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MASTER CONTRACT

between the

WILLIAMSBURG EDUCATION ASSOCIATION
an affiliate of the
OHIO EDUCATION ASSOCIATION
and the
NATIONAL EDUCATION ASSOCIATION

and the

WILLIAMSBURG LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

EFFECTIVE:
July 1, 2021 Through June 30, 2025

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ARTICLE 1:
RECOGNITION

1.01 BOARD RECOGNITION

The Association recognizes that the Board is the duly elected public body charged by law with the authority and responsibility to establish the education policies of the Williamsburg Local School District, and is further charged by law with the sole authority and responsibility to establish the rules and regulations by which the School District shall be governed pursuant to 3313.20 and 3313.47 of the Ohio Revised Code (ORC). In addition, and subject to the limitations specifically set forth in this contract, the Association recognizes that the Board retains the sole and exclusive responsibility and authority with respect to the management of the Williamsburg Local School District as specified in Section 4117.08 of the ORC.

1.02 ASSOCIATION RECOGNITION

The Williamsburg Local School District Board of Education, hereinafter referred to as the "BOARD", recognizes the Williamsburg Education Association, as affiliated with the Ohio Education Association and the National Education Association, hereinafter referred to as the "ASSOCIATION", as the sole and exclusive agent representing the bargaining unit.

1.03 BARGAINING UNIT

The bargaining unit shall be defined as all certificated employees who are under contract with the Board to teach a full school year, excluding all substitute teachers, superintendent, principals, assistant principals and all other administrative staff and/or supervisory employees who have the administrative authority to employ, evaluate, transfer, assign, discipline or discharge members of this bargaining unit or have the responsibility to make recommendations thereon. The term "member" shall refer to any employee who is a member of said bargaining unit.

ARTICLE 2:
NEGOTIATIONS

2.01 DEFINITIONS

2.0101 Day means calendar day unless otherwise indicated.

2.0102 Good faith - The obligation of the parties to bargain with each other for the purpose of reaching an agreement on matters which are negotiable. All parties are obliged to deal openly and fairly with each other. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons and offer counterproposals. Such obligation shall not require either party to change its proposal on any matter being negotiated.

2.0103 Party when used shall mean the Association and/or the Board.

2.02 NEGOTIATION PROCEDURES

2.0201 Initiating Negotiations

A. All requests for the initiation of negotiations shall be made in writing. The request initiated by the Association shall be directed at the Board President; the request initiated by the Board shall be directed at the Association President. The written request for negotiations shall include:
   1. Date of letter.
   2. Statement of matters to be discussed.

B. A written reply shall be sent by the receiving party within five (5) calendar days of receipt of said request. This letter shall include:
   1. Date of letter.
   2. Time, place and date of three (3) proposed dates for the initial negotiation session.

C. All negotiations shall be in accordance with the reopener provisions of this Contract.

D. The requesting party shall serve a copy of the request and the current contract upon the State Employment Relations Board (SERB).

2.0202 Negotiation Sessions

A. The parties shall meet at a time and place established under Section 2.02 of this article for the first negotiation session. A time, place and date for the next session shall be established before concluding the first and each successive negotiation session.

B. All issues proposed for discussion shall be reduced in writing in comprehensive style by each party, the Board and the Association, and presented to the other party at the first meeting as a complete package. Written mutual consent shall be necessary for the parties to discuss any additional proposal not presented at the first meeting.

2.0203 Negotiating Teams

A. Each team shall consist of four (4) people of the party's choice. Each team shall designate a chairperson. All bargaining shall be done exclusively by said teams.

B. The parties may call upon consultants to assist in preparing for bargaining and utilize them for consultation during bargaining sessions. The expense of the consultant shall be borne by the party requesting such. A limit of two (2) consultants may be used by each party in any one (1) session.

2.0204 Information

The designated representative of the Board and the Association agree to make available to each other upon written request within ten (10) days all available public information. Such information shall include but shall not be limited to the following:

A. Training and experience grid
B. Treasurer's monthly financial reports
C. Any and all Auditor's Amended Certificates of Estimated Resources
D. Annual Summary Report and rate increase data for all insurance coverage.
E. Five-Year Forecast with Assumptions

2.0205 Caucuses

Either group shall have the right to recess for independent caucus at any time. Each caucus shall be limited to one (1) hour unless otherwise mutually agreed.

