at the beginning of a grading period).

Subsequent to the one (1) or two (2) years of leave, the unit member must return to work for at least one school year before being eligible for another childcare leave.

2. The unit member shall notify the Superintendent in writing at least thirty (30) days in advance of the beginning date of the leave. Those desiring to take extended leave as per C. 1. above shall make the request at least thirty (30) days in advance. In emergency situations, the thirty (30) days shall be shortened per Superintendent's approval.
3. Upon return to service following child care leave, the unit member shall resume the position and employment status held at the time the leave began. Such return shall include advancement on the salary schedule for each school year in which the combined total of in-service days, days taught, used sick leave days, used personal leave days and used professional leave days totals at least one hundred twenty (120) days.
4. The unit member on child-care leave shall be maintained on all insurances for which a written request and advance monthly payments are made to the Treasurer. The Treasurer shall inform the unit member of the premium due dates.

- D. A substitute employed to fill the position of a unit member on maternity, adoption or child care leave shall be asked, at the time of employment, to sign a statement of understanding and waiver that his/her services will no longer be required nor retained once the absent unit member returns from leave. (Appendix M)

5.07 Association Business Leave

Members of the Association who are delegates or appointees to the convention or meetings of the Ohio Federation of Teachers, American Federation of Teachers or the AFL-CIO, shall be granted a total of twelve (12) days leave, with full pay, to attend such functions. However, the Association shall reimburse the Board for the full cost of substitutes for those members in excess of the first six (6) who are absent for this purpose. The Board will not be responsible for the cost of food, lodging, transportation or any fees connected with the meetings.

5.08 Military Leave

A unit member who is a member of the Ohio organized militia, or other reserve components of the armed forces of the United States, including the Ohio national guard, shall be granted, pursuant to O.R.C. 5923.05, leave of absence without loss of pay for such time as the unit member is performing service in the uniformed services for periods not to exceed twenty-five school days in any calendar year.

5.09 General Leave

The Board may, upon request of a unit member, grant an unpaid leave of absence for up to one (1) year which may be renewed not to exceed two (2) years in total for education, professional or other purpose and shall grant such leave for medical reasons. The unit member's leave for educational, professional or other purpose shall end with the last scheduled work day for teachers (the 184th day) in the year that leave ends, unless s/he makes a mutual agreement with the Superintendent to end the leave at the beginning of a grading period; and at the beginning of a grading period if the leave was for medical reasons, unless he/she makes a mutual agreement with the Superintendent to end the leave at some other time.- The unit member on general leave shall be maintained on all insurances for which s/he makes a written request and advance payment of premiums to the Treasurer. The Treasurer shall inform the unit member of the premium due date.

A substitute employed to fill the position of a unit member on leave shall be asked at the time of employment to sign a statement of understanding and waiver that his/her services will no longer be required nor retained once the absent unit member returns from leave. (Appendix M)

Upon return to service following general leave, the unit member shall resume the position and employment status held at the time the leave began, except as otherwise provided in this Agreement.

5.10 Professional Meetings

Both the Board and the Association recognize the desirability for unit members to develop and maintain a program of professional growth. Unit members who wish, as part of their professional growth, to attend workshops, conferences, or other professional programs in their area(s) of certification/licensure, but not any such program for which credit hours are earned, shall make a request for approval to attend such meeting. The request is to be made to the building principal by submitting the professional meeting request form (Appendix K). The building principal shall authorize unit members to attend based on the date of the request, availability of funds, the need for an individual's development, and/or the development of the school's curriculum. However, no unit member shall be given approval more than once so long as there is another unit member whose application for such attendance has not yet been approved. The unit member may change the request for attendance at any time. A unit member who attends such meeting shall receive regular salary and the Board shall reimburse him/her for fees, meals, lodging and transportation based on a procedure developed between the principal and staff of each building which shall be consistent with the availability of funds.

5.11 Calamity Days / Make-Up Days

When school is canceled due to adverse weather conditions or otherwise, unit members shall not be required to be in attendance, but shall be paid for such days as though they had actually worked. However, unit members are required to work on scheduled make-up days in order to complete a legal school year, but shall not be eligible for additional compensation for working on the make-up days. While the intended make-up days shall appear on the school calendar, the Board retains the right to change the make-up days with the approval of the Association.

5.12 Family and Medical Leave

Unit members shall be entitled to leave as provided in the Family and Medical Leave Act and its associated regulations. For purposes of this section, a twelve (12) month period is defined as the twelve (12) month period measured forward from the date a unit member's first Family and Medical Leave begins (i.e., the leave year is specific to each teacher). A unit member would be entitled to twelve (12) weeks of leave during the twelve (12) month period beginning on the first date Family and Medical Leave is taken. The next twelve (12) month period would commence the first time Family and Medical Leave is taken after completion of any previous twelve (12) month period.

5.13 Notice of Intent to Return from Leave

- A. Any unit member who is absent on assault leave, sabbatical leave, child care leave, general leave, or family and medical leave which expires with the beginning of a school year must notify the Superintendent of his/her intention to return from leave by March 15 preceding his/her scheduled return to duty. Notification shall be on a form provided by the Board and sent to the unit member by March 1. Any unit member who is on any such leave which expires other than at the beginning of a school year must notify the Superintendent of his/her

intention to return from leave not less than thirty (30) days preceding his/her scheduled return to duty. Notification shall be on a form provided by the Board and sent to the unit member not later than forty-five (45) days prior to the unit member's scheduled return to duty.

- B. Failure to return to duty on the scheduled date shall be cause for the Board to consider the position abandoned and the unit member shall lose the right to return to duty.
- C. Both notices described in this Section 5.13 shall include the words of Section 5.13 B.

5.14 Bereavement Leave

Each unit member may take one (1) day of paid leave per year to attend funerals not covered under the sick leave provisions (Article V, Section 5.01 D.2.) of this Agreement. This leave is not cumulative from year to year. The Superintendent reserves the right to deny bereavement leave if a substitute is not available to cover the unit member's assignment. The unit member must state the relationship on the Certificate of Absence form.

5.15 Request for Long-Term Leave

A bargaining unit member shall apply for any long-term leave (child care leave, general leave, sabbatical leave) that is for the forthcoming school year by March 15th. Such request may be withdrawn by the bargaining unit member by July 10th. After July 10th the request may be withdrawn by the bargaining unit member only if he/she makes a mutual agreement with the Superintendent based upon a change in circumstances.

ARTICLE VI **ASSIGNMENT, TRANSFER AND PROMOTION**

6.01 Assignment

- A. The Superintendent will assign all newly employed unit members to their specific positions. Such positions shall be within the subject area and/or grade level for which the unit member holds valid certification/licensure. The Superintendent will give notice of assignment to such new unit members as soon as practical, and, except in cases of emergency not later than June 30th.
- B. Junior and Senior High School building principals will meet with each department head by May 25th, for the purpose of working on teacher assignments for the ensuing school year. At the initial meeting, the principal will give a prepared master schedule of classes to the department heads. This master schedule will not contain any assignment of teachers. It is understood that the principal has the right to assign students to these classes. It is the responsibility of each department head to meet with the teachers in his/her department for the purpose of developing

a proposal showing the assignment of teachers to each class on the master schedule. The department head and principal will review the proposed assignments. If acceptable to the principal, it shall constitute the assignments for the ensuing school year. At the request of the principal, the department head will meet with the members of the department to address a concern(s) of the principal (i.e. an imbalance in student teacher ratios, inappropriate assignment for a first year teacher, etc.). If after two (2) attempts by the department members to adequately address the concern(s) of the principal, the principal can implement an assignment that he/she believes adequately addresses the concerns(s). Assignments proposed by the department that are not affected by the resolution of the concern(s) will remain as the assignment for the ensuing school year.

Where department heads do not exist, the principal will meet with all the teachers involved to present his/her prepared master schedule of classes. The teachers, as a group, will act in the same way as the department head in the above paragraph and the above procedures will be followed.

- C. Generally, changes in a unit member's position occurs between the end of the school year and June 30th for the ensuing year. When such change occurs, the unit member will be notified on or before June 30th. When the change occurs after June 30th or during the school year, the unit member will be notified as soon as possible.
- D. In order to assure that pupils are taught by unit members working within their areas of competence, unit members will not be assigned outside the scope of their teaching certification/licensure. When no properly certificated/licensed unit member can be found, a current unit member who volunteers may teach in an area outside his/her areas of certification/licensure if s/he agrees to get a temporary certificate/license approved by the Ohio Department of Education.
- E. Schedules of unit members who are assigned to more than one (1) school building will be arranged so that no such individual will be required to engage in an unreasonable amount of interschool travel. Such unit members shall be notified of any changes in their schedules as soon as is practical.

6.02 Voluntary Transfer

- A. Unit members may request transfers at any time.
- B. All requests shall be made to the Superintendent on the District's Intent Form (Appendix G).
- C. If a unit member or members in a building request transfer to a specific vacancy in that building, the unit member or members with the most seniority shall be given the position, provided the requesting member has been teaching with the District for five (5) years and has obtained either a final summative rating of "Skilled" or "Accomplished" on his/her most recent final summative evaluation. Seniority shall be in accordance with Article VII, Reduction in Force. For

purposes of this paragraph only, "building" means the following grade level groupings: Pre-K – 3, 4 – 6, 7 – 8, and 9 – 12.

- D. Unit members who want to transfer to a position outside of the building in which they are currently assigned may transfer only upon the approval of the Superintendent.

When vacancies meeting the specific requests are available, the unit members making the request shall be given first consideration, provided the unit member making the request is qualified for the position available. Unit members requesting a transfer shall be given an opportunity to meet with the principal of the building where the vacancy exists before a final decision is reached.

Area of competence, certification/licensure, quality of teaching performance, and the length of service in the District shall be considered in determining selection of unit members to be transferred.

If a unit member files a written request for a transfer, listing reasons for the transfer, and the request is denied, that unit member shall upon request receive a written explanation for the denial from the Superintendent.

6.021 Vacancy

All vacancies or new positions (excluding those positions for which a unit member is on an approved leave) shall be posted for at least five (5) working days. No position shall be filled prior to the expiration of the five (5) days. Posting shall be accomplished as follows:

- A. During the regular school year, the notice shall be posted on the bulletin board in the teachers' lounge.
- B. During the period between school years and vacation periods, the Board shall post a vacant or new position by sending such posting to each unit member by District email, through a "Buckeye Broadcast," and posting it on the District Website.
- C. The posted vacancy shall include the job description.
- D. Whenever a vacancy occurs or a new position is created, the Board shall do the following in the order listed:
 - 1. All unit members who wish to voluntarily transfer shall be given the position in accordance with Section 6.02.
 - 2. All unit members whose names are on the recall list under "Reduction In Force" shall be called back.
 - 3. The Board may leave the position vacant as per Article VII, Reduction In Force.

4. The Board may hire new staff.
5. The Board may use the Involuntary Transfer procedure.

Two (2) or more unit members may, with the approval of the Superintendent, switch / rotate positions, which they currently hold.

- E. Upon request of the Superintendent and concurrence of the BLEA President, when filling a vacancy or vacancies within a building that will likely result in movement by several members, posting and filling of vacancies may be accomplished utilizing a "round robin" or arena scheduling format with all interested members within the building invited to bid on the vacancy/vacancies and subsequent openings which occur after filling the initial vacancy/vacancies.
- F. In addition to positions for which a bargaining unit member is on an approved leave, long-term substitutes may be employed for vacancies arising after August 1st. If filled by a long-term substitute, the position must be posted, in accordance with the above procedure, for the following contract year.

6.03 Involuntary Transfer

- A. No vacancy will be filled by means of an involuntary transfer if there is a qualified volunteer available to fill said position. For purposes of this paragraph only, "qualified" means a member who has received a final summative rating of "Skilled" or "Accomplished" on his/her most recent final summative evaluation.
- B. Notice of an involuntary transfer will be given to unit members affected as soon as possible, and except in cases of emergency, not later than June 30th.
- C. An involuntary transfer will be made only after a meeting between the unit member involved and the Superintendent, at which time the unit member will be notified of the reason. Any unit member involuntarily transferred shall receive written notification of the involuntary transfer.
- D. A unit member being involuntarily transferred will be placed only in an equivalent position, i.e., one that, among other things, involves no reduction in rank or in total compensation and no impairment of tenure.
- E. A unit member being transferred may choose to resign.

6.04 Promotions

- A. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisor level, including but not limited to, positions as department head; assistant principal; principal; assistant superintendent; curriculum director; business manager; athletic coach and other extracurricular advisor, but excluding the position of superintendent.

- B. When a vacancy occurs or there is knowledge that a vacancy will occur, the Superintendent shall cause to have a notice of such vacancy posted in each building (except in summer when unit members will be notified with their paycheck). Reply must be made within ten (10) days of posted notice.
- C. In the aforementioned notice, the qualifications for the position and its duties will be clearly set forth.
- D. No vacancy in a promotional position will be filled until all properly submitted applications have been considered. The Board agrees to give due weight to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, consideration shall be given to qualified unit members already employed by the Board. When all factors are substantially equal, length of service in the District will be the deciding factor. Appointments shall be made not sooner than five (5) days after the notice required by Section B. above is posted or mailed. A notice will be given to the Association indicating which positions have been filled and by whom.

The Board may fill a vacancy in a promotional position on a temporary basis, i.e., when it is necessary to do so in the best interest of the educational process, provided that the time spent in such temporary assignment shall not be considered in judging the relative qualifications of the applicants for the position.

Except as otherwise provided in Section 6.02 of this contract, no vacancy in a promotional position shall be filled except after compliance with the above procedure.

ARTICLE VII **REDUCTION IN STAFF**

7.01 Reasons for Reduction in Staff

Unit members may have their contract suspended only when their positions are eliminated as a result of the following:

- A. A substantial reduction in the funds available to the Board.
- B. A substantial reduction in pupil enrollment.
- C. The discontinuance of a particular type of teaching service, provided that such discontinuance is not for arbitrary or discriminatory reasons.
- D. Return to duty of a unit member after a Board or STRS approved leave of absence.

7.02 Reduction in Staff

- A. When a reduction in the teaching staff is necessary, the Board, upon

recommendation of the Superintendent, shall determine the number of positions to be affected, in whole or in part, and the effective date of the reductions.

- B. The Association shall be notified sixty (60) days prior to a reduction in force. This means sixty (60) days before the first day of absence from duty for any unit member due to a suspension of contract. Such notice shall be in writing. The Board shall, if requested to do so within five (5) working days, enter into discussion with the Association over the need for and impact of the reduction in force. Within five (5) days of the request by the Association, a meeting shall be set between the Board and the Association unless such date is mutually extended.

7.03 Suspension of Contracts

Reduction will be made by suspension of contracts for unit members in each affected teaching area. Suspension of contracts shall mean that the unit member is placed in an inactive state of employment, in whole or in part. In circumstances when a contract is wholly suspended, the unit member shall not receive pay or benefits at Board expense⁸ or have any other rights or association with the District other than those that may exist in this Agreement or by law.

7.04 Teaching Areas

Teaching areas shall mean the subject(s) and/or grade level(s) on the teaching certificate(s)/licenses held by the unit member. To qualify under this provision of the Agreement, certificates/licenses must be maintained in accordance with the Ohio Department of Education's certification/licensure requirements.

7.05 Seniority

- A. All unit members will be placed on a seniority list for each teaching area for which they are properly certificated/licensed and qualified. Unit members serving under continuing contracts will be placed at the top of the list, in descending order of seniority. Unit members serving under limited contracts will be placed on the list under continuing contract teachers, also in descending order of seniority.
- B. System seniority will apply and is defined as the total number of years of continuous service in the District. A year is defined as one hundred twenty (120) days of work of at least three and one-half (3.5) hours and/or leave with pay in any one (1) school year.
 - 1. Board approved unpaid leaves of absence shall not disrupt continuity of seniority but time spent on such leave shall not count toward seniority.

⁸ Board paid insurances shall continue until the last payday for the unit member whose contract has been suspended. Such unit member may continue enrollment in any insurance program for which he/she makes advance payment of premiums to the Treasurer. The Treasurer shall notify the unit member of the dates when premiums are due.

Unit members shall accrue seniority while on paid leave.

2. The suspension of a contract under the provisions of "Reduction In Force" shall not disrupt continuity of seniority but such time shall not count toward seniority.
3. If two (2) or more unit members have the same length of continuous service, seniority will be determined by:
 - a. the date of the Board meeting at which the unit member was hired, and then by:
 - b. drawing of lots.⁹

C. Retention

1. Retention of bargaining unit members and recall of eligible teachers whose contracts have been suspended pursuant to a reduction in force will not be based upon seniority, except in circumstances when choosing between teachers with comparable evaluations.
2. For the transition period of this Master Agreement only, ending on June 30, 2016, comparable evaluations of OTES teachers will be defined as all evaluation ratings above "Ineffective," based only upon the teacher performance component of the evaluation. Thereafter, unless the parties negotiate otherwise, comparability will be determined in relation to the effectiveness ratings defined in the Board's standards-based teacher evaluation policy included in this agreement in accordance with Ohio Revised Code Sections 3319.111 and 3319.112.

D. Order of Reduction

1. If reductions are necessary, limited contract teachers shall first be reduced in the affected teaching fields (certification/licensure) utilizing the following order:
 - a. Final Summative Evaluation ratings (with lowest rating reduced first, etc.)

⁹ If the drawing of lots is to determine the seniority of two (2) or more unit members, the Board and Association shall mutually select a neutral party who shall prepare and administer the drawing. The neutral party shall not be an employee of the Board. The affected unit members, the Board and Association or their representatives shall be invited to the drawing. The lots shall be slips of paper containing a single number beginning with one (1) and continuing sequentially for each unit member involved. There shall be no blank lots. The lots shall be folded and put into a container from which each unit member shall draw one (1) lot. The unit member with the lot containing the number one (1) shall have the most seniority. The unit member with the lot containing the number two (2) shall have the next most seniority, etc. If any unit member fails to be present at the drawing, the Association shall draw a lot for him/her. This lot drawing for seniority is valid indefinitely.

- b. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field the first to be suspended.
- 2. Should the necessary reduction of staff required exceed the number of limited contract teachers in the affected field, continuing contract teachers will be reduced in the affected teaching fields (certification/licensure) utilizing the following order:
 - a. Final Summative Evaluation ratings (with the lowest rating reduced first, etc.).
 - b. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior continuing contract teacher in the affected teaching field the first to be suspended.

E. Displacement

In those instances where seniority is involved (i.e., when selecting from teachers with comparable evaluations), a teacher affected by a reduction in force may elect to displace another teacher who holds the lowest position on the seniority list in another area of certification/licensure provided he/she holds a valid certification/licensure in the area, unless there is a teacher or teachers in a lower effectiveness rating category, in which case the displaced teacher must bump the least senior teacher in the lowest effectiveness rating category available.

F. Non-OTES teachers

For bargaining unit members not subject to the Board's standards-based evaluation policy (non-OTES teachers), decisions regarding reduction in force shall be based upon seniority; however, should the employment status of a non-OTES member and an OTES member intersect under this Article, the administration may decline displacement rights should the otherwise displacing member not have appropriate experience in the classroom or non-classroom position being sought. Such decisions will not be arbitrary or capricious.

- G. Teachers whose continuing contracts or limited contracts are suspended shall immediately be placed upon a RIF list. Retention and recall shall be based upon the summative effectiveness ratings as determined in accordance with the Board's standards-based evaluation policy. Seniority shall not be a factor in recalling any bargaining unit member unless the decision is between/amongst teachers with comparable evaluations. When selecting among teachers with comparable evaluations, any teacher on the recall list as a result of staff reduction shall be recalled in order of seniority from among teachers with comparable evaluations provided the teacher is certificated/ licensed for the position.

- H. The names of unit members whose limited contracts are suspended in a reduction in force will be placed on a recall list for two (2) years and unit members holding

continuing contracts shall remain on the list indefinitely. The time on the recall list shall begin to toll on the day following the last work day of the affected unit member.

1. No new teacher will be employed by the Board while there is a teacher on the recall list who is certificated/licensed and qualified for a vacancy or new position.
2. If a vacancy occurs or a new position is created, the Board will send a certified notice to the last known address of all unit members on the recall list. It is the unit member's responsibility to keep the Board informed of his/her current address, an address to use when the unit member is not at his/her current address, a telephone number at which he/she can be reached, and the name, address and phone number of a person(s) who has the authority to respond in the unit member's absence. When the unit member provides such address and/or phone number, the Board shall, in addition to sending the notice of vacancy by certified mail, contact the unit member by phone. Unit members holding proper certification/licensure who want to fill the vacancy or new position must respond within fourteen (14) days of the postmark on the envelope of the certified mail containing the notice. Such response must be by certified mail, or if a response was made by phone within the fourteen (14) days. Unit members eligible for the vacancy or new position who do not respond to the notice or who decline the position shall remain on the recall list. This shall not cause the time on the recall list to increase from the two (2) years for limited contract unit members.
3. All benefits to which a unit member was entitled at the time of the contract suspension shall be restored as of the effective date of recall. These benefits shall include all seniority and sick leave accumulation. And, the unit member shall be placed at the proper step of the salary schedule.

Time spent under a suspended contract shall not count toward the fulfillment of the time requirements for acquiring tenure.

4. A seniority and recall list shall be prepared and kept current by the Board. Any member of the bargaining unit may see the current seniority list and recall list at any time. Adjustments to these lists shall be made as changes occur.
- I. Nothing in this Article shall limit the Board's authority to create new or additional teaching areas or positions or be construed to require the Board to fill any vacancy in any teaching area that it has abolished.

ARTICLE VIII
WORK HOURS AND WORK LOAD

8.01 Work Year

The work year for all unit members shall not exceed a total of one hundred eighty-four (184) days, divided as follows:

- A. Not to exceed one hundred eighty (180) days for instruction, including two (2) conference days. However, special education teachers shall not be required to attend conference nights for having written IEPs on their own time;
- B. Beginning of the school year: one (1) in-service day and one (1) work-day;
- C. End of first semester: one-half (1/2) in-service day and one-half (1/2) work-day;
- D. The last day of the school year for teachers shall be one-half (1/2) work-day. All end-of-the-year reports must be complete;
- E. One-half (1/2) workday for open-house. Announcement of the date of the open house shall be made on May 25th of each year. All unit members must attend open house; and
- F. Teachers will be provided with dedicated blocks of forty-five (45) minutes to address specific job related mandates such as Public School Works, OTEs, etc., during the first in-service day and the first early release day of the year. Reasonable efforts will be made to assure that Public School Works responsibilities are available for teacher compliance in advance of the first in-service day.
- G. Grade reports and interim reports shall be due in the building principal's office before the student school day begins on the Wednesday immediately following the end of the grading period they represent except the fourth quarter when grades for Junior High and High School teachers are due by the end of the teacher's last workday. For fourth quarter grades in the elementary school, teachers will prepare/stuff envelopes including report cards for mailing and file necessary reports in student files prior to the end of the final teacher workday. Grade labels will be placed in student files by other than classroom teachers. To facilitate the efficient preparation of the end of year mailing at the elementary level, student files will be separated by homeroom. Encore time during the last week will be utilized for student file responsibilities.

8.02 School Calendar

In January of 2006, and every three (3) years thereafter, the Superintendent shall meet with a committee of three (3) unit members selected by the Association to develop a

calendar for the ensuing three (3) school years. The calendar for the third year of each period is subject to change after consultation with the committee. When a calendar, and/or third year changes have been developed that is acceptable to the Superintendent, they shall be submitted to the Board for approval.

8.021 Association Unit Work

- A. With the approval of the Superintendent, the Association President and/or Grievance Chairperson may be released from duty for the time required to work on a problem common to the administration and unit members.
- B. The instructional responsibilities of the BLEA President and Grievance Chair shall consist solely of a regular teaching assignment, and a Planning Period. They shall not be assigned any non-instructional duties (i.e. hall duty, bathroom duty, lunch room duty, before and after student instructional day duties, etc). Additionally, the BLEA President and Grievance Chair shall be assigned a daily forty (40) minimum continuous minutes non-instructional period. All such non-instructional time is for the purpose of attending to Association Business during which the BLEA President and Grievance Chair are permitted to leave their assigned building.

8.03 Work Day

- A. All unit members may be assigned appropriate starting and dismissal times, provided that their work day shall be no longer than seven and one-quarter (7 1/4) consecutive hours, including the thirty (30) minute duty free lunch period guaranteed to them under O.R.C. 3319.072. The last fifteen (15) minutes of the school day in each building shall be unassigned time for each unit member to use as s/he determines for meetings with the exception that the building principal may schedule student dismissal duties on a rotational basis during this time, with input on such scheduling from the building staff/management relations committee. Unit members assigned to student dismissal duties will receive equivalent release time (15 minutes of release for each 15 minutes of duty) to be utilized in accordance with Article 9.01 C. 2.7 (i.e., the teacher's workday will end early by being allowed to leave the building during non-instructional time at the end of the workday). In addition, the principal of each building may schedule meetings once per week during this time to address routine matters. Additional meetings called by principals are covered in Section 8.06. No unit member shall be required to report for duty earlier than 7:15 AM nor remain on duty later than 3:45 PM except as defined in this Article. The length of the assigned workday shall be substantially equivalent for all unit members. This item A. may change in case of emergency.
- B. There shall be at least one (1) fifteen (15) minute recess period per day in grades 1-3.

- C. The workday of each unit member employed as a junior high school teacher shall consist of not more than six (6) teaching periods, one (1) duty period (exclusive of homeroom) and one (1) preparation period.
- D. The workday of each unit member employed as a high school teacher shall consist of not more than six (6) teaching periods (exclusive of homeroom) and one (1) preparation period.
- E. Secondary school teachers will not be required to teach more than two (2) subject areas (e.g., social studies, science), nor have more than four (4) teaching preparations at any one time.
- F. Elementary teachers in art, music, and physical education shall not be assigned to teach more than six classes per day.
- G. A speech/language pathologist that works a minimum of twenty-one (21) hours per week will schedule three (3) hours per week for duties other than direct therapy, such as: conduct speech/language screenings, complete comprehensive speech/language evaluations, write MFE reports, maintain sound-field amplification systems, plan and develop augmentative communication systems, and monitor use of/trouble shoot problems with personal FM systems. These three (3) hours will be within the speech/language pathologist's current contracted day.

8.04 Preparation Time

Unit members will, in addition to their lunch period, have daily preparation time during which they will not be assigned to any other duties as follows:

- A. Elementary School Forty (40) consecutive minutes

When it is not possible to provide an elementary teacher with forty (40) consecutive minutes, without hiring additional staff, the Superintendent and the Association President and his/her designee shall meet to discuss other resolutions to the problem. If a resolution is not reached and there is not sufficient work to justify the hiring of additional staff for half-time or more, the Superintendent shall make the decision.

- B. Junior High One (1) regular class period
- C. Senior High One (1) regular class period

All such planning time shall be during the students' day except for elementary specials (i.e., art, music, physical education) which may begin at the start of the school day.

8.05 Meetings with Parents / Students / Principal

Unit members shall be available for thirty (30) minutes as needed before or after the students' school day for meetings with either students, parents, or the building principal. The unit member shall be given at least two (2) days notice of such conferences unless s/he waives the notice. Meetings with students shall be scheduled by the unit member. Meetings between the unit member and principal may be at the request of either. The principal may require a unit member to meet with him/her and a parent with the following understanding: the unit member may bring an Association representative to the meeting, and, if the meeting becomes anything other than a professional exchange, the unit member has the right to leave the meeting.

8.06 Meetings Called by Administrators

- A. In addition to the above mentioned individual conferences, building principals may call a staff meeting as needed, provided all unit members affected are given at least five (5) days notice of such meeting (except in the case of an emergency). Only one such meeting will occur in a month, except in the case of an emergency. These may be used as instructional meetings for teachers. Additional meetings called by principals are covered in section 8.03.
- B. Unit members will not be required to be available for more than one (1) hour before or after the normal scheduled students' school day to attend the above meetings.

8.07 Duties Outside the Work Day/Year

No unit member shall be required to attend any meeting or accept any assignment other than during the regular school year as set forth above, but are urged to participate in various building activities such as PTA, athletic events, plays, music presentations, graduation exercises, etc. Participation of unit members in extra-curricular activities will be strictly voluntary and they will be compensated for all such participation in accordance with the provisions of Appendix D.

ARTICLE IX **WORKING CONDITIONS**

9.01 Class Size

- A. The master schedule/class list for each ensuing school year shall be posted as soon as practical. An interim master schedule shall be posted by June 1st in all school buildings. An interim class list will be available at the High School, upon request, by June 15th.
- B. Class size shall not exceed limits established by applicable state or federal standards. The number of students per teacher in a regular education program

(excluding music, band, choir, physical education and drama classes) shall be as follows, and will be based on the annually established permanent roster:

K-3	25 students per classroom
4-6	28 students per classroom
Junior High	150 students per semester
Senior High	150 students per semester

In grades K – 6, once the class size limit has been reached for a classroom, students will be placed in another classroom at the same grade level in that building to attain equal distribution of students. Once these limits have been reached in a building, students from that building in excess of these limits will be placed at another building at the same grade level.

Special education caseloads within schools will be assigned based on current needs. If a caseload reaches the state maximum after the start of the new school year, then the waiver process will be implemented to attempt to maintain students in their home schools if IEP placement occurs in the last grading period of the current school year.

- C. The Superintendent may cause these class size limits to be increased, but the teacher must be granted one of the following for the duration of the increased class size:
1. The teacher shall have no responsibility for any extra duty in the a.m. prior to the start of the students' day (i.e. bus duty, parking lot duty, etc.).
 2. The teacher's workday will end early by being allowed to leave the building during non-instructional time at the end of the workday (15 minutes at the end of the work day).

9.02 Instructional Materials and Supplies

The Board shall allocate sufficient funds, if available, to provide for the purchase and/or replacement of textbooks, library books, instructional materials, supplies and equipment of sufficient quality and quantity to enable unit members to fulfill their assigned responsibilities in an adequate and professional manner during the regular school year.

9.03 Transporting Students

Unit members shall not be asked nor required to transport students in any personal or private vehicle. Annually, the Board shall give all unit members written notice of the Board's policy banning the use of students as drivers on school related trips.

9.04 Staff / Management Relations

For the purpose of promoting good staff relations and communications, the following procedures shall be implemented:

- A. At the written request of the Superintendent or Association President, the Superintendent and a committee of no more than three (3) members of the Association shall meet to discuss matters of concern to either party. Each request shall include a list of the matters to be discussed. The Superintendent may invite additional administrators if they, their building or rules are the subject of discussion.
- B. At the written request of the building principal or Association building representative, a committee of no more than three (3) members of the Association shall meet to discuss matters of concern to either party. Each request shall include a list of the matters to be discussed.
- C. These meetings shall be scheduled in advance by those who are to attend and shall be held outside the teacher work day.

9.05 Drug Free Work Place

Both parties agree to comply with the federal law's provisions concerning a drug free work place.

9.06 Student Misconduct

- A. Both parties recognize that the maintenance of good discipline requires the consistent enforcement of well-defined rules and regulations. The parties agree that the adjustment of behavior problems is the joint responsibility of unit members, administrators and the Board.
- B. A committee made up of administrators chosen by the Superintendent and unit members chosen by the Association shall develop and/or rewrite the District's Code of Conduct, which shall include the responsibilities of the administrators and unit members and which shall be submitted to the Board of Education for approval.

9.07 Early Bird/Night Owl Classes

The Board may offer bargaining unit members the opportunity to teach Early Bird/Night Owl Classes subject to the following terms and conditions:

- A. Teachers who teach a full schedule (six (6) classes at the high school or junior high school) as their contract shall be compensated at the rate of \$25.00 per single class period. The following are examples only:

Example #1: 1 class per day X 5 days per week = 178 days X \$25.00 = \$4,450.

Example #2: 2 class periods per day X 1 day per week = 54 days X \$25.00 = \$1,350.00.

- B. Teachers who teach Early Bird/Night Owl Classes as part of their full schedule (six (6) classes at the high school or junior high school) shall have flexibility in their starting and ending times. These teachers shall have priority in being selected to teach Early Bird/Night Owl Classes.
- C. In order to initiate an Early Bird/Night Owl class, there shall be a minimum of twelve (12) students.
- D. Early Bird/Night Owl Classes may be offered at all levels (high school, junior high school, and elementary school).
- E. Teachers will be compensated for Early Bird/Night Owl Classes as a non-renewable supplemental contract over twenty-six (26) pays.