2.0206 Item Agreement

As negotiation items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding or as a final agreement by the parties and it is expressly understood by the parties that the tentative agreement reached on any items may be withdrawn by either party at any time during the negotiations process.

2.0207 Agreement

A. When an agreement is reached by the teams, that agreement shall be reduced to writing and signed by the chairperson of each team. Each team will recommend favorably to its members the acceptance of the tentative agreement. The tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association's membership shall be communicated to the Board in writing by the Association President. Upon receipt of notification that the Association has ratified the agreement, the Board shall meet within fourteen (14) days to consider the approval or non-approval of the tentative agreement.

B. After the agreement is ratified and approved by both the Association and the Board, it shall be executed by the parties.

2.0208 Impasse

A. In the event that agreement cannot be obtained on all issues being negotiated within sixty (60) days of the first negotiation session, either party may declare impasse on issues being negotiated, except that the parties may mutually agree to withdraw any negotiation issues and submit them to the ratification procedures as herein before described.

B. If an impasse is reached, the matter shall be submitted to advisory arbitration. The parties shall request a list of nine (9) names from the American Arbitration Association (AAA) and the arbitrator shall be selected in accordance with the rules and regulations of the AAA.

C. The arbitrator shall have the authority to hold hearings and to confer with any person deemed advisable in arriving at his/her recommendation. The arbitrator shall report his/her recommendation to the negotiation teams within fifteen (15) days of the last meeting, if possible. It is agreed by the parties that the recommendation of the arbitrator is not binding on either party except as set forth hereafter and is of an advisory nature only.

D. Within fifteen (15) days of receipt of the arbitrator's recommendations, the Association and the Board shall both consider and vote on the recommendations.

E. Every member shall have the right to vote on this arbitrator's report. Such vote shall be conducted in accordance with the rules adopted by SERB for a similar fact finding report pursuant to ORC 4117.14(c)(6). If the report of the arbitrator is not rejected by at least a three-fifths (3/5) vote of the total members, then the recommendation of the arbitrator shall be binding on the Association provided it is accepted by the Board. Member as used in this section shall be defined in the same manner as member is defined by the SERB in its interpretation of ORC 4117.14(c)(6).

F. Likewise, the Board shall consider the recommendations of the arbitrator and vote on same at a public meeting. If the Board does not reject the entire report of the arbitrator by a three-fifths (3/5) vote of its full membership, then the recommendation of the arbitrator shall be binding upon the Board unless it has been rejected by the Association as provided above.

G. If the report of the arbitrator is not rejected by either party as provided above, it shall be deemed agreed upon as the final resolution of the issues between the parties and shall be included in any contract between them.

H. Each party shall pay one-half (1/2) the cost of the arbitrator.

I. Up to three (3) members designated by the Association shall be provided release time to be present in the Association's behalf at an impasse hearing.

2.03 REOPENER

The parties will reopen negotiations for a successor contract sixty (60) days prior to the expiration of the contract.

2.04 PROVISIONS CONTRARY TO LAW

2.0401 If any provision of this professional negotiations agreement or any application of the document to any person shall be found contrary to law, then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions therein shall continue in full force and effect.

2.0402 The parties shall reconsider any article herein by commencing meetings no later than thirty (30) calendar days after said article is determined to be null and void by the state or federal legislation. Reconsideration shall be limited only to the extent affected if partial negation should occur through such statutory enactment.

ARTICLE 3: GRIEVANCES

3.01 DEFINITIONS

The following definitions shall apply only to the procedures set forth in this article:

3.0001 A "grievance" is a claim by a certificated person(s) who is/are covered by this agreement that one or more of the terms of this agreement have been misinterpreted or misapplied.

3.0002 An "aggrieved person" is the Association or certificated person covered by this agreement having a grievance.

3.0003 The "Association" is defined as the Williamsburg Education Association.

3.0004 The "Board" is the Williamsburg Board of Education.

3.0005 "Days" shall be defined as a calendar day excluding Saturdays, Sunday and days observed as holidays.

3.02 PURPOSE

3.0201 The purpose of the grievance procedure is to secure, at the lowest possible administrative level, proper solutions to grievances. Both parties agree that grievance proceedings shall be kept as informal and confidential as appropriate at all levels of the procedure.

3.0202 Nothing herein shall prohibit any aggrieved person from discussing his/her grievance informally with any member of the administration.

3.03 PROCEDURE

The number of days indicated at each level shall be considered as maximum, and every effort should be made to expedite the process. The time limits may be extended by mutual consent of all parties concerned.

3.04 GRIEVANCE STEPS

Grievances shall be resolved as follows:

3.0401 Step One

A. An aggrieved person(s) shall first discuss his/her grievance with his/her principal, either alone or in the company of a representative of his/her choosing, with the objective of resolving the grievance informally. If a grievant believes he/she has a legitimate grievance, he/she must file his/her grievance in writing with his/her building principal. The written grievance must be filed within thirty (30) days of the occurrence of the event giving rise to the grievance. If the grievant fails to file his/her grievance at this step of the procedure in writing within said thirty (30) day period, he/she shall have waived the right to file a grievance and it shall be void.

B. Within seven (7) days of the receipt of the grievance, the principal shall render his/her decision in writing.

3.0402 Step Two

A. If the grievant is not satisfied with the decision of the building administrator and appeals the grievance to Step Two of the grievance procedure within five (5) days of his/her receipt of the written decision of the building administrator at Step One, the Superintendent shall set the grievance for hearing at a time which is mutually agreeable to the grievant and the Superintendent or his/her designee.

B. The Superintendent shall render a written decision on the grievance within seven (7) days of the grievance hearing and a copy of that written decision shall be given to the grievant.

3.0403 Step Three

If the grievant is not satisfied with the decision at Step Two, the Board and the Association shall jointly submit the grievance for mediation through the Federal Mediation and Conciliation Service (FMCS). A session with a mediator shall be scheduled to mediate discussions and possible resolution of the grievance within ten (10) days based upon the mediator's calendar. Mediation shall be scheduled at a time convenient for all parties associated with the grievance. Any mediated settlement shall be reduced to writing and signed by all affected parties. If mediation is not successful, the grievance shall be advanced to Step Four of the grievance procedure.

3.0404 Step Four

A. Prior to a grievance being scheduled for arbitration, the Association Executive Committee shall review the merits of the grievance and advise the grievant of its findings. No grievance shall be arbitrated without approval of the Association Executive Committee.

B. If resolution is not reached at mediation the grievant can file a notice of appeal with the American Arbitration Association within fifteen (15) days of receipt of the Board's written decision, the grievance shall be referred to arbitration as provided hereafter.

C. The arbitrator shall be chosen from a list provided by the American Arbitration Association. Selection and hearing shall be in accordance with the voluntary rules and regulations of the American Arbitration Association. The arbitrator shall hold the necessary hearing promptly and issue his/her decision within such time as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing.

D. The decision of the arbitrator shall be binding on both the Board and the Association.

E. The arbitrator shall expressly confine him/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall in no way interfere with management prerogatives involving Board discretion nor limit or interfere in any way with the powers, duties and rules and regulations having the force and effect of law.

F. Costs of the arbitrator shall be shared equally by the Board and the Association.

3.05 MISCELLANEOUS

3.0501 Nothing herein shall prevent any grievant from presenting a grievance and having it adjusted without the intervention or representation by the Association as long as the adjustment is consistent with the terms of this agreement and as long as the Association has the opportunity to be present at the adjustment, as provided by ORC Section 4117.03(a)(5).

3.0502 Forms for filing and processing a grievance are attached as Appendix I.

3.0503 No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.

3.0504 If a grievance is filed which alleges that the Superintendent of the District has

misinterpreted or misapplied the Agreement, it shall commence at Step Three.

3.0505 No grievance may be in conflict with the statutory or common law governing the Board and the District.

3.0506 If at any step a reply is not received in writing within the time allocated, the grievant has the right to proceed to the next step in the grievance procedure.

3.0507 The grievant shall make all reasonable efforts to be present at all steps in the grievance procedure; and the Board, its agents, and administrative employees may be represented at all steps in the grievance procedure by representatives chosen by the Board.

3.0508 Failure of the grievant to timely file an appeal at any step of the grievance procedure shall result in the grievant being bound by the decision of the administrator and/or the Board at the level from which a timely appeal was not filed.

ARTICLE 4:
ASSOCIATION RIGHTS

Recognition of the Association as the employee representative shall entitle the Association to certain exclusive rights. Only the Association and its affiliates or parent organizations shall have the following rights:

4.01 BULLETIN BOARDS

The building representatives of the Association in each individual school will have the use of a bulletin board designated for Association business in the members' lounge(s).