ARTICLE X
INDIVIDUAL RIGHTS

10.01 Individual Employment Contracts

The Board shall enter into written contracts for the employment and re-employment of all unit members. Unit members shall execute and return said contracts to the Treasurer at such time as shall be indicated on said contracts (not less than fifteen (15) calendar days from the date of issuance). Contracts for the employment of unit members shall be of three (3) types:

A. **Limited Contracts**

Effective July 1, 2014, limited contracts and all renewals of limited contracts shall be for one (1) year. This provision shall remain in effect unless the unit member becomes eligible for a continuing contract. Any multi-year limited contracts in effect on or before July 1, 2014, will remain in effect until expiration. An eligible unit member who is not granted a continuing contract shall be allowed to fulfill the remainder of his/her limited contract unless terminated under O.R.C. 3319.16.

B. **Continuing Contracts**

Continuing contracts shall be issued to all eligible unit members pursuant to the Ohio Revised Code. However, teachers eligible for continuing contract status shall be required to submit to the Central Administrative Offices a "Request for Change in Contract Status Form" by March 30th in order to be eligible to be considered by the Board for a continuing contract. (Appendix X). The Board and the BLEA intend for this additional requirement to supersede the provisions of O.R.C. §§3319.08 and 3319.11 pertaining to the eligibility of teachers for continuing contracts.

1. To be eligible for a continuing contract, a unit member must have at least three (3) of the last five (5) years of teaching service in the Buckeye Local School District and meet the following requirements:
 - a. Hold a Professional, Permanent or Life teacher's certificate issued upon application submitted to the State Board of Education prior to September 1, 1998, or renewed or upgraded subsequent to September 1, 1998, in accordance with Ohio Revised Code 3319.22; or
 - b. Hold a Professional Educator's License issued after October 29, 1996 and proof of one of the following:
 - i. If a master's degree was not held at the time of initially receiving a teaching certificate or an educator's license, thirty (30) semester hours of course work in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license. (It shall be the responsibility of the unit member to provide documentation to the Superintendent by March 30th that he/she has completed the thirty (30) semester hours of course work); or
 - ii. If a master's degree was held at the time of initially receiving a teaching certificate or an educator's license, six (6) semester hours of graduate course work in the area of licensure or in an area related to the teaching field since the initial issuance of the teaching certificate or license. (It shall be the responsibility of the unit member to provide documentation to the Superintendent by April 1st that he/she has completed the six (6) semester hours of graduate coursework); or
 - iii. Hold a senior professional educator license or a lead professional educator license issued under the licensure provisions of the Ohio Revised Code.
 - c. For bargaining unit members initially licensed after January 1, 2011, continuing contract eligibility is met if the teacher:
 - i. Holds a professional, senior professional or lead professional license;
 - ii. Has held an educator's license for at least seven (7) years; and
 - iii. Has completed either of the following:

- (a) If the bargaining unit member did not hold a master's degree at the time of initially receiving an educator license, thirty (30) semester hours of coursework in the areas of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt; or
 - (b) If the bargaining unit member held a master's degree at the time of initially receiving an educator license, six (6) semester hours or graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt.
2. Unit members who have had a continuing contract in another school district in Ohio shall become eligible for a continuing contract after serving a two (2) year period in the Buckeye Local School District. It shall be the responsibility of the unit member to provide documentation (such as a copy of board minutes or the previous continuing contract) to the Superintendent by March 30th that he/she obtained a continuing contract under the law in a previous school district.

3. **Certificates/Licenses**

Unit members shall notify the Superintendent/designee as soon as any new certificate/license is received by the individual. To be eligible for consideration for a continuing contract, a unit member must have applied for his/her appropriate certificate/license by March 30th. It shall be the responsibility of each unit member to apply and qualify for the renewal of any certificate/license and to file such certificate/license with the Superintendent/designee.

C. **Supplemental Contracts**

1. Service by unit members extending before or after such unit member's regular duty day and which is not a part of the unit member's regular teaching duties shall be deemed supplemental duties and shall be set forth in a limited contract of one (1) year. Notwithstanding O.R.C. 3319.11, such supplemental contract shall expire on the date stated thereon unless the Board, upon recommendation of the Superintendent, takes action to offer said unit member a renewal of such supplemental contract.
2. A unit member offered a supplemental contract pursuant to this provision shall execute and return such signed contract to the Treasurer at such time as shall be indicated on said contract (not less than fifteen (15) calendar days from the date of issuance). Failure to execute and timely return the

signed contract as required herein shall constitute a rejection of such offer of employment, and the supplemental contract shall be considered null and void.

3. Payment of supplemental contract stipends shall be at the employee(s) regular rate of deductions for tax purposes unless prohibited by the Internal Revenue Service.
4. A unit member who fails to fulfill or substantially complete his/her duties under a supplemental contract, thereby necessitating the Board to hire a replacement, shall be paid on a prorated basis for that part of the season or activity during which s/he fulfilled the duties.

All supplemental contracts shall be paid by separate payment (i.e. separate payroll). Payment of supplemental contracts shall be by one (1) payment at the end of the contract period on the following dates--1st pay of December, 2nd pay of April, and 2nd pay of June, provided all completed paperwork is submitted to the Treasurer's office at least three weeks prior to the pay, otherwise payment will be paid in the 2nd pay of June. Yearlong contracts shall be paid by two (2) payments--one in the 2nd pay of April, and one in the 2nd pay of June. To receive the split pay, the employee must submit a request in writing to the Treasurer's office by January 31, including a calendar indicating the days worked.

D. Filing and Maintenance of Certification/Licensure

1. As a condition of employment, all bargaining unit members must keep current and file with the Superintendent or his/her designee all teaching certificates/licenses held at the time of initial employment by the Board.
2. It shall be the responsibility of each teacher to apply and qualify for the renewal of any certificate/license in a timely fashion and to file such certificate/license as herein provided.
3. The Board is under no legal obligation to continue the employment of any bargaining unit member who fails to maintain appropriate licensure/certification.
4. Nothing herein shall be deemed to prevent the Treasurer from paying a teacher for services rendered during the first two (2) months of initial employment with the District, provided that the teacher is the holder of a bachelor degree or higher and has filed an application for a provisional or professional license.

10.02 Contents of Contracts / Salary Notice

- A. Pursuant to O.R.C. 3319.12, contracts or salary notices will be issued annually to each unit member. The contractual or salary notice shall include the following:

1. The number of working days in the school year along with the date of the first and last working day of said school year; and
 2. The annual salary and the per diem pay of the unit member.
- B. All provisions of this Agreement entered into by and between the Board and the Association are hereby referenced and incorporated into the unit member's individual contracts. Any changes in this Agreement will become a part of the individual contracts on the effective date of said changes.

10.03 Right to Representation

- A. A unit member shall have the right to be represented by the Association at any conference with an administrator which s/he reasonably believes may result in disciplinary action, and the administrator may have a representative of his/her choice.
- B. If the unit member has prior knowledge of the purpose of the conference s/he shall notify the proper administrator of his/her intent to have representation present.
- C. A unit member that does not have prior knowledge of the purpose of the conference, or if a situation develops which the member reasonably believes may result in disciplinary action, s/he may interrupt the conference at that point and request representation. The conference shall be recessed until such time as the representative of the Association can be present.

10.04 Personnel Files

- A. Unit members will have the right, upon request, to review the contents of their personnel files and to receive a copy of any documents contained therein. The administration has the right to maintain personnel files. If a unit member believes that any material maintained in his/her file is not accurate, relevant, timely or complete, such will be subject to the grievance procedure set forth herein and will be initiated at Level II thereof.
- B. A unit member must be notified of any material derogatory to his/her conduct that will be placed in his/her personnel file prior to it being placed in the file. The individual will acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The unit member also has the right to submit a written answer to such material and his/her response will be attached to the file copy if submitted within thirty (30) calendar days of the date of the member's acknowledging signature.
- C. Any complaint regarding a unit member made to any member of the administration by any parent, student or other person which is used in any manner

in evaluating the individual will be promptly investigated and called to the unit member's attention. The unit member will be given an opportunity to respond to and/or rebut such complaint. Information that is not signed by its author shall not be placed in a file. Legal forms and documents which are clearly identified and which normally do not have a signature are exempt from having a signature.

- D. Material in a file, which is found to be inaccurate, irrelevant, untimely or incomplete, shall be expunged and destroyed in accordance with procedures required by law.

10.05 Payroll Deductions

- A. **Credit Union**

Upon a unit member's written authorization, the Board shall deduct from said individual's wages the prescribed amount for the Medina County Federal Credit Union. Such authorization may be revoked by the unit member providing written notice to the Treasurer. Money so collected shall be immediately forwarded by the Treasurer to the Medina County Federal Credit Union to be credited to the unit member's account.

- B. **Tax Sheltered Annuities**

The Board shall purchase for any unit member desiring a tax sheltered annuity program in accordance with Section 403(B) of the Internal Revenue Code. Such program shall be implemented if at least five (5) unit members wish to initially enroll with one (1) annuity company but shall not be discontinued if the number in the program drops below five (5).

All deductions from a unit member's wages shall be forwarded to the annuity company immediately upon receipt of the statement.

Each unit member shall have the responsibility to determine that his/her payroll deductions for tax sheltered annuities do not exceed the maximum amount provided in Section 403(B) of the Internal Revenue Code and regulations applicable to that section, and shall not seek any payroll deduction in excess of that amount. Each unit member shall, upon request of the Treasurer, provide to the Board or obtain for the Board, any information that the Board may request to permit it to independently determine the qualified nature of the selected program and the applicable limitations on the amounts of deferral. If the unit member provides inaccurate information and there is a penalty charged to the Treasurer or Board due to such inaccurate information, the unit member shall be liable for the payment of such penalty.

- C. **Professional Dues / Representation Fees**

The deduction of dues shall be in accordance with the provisions of Section 11.01.

D. **Political Contributions**

Upon a unit member's written authorization, the Board shall deduct from said individual's wages the prescribed amount as that individual's contribution to a political organization of his/her choice. Such authorization shall be revoked upon receipt of written notice from the unit member.

Money so collected shall be immediately forwarded by the Treasurer to the political organization along with the name of the unit member making the contribution.

E. **Optional Group Health and Accident Insurance Plan**

Upon a unit member's written authorization, the Board shall cause to have deducted from said individual's wages the prescribed amount as the individual's contribution to optional group health and accident insurance plans. Such authorization shall be revoked upon receipt of written notice from the unit member.

Money so collected shall be immediately forwarded by the Treasurer to the designated insurance company (ies) with an accounting as to the name and amount contributed by each unit member.

F. **Tax Deductions**

Deductions shall be made for all legally required withholdings, including city income tax.

G. **Buckeye Schools Educational Foundation**

Upon a unit member's written authorization, the Board shall cause to have deducted from said individual's wages the prescribed amount as the individual's contribution to the Buckeye Schools Educational Foundation. Such authorization shall be revoked upon receipt of written notice from the unit member.

10.06 Electronic Deposit

Effective with the first payroll of the 2014-2015 contract year, all members shall have their pay electronically deposited into a financial institution for which direct deposit is available. Direct deposit verification forms will be distributed to unit members on the day prior to payday.

10.07 Job Sharing

Any unit member(s) who has been employed by the district for at least three (3) years, may, upon such terms as may be jointly agreed among the individual unit member(s) involved, the Association, and the Superintendent, share a single position for which proper certification/license is held. The individual sharing a position with a unit member

can be another current unit member or a long-term substitute. To be eligible for job-sharing the conditions and procedures listed below will apply.

1. The job-sharing application must be received, by the Superintendent, no later than April 15 preceding the job-sharing school year. The unit member may withdraw his/her application no later than July 10. Within ten (10) school days of receipt of the application, the committee named in item six (6) below shall meet and determine if the unit member filing the application qualifies for job-sharing.
2. The job-sharing partner must be found no later than August 1 preceding the job sharing year. The unit member and partner must comply with the provisions and conditions set forth in this section (10.07).
3. The job-sharing arrangement shall be for one year and may be renewed for another one year period. If it is not renewed, the unit member(s) will be returned to the position held prior to job sharing.
4. The search for a long-term substitute, who is to be the job-sharing partner or who is to fill the resulting vacant position when two current unit members are to share one position, will be the responsibility of the administration. The administration will actively search for such long-term substitute using its usual mechanism for finding individuals to fill any vacancy.
5. The criteria for determining if job-sharing will occur are:
 - a. An acceptable long-term substitute must be available.
 - b. The potential long-term substitute accepts the conditions of Section 1.012 of the Master Agreement.
 - c. The cost of the job-sharing (unit member and long-term substitute) or (two (2) current unit members and a long-term substitute) will be no greater than if the applicant(s) stayed in his/her current position(s) unless agreed to by the Board of Education.
 - d. The job-sharing partners must agree on the division and responsibilities of each job-share. (See Appendix N as an example)
6. Whether or not the criteria have been met shall be determined by a committee of three (3) unit members selected by the BLEA and two (2) administrators selected by the Superintendent. Unless all members of the committee have had consensus-training, the Federal Mediation and Conciliation Service (FMCS) will be asked to provide such training prior to the committee convening.

10.08 Bureau of Criminal Identification and Investigation Report

In the event it is necessary for the Board to employ a unit member prior to having received the results of the criminal records investigation, that member's employment

shall be contingent upon subsequent receipt by the Board of a report from the Bureau of Criminal Identification and Investigation (BCII) which does not state that the member has been convicted of or plead guilty to any of the criminal offenses described in O.R.C. 3319.39(B)(1) or 3319.31(A)(2).

ARTICLE XI **ASSOCIATION RIGHTS AND PRIVILEGES**

11.01 Payroll Deductions of Association Dues / Fair Share Fee

- A. All bargaining unit members will either be members of the Buckeye Local Education Association or pay a Fair Share Fee equal to Association Dues in compliance with ORC 4117.09(C).
- B. Association Dues and Fair Share Fees shall be deducted in equal amounts from one (1) paycheck of each month of October through June and shall be immediately transferred to the Treasurer of the Association. Fair Share Fees shall be applied equally and fairly to all who chose to not be members of the Buckeye Local Education Association. Association Dues and Fair Share Fees shall be deducted automatically by the District Treasurer without written authorization or prior notice.¹⁰
- C. The Treasurer of the Association shall notify the Board's Treasurer of the amount of dues and any changes as they occur.
- D. The Buckeye Local Education Association hereby indemnifies and holds harmless the Buckeye Local School District Board of Education wholly and individually, its administrative staff, its agents, and any acting on behalf of these against any legal action contesting the payment of Association Dues and/or Fair Share Fees.

ARTICLE XII **EVALUATION**

12.01 Introduction

I. OTES

In accordance with Ohio Revised Code Section 3319.111, the Board's adopted standards-based teacher evaluation policy is included in this Master Agreement, by reference, for application to OTES teachers. Prior to implementation of the policy for OTES teachers, any effects of that policy on terms and conditions of employment must be bargained by the parties in accordance with law. Similarly, any subsequent revisions to that policy which affect terms and conditions of employment must be bargained prior to implementation.

¹⁰ The automatic payment of Association Dues shall not apply to those members who have had, prior to the effective date of this Master Agreement, an arrangement with the Association to pay Association Dues by other than payroll deduction. It shall be the responsibility of the Association to so notify the District Treasurer of such individuals, if any.

All matters contained within the Board policy on OTES shall be considered grievable under the grievance procedure contained within this contract.

The Board policy and guidelines will be provided to all OTES teachers as contained in the Buckeye Evaluation Handbook, which will also be accessible to bargaining unit members online.

A. Evaluation Committee

1. The Association and the Board agree to establish a standing joint Evaluation Committee for the purpose of recommending revisions to the Board's standards-based teacher evaluation policy and related guidelines, and to regularly review the effectiveness of the policy and its related procedures and process, including forms, for the evaluation of teachers in the District.

In addition, the Evaluation Committee will make recommendations for adoption by the Board and ratification by the Association regarding evaluation language and procedures for Non-OTES members.

Nothing herein shall be deemed to alter or otherwise affect the obligation of the Board to engage in bargaining, upon request of the Association, on matters which affect the terms and conditions of employment.

2. Committee Composition

- a. The committee shall be comprised of up to five (5) Association members appointed by the Association president and up to five (5) administrators appointed by the Superintendent.
- b. Committee members shall be representative of elementary, junior high, high school, and specialty areas (e.g., music, art, special education) and programs within the District.