4.02 BOARD MEETING INFORMATION

The Association shall be provided Board agendas, minutes, and other public information made available to Board members. The Association President or his/her designee shall be informed of any agenda changes.

4.03 ACCESS TO MEMBERSHIP

4.0301 Representatives may make announcements at the end of school faculty meetings.

4.0302 The Association shall be able to address new teachers at the end of the opening orientation meeting for teachers.

4.0303 Representatives of the Association may meet with members before the arrival of students, after the dismissal of students, and on the member's lunch period

and/or planning and conference time provided the representative appears at the principal's office and indicates his/her presence in the building and the identity of the person with whom he/she will be meeting.

4.04 USE OF SCHOOL BUILDINGS & FACILITIES

4.0401 The Association building representatives will have permission to use school equipment when such equipment is otherwise not in use for school purposes provided the Association shall be responsible for damage to equipment used by it.

4.0402 At times other than before or soon after the workday when individual school meetings are normally held, the Association must request the use of facilities as prescribed in adopted Board policy.

4.0403 Use of public address systems for Association announcements according to school procedure.

4.0404 Use of the district electronic mail system.

4.05 STAFF MEMBER DIRECTORIES

4.0501 Names and addresses of newly employed professional staff members shall be provided to the Association following Board approval of their contract, unless the professional staff member specifically requests otherwise in writing.

4.0502 The Administration shall make available to all professional staff members a directory listing the names, addresses, phone numbers and grade level assignment of all employees, except those who have specifically requested that they not be listed in this directory.

4.06 COPIES OF MASTER CONTRACT

All members will receive an electronic PDF copy of this contract. The Board shall place an electronic copy of the contract on a secured portion of the district intranet/website/faculty share within thirty (30) calendar days after the Master Contract is signed by the parties.

4.07 PAYROLL DUES DEDUCTIONS

4.0701 The Association will be given the exclusive right of payroll deduction of dues for the Association and its affiliates (the National Education Association, the Ohio Education, and the Southwestern Ohio Education Association, hereinafter referred to as "Affiliate") without cost to the organization.

4.0702 Authorization for payroll deductions for membership in the Association and affiliated organizations will be on an annual basis. The Association President and the Board Treasurer will mutually establish the cut-off date for payroll

deductions. The total amount of deductions will be prorated into not less than twenty (20) equal installments, effective with the first pay period in November.

4.08 ASSOCIATION LEAVE

When an employee's attendance is required at an arbitration proceeding, whether grievance or interest arbitration, the member shall be able to attend at no loss in pay.

4.09 ASSOCIATION-ADMINISTRATION LIAISON

At the request of the Association President, the Superintendent shall meet once a month with the Association President to discuss matters of concern to the Association.

4.10 ASSOCIATION SUPPLEMENTAL PROCESSING

4.1001 The Association officers and other members paid a stipend by the Association have the option to be paid a stipend by the Board as identified by the Association. The Association shall reimburse the Board the gross amount of the stipend, including Social Security, workers' compensation, Medicare and any applicable retirement costs payable to STRS. These will be flow-through transactions with no cost being incurred by the Board.

4.1002 By the end of each school year, the treasurer of the Association will identify which Association officers and standing committee members will receive a stipend. This information will be communicated to the school district treasurer in writing. The school district treasurer will set a schedule for payment of the stipends and a deadline for Association reimbursement in agreement with the Association treasurer.

ARTICLE 5:
WORKING CONDITIONS & EMPLOYMENT PRACTICES

5.01 WORKWEEK

5.0101 The regular workweek shall be thirty-five (35) hours and fifty (50) minutes in length. No regular workday will be longer than eight (8) hours. The daily schedule will be determined by the Building Leadership Team to maximize effectiveness of PLC and professional development time in each building. The daily schedule will be provided to teachers by August 1st of each year for the upcoming school year. The ten (10) minutes prior to the start of the student day shall not be used as instructional time. The principal has discretion to apply non-instructional duties at this time. Teachers shall not be required to teach or to prepare for more than six (6) instructional periods per day.

5.0102 In addition, members may be required to attend faculty meetings, parent conferences, IEP placement hearings and other meetings occurring before or

after the regular workday that are related to their regular teaching duties, and which cannot reasonably be scheduled during the regular workday.

5.0103 Included within the workday shall be a one-half (½) hour duty free lunch period. The inclusion of the thirty (30) minute duty-free lunch period shall not be reason for the lengthening of the workday.

5.0104 Special education teachers shall receive at least one (1) release day in the final grading period to write IEP's and/or conduct IEP meetings with dates to be determined and authorized by the building principal.

5.02 WORK YEAR

5.0201 The length of the school year for members of the certified staff who are eligible for membership in the bargaining unit shall be one hundred eighty-three (183) days. The 183 days shall be divided as follows:

2 days for parent conferences
6 days for in-service
175 days with students in attendance

5.0202 A Calamity day shall be defined as any time disease epidemic, hazardous weather conditions, law enforcement emergency, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, temporary circumstances due to utility failure rendering the school building unfit for school use, or other public calamity.

5.0203 Bargaining unit members shall not be required to report for duty for the first three (3) calamity days of the school year. Thereafter, beginning with the fourth (4^{th}) Calamity day in the school year, members shall be expected to report for duty if it is safe to do so. Members will not be required to report to work if there is a level two or three snow emergency ordered in Clermont County, or the township city or community in which the teacher resides. In the event there is a level two or three snow emergency in the teacher's area of residency, and not in Clermont County, the teacher shall make arrangements to make up the time.

5.03 PREPARATION AND CONFERENCE TIME

5.0301 Members in grades K-5 shall have two hundred twenty-five hundred (225) minutes planning time during the student week. A minimum of one hundred of these minutes shall be free from administrative scheduled meetings. A member may not receive two hundred twenty-five (225) minutes during shortened/holiday weeks.

5.0302 Members in grades 6-12 shall receive planning time each day equal to one (1) class period in length. A minimum of three of these class periods shall be free

from administrative scheduled meetings.

5.0303 The preparation and conference time shall be exclusive of the professional staff member's daily duty-free lunch period and shall not be cause for increasing the length of the school day.

5.04 PARENT-TEACHER CONFERENCE TIME

5.0401 Each school year shall include two (2) days scheduled for the purpose of parent-teacher conferences.

5.0402 The structure and use of such days shall be discussed by the Superintendent and Association President upon the request of the Association President.

5.0403 These two (2) days shall be part of the regular work year.

5.05 ASSIGNMENTS, VOLUNTARY TRANSFERS, INVOLUNTARY TRANSFERS AND VACANCIES

5.0501 Definitions

Assignments: The teaching and/or subject area and grade taught, and the building in which the member is currently assigned.

Voluntary Transfers: A change in a member's assignment at the request of the member. Members may ask for a voluntary transfer to areas in which they are certified/licensed.

Involuntary Transfers: A change in a member's assignment that was not requested by the member.

Vacancy: An opening in the district for which a certified/licensed teacher is required, including newly created positions.

5.0502 Assignments

The Superintendent is delegated with the sole discretion to assign and transfer employees of the Board subject to the terms of these provisions. When a member is reassigned or transferred, the member shall be notified of such change by their building principal as soon as possible. Notification of reassignment or transfer shall be given prior to the end of the previous school year if known at that time.

5.0503 Voluntary Transfers

Members who desire a change in assignment to any position for which they are properly certified/licensed may file a written statement of such desire with the superintendent. Such statement will include the grade(s) and/or subject(s) to which the member desires to be assigned, in order of preference. Members

shall have the right to withdraw or revise this request at any time prior to reassignment. If an opening occurs in a position so requested, the requesting teacher will be given first consideration. In the event that multiple teachers with equal qualifications request transfer to the same open position, preference shall be given to the teacher with the higher evaluation rating from the previous year's full evaluation (Accomplished, Skilled, Developing, or Ineffective) or, if ratings are comparable, preference shall be given based on seniority.

5.0504 Involuntary Transfers

Procedure

A. If the Superintendent elects to involuntarily transfer a member of the bargaining unit, he shall notify the member of the bargaining unit in writing of the reason for the transfer.

B. Involuntary transfers will generally be implemented utilizing seniority as a deciding factor. The member transferred shall have the right to meet with the Superintendent or designee and discuss the circumstances that led to the transfer. If dissatisfied with this discussion, the member may request a hearing in executive session with the Board of Education. The hearing shall be held at the next regularly scheduled Board meeting.

5.0505 Typical reasons that may lead to involuntary transfer:

A. Resignation
B. Retirement
C. Death
D. Leave of absence
E. Change in program
F. Certification/Licensure
G. Shift in student population
H. Reduction in Force

5.0506 A member shall not be reassigned within the meaning of this article for the purposes of granting another member a requested transfer.