3. Committee Operation

- a. The committee shall be chaired jointly by a committee member from the Association and a committee member from the Board.
- b. Members of the committee will receive training in all aspects of OTES, the state adopted evaluation framework, and the standards for the teaching profession prior to beginning their work.
- c. The committee will establish by mutual agreement a meeting calendar, tasks for the committee to complete, and timelines for the completion of specific tasks.

- d. Committee agendas will be developed by the committee. Initial topics for consideration in 2013-2014 will include:
 - i. The propriety of developing remediation plans or other interventions beyond those provided through growth and improvement plans; and
 - ii. A review of those conditions that would likely have an adverse impact on SGMs, such as a threshold number of authorized teacher absences, the acceptance and mentoring of student teachers, changes in teacher assignments, implementation of the Common Core State Standards, student absenteeism, etc.
- e. All decisions of the committee, as set forth herein, will be achieved by consensus.
- f. At the initial committee meeting, the committee will develop the guidelines and ground rules by which the committee will operate.
- g. Members of the committee will receive necessary release time for committee work and training as determined by the committee.
- h. The committee may establish sub-committees to assist with their work.
- i. Sub-committees will be jointly appointed by the committee.
- j. The committee shall be authorized to utilize consultant(s) (examples include, but are not limited to, educational consultants, software consultants, credentialing trainers, etc.) as it deems appropriate. The cost, if any, shall be borne by the Board.

4. Compensation/Release Time

In addition to any release time provided, any work authorized by the committee and performed outside of the contractual work day will be paid at \$25 per hour.

5. Committee Authority

- a. The committee is responsible for jointly developing, reviewing and recommending changes to the Board policy for teacher evaluation and assisting in the evaluation of teacher- submitted SLO's according to Board Policy and ODE requirements.
- b. The committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment.

B. Student Growth Measures (SGM) Committee

In addition to the Evaluation Committee, the parties agree to establish a standing joint committee for the sole purpose of assessing, reviewing, and approving the many facets of SGMs and providing professional development on SGMs for OTES teachers employed by the Buckeye Local School District.

1. Committee Composition

The committee shall be comprised of up to five (5) members appointed by the Association and up to five (5) administrators appointed by the Superintendent.

2. The members of the Committee shall be representative of the elementary school, the junior high school, the high school, and specialty areas within the District.

3. Committee Operation

The Committee shall be chaired jointly by a Committee member from the Association and a committee member from Administration.

4. Members of the Committee will receive training on the writing of student learning objectives (SLOs), value-added (including, but not limited to, ODE SGM trainings, teacher of record, shared attribution and teacher-student data linkage) prior to beginning their work, and any other training that may become necessary for the Committee. (For example: when the District approves a new vendor assessment, all Committee members and the bargaining unit will be trained on the new system and SGM application).

5. The Committee shall establish by mutual agreement a meeting calendar, tasks for the Committee to complete, and timelines for the completion of specific tasks.

6. One task of the Committee shall be to address those conditions that likely would impact SGMs, other than those attributed to teacher performance responsibility, such as a threshold number of authorized teacher absences, the acceptance and mentoring of student teachers, changes in teacher assignments, implementation of the new standards and/or curriculum, etc.

7. The Committee shall perform its responsibilities and shall make recommendations to inform the revision of the Board's standards-based teacher evaluation policy in conjunction with the work of the Evaluation Committee.

8. Committee agendas will be developed jointly by the co-chairs of the

Committee.

9. At the initial meeting, the Committee shall develop the ground rules by which the Committee shall operate, review them at each meeting, and update them thereafter as needed.
10. All decisions of the Committee shall be evidence-based and achieved by consensus.
11. Compensation/Release Time

In addition to any release time provided, any work authorized by the committee and performed outside of the contractual work day will be paid at \$25 per hour.

12. The Committee shall be authorized to utilize consultant(s) (examples are, but not limited to, educational consultants, software consultants, SGM trainers, etc.) as deemed appropriate. The cost, if any, shall be borne by the Board.
13. Committee Authority

The SGM committee shall recommend the policies and procedures for the student growth portion of the evaluation procedures.

14. The SGM committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment.

II. Evaluation of Non-OTES Members

The following provisions shall be utilized for bargaining unit members who are not OTES Teachers:

- A. The primary purpose of this evaluation procedure shall be:
 1. to improve instruction;
 2. to determine the quality of instruction;
 3. to determine the quality of an individual's teaching performance and to make the individual responsible for reasonable improvement; and
 4. to maintain an accurate and objective record of a unit member's performance.
- B. Observations and evaluations shall be performed by any one of the following: Superintendent, Assistant Superintendent, Principal, Assistant Principal or another supervisor employed by the Buckeye Local School District. Observations may be

done by supervisors employed by the Medina County Education Service Center.

- C. The performance shall be recorded on forms standard throughout the District based upon observations and shall acknowledge the strengths of the individual evaluated, as well as deficiencies, if any, and shall note information used to support the conclusions made by the evaluator. The evaluator shall take into consideration and note in writing any circumstances that may adversely affect the performance of the unit member being evaluated, such as class size, special learning disabilities of students, or physical facilities.
- D. Student test results shall not be used in any way to evaluate unit members.
- E. Matters outside the classroom may be included upon an evaluation or observation form in accordance with the following:
 - 1. The matter that is observed shall be brought to the attention of the unit member(s) by the administrator immediately, whenever possible, and shall be discussed with the unit member(s) within five (5) school days of the incident. The meeting shall be mutually set, except that the meeting shall occur within the limitations set herein.
 - 2. Except in cases of emergency, the unit member shall not have a matter discussed by an administrator in front of staff or students. When a matter is discussed between an administrator and unit member, all participants shall conduct themselves in a professional manner.
 - 3. The Observation Form in the Buckeye Evaluation Handbook shall be used for documentation under this section E.

F. Minimum Formal Evaluations

One-Year Limited Contract - There will be at least two thirty (30) minute observations during the first semester; one jointly scheduled and one unannounced. The formal evaluation is to be completed by the end of the 1st semester.

There will be at least two thirty (30) minute observations during the second semester, one jointly scheduled and one unannounced. The final formal evaluation will be completed by May 1st.

There will be at least one formal, written evaluation to be shared by May 1.

Continuing Contract – Every third year there will be at least one thirty (30) minute (minimum) observation (may be jointly scheduled or unannounced) followed by a formal written evaluation by May 1st. A teacher may request one additional observation.

12.02 Open Appraisal

The use of eavesdropping, public address, or audio systems and similar surveillance

devices for monitoring or observing the work performance of a unit member shall be strictly prohibited.

12.03 Fair Consideration of Work Effort

- A. No unit member shall be evaluated on his/her classroom performance except after fair and reasonable observations of the classroom work of the individual by the evaluator with the responsibility of evaluating that individual. Unit members receiving a deficient rating will be re-evaluated within the same school year. If the re-evaluation results in another deficient rating, then a third evaluation shall be made in the same school year.
- B. The evaluator shall use the standardized forms for all written evaluations and observations.
- C. Nothing herein shall preclude the administration from observing the performance of a unit member in the normal course of his/her duties.

The evaluation and observation forms are set forth in the Buckeye Evaluation Handbook.

12.04 Correction of Deficiencies

If an observation shows unsatisfactory progress toward a unit member's contract renewal, the evaluator shall promptly provide that individual with written recommendations for improvement, and shall work with the member to provide assistance in correcting deficiencies.

12.05 Evaluation / Observation Forms

Each year, at the request of the Superintendent or Association, a committee of three (3) unit members selected by the Association and three (3) administrators selected by the Superintendent shall meet to discuss possible revisions or replacement of the evaluation and/or observation forms. Any changes or the replacement shall become effective upon agreement of a majority of the members of the committee.

The evaluation and observation forms are set forth in the Buckeye Evaluation Handbook.

12.06 Conflict with Law

The procedures listed in Article XII shall supersede and take precedence over the requirements of O.R.C. 3319.11 and O.R.C. 3319.111 specifically as they relate to evaluation.

ARTICLE XIII **TERMINATION AND DISCIPLINARY PROCEDURES**

13.01 Termination of Existing Contract

Termination of a unit member's contract shall be according to O.R.C. 3319.16 and related provisions of the Ohio Revised Code.

13.02 Disciplinary Actions

The Board shall utilize progressive disciplinary sanctions prior to suspension or termination, except in cases of serious misconduct or where health or safety is involved. The purpose of discipline is to be corrective in nature.

An administrator may remind a unit member of the Board's policies, administrative regulations, the provisions of this agreement, and/or state/federal law without effecting any of the disciplinary provisions herein.

Whenever a unit member violates the provisions of this Agreement, Board policy, administrative regulations and/or state/federal law, the following progressive discipline steps may be applied as appropriate to the violation:¹¹

- A. Verbal warnings are those that have been memorialized in writing and placed in the unit member's personnel file. These may not be challenged through the grievance process. Verbal warnings memorialized in writing must state the source of information about the specific action or inaction that constitutes the violation and cite the authority on which it is based. When the source is from other than the administration, it shall be in general terms and specific individuals will not be named.
- B. Letters of reprimand which shall be placed in the unit member's personnel file must state, specifically, the source of information about the specific action or inaction that constitutes the violation and cite the authority on which it is based.
- C. The Board may suspend a unit member without pay (but continuing other benefits) for up to a maximum of ten (10) days per school year. The Superintendent may impose the suspension after providing the member with notice of the charge against him/her and an opportunity to appear before the Superintendent to explain his/her actions. The charge must state, specifically, the source of information about the specific action or inaction that constitutes the violation and cite the authority on which it is based.

Application of these provisions must be made within ten (10) school days of the administration's knowledge of the violation.

Any verbal warning placed in a unit member's personnel file shall be in effect for two (2) years from the date of issuance. After the two (2) year period has lapsed, the verbal warning will be removed upon request of the individual. The date of issuance shall be the date signed by the affected unit member or BLEA representative and the administrator making the charge.

Any verbal warning memorialized in writing, letter of reprimand or notice of suspension

¹¹ Customary standards of just cause will apply.

must be given to the unit member, in the presence of the BLEA building representative or his/her designee, prior to placement in the unit member's file. The unit member will be given the opportunity to sign the document attesting that he/she has had the opportunity to read it but not attesting to its accuracy. If the unit member does not sign the document, the BLEA building representative shall.

One copy of any such document will be given to the charged unit member. One copy will be placed in his/her file and one copy shall be given to the BLEA grievance chair.

Nothing herein shall preclude the Board of Education from acting to non-renew or terminate any employment contract as permitted by the applicable laws and by this Agreement.

ARTICLE XIV NON-RENEWAL

The procedures contained in Article XIV supersede and take precedence over the requirements of O.R.C. 3319.11 as they relate to non-renewal.

14.01 Non-Renewal of a Contract

- A. The limited contract of a unit member who has been employed for more than three (3) full years in the Buckeye Local School District may be non-renewed by the Board only for good and just cause.

For limited contract teachers in years 4 through 7, a teacher's summative evaluations shall also be applicable to the determination of good and just cause for nonrenewal.

- B. The Board shall notify said unit member of its intention to non-renew the individual's contract on or before the 1st day of June of the year in which such limited contract expires. Notice of the Board's intention to non-renew the individual's contract shall include the reasons and the facts supporting the reasons for such consideration.
- C. A unit member so notified may, within ten (10) days of such notice, make a written demand for a hearing before the Board. A hearing will be scheduled within ten (10) days of such demand.
- D. At such hearing the school administrative authorities shall be present. The unit member may, on his/her own or through representation of his/her choice, present testimony, and make a statement to the Board in defense or mitigation.
- E. If after such hearing the Board believes that just cause exists for the non-renewal of the individual's contract, it shall give written notice to the unit member of its decision. The decision of the Board may be appealed to binding arbitration beginning at Step III of the Grievance Procedure.

- F. A year of service under this provision constitutes not less than one hundred twenty (120) days of service under a regular teaching contract in a particular school year.

14.02 Non-Renewal of Limited Teaching Contracts for Probationary Employees Who Have Been Employed for Three (3) Years or Less

- A. For purposes of this section, a “probationary teacher” shall be considered to be a unit member employed under a limited contract who has been employed for three (3) or less full years of active teaching service in the Buckeye Local School District. A full year of service under this provision constitutes not less than one hundred twenty (120) days of service under a regular teaching contract in a particular school year.
- B. On or before June 1st of the year in which such limited contract expires, the probationary teacher may be notified by the Superintendent that the teacher will not be recommended to the Board for re-hiring for the next school year. Prior to Board action on the limited contract, the probationary teacher shall have the right to meet with the Board in executive session with representation to present his/her case.
- C. To the extent permitted by law, this non-renewal procedure for probationary teachers supersedes all provisions of Ohio Revised Code 3319.11 and 3319.111, and such teacher shall have no right to challenge the non-renewal pursuant to the negotiated grievance procedure, Ohio Revised Code 3319.11 or 3319.111, or in any other legal forum.
- D. The provisions of Article XII, Evaluation, of this Agreement shall apply to probationary teachers for administrative use only.

ARTICLE XV
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

15.01 Purpose

The Local Professional Development Committee (LPDC) shall review all certificate/license renewal applications for all certificated/licensed employees.

15.02 Members

The LPDC shall have a district-wide scope, and consist of five (5) members, three (3) selected by the BLEA and two (2) selected by the Superintendent. All members shall be employees of the District. The term of office for BLEA members shall be three years. Members may be re-appointed for additional three-year terms. One BLEA member shall be selected each year, so the terms of office shall be rolling. The members selected by the Superintendent shall be appointed to serve two-year terms. Vacated un-expired terms of BLEA members shall be filled by the BLEA, and vacated un-expired terms of Superintendent appointed members shall be filled by the Superintendent. The

Superintendent and the BLEA may each have one (1) alternate who may step in for the absence of a member.

15.03 Chairperson / Meetings

The membership of the LPDC shall elect a chairperson from its membership and other officers the committee deems necessary. Officers shall hold one-year terms, but may be reelected. A quorum shall be 4 of 5 members in order to conduct LPDC business. Meetings shall be called by the chairperson or by a majority of committee members upon petition to the chairperson. The chairperson shall preside over each meeting. There shall be at least two meetings per year. A member who misses two (2) meetings for reasons not excused by the chairperson shall be removed from the LPDC.

15.04 Function

The LPDC shall review all certificate/license renewal applications for all certificated/licensed employees. This process shall include reviewing semester hours, Continuing Education Units (CEUs), and other approved activities that are submitted for credit toward certificate/license renewal. The LPDC bases recommendations for license/certificate renewal on the employee's Individual Professional Development Plan's compliance with the guidelines of the law and the District's Standards for Professional Development. When reviewing an employee's IPDP or credit proposal or certificate/license renewal applications, a majority of the LPDC shall consist of the employee's contemporaries (i.e. a majority of the LPDC shall consist of teachers when reviewing a teacher's IPDP, credit proposal or renewal application, and a majority of the LPDC shall consist of administrators when reviewing an administrator's IPDP, credit proposal or renewal application).

15.05 Compensation

Each committee member and the chairperson shall receive a supplemental contract. Each committee member shall be paid an annual salary of \$1000.00 for each year of his/her term. The chairperson shall be paid \$3000.00 per school year. If a person vacates his/her position, s/he shall be paid on a prorated basis through the end of the month during which s/he vacated the position. The annual stipend shall be paid half at the last payroll in January, and half at the last payroll of June.

15.06 Appeal

Written appeals shall be submitted to the LPDC chairperson within twenty (20) contract days of denial of an IPDP or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC. An appeal may be presented in person at the next regularly scheduled LPDC meeting. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than three (3) work-days before that regularly scheduled LPDC meeting. Written notification of the appeal decision shall be provided within five (5) work-days following the LPDC meeting. If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a three person mediation team chosen as follows: one person selected by the applicant, one

person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education certificate/license.

15.07 Funding

In order to fund the activities of the LPDC, the sum of \$2.50 shall be deducted from each pay (for 26 pays) of each unit member and all other certificated/licensed employees of the District.

15.08 Accountability Audit

A joint committee of teachers and administrators shall audit the activities of the LPDC during the final year of this Agreement in order to ensure compliance with all LPDC procedures and guidelines.