5.0507 If an involuntary change in assignment occurs during the regular school year, the teacher shall be entitled to two days to make adjustments, plan and prepare for the new assignment.

5.0508 Vacancies

A. The Superintendent shall post each bargaining unit vacancy once he has determined a vacancy exists. Vacancies shall be posted for five (5) business days. The postings shall include the following information:

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

B. During the regular school year, vacancy postings shall be:

1. Sent to each member's school email
2. Sent to and posted in each school office
3. Sent to the Association president and posted on the Association bulletin boards.
4. Posted on the district web site.

C. During summer recess, all employment openings and/or vacancies shall be:

1. Posted in the Superintendent's office
2. Sent to the Association president
3. Emailed to each member's school email. For the purposes of summer recess communication, prior to the end of the school year, the Board shall request summer contact information from each member, including a personal email address.
4. Posted on the district web site.

5.0509 Only applications from current members shall be given consideration during the posting period. If all qualifications are equal, preference shall be given to the teacher with the higher evaluation rating from the previous year's full evaluation (Accomplished, Skilled, Developing, or Ineffective) or, if ratings are comparable, seniority shall determine awarding the position of a bargaining unit member. Positions found in Appendices E, F, G, H are exempt from this Article.

5.0510 The five (5) day posting period may be waived in the event of emergency situations, such as those openings which occur within thirty (30) days or less of the date they are to be filled.

5.06 PROFESSIONAL PERSONNEL RECORDS

5.0601 A personnel file of all professional staff members shall be maintained in the office of the Board. This shall be considered a confidential file and the only official file of recorded information of professional staff members maintained by the Board and Administration. Copies of portions of this file may be maintained elsewhere by the Board and Administration.

5.0602 Individual professional staff members shall have access to their personnel file upon request made during regular business hours of the Superintendent's office. Requests of professional staff members to have access to their personnel files shall be handled by the Superintendent or his/her designee.

5.0603 All derogatory material placed in the personnel file of the member shall be shown to the member prior to placement in the file. The member shall initial the material indicating he/she has seen it. If a member refuses to initial the material, it may be placed in the file without his/her initials.

5.0604 The member's signature will not indicate agreement with the content of the material. He/she will also be told that he/she has the opportunity to reply to such critical material in a written statement to be attached to the filed copy.

5.0605 Anonymous complaints shall not be placed in a staff member's file, nor shall they be made a matter of record.

5.0606 At the request of a bargaining unit member and with the consent of the Superintendent or his designee, material may be expunged from the file of a bargaining unit member.

5.07 TEACHER DISCIPLINE/PUBLIC COMPLAINT PROCEDURE

Teacher Discipline

5.0701 Members shall be disciplined if there is good and just cause to do so. In the event it becomes necessary to reprimand or otherwise discipline a member of the bargaining unit, the principles of progressive discipline will be followed. For the same offense/violation or a similar offense/violation, the disciplinary progression shall be:

A. Oral reprimand;
B. Written reprimand;
C. Suspension of up to five (5) work days by the Superintendent;
D. Termination.

5.0702 The aforementioned progression may not be followed for conduct which is deemed to be of such a serious nature as to make the progressive discipline procedure inappropriate.

5.0703 A written reprimand shall be removed from a member's personnel file five (5) years after the date it was issued, provided the member has not been subject to further disciplinary action during the five (5) year period.

5.0704 The member shall be provided a representative of his/her choosing during any step involved in this procedure. A hearing shall take place prior to the suspension of any member. The hearing shall take place no sooner than forty-eight (48) hours after the member has been notified of the hearing.

5.0705 In the event of an oral warning, the member shall be provided with a written document which states that an oral warning was issued; the reason the oral warning was issued, and the date the oral warning was given to the member. This document shall not be placed in the member's personnel file or copied to other administrators.

Public Complaint Procedure

5.0706 In the event a member of the community wishes to address a concern about a member, the party shall first be referred to the member's principal or other appropriate administrator. Upon hearing of a concern, the principal shall notify

the member concerned who may then request a meeting take place with the concerned person, principal and member involved to resolve the conflict.

5.0707 If the concerned person refuses to meet with the member, the principal will meet with the concerned person to discuss the concerns. After meeting with the concerned party, the principal shall meet with the member and identify the nature of the concern and identity of the concerned party. The principal shall then ask for the member's view and explanation and receive any information or material the member wishes to provide.