ARTICLE XVI **PROFESSIONAL STANDARDS**

16.01 Lesson Plans

All teachers are responsible for preparing lesson plans using one (1) of the six (6) forms found in Appendix T. Lesson plan forms shall include the following components:

- The objective(s)/indicator(s) for the student(s) to meet the state standards (*The student will:*)
- Instructional Strategies (*The teacher will:*)
- Materials
- Assessments (*Formative and Summative*)
- Reference to state standards

It is highly recommended that teachers include Standards Based components such as:

- Plan for differentiation of instruction
- What do you want students to know? (*Nouns and noun phrases*)
- What do you want students to be able to do? (*Verbs related to student actions*)

- Concepts or Big Ideas – Why do students need to know and be able to do this? (*Students will understand that:*)
- Plan for various abilities and needs

Lesson plans for the week shall be turned in to the building administrator on the first work day of the week. The building Staff Management Relations Committee, by consensus, may alter this requirement for its building.

Teachers will be given time for the preparation of lesson plans. In preparing lesson plans, all teachers will be held to the standards set forth in this section. Lesson plans will be held in confidence by the administration except for use by substitute and special education teachers and where otherwise required by law.

16.02 Special Education Lesson Plans

All special education teachers are responsible for preparing lesson plans on a teacher generated flexible form that includes the following required components: objectives, procedures, and assessment.

Optional unit lesson plans will be acceptable to the administration with a weekly copy of progress of any lesson carryover.

Special education teachers in inclusive settings will indicate the following on lesson plans: inclusive setting, accommodations, and modifications.

16.03 Intervention / Differentiation of Instruction

All teachers acknowledge that they have obligations under Senate Bill 1, Ohio Revised Code, No Child Left Behind Act, IDEIA, and Section 504 of the Rehabilitation Act with regards to intervention. They acknowledge their obligations regarding intervention/differentiation of instruction and will meet the obligations on an individual basis, including but not limited to students with IEP's (Individual Education Plans), 504 Plans, gifted identification, and as part of the IAT (Individual Assistance Team) intervention strategy plan and data collection.

16.04 No Child Left Behind Act

The Board and the Association acknowledge the existence of the No Child Left Behind Act, and they agree to work collaboratively to address the mandates of the Act.

ARTICLE XVII
MISCELLANEOUS

17.01 Job Descriptions

The Board shall maintain written job descriptions on all positions for which contracts are offered, including supplemental positions. Any change to a job description shall conform to state and federal law, and shall be developed by the Superintendent in consultation with the Association and employee(s) who are currently fulfilling the position.

The written job description shall be included with all vacancy postings, and copies will be maintained in each building's library and the central office, and made available to unit members upon request.

17.02 Resident Educator Program

The Buckeye Local School District will continue to provide a Resident Educator program as mandated by the Ohio Department of Education.

ARTICLE XVIII
SEVERABILITY

Subject to the provisions of O.R.C. 4117.10(A), if any provision(s) of this Agreement is found to be contrary to law, then such provision(s) shall be inoperative, but the remaining provisions hereof shall continue in effect. Upon request of either the Association or the Board within ten (10) days after such finding the parties will meet solely for the purpose of negotiating the provision(s) affected.

ARTICLE XIX
THE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this contract each had the opportunity to make proposals, and that the understandings and agreements arrived at by the parties after the exercise of that opportunity are set forth in this Agreement. Therefore, for the life of this Agreement, the Board and the Association agree that the other shall not be obligated to negotiate with respect to any subject or matter referred to or covered in this Agreement, and with respect to any subject matter not specifically referred to or covered in this Agreement, except as provided by O.R.C. 4117.08(A), unless otherwise mutually agreed.

ARTICLE XX
MANAGEMENT RIGHTS

Except as expressly limited by the provisions of this Agreement, the Board reserves and retains all managerial rights and responsibilities vested in it by law including, but not limited to, the

right to determine matters of inherent managerial policy such as the employer's functions and programs, standards of services, overall budget, utilization of technology, and organizational structure; the right to direct, supervise, evaluate, or hire employees; the right to maintain and improve efficiency and effectiveness; the right to determine the overall methods, process, means, or personnel by which Board operations are to be conducted; the right to suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees; the right to determine the adequacy of the work force; the right to determine the overall mission of the employer and to take actions to carry out said mission; and the right to effectively manage the work force.

ARTICLE XXI
DURATION

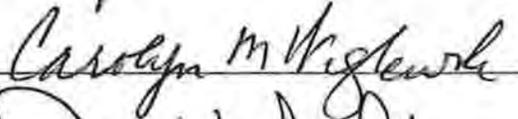
This contract shall be in full force and effect from 12:00 A.M., July 1, 2014, through 11:59 P.M., June 30, 2017.

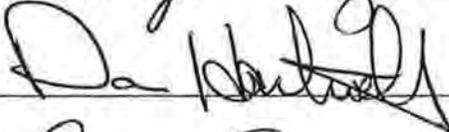
ARTICLE XXII
CONTRACT EXTENSION AGREEMENT

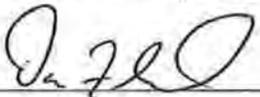
The parties agree that the terms and conditions of this Contract will extend for the period beginning July 1, 2017, through June 30, 2018. The Board and Association agree to begin successor contract negotiations no later than October 1, 2017. The parties mutually agree that all bargaining unit members' wages will be frozen for this extension period, including base salary and vertical experience steps, as well as employee contribution levels for insurance, at the 2016-2017 rates/levels as set forth herein, unless or until changed by the parties through successor contract negotiations in 2017 or thereafter.

BUCKEYE LOCAL
BOARD OF EDUCATION

By 

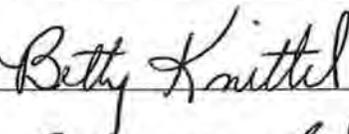
By 

By 

By 

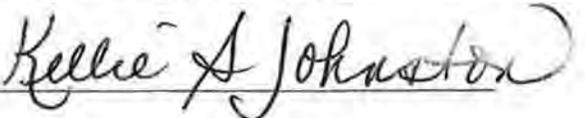
Date 8-17-2015

BUCKEYE LOCAL
EDUCATION ASSOCIATION

By 

By 

By 

By 

Date 8-17-2015

APPENDIX A:	GRIEVANCE REPORT FORM A
APPENDIX B:	GRIEVANCE REPORT FORM B
APPENDIX C:	BUCKEYE LOCAL SCHOOL DISTRICT SALARY SCHEDULE
APPENDIX D:	BUCKEYE LOCAL SCHOOL DISTRICT SUPPLEMENTAL SALARY SCHEDULE
APPENDIX E:	CERTIFICATE OF ABSENSE
APPENDIX F:	ASSAULT LEAVE FORM
APPENDIX G:	REQUEST FOR TRANSFER
APPENDIX H:	COORDINATION OF BENEFITS QUESTIONNAIRE
APPENDIX I:	REQUEST FOR FAMILY MEDICAL LEAVE
APPENDIX J:	FMLA CERTIFICATION FROM HEALTH CARE PROVIDER
APPENDIX K:	REQUEST TO ATTEND PROFESSIONAL MEETING OR ATHLETIC TOURNAMENT
APPENDIX L:	PROFESSIONAL MEETING SETTLEMENT
APPENDIX M:	LIMITED CONTRACT FOR EMPLOYMENT OF LONG-TERM SUBSTITUTE TEACHER
APPENDIX N:	JOB SHARING AGREEMENT
APPENDIX O:	SICK LEAVE BANK REQUEST FORM
APPENDIX P:	SICK LEAVE BANK NOTICE OF ACCEPTANCE/REJECTION
APPENDIX Q:	SICK LEAVE BANK DEPOSIT AUTHORIZATION FORM
APPENDIX R:	SICK LEAVE BANK COMPOSITE RECORD OF SICK LEAVE BANK USE
APPENDIX S:	VERBAL WARNING FORM
APPENDIX T:	LESSON PLAN
APPENDIX U:	DESCRIPTION OF HEALTH CARE BENEFITS
APPENDIX V:	REQUEST FOR CHANGE OF CONTRACT STATUS

APPENDIX A

GRIEVANCE REPORT FORM A

AGGRIEVED PERSON, OR PERSONS _____

ADDRESS _____ PHONE _____

SCHOOL _____ PRINCIPAL _____

DATE GRIEVANCE OCCURRED _____

PERSON OR PERSONS TO WHOM GRIEVANCE IS DIRECTED: _____

INITIATED ON LEVEL _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

Have you discussed this with your principal?

Yes _____ No _____

If yes, what action has been taken so far?

Grievant

APPENDIX B

GRIEVANCE REPORT FORM B

STEP I DECISION

PRINCIPAL IMMEDIATE SUPERVISOR

STEP II DECISION

SUPERINTENDENT

STEP III DECISION

PRESIDENT, BOARD OF EDUCATION

NOTE: IF THE DECISION REQUIRES MORE SPACE, ATTACH PAGES AS APPROPRIATE AND SO NOTE.

APPENDIX C
BUCKEYE LOCAL SCHOOL DISTRICT
SALARY SCHEDULE

14-15
effective December 15, 2014

36,077 base

Buckeye Local School District
(STRS code 5204)

YEAR	BA	AMOUNT	YEAR	BA +15	AMOUNT	YEAR	MA	AMOUNT	YEAR	MA +15	AMOUNT	YEAR	MA +30	AMOUNT
0	1 0000	36,077	0	1 0400	37,520	0	1 1000	39,685	0	1 1300	40,767	0	1 1700	42,210
1	1 0400	37,520	1	1 0800	38,963	1	1 1550	41,669	1	1 1900	42,932	1	1 2300	44,375
2	1 0800	38,963	2	1 1200	40,406	2	1 2100	43,653	2	1 2500	45,096	2	1 2900	46,539
3	1 1200	40,406	3	1 1600	41,849	3	1 2650	45,637	3	1 3100	47,261	3	1 3500	48,704
4	1 1600	41,849	4	1 2000	43,292	4	1 3200	47,622	4	1 3700	49,425	4	1 4100	50,869
5	1 2000	43,292	5	1 2400	44,735	5	1 3750	49,606	5	1 4300	51,590	5	1 4700	53,033
6	1 2400	44,735	6	1 2800	46,179	6	1 4300	51,590	6	1 4900	53,755	6	1 5300	55,198
7	1 2800	46,179	7	1 3200	47,622	7	1 4850	53,574	7	1 5500	55,919	7	1 5900	57,362
8	1 3200	47,622	8	1 3600	49,065	8	1 5400	55,559	8	1 6100	58,084	8	1 6500	59,527
9	1 3600	49,065	9	1 4000	50,508	9	1 5950	57,543	9	1 6700	60,249	9	1 7100	61,692
10	1 4000	50,508	10	1 4400	51,951	10	1 6500	59,527	10	1 7300	62,413	10	1 7700	63,856
11	1 4400	51,951	11	1 4800	53,394	11	1 7050	61,511	11	1 7900	64,578	11	1 8300	66,021
12	1 4800	53,394	12	1 5200	54,837	12	1 7600	63,496	12	1 8500	66,742	12	1 8900	68,186
13	1 5200	54,837	13	1 5600	56,280	13	1 8150	65,480	13	1 9100	68,907	13	1 9500	70,350
14	1 5600	56,280	14	1 6000	57,723	14	1 8700	67,464	14	1 9700	71,072	14	2 0100	72,515
15	1 5600	56,280	15	1 6000	57,723	15	1 8700	67,464	15	1 9700	71,072	15	2 0100	72,515
16	1 6000	57,723	16	1 6400	59,166	16	1 9200	69,268	16	2 0300	73,236	16	2 0800	75,040
17	1 6000	57,723	17	1 6400	59,166	17	1 9200	69,268	17	2 0300	73,236	17	2 0800	75,040
18	1 6400	59,166	18	1 6800	60,609	18	1 9750	71,252	18	2 0900	75,401	18	2 1400	77,205
19	1 6400	59,166	19	1 6800	60,609	19	1 9750	71,252	19	2 0900	75,401	19	2 1400	77,205
20	1 6400	59,166	20	1 6800	60,609	20	1 9750	71,252	20	2 0900	75,401	20	2 1400	77,205
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31	1 6400	59,166	31	1 6800	60,609	31	1 9750	71,252	31	2 0900	75,401	31	2 1400	77,205
32	1 6400	59,166	32	1 6800	60,609	32	1 9750	71,252	32	2 0900	75,401	32	2 1400	77,205
33	1 6400	59,166	33	1 6800	60,609	33	1 9750	71,252	33	2 0900	75,401	33	2 1400	77,205
34	1 6400	59,166	34	1 6800	60,609	34	1 9750	71,252	34	2 0900	75,401	34	2 1400	77,205
35	1 6400	59,166	35	1 6800	60,609	35	1 9750	71,252	35	2 0900	75,401	35	2 1400	77,205

Buckeye Local School District
(STRS code 5204)

YEAR	BA	AMOUNT	YEAR	BA +15	AMOUNT	YEAR	MA	AMOUNT	YEAR	MA +15	AMOUNT	YEAR	MA +30	AMOUNT
0	1.0000	36,798	0	1.0400	38,270	0	1.1000	40,478	0	1.1300	41,582	0	1.1700	43,054
1	1.0400	38,270	1	1.0800	39,742	1	1.1550	42,502	1	1.1900	43,790	1	1.2300	45,262
2	1.0800	39,742	2	1.1200	41,214	2	1.2100	44,526	2	1.2500	45,998	2	1.2900	47,469
3	1.1200	41,214	3	1.1600	42,686	3	1.2650	46,549	3	1.3100	48,205	3	1.3500	49,677
4	1.1600	42,686	4	1.2000	44,158	4	1.3200	48,573	4	1.3700	50,413	4	1.4100	51,885
5	1.2000	44,158	5	1.2400	45,630	5	1.3750	50,597	5	1.4300	52,621	5	1.4700	54,093
6	1.2400	45,630	6	1.2800	47,101	6	1.4300	52,621	6	1.4900	54,829	6	1.5300	56,301
7	1.2800	47,101	7	1.3200	48,573	7	1.4850	54,645	7	1.5500	57,037	7	1.5900	58,509
8	1.3200	48,573	8	1.3600	50,045	8	1.5400	56,669	8	1.6100	59,245	8	1.6500	60,717
9	1.3600	50,045	9	1.4000	51,517	9	1.5950	58,693	9	1.6700	61,453	9	1.7100	62,925
10	1.4000	51,517	10	1.4400	52,989	10	1.6500	60,717	10	1.7300	63,661	10	1.7700	65,132
11	1.4400	52,989	11	1.4800	54,461	11	1.7050	62,741	11	1.7900	65,868	11	1.8300	67,340
12	1.4800	54,461	12	1.5200	55,933	12	1.7600	64,764	12	1.8500	68,076	12	1.8900	69,548
13	1.5200	55,933	13	1.5600	57,405	13	1.8150	66,788	13	1.9100	70,284	13	1.9500	71,756
14	1.5600	57,405	14	1.6000	58,877	14	1.8700	68,812	14	1.9700	72,492	14	2.0100	73,964
15	1.5600	57,405	15	1.6000	58,877	15	1.8700	68,812	15	1.9700	72,492	15	2.0100	73,964
16	1.6000	58,877	16	1.6400	60,349	16	1.9200	70,652	16	2.0300	74,700	16	2.0800	76,540
17	1.6000	58,877	17	1.6400	60,349	17	1.9200	70,652	17	2.0300	74,700	17	2.0800	76,540
18	1.6400	60,349	18	1.6800	61,821	18	1.9750	72,676	18	2.0900	76,908	18	2.1400	78,748
19	1.6400	60,349	19	1.6800	61,821	19	1.9750	72,676	19	2.0900	76,908	19	2.1400	78,748
20	1.6400	60,349	20	1.6800	61,821	20	1.9750	72,676	20	2.0900	76,908	20	2.1400	78,748
21	1.6400	60,349	21	1.6800	61,821	21	1.9750	72,676	21	2.0900	76,908	21	2.1400	78,748
22	1.6400	60,349	22	1.6800	61,821	22	1.9750	72,676	22	2.0900	76,908	22	2.1400	78,748
23	1.6400	60,349	23	1.6800	61,821	23	1.9750	72,676	23	2.0900	76,908	23	2.1400	78,748
24	1.6400	60,349	24	1.6800	61,821	24	1.9750	72,676	24	2.0900	76,908	24	2.1400	78,748
25	1.6400	60,349	25	1.6800	61,821	25	1.9750	72,676	25	2.0900	76,908	25	2.1400	78,748
26	1.6400	60,349	26	1.6800	61,821	26	1.9750	72,676	26	2.0900	76,908	26	2.1400	78,748
27	1.6400	60,349	27	1.6800	61,821	27	1.9750	72,676	27	2.0900	76,908	27	2.1400	78,748
28	1.6400	60,349	28	1.6800	61,821	28	1.9750	72,676	28	2.0900	76,908	28	2.1400	78,748
29	1.6400	60,349	29	1.6800	61,821	29	1.9750	72,676	29	2.0900	76,908	29	2.1400	78,748
30	1.6400	60,349	30	1.6800	61,821	30	1.9750	72,676	30	2.0900	76,908	30	2.1400	78,748
31	1.6400	60,349	31	1.6800	61,821	31	1.9750	72,676	31	2.0900	76,908	31	2.1400	78,748
32	1.6400	60,349	32	1.6800	61,821	32	1.9750	72,676	32	2.0900	76,908	32	2.1400	78,748
33	1.6400	60,349	33	1.6800	61,821	33	1.9750	72,676	33	2.0900	76,908	33	2.1400	78,748
34	1.6400	60,349	34	1.6800	61,821	34	1.9750	72,676	34	2.0900	76,908	34	2.1400	78,748
35	1.6400	60,349	35	1.6800	61,821	35	1.9750	72,676	35	2.0900	76,908	35	2.1400	78,748

Buckeye Local School District
(STRS code 5204)

YEAR	BA	AMOUNT	YEAR	BA +15	AMOUNT	YEAR	MA	AMOUNT	YEAR	MA +15	AMOUNT	YEAR	MA +30	AMOUNT
0	1 0000	37,535	0	1,0400	39,036	0	1,1000	41,289	0	1,1300	42,415	0	1,1700	43,916
1	1,0400	39,036	1	1,0800	40,538	1	1,1550	43,353	1	1,1900	44,667	1	1,2300	46,168
2	1,0800	40,538	2	1,1200	42,039	2	1,2100	45,417	2	1,2500	46,919	2	1,2900	48,420
3	1,1200	42,039	3	1,1600	43,541	3	1,2650	47,482	3	1,3100	49,171	3	1,3500	50,672
4	1,1600	43,541	4	1,2000	45,042	4	1,3200	49,546	4	1,3700	51,423	4	1,4100	52,924
5	1,2000	45,042	5	1,2400	46,543	5	1,3750	51,611	5	1,4300	53,675	5	1,4700	55,176
6	1,2400	46,543	6	1,2800	48,045	6	1,4300	53,675	6	1,4900	55,927	6	1,5300	57,429
7	1,2800	48,045	7	1,3200	49,546	7	1,4850	55,739	7	1,5500	58,179	7	1,5900	59,681
8	1,3200	49,546	8	1,3600	51,048	8	1,5400	57,804	8	1,6100	60,431	8	1,6500	61,933
9	1,3600	51,048	9	1,4000	52,549	9	1,5950	59,868	9	1,6700	62,683	9	1,7100	64,185
10	1,4000	52,549	10	1,4400	54,050	10	1,6500	61,933	10	1,7300	64,936	10	1,7700	66,437
11	1,4400	54,050	11	1,4800	55,552	11	1,7050	63,997	11	1,7900	67,188	11	1,8300	68,689
12	1,4800	55,552	12	1,5200	57,053	12	1,7600	66,062	12	1,8500	69,440	12	1,8900	70,941
13	1,5200	57,053	13	1,5600	58,555	13	1,8150	68,126	13	1,9100	71,692	13	1,9500	73,193
14	1,5600	58,555	14	1,6000	60,056	14	1,8700	70,190	14	1,9700	73,944	14	2,0100	75,445
15	1,5600	58,555	15	1,6000	60,056	15	1,8700	70,190	15	1,9700	73,944	15	2,0100	75,445
16	1,6000	60,056	16	1,6400	61,557	16	1,9200	72,067	16	2,0300	76,196	16	2,0800	78,073
17	1,6000	60,056	17	1,6400	61,557	17	1,9200	72,067	17	2,0300	76,196	17	2,0800	78,073
18	1,6400	61,557	18	1,6800	63,059	18	1,9750	74,132	18	2,0900	78,448	18	2,1400	80,325
19	1,6400	61,557	19	1,6800	63,059	19	1,9750	74,132	19	2,0900	78,448	19	2,1400	80,325
20	1,6400	61,557	20	1,6800	63,059	20	1,9750	74,132	20	2,0900	78,448	20	2,1400	80,325
21	1,6400	61,557	21	1,6800	63,059	21	1,9750	74,132	21	2,0900	78,448	21	2,1400	80,325
22	1,6400	61,557	22	1,6800	63,059	22	1,9750	74,132	22	2,0900	78,448	22	2,1400	80,325
23	1,6400	61,557	23	1,6800	63,059	23	1,9750	74,132	23	2,0900	78,448	23	2,1400	80,325
24	1,6400	61,557	24	1,6800	63,059	24	1,9750	74,132	24	2,0900	78,448	24	2,1400	80,325
25	1,6400	61,557	25	1,6800	63,059	25	1,9750	74,132	25	2,0900	78,448	25	2,1400	80,325
26	1,6400	61,557	26	1,6800	63,059	26	1,9750	74,132	26	2,0900	78,448	26	2,1400	80,325
27	1,6400	61,557	27	1,6800	63,059	27	1,9750	74,132	27	2,0900	78,448	27	2,1400	80,325
28	1,6400	61,557	28	1,6800	63,059	28	1,9750	74,132	28	2,0900	78,448	28	2,1400	80,325
29	1,6400	61,557	29	1,6800	63,059	29	1,9750	74,132	29	2,0900	78,448	29	2,1400	80,325
30	1,6400	61,557	30	1,6800	63,059	30	1,9750	74,132	30	2,0900	78,448	30	2,1400	80,325
31	1,6400	61,557	31	1,6800	63,059	31	1,9750	74,132	31	2,0900	78,448	31	2,1400	80,325
32	1,6400	61,557	32	1,6800	63,059	32	1,9750	74,132	32	2,0900	78,448	32	2,1400	80,325
33	1,6400	61,557	33	1,6800	63,059	33	1,9750	74,132	33	2,0900	78,448	33	2,1400	80,325
34	1,6400	61,557	34	1,6800	63,059	34	1,9750	74,132	34	2,0900	78,448	34	2,1400	80,325
35	1,6400	61,557	35	1,6800	63,059	35	1,9750	74,132	35	2,0900	78,448	35	2,1400	80,325

APPENDIX D
BUCKEYE LOCAL SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE
BUCKEYE LOCAL SCHOOL DISTRICT

3044 COLUMBIA ROAD
 MEDINA, OH 44256

(2008-2009 – steps and base frozen at 2004-2005 B-O)

2014 - 2017

POSITION	0-3 years		4-6 years		7-10 years	
	RATE	SALARY	RATE	SALARY	RATE	SALARY
BASE		31,984				
FOOTBALL-HEAD	0.170	5437.28	0.180	5757.12	0.190	6076.96
FOOTBALL-ASST	0.135	4317.84	0.145	4637.68	0.155	4957.52
FOOTBALL-ASST	0.135	4317.84	0.145	4637.68	0.155	4957.52
FOOTBALL-ASST	0.135	4317.84	0.145	4637.68	0.155	4957.52
FOOTBALL-ASST	0.135	4317.84	0.145	4637.68	0.155	4957.52
FOOTBALL-HEAD 9TH	0.125	3998.00	0.135	4317.84	0.145	4637.68
FOOTBALL-ASST 9TH	0.115	3678.16	0.125	3998.00	0.135	4317.84
FOOTBALL-HEAD JR HIGH	0.095	3038.48	0.105	3358.32	0.115	3678.16
FOOTBALL-ASST JR HIGH	0.085	2718.64	0.095	3038.48	0.105	3358.32
FOOTBALL-ASST JR HIGH	0.085	2718.64	0.095	3038.48	0.105	3358.32
FOOTBALL-ASST JR HIGH	0.085	2718.64	0.095	3038.48	0.105	3358.32
BASKETBALL-HEAD BOYS	0.170	5437.28	0.180	5757.12	0.190	6076.96
BASKETBALL-HEAD GIRLS	0.170	5437.28	0.180	5757.12	0.190	6076.96
BASKETBALL-JV BOYS	0.135	4317.84	0.145	4637.68	0.155	4957.52
BASKETBALL-JV GIRLS	0.135	4317.84	0.145	4637.68	0.155	4957.52
BASKETBALL-9TH BOYS	0.115	3678.16	0.125	3998.00	0.135	4317.84
BASKETBALL-9TH GIRLS	0.115	3678.16	0.125	3998.00	0.135	4317.84
BASKETBALL-8TH BOYS	0.095	3038.48	0.105	3358.32	0.115	3678.16
BASKETBALL-8TH GIRLS	0.095	3038.48	0.105	3358.32	0.115	3678.16
BASKETBALL-7TH BOYS	0.095	3038.48	0.105	3358.32	0.115	3678.16
BASKETBALL-7TH GIRLS	0.095	3038.48	0.105	3358.32	0.115	3678.16
BK-ASST VAR & ELEM-GIRLS	0.135	4317.84	0.145	4637.68	0.155	4957.52
BK-ASST VAR & ELEM-BOYS	0.135	4317.84	0.145	4637.68	0.155	4957.52
WRESTLING-HEAD	0.170	5437.28	0.180	5757.12	0.190	6076.96
WRESTLING-JV	0.135	4317.84	0.145	4637.68	0.155	4957.52
WRESTLING-9TH	0.115	3678.16	0.125	3998.00	0.135	4317.84
WRESTLING-HEAD JR HIGH	0.095	3038.48	0.105	3358.32	0.115	3678.16
WRESTLING-ASST JR HIGH	0.085	2718.64	0.095	3038.48	0.105	3358.32
WRESTLING-ELEM COORD	0.135	4317.84	0.145	4637.68	0.155	4957.52
BASEBALL-HEAD	0.125	3998.00	0.135	4317.84	0.145	4637.68
BASEBALL-JV	0.105	3358.32	0.115	3678.16	0.125	3998.00
FRESHMAN BASEBALL	0.095	3038.48	0.105	3358.32	0.115	3678.16
SOFTBALL-HEAD	0.125	3998.00	0.135	4317.84	0.145	4637.68
SOFTBALL ASST	0.105	3358.32	0.115	3678.16	0.125	3998.00
SOFTBALL-JV	0.105	3358.32	0.115	3678.16	0.125	3998.00

BASE	31,984.00					
POSITION	0-3 years		4-6 years		7-10 years	
	RATE	SALARY	RATE	SALARY	RATE	SALARY
TRACK-JR HIGH BOYS ASST	0.085	2718.64	0.095	3038.48	0.105	3358.32
TRACK-JR HIGH GIRLS	0.095	3038.48	0.105	3358.32	0.115	3678.16
TRACK-JR HIGH GIRLS ASST	0.085	2718.64	0.095	3038.48	0.105	3358.32
VOLLEYBALL-HEAD	0.125	3998.00	0.135	4317.84	0.145	4637.68
VOLLEYBALL-ASST.	0.105	3358.32	0.115	3678.16	0.125	3998.00
VOLLEYBALL-JV	0.105	3358.32	0.115	3678.16	0.125	3998.00
VOLLEYBALL-9TH	0.095	3038.48	0.105	3358.32	0.115	3678.16
VOLLEYBALL-JR HIGH 8TH	0.085	2718.64	0.095	3038.48	0.105	3358.32
VOLLEYBALL-JR HIGH 7TH	0.085	2718.64	0.095	3038.48	0.105	3358.32
CROSS COUNTRY	0.090	2878.56	0.100	3198.40	0.110	3518.24
CROSS COUNTRY ASST	0.075	2398.80	0.085	2718.64	0.095	3038.48
CROSS COUNTRY JR HIGH	0.060	1919.04	0.070	2238.88	0.080	2558.72
STRENGTH COACH	0.070	2238.88	0.080	2558.72	0.090	2878.56
GOLF	0.090	2878.56	0.100	3198.40	0.110	3518.24
GOLF ASST	0.075	2398.80	0.085	2718.64	0.095	3038.48
GOLF - GIRLS	0.090	2878.56	0.100	3198.40	0.110	3518.24
H.S. CHEERLEADERS	0.090	2878.56	0.100	3198.40	0.110	3518.24
H.S. CHEERLEADERS ASST	0.075	2398.80	0.085	2718.64	0.095	3038.48
H.S. CHEERLEADERS ASST	0.075	2398.80	0.085	2718.64	0.095	3038.48
J.H. CHEERLEADERS	0.060	1919.04	0.070	2238.88	0.080	2558.72
SOCCER - HEAD BOYS	0.170	5437.28	0.180	5757.12	0.190	6076.96
SOCCER - HEAD GIRLS	0.170	5437.28	0.180	5757.12	0.190	6076.96
SOCCER - JV BOYS	0.135	4317.84	0.145	4637.68	0.155	4957.52
SOCCER - JV GIRLS	0.135	4317.84	0.145	4637.68	0.155	4957.52
SOCCER - VAR ASST BOYS	0.135	4317.84	0.145	4637.68	0.155	4957.52
SOCCER - VAR ASST GIRLS	0.135	4317.84	0.145	4637.68	0.155	4957.52
ENGLISH DEPT HEAD	0.030	959.52	0.040	1279.36	0.050	1599.20
MATH DEPT HEAD	0.030	959.52	0.040	1279.36	0.050	1599.20
SCIENCE DEPT HEAD	0.030	959.52	0.040	1279.36	0.050	1599.20
SOC STUDIES DEPT HEAD	0.030	959.52	0.040	1279.36	0.050	1599.20
CAREER SCIENCE/BUSINESS	0.030	959.52	0.040	1279.36	0.050	1599.20
FINE ARTS	0.030	959.52	0.040	1279.36	0.050	1599.20
SPECIAL EDUCATION	0.030	959.52	0.040	1279.36	0.050	1599.20
FRESHMAN CLASS ADV	0.020	639.68	0.030	959.52	0.040	1279.36
SOPHMORE CLASS ADV	0.020	639.68	0.030	959.52	0.040	1279.36
JUNIOR CLASS ADV	0.050	1599.20	0.060	1919.04	0.070	2238.88
SENIOR CLASS ADV	0.050	1599.20	0.060	1919.04	0.070	2238.88
JR CONCESSION COORD	0.030	959.52	0.040	1279.36	0.050	1599.20

BASE	31,984.0					
	0					
	0-3		4-6		7-10	
	years		years		years	
POSITION	RATE	SALAR Y	RATE	SALAR Y	RATE	SALAR Y
YEARBOOK ADV	0.070	2238.88	0.080	2558.72	0.090	2878.56
NEWSPAPER-SR HIGH	0.050	1599.20	0.060	1919.04	0.070	2238.88
NEWSPAPER-JR HIGH	0.025	799.60	0.035	1119.44	0.045	1439.28
MARCHING & SUMMER BAND	0.170	5437.28	0.180	5757.12	0.190	6076.96
MARCHING BAND ASST	0.135	4317.84	0.145	4637.68	0.155	4957.52
MARCHING BAND ASST	0.135	4317.84	0.145	4637.68	0.155	4957.52
FLAG CORP/SPECIAL PROJECT	0.135	4317.84	0.145	4637.68	0.155	4957.52
DRAMA - HS DIRECTOR	0.070	2238.88	0.080	2558.72	0.090	2878.56
DRAMA - VOCAL (MUSICAL)	0.050	1599.20	0.060	1919.04	0.070	2238.88
DRAMA - INSTRU (MUSICAL)	0.050	1599.20	0.060	1919.04	0.070	2238.88
DRAMA - SET DIRECTOR	0.040	1279.36	0.050	1599.20	0.060	1919.04
DRAMA-TECHNICAL DIRECTOR	0.040	1279.36	0.050	1599.20	0.060	1919.04
DIST AUDIO VISUAL TECHNICIAN	0.040	1279.36	0.050	1599.20	0.060	1919.04
STUDENT COUNCIL - HS	0.050	1599.20	0.060	1919.04	0.070	2238.88
STUDENT COUNCIL - JH	0.025	799.60	0.035	1119.44	0.045	1439.28
STUDENT COUNCIL - LT	0.015	479.76	0.025	799.60	0.035	1119.44
STUDENT COUNCIL - LV	0.015	479.76	0.025	799.60	0.035	1119.44
STUDENT COUNCIL - YK	0.015	479.76	0.025	799.60	0.035	1119.44
N.H.S. ADV	0.040	1279.36	0.050	1599.20	0.060	1919.04
ACADEMIC CHALLENGE ADV	0.040	1279.36	0.050	1599.20	0.060	1919.04
MOCK TRIAL ADVISOR	0.040	1279.36	0.050	1599.20	0.060	1919.04
STUDENT OF MONTH ADV	0.020	639.68	0.030	959.52	0.040	1279.36
POWER OF PEN ADV.	0.040	1279.36	0.050	1599.20	0.060	1919.04
POWER OF PEN ASST.	0.035	1119.44	0.045	1439.28	0.055	1759.12

ANNUAL STIPENDS

LPDC COMMITTEE CHAIRPERSON	3000.00
LPDC COMMITTEE	1000.00

S.A.D.D. 500.00

SAFETY TOWN 1,000.00

RESIDENT EDUCATOR MENTOR
(PER MENTEE)

YEAR ONE	1,000.00
YEAR TWO	800.00
YEAR THREE	600.00
YEAR FOUR	400.00

APPENDIX F

ASSAULT LEAVE FORM

Name: _____ Date of Assault: _____

Location of the Assault: _____

Witnesses: _____

Injuries Sustained: _____

Name/Address of the attending physician, if any: _____

Statement of events leading up to and following the assault:

Signature _____

Date Submitted _____

APPENDIX H

BUCKEYE LOCAL SCHOOLS MEMBERS WITH OR SEEKING FAMILY COVERAGE WHICH INCLUDES A SPOUSE MUST COMPLETE THIS FORM

COORDINATION OF BENEFITS (COB) QUESTIONNAIRE

(Documenting a Spouse's Access to Employer/Retirement Sponsored Medical Insurance)

- Complete this form – if your spouse is enrolling in the BLSD Medical Plan.

BLSD Employee _____ SSN _____
Position _____ Bldg./Assignment _____
Spouse's Name _____ SSN _____
Spouse's Employer _____ Retired from a Public Retirement System? _____

The BLSD COB (Coordination of Benefits) requires qualifying spouses of covered employees to join their employer's group or retiree health plan (on at least an individual/single coverage basis) where such availability to coverage exists and where he/she is required to pay single/individual coverage costs the spouse less than \$300 per month (\$325, effective July 1, 2015; \$350 effective July 1, 2016). Your spouse's claims will not be considered for payment until this form is completed and returned to the Board Treasurer. Note: Spouses of BLSD employees eligible for coverage through a public retirement system must enroll in such coverage as primary on at least a single/individual basis. If your spouse is required to pay less than \$300 per month for single medical and prescription insurance through his/her employer (\$325, effective July 1, 2015; \$350 effective July 1, 2016), he/she must complete a "change of coverage" form and return it to the Treasurer's office.

Amount your spouse must pay for SINGLE medical and prescription coverage through his/her employer: \$ _____

Open enrollment period at your spouse's employer (day/month format) _____

If your spouse is required to pay less than \$300 per month for single medical and prescription insurance through his/her employer (\$325, effective July 1, 2015; \$350 effective July 1, 2016), he/she must complete a "change of coverage" form and return it to the Treasurer's office.

IF YOUR SPOUSE IS ELIGIBLE TO ACCESS HEALTH CARE COVERAGE, REGARDLESS OF COST, THROUGH A PUBLIC RETIREMENT SYSTEM, HE/SHE MUST ENROLL IN SUCH COVERAGE AS PRIMARY ON AT LEAST A SINGLE/INDIVIDUAL BASIS.

SIGNATURE REQUIREMENT – EMPLOYEE ACKNOWLEDGEMENT OF COB RESPONSIBILITY:

If my spouse's employment or access to employer sponsored health care status changes in the future, I understand that I am responsible for completing an Enrollment Form and COB Questionnaire within 31 days of the employment status /accessibility to employer sponsored health care or retiree health care change. If an Employee or Dependent (or anyone acting on behalf of either) makes a false statement or intentionally withholds information, and as a result coverage is provided which would otherwise not have been, or claim which would otherwise not be paid is paid, the Plan has the right to: 1) Recover any amounts paid as a result of the misrepresentation, and 2) Terminate coverage immediately, and 3) Recover damages, including legal fees, from the Employee or from any other person responsible for misleading the Plan, and from the person for whom the benefits were provided.

Employee Signature _____ Date _____

Direct inquiries and return form to: The Office of the Treasurer

APPENDIX I
REQUEST FOR FAMILY MEDICAL LEAVE

Reference § 5.11 of the Master Agreement Between Buckeye Local
Education Association and Buckeye Local Board of Education
(to be filed at least 30 days in advance of leave)

Employee's Name: _____ Position: _____

Building: _____

I hereby request a leave of absence without pay from _____ to _____ for (circle one):

1. The birth of a child or the placement of a child with the Employee by way of adoption or foster care;
2. Care for a newborn, adopted child or foster care within one year of the child's arrival;
3. Care for a seriously ill child, parent or spouse; or
4. Employee's medical condition prevents him/her from doing his/her job.

Explain the reason for your request:

Does Employee's spouse work for the District? Y N

Would an intermittent or reduced leave schedule meet your needs? Y N

If yes, specify a schedule that would meet your needs:

Date

Employee's Signature

FOR OFFICE USE ONLY

Employee's accumulated personal leave, sick leave and/or vacation leave: _____

Total unpaid leave, with benefits, Employee entitled to: _____

Intermittent or reduced leave schedule and alternative position Employee assigned to (if applicable):

APPENDIX J
FAMILY MEDICAL LEAVE
CERTIFICATION FROM HEALTH CARE PROVIDER
Reference § 5.11 of the Master Agreement Between Buckeye Local
Education Association and Buckeye Local Board of Education
(to be submitted in a timely manner)

Employee's Name: _____ Position: _____

Building: _____

Reason for use of Family Medical Leave (circle one):

1. Care for a seriously ill child, parent or spouse; or
2. Employee's medical condition prevents him/her from doing his/her job.

If reason #1 has been circled above, indicate the name and relationship of the family member:

Describe the nature of the illness, injury or disability (i.e. the health care provider should provide appropriate medical facts regarding the condition):

Name of treating health care provider: _____

Date on which the serious health condition commenced: _____

Probable duration of the condition:

If reason #1 has been circled above, a statement that the Employee is needed to care for the son, daughter, spouse or parent and an estimate of the amount of time that such Employee is needed to care for the son, daughter, spouse or parent:

APPENDIX K

PO: _____

Pink –
employee
Yellow -
payroll

PO: _____

PO: _____

Submit in Triplicate

Date: _____

BUCKEYE LOCAL SCHOOL DISTRICT

**REQUEST TO ATTEND PROFESSIONAL MEETING OR
ATHLETIC/TOURNAMENT**

TO: Office of Superintendent

BUILDING: _____

1. Name of participants:

a. _____ b. _____
c. _____ d. _____

2. Related requisitions submitted (vendor name). A REQUISITION IS NEEDED FOR EACH PERSON TO BE REIMBURSED.

a. _____ b. _____
c. _____

3. Name and/or type of meeting: _____

4. Location of meeting: _____

5. Inclusive dates: _____

6. Estimated expenses: **(MUST HAVE RECEIPTS TO BE REIMBURSED)**

a. Registration Fee (Athletics per Board Policy) \$ _____
b. Lodging (Athletics per Board Policy) _____
c. Total Meal Allowance (Athletics per Board Policy) _____
d. Transportation _____ miles @ _____ per mile _____
e. Other (Please specify) _____

TOTAL \$ _____

7. Substitute teacher needed: _____ yes _____ no
If yes, _____ a.m. _____ p.m. _____ All Day _____ No. of days

8. Principal's Signature: _____

8a. Athletic Director Signature (if Athletic Event): _____

9. Superintendent's Signature _____

EXPENSE STATEMENT IS NEEDED FOR REIMBURSEMENT (1/2 GREEN SHEET)

--Must be signed by employee and supervisor--

APPENDIX L

PROFESSIONAL MEETING SETTLEMENT

Authorized by P. O. # _____

RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED

Travel: _____ miles @ _____ ¢ \$ _____

Lodging: _____

Meals: _____

Registration fee: _____

Other: (Itemized) _____

Total request for reimbursement - - - - - \$ _____

Date: _____ Signature: _____

Approved by Principal: _____

Rev 8/96

APPENDIX N

JOB SHARING AGREEMENT

Pursuant to, and for implementation of Article X, Section 10.08, Job Sharing of the Master Agreement between the Buckeye Local Education Association and the Buckeye Local Board of Education, the undersigned hereby agree:

1. Article X, Section 10.08 Job Sharing states in part: *"Any unit member(s) who have been employed by the District for at least three (3) years, may, upon such terms as may be jointly agreed among the individual unit member(s) involved, the Association, and the Superintendent, share a single position for which proper certification/license is held."*
2. The single position at issue is the full-time **BUILDING SUBJECT** assignment currently held by NAME.
3. EMPLOYEE NAME is a unit member, and has duly made it known to the Superintendent and Association that he/she desires to share his/her position with another on a job-share basis for the _____ school year.
4. The single position shall be divided in two, each half consisting of 218 consecutive minutes. EMPLOYEE NAME shall be assigned the MORNING OR AFTERNOON session consisting of three (3) teaching periods, one-half (1/2) preparation period, and one-half (1/2) lunch period. The lunch period shall be the last fifteen minutes of her/his work day. Except as modified by this Agreement, work day shall be defined pursuant to Article VIII, Section 8.03 of the Master Agreement.
5. The salary for EMPLOYEE NAME shall be one-half of the appropriate salary shown on the negotiated salary schedule in the Master Agreement for her/his degree status and years of experience.
6. Insurance coverage shall be provided pursuant to Article IV, Section 4.01. In no event shall the Board be liable to EMPLOYEE NAME and her/his Job Sharing Partner, collectively, under this Job Sharing arrangement for coverage which would exceed the amount of coverage which one (1) full-time teacher would be entitled to receive under the Master Agreement.
7. Sick Leave and Personal Leave shall be earned and used in accordance with Article V, Sections 5.01 and 5.02 of the Master Agreement.
8. EMPLOYEE NAME shall be responsible for attending all parent teacher conferences, open houses, and other meetings as referred to in Article VIII, Sections 8.05 and 8.06 of the Master Agreement.
9. Except as may be altered by the specific provisions of this Agreement, all provisions of the Master Agreement shall apply to EMPLOYEE NAME.

10. This Agreement and the Job Sharing arrangement hereunder shall automatically terminate at the end of the _____ school year, without the need for any further notice or action by the Board. Termination of this Agreement/Job Sharing arrangement is not subject to challenge through the grievance procedure in the Master Agreement. Termination of this Agreement/Job Sharing arrangement prior to the end of the _____ school year shall only occur upon agreement of the parties. Upon termination of this Agreement, *NAME* shall be returned to a full-time position for which she/he is certificated, subject to the provisions of the Master Agreement including Article VII and XIII, unless a new Job Sharing Agreement is agreed to by the Board. This Job Sharing arrangement shall have no precedential value, and any subsequent decision between the same or different parties as to whether or not to enter into a Job Sharing arrangement is discretionary and is not subject to challenge through the grievance procedure in the Master Agreement.
11. This Agreement is contingent upon the Board's employment by August 1, _____, for the _____ school year, of a job sharing partner or a person deemed satisfactory to the Board under a Limited Contract for Employment of One-Half Time Long Term Substitute Teacher under Job Sharing Agreement, which document is hereby approved by the Board and Buckeye Local Education Association, and is attached hereto as Exhibit "B".

This Agreement is entered into on this _____ day of _____, _____.

EMPLOYEE NAME, Unit Member

 _____, President of Buckeye
 Local Education Association

 _____, Superintendent of
 Buckeye Local School District

APPENDIX O

**CATASTROPHIC SICK LEAVE BANK
BUCKEYE LOCAL SCHOOLS**

SICK LEAVE BANK

REQUEST FORM

Name of individual needing the leave _____

Name of the individual making the request _____
receiving leave _____ Relationship to individual

Number of days needed _____ Number of accumulated sick leave days remaining _____

Date on which leave is to begin _____

Reasons for the need (Be Specific) _____

I certify that the information stated above is true to the best of my knowledge.

Signature of the individual making the request _____ Date _____

For Committee Use Only

Comments:

Approved _____ **Disapproved** _____

CC: Treasurer's Office

APPENDIX P

**CATASTROPHIC SICK LEAVE BANK
BUCKEYE LOCAL SCHOOLS**

SICK LEAVE BANK

NOTICE OF ACCEPTANCE/REJECTION

In the matter of the request of _____ for _____ days of leave from the sick leave bank, the Catastrophic Sick Leave Bank Committee states the following:

1. The Committee Accepts _____ Rejects _____ the request.
2. The number of days to be available are all days contributed and needed not to exceed a maximum of _____ days.
3. The dates on which the leave days will be available are _____.

IF THE COMMITTEE HAS "ACCEPTED" THE REQUEST, THIS NOTICE MUST BE SIGNED BY BOTH THE INDIVIDUAL MAKING THE REQUEST AND A MEMBER OF THE CATASTROPHIC SICK LEAVE BANK COMMITTEE PRIOR TO SUCH LEAVE BEING AVAILABLE.

Signature of individual making the request _____ Date _____

Signature of a
Catastrophic Sick Leave Bank Committee member _____ Date _____

CC: Treasurer's Office

APPENDIX Q

**CATASTROPHIC SICK LEAVE BANK
BUCKEYE LOCAL SCHOOLS**

SICK LEAVE BANK

DEPOSIT AUTHORIZATION FORM

Name _____ Building _____

Number of days given (*Not To Exceed Ten*) _____

These days are to be used by _____ for approved catastrophic sick leave.
Name of individual needing the leave

I understand that I am under no obligation to give these days and that I do so voluntarily. I also understand that these days will be used only for the person listed above and will be deducted from my accumulated sick leave only if needed.

I authorize the number of days stated above to be deducted from my accumulated sick leave.

Signature _____ Date _____

CC: Treasurer's Office

APPENDIX R

**CATASTROPHIC SICK LEAVE BANK
BUCKEYE LOCAL SCHOOLS**

SICK LEAVE BANK

COMPOSITE RECORD OF SICK LEAVE BANK USE

This record is for leave requested by _____ No. of Days Approved _____

The individual needing the leave _____

Dates for which leave was approved _____

Name of Contributor	No. of Days Contributed	No. of Days Available, and Date Notice Was Given to the District's Treasurer.										Days Used & Deducted		
Totals														

CC: Treasurer's Office

APPENDIX S
Discipline Procedures
Verbal Warning Memorialized Form

In accordance with Article XIII, Section 13.02 of the Master Agreement, Disciplinary Action,

(Unit member's name) _____

Is hereby notified that because of the following charge, he/she is being issued a verbal warning.

(Charge) _____

The source of the information, which is the basis of the charge, came from personal observation by the undersigned administrator.

The source of the information, which is the basis of the charge, came from: *(General Source)*

I, (Unit member's Signature) _____ attest that I have had the opportunity to read the above charge but do not necessarily attest to its accuracy.

I have witnessed the issuance of this form to the charged unit member.

(Signature of the BLEA Building Representative/Designee) _____

Date _____

I choose to attach a rebuttal to this form.

I am not attaching a rebuttal to this form.

(Signature of Administrator Making the Charge) _____ Date _____

APPENDIX T

LESSON PLAN

Grade: _____

Teacher: _____

Subject ; _____

Quarter: _____ Week: _____

Date	Day	Objective(s)/Indicator(s) (The student will:)	Instructional Strategies (The teacher will:)	Materials	Pre and Post Assessments (Formative and summative)	OCS
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

OCS - Ohio Content Standards

Subject: _____

Lesson Plans

Time: _____

Date	Procedure	Materials	Evaluation	Homework
	Assignment – Evaluation: Observation, work sample, quiz, test	Teacher Manual p. Overhead worksheet other		
Standard:				
Objective:				
	Assignment – Evaluation: Observation, work sample, quiz, test	Teacher Manual p. Overhead worksheet other		
Standard:				
Objective:				
	Assignment – Evaluation: Observation, work sample, quiz, test	Teacher Manual p. Overhead worksheet other		
Standard:				
Objective:				
	Assignment – Evaluation: Observation, work sample, quiz, test	Teacher Manual p. Overhead worksheet other		
Standard:				
Objective:				
	Assignment – Evaluation: Observation, work sample, quiz, test	Teacher Manual p. Overhead worksheet other		
Standard:				
Objective:				

WEEKLY LESSON PLAN BY SUBJECT

TIME: _____

TEXTBOOK: _____

DATE: _____

	OBJECTIVE	Indicator	INSTRUCTIONAL STRATEGY	Instructional Materials	Pre and Post Assessment
MONDAY			_____ lecture _____ teacher modeling _____ media presentations _____ small group _____ class/group discussion _____ question/answer _____ guided practice _____ independent practice _____ test _____ weekly _____ unit	_____ teacher's manual page# _____ _____ student text page# _____ _____ workbook page# _____ _____ practice master# _____ _____ supplemental# _____ _____ reteach# _____ _____ enrichment# _____ _____ manipulative _____ related equipment	
TUESDAY			_____ lecture _____ teacher modeling _____ media presentations _____ small group _____ class/group discussion _____ question/answer _____ guided practice _____ independent practice _____ test _____ weekly _____ unit	_____ teacher's manual page# _____ _____ student text page# _____ _____ workbook page# _____ _____ practice master# _____ _____ supplemental# _____ _____ reteach# _____ _____ enrichment# _____ _____ manipulative _____ related equipment	

WEDNESDAY			<p> <input type="checkbox"/> lecture <input type="checkbox"/> teacher modeling <input type="checkbox"/> media presentations <input type="checkbox"/> small group <input type="checkbox"/> class/group discussion <input type="checkbox"/> question/answer <input type="checkbox"/> guided practice <input type="checkbox"/> independent practice <input type="checkbox"/> test <input type="checkbox"/> weekly <input type="checkbox"/> unit </p>	<p> <input type="checkbox"/> teacher's manual page# <input type="checkbox"/> <input type="checkbox"/> student text page# <input type="checkbox"/> <input type="checkbox"/> workbook page# <input type="checkbox"/> <input type="checkbox"/> practice master# <input type="checkbox"/> <input type="checkbox"/> supplemental# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> reteach# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> enrichment# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> manipulative <input type="checkbox"/> related equipment </p>	
THURSDAY			<p> <input type="checkbox"/> lecture <input type="checkbox"/> teacher modeling <input type="checkbox"/> media presentations <input type="checkbox"/> small group <input type="checkbox"/> class/group discussion <input type="checkbox"/> question/answer <input type="checkbox"/> guided practice <input type="checkbox"/> independent practice <input type="checkbox"/> test <input type="checkbox"/> weekly <input type="checkbox"/> unit </p>	<p> <input type="checkbox"/> teacher's manual page# <input type="checkbox"/> <input type="checkbox"/> student text page# <input type="checkbox"/> <input type="checkbox"/> workbook page# <input type="checkbox"/> <input type="checkbox"/> practice master# <input type="checkbox"/> <input type="checkbox"/> supplemental# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> reteach# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> enrichment# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> manipulative <input type="checkbox"/> related equipment </p>	
FRIDAY			<p> <input type="checkbox"/> lecture <input type="checkbox"/> teacher modeling <input type="checkbox"/> media presentations <input type="checkbox"/> small group <input type="checkbox"/> class/group discussion <input type="checkbox"/> question/answer <input type="checkbox"/> guided practice <input type="checkbox"/> independent practice <input type="checkbox"/> test <input type="checkbox"/> weekly <input type="checkbox"/> unit </p>	<p> <input type="checkbox"/> teacher's manual page# <input type="checkbox"/> <input type="checkbox"/> student text page# <input type="checkbox"/> <input type="checkbox"/> workbook page# <input type="checkbox"/> <input type="checkbox"/> practice master# <input type="checkbox"/> <input type="checkbox"/> supplemental# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> reteach# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> enrichment# <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> manipulative <input type="checkbox"/> related equipment </p>	

LESSON PLANS

Date _____

M Tu W Th F

Subject/Day:

Subject/Day:

Subject/Day:

Time:

Time:

Time:

<p>Objective(s): The student should be able to:</p>	<p>Objective(s): The student should be able to:</p>	<p>Objective(s): The student should be able to:</p>
<p>Indicator:</p>	<p>Indicator:</p>	<p>Indicator:</p>
<p>Instructional Strategies: ___ Guided Instruction ___ Co-Op Learning ___ Independent Work ___ Small Group ___ Textbook (pp. _____) ___ Workbook (pp. _____) ___ Practice Sheet _____</p>	<p>Instructional Strategies: ___ Guided Instruction ___ Co-Op Learning ___ Independent Work ___ Small Group ___ Textbook (pp. _____) ___ Workbook (pp. _____) ___ Practice Sheet _____</p>	<p>Instructional Strategies: ___ Guided Instruction ___ Co-Op Learning ___ Independent Work ___ Small Group ___ Textbook (pp. _____) ___ Workbook (pp. _____) ___ Practice Sheet _____</p>
<p>Materials/Resources:</p>	<p>Materials/Resources:</p>	<p>Materials/Resources:</p>
<p>Pre and Post Assessment: ___ Assignment checked (not graded) ___ Conference with student ___ Graded assignment ___ Homework ___ Oral response/Teacher observation ___ Project/Presentation ___ Test/Quiz ___ Rubric ___ Other:</p>	<p>Pre and Post Assessment: ___ Assignment checked (not graded) ___ Conference with student ___ Graded assignment ___ Homework ___ Oral response/Teacher observation ___ Project/Presentation ___ Test/Quiz ___ Rubric ___ Other:</p>	<p>Pre and Post Assessment: ___ Assignment checked (not graded) ___ Conference with student ___ Graded assignment ___ Homework ___ Oral response/Teacher observation ___ Project/Presentation ___ Test/Quiz ___ Rubric ___ Other:</p>

TEACHER _____

Grade _____

Subject/day: _____

Subject/Day: _____

Subject/Day: _____

Time: _____

Time: _____

Time: _____

<p>Objective(s): The student should be able to:</p>	<p>Objective(s): The student should be able to:</p>	<p>State Standard(s)</p> <p>_____</p> <p>Accommodations: (use student initial or code)</p> <p>Extended Time _____</p> <p>Preferential Seating _____</p> <p>Segmented Assignments _____</p> <p>Assignment Length _____</p> <p>Communication Methods _____</p> <p>Peer Tutor _____</p> <p>Other: _____</p>
<p>Indicator:</p>	<p>Indicator:</p>	<p>Remediation:</p> <p>M:</p> <p>T:</p> <p>W:</p> <p>T:</p> <p>F:</p> <hr/> <p>Enrichment:</p> <p>M:</p> <p>T:</p> <p>W:</p> <p>T:</p> <p>F:</p>
<p>Instructional Strategies:</p> <p>___ Guided Instruction</p> <p>___ Co-Op Learning</p> <p>___ Independent Work</p> <p>___ Small Group</p> <p>___ Textbook</p> <p>(pp. _____)</p> <p>___ Workbook</p> <p>(pp. _____)</p> <p>___ Practice Sheet _____</p>	<p>Instructional Strategies:</p> <p>___ Guided Instruction</p> <p>___ Co-Op Learning</p> <p>___ Independent Work</p> <p>___ Small Group</p> <p>___ Textbook (pp. _____)</p> <p>___ Workbook (pp. _____)</p> <p>___ Practice Sheet _____</p>	<p>Non-Instructional Activities:</p>
<p>Materials/Resources:</p>	<p>Materials/Resources:</p>	
<p>Assessment:</p> <p>___ Assignment checked (not graded)</p> <p>___ Conference with student</p> <p>___ Graded assignment</p> <p>___ Homework</p> <p>___ Oral response/Teacher observation</p> <p>___ Project/Presentation</p> <p>___ Test/Quiz</p> <p>___ Rubric</p> <p>___ Other</p>	<p>Assessment:</p> <p>___ Assignment checked (not graded)</p> <p>___ Conference with student</p> <p>___ Graded assignment</p> <p>___ Homework</p> <p>___ Oral response/Teacher observation</p> <p>___ Project/Presentation</p> <p>___ Test/Quiz</p> <p>___ Rubric</p> <p>___ Other</p>	

Dates:

Friday	Thursday	Wednesday	Tuesday	Monday
Students arrive, check in, sharpen pencils, put coats and bags away				
Announcements, Pledge, Take and send Lunch Count to cafeteria and attendance to the office				
Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:	Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:	Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:	Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:	Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:

Dates:

			Intervention and Reinforcement	
Monday		Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:		
Tuesday		Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:		
Wednesday		Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:		
Thursday		Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:		
Friday		Indicator(s): Materials: Procedure: The teacher will Pre & Post Assessment:		

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual + Family | Plan Type: POS

 This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at www.HealthReformPlanSBC.com or by calling 1-888-982-3862.

Important Questions	Answers	Why this Matters:
What is the overall <u>deductible</u> ?	For each Calendar Year, In-Network: Individual \$150 / Family \$300 . Out-of-Network: Individual \$250 / Family \$500 . Does not apply to office visits, prescription drugs, emergency care, and preventive care in-network.	You must pay all the costs up to the <u>deductible</u> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <u>deductible</u> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <u>deductible</u> .
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an <u>out-of-pocket limit</u> on my expenses?	Yes. In-Network: Individual \$500 / Family \$1,000 . Out-of-Network: Individual \$2,500 / Family \$5,000 . Prescription drugs: Individual \$2,000 / Family \$4,000 .	The <u>out-of-pocket limit</u> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses.
What is not included in the <u>out-of-pocket limit</u> ?	Premiums, balance-billed charges, penalties for failure to obtain pre-authorization for service, and health care this plan does not cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Is there an overall annual limit on what the plan pays?	No.	The chart starting on page 2 describes any limits on what the plan will pay for <i>specific</i> covered services, such as office visits.
Does this plan use a <u>network of providers</u> ?	Yes. See www.aetna.com or call 1-888-982-3862 for a list of in-network <u>providers</u> .	If you use an in-network doctor or other health care <u>provider</u> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <u>provider</u> for some services. Plans use the term in-network, <u>preferred</u> , or participating for <u>providers</u> in their <u>network</u> . See the chart starting on page 2 for how this plan pays different kinds of <u>providers</u> .
Do I need a referral to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without permission from this plan.
Are there services this plan doesn't cover?	Yes.	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <u>excluded services</u> .

Questions: Call 1-888-982-3862 or visit us at www.HealthReformPlanSBC.com.
If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.HealthReformPlanSBC.com or call 1-888-982-3862 to request a copy.



Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual + Family | Plan Type: POS



- **Copayments** are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- **Coinsurance** is *your* share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **coinsurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- This plan may encourage you to use in-network **providers** by charging you lower **deductibles**, **copayments**, and **coinsurance** amounts.

Common Medical Event	Services You May Need	Your Cost If You Use an In-Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$10 copay/visit	30% coinsurance	Includes Internist, General Physician, Family Practitioner or Pediatrician.
	Specialist visit	\$10 copay/visit	30% coinsurance	none
	Other practitioner office visit	\$10 copay/visit, after deductible	30% coinsurance	Coverage is limited to 20 visits per calendar year for Chiropractic care.
	Preventive care /screening /immunization	No charge, except hearing exams not covered	30% coinsurance, except well adult, adult immunizations, hearing exams, prostate specific antigen tests & digital rectal exams not covered	Age and frequency schedules may apply.
If you have a test	Diagnostic test (x-ray, blood work)	0% coinsurance	30% coinsurance	none
	Imaging (CT/PET scans, MRIs)	\$10 copay/visit, after deductible	30% coinsurance	none



Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual + Family ; Plan Type: POS

Common Medical Event	Services You May Need	Your Cost If You Use an In-Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations
<p>If you need drugs to treat your illness or condition</p> <p>More information about <u>prescription drug coverage</u> is available at www.aetna.com/pharmacy-insurance/individuals-families</p>	Generic drugs	Copay/prescription: \$5 (retail), \$10 (mail order)	Not covered	Covers up to a 30 day supply (retail prescription), 31-90 day supply (mail order prescription). Includes contraceptive drugs and devices obtainable from a pharmacy, oral fertility drugs. No charge for formulary generic FDA-approved women's contraceptives in-network. Precertification required.
	Preferred brand drugs	Copay/prescription: \$10 (retail), \$20 (mail order)	Not covered	
	Non-preferred brand drugs	Copay/prescription: \$10 (retail), \$20 (mail order)	Not covered	
	Specialty drugs	Applicable cost as noted above for generic or brand drugs.	Not covered	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	—none—
	Physician/surgeon fees	10% coinsurance	30% coinsurance	—none—
If you need immediate medical attention	Emergency room services	\$10 copay/visit	\$10 copay/visit	No coverage for non-emergency use.
	Emergency medical transportation	0% coinsurance	0% coinsurance	No coverage for non-emergency transport.
	Urgent care	\$10 copay/visit	30% coinsurance	No coverage for non-urgent use.
If you have a hospital stay	Facility fee (e.g., hospital room)	10% coinsurance	30% coinsurance	Pre-authorization required for out-of-network care.
	Physician/surgeon fee	10% coinsurance	30% coinsurance	—none—
If you have mental health, behavioral health, or substance abuse needs	Mental/Behavioral health outpatient services	\$10 copay/visit	30% coinsurance	—none—
	Mental/Behavioral health inpatient services	10% coinsurance	30% coinsurance	Pre-authorization required for out-of-network care.
	Substance use disorder outpatient services	\$10 copay/visit	30% coinsurance	—none—
	Substance use disorder inpatient services	10% coinsurance	30% coinsurance	Pre-authorization required for out-of-network care.

Questions: Call 1-888-982-3862 or visit us at www.HealthReformPlanSBC.com.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.HealthReformPlanSBC.com or call 1-888-982-3862 to request a copy.



Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual + Family | Plan Type: POS

Common Medical Event	Services You May Need	Your Cost If You Use an In-Network Provider	Your Cost If You Use an Out-of-Network Provider	Limitations & Exceptions
If you are pregnant	Prenatal and postnatal care	No charge	30% coinsurance	none
	Delivery and all inpatient services	\$10 copay for physician maternity services; 10% coinsurance for facility services	30% coinsurance	Includes outpatient postnatal care. Pre-authorization may be required for out-of-network care.
If you need help recovering or have other special health needs	Home health care	\$10 copay/visit, after deductible	30% coinsurance	Coverage is limited to 3 visits per day and 60 visits per calendar year. Pre-authorization required for out-of-network care.
	Rehabilitation services	\$10 copay/visit, after deductible	30% coinsurance	Coverage is limited to 60 visits per calendar year for Physical, Occupational & Speech Therapy combined.
	Habilitation services	Not covered	Not covered	Not covered.
	Skilled nursing care	10% coinsurance	30% coinsurance	Coverage is limited to 60 days per calendar year. Pre-authorization required for out-of-network care.
	Durable medical equipment	10% coinsurance	30% coinsurance	none
	Hospice service	10% coinsurance for inpatient; \$10 copay/visit, after deductible for outpatient	30% coinsurance	Pre-authorization required for out-of-network care.
If your child needs dental or eye care	Eye exam	No charge	Not covered	Coverage is limited to 1 routine eye exam per 24 months.
	Glasses	Not covered	Not covered	Not covered.
	Dental check-up	Not covered	Not covered	Not covered.

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APPENDIX V

Buckeye Local School District
3044 Columbia Road
Medina OH 44256

To: Central Administrative Offices

From: _____
Teacher name (printed and signature)

RE: Request for change in Contract Status (Due by March 30)

Date: _____

This form is to notify you that I am eligible for a Continuing Contract per BLEA Negotiated Agreement Article X, Section 10.01 B and Ohio Revised Code.

To verify certificate/license log on to:

www.ode.state.oh.us/TeachingProfession/Teacher/Certification_Licensure/certifact.asp

I hold a valid:

_____ eight (8) year professional Certificate

_____ a permanent or life Certificate

_____ a (5) year Teaching License

_____ I have at least three (3) of the last five (5) years of teaching service at Buckeye Local School District. (Proof of service required if other than Buckeye Local School District service)

_____ I have a continuing contract from another school district and two (2) years of service in Buckeye Local School District. (Proof of other continuing contract attached).

_____ I have completed thirty hours of continuing education college credits

Treasurer's Office Verification

Board Agenda (month, year)

Superintendent approval for Board Agenda

Date _____