5.0708 If no action is taken by the administrator and/or the action taken is not satisfactory to the complainant, the complainant may request a meeting with the Superintendent to discuss his/her concerns. The member may be present at this meeting if he/she desires and may be accompanied by a local representative.

5.0709 If the matter cannot be resolved satisfactorily by the Superintendent, the concerned party may address the Board in executive session. The member concerned shall be present at this meeting and may be accompanied by a representative of his/her choice.

5.08 ASSISTANCE WITH STUDENTS WITH MULTIPLE DISABILITIES

5.0801 The Board shall make a reasonable effort to provide personnel other than bargaining unit members to assist with the needs of students with multiple disabilities who require special/extraordinary medical services and/or mobility assistance.

5.09 TUITION FREE ATTENDANCE

Children of members shall be entitled to attend Williamsburg Local School tuition free provided the member files an application with the Superintendent by August 1 preceding each school year indicating that the member wishes his/her child to attend Williamsburg Schools.

5.10 REHIRING OF RETIRED TEACHERS

5.1001 If the Board of Education elects to employ individuals who have retired and are receiving benefits through the State Teachers Retirement System, the conditions set forth in this provision and only the conditions set forth in this provision shall apply to the employment of these individuals.

5.1002 The salary to be paid to the returning teacher shall be set at the level on the salary schedule as recommended by the Superintendent and approved by the Board of Education through negotiations with the teacher. Placement shall be determined solely through the negotiations between the Board and the individual and shall not be subject to Chapter 3317 or any other section of the Ohio Revised Code.

5.1003 Individuals employed pursuant to this provision shall be eligible for any of the insurance plans offered by the Board of Education and shall not seek inclusion in any of the insurance plans offered by the Board of Education.

5.1004 Teachers employed pursuant to the provision shall receive a one year limited contract and shall not be eligible to receive continuing contracts regardless of their years of service or license held.

5.1005 Each one (1) year contract shall automatically expire upon the completion of the year and it is not necessary for the Board to conduct evaluations in accordance with 3319.111 nor to take formal action to not reemploy the employee pursuant to 3319.11 in order to terminate the employment relationship. The employment relationship shall end upon the expiration of the contract in the same manner as a supplemental contract.

5.1006 Returning retirees are not entitled and/or not eligible to receive any severance benefits provided by a collective bargaining agreement in effect between the Board and the Association.

5.1007 In the event of a reduction in force, the re-employed teacher will not have any bumping rights under Article 7, Reduction in Force.

5.1008 Such employment will not jeopardize the continuation of existing academic programs nor result in the reduction in force of faculty employed at the commencement of each such re-employment contract.

5.1009 Subject to these provisions, re-employed teachers are part of the bargaining unit.

5.1010 Re-employed persons are eligible for sick leave accumulation commencing with the first year of such employment.

5.1011 Employed teachers may commence their re-employment with up to fifteen (15) days of accumulated sick leave if said days are carried forward from their prior employer.

5.1012 Re-employed teachers are not eligible to participate in any retirement incentive program nor are they eligible for severance pay.

5.1013 Pursuant to the authority provided by R.C. 4417.10 and to the extent that this provision is contrary to or in conflict with any Ohio law including, but not limited to, 3319.11 ORC, 3319.111 ORC, 3319.141 ORC, 3319.17 ORC, Chapter 3317 ORC, Chapter 33107, ORC, this provision shall supersede and replace the statutory law of Ohio.

5.11 SEQUENCE OF CONTRACTS

5.1101 The length of limited contracts offered to teachers will be as follows, unless a teacher is non-renewed:

A. First Year – one year
B. Second Year – one year
C. Third Year – two years
D. Thereafter – three years

5.1102 By mutual agreement of the teacher and the administrator, a one (1) year limited contract may be granted in lieu of a multi-year contract. The decision to grant a one (1) year contract will not be the basis of a grievance.

5.12 CONTINUING CONTRACTS

5.1201 Qualifications for continuing contracts are determined by Ohio Revised Code Sections 3319.08 and 3319.11. However, any teacher eligible for continuing contract at the expiration of his or her limited contract must provide written notice to the building principal on or before October 1 that upon the expiration of his/her current limited contract, the teacher will be eligible and meet all qualifications for a continuing contract. Failure to notify the principal in writing prior to October 1, in the year of the expiration of the teacher's limited contract shall result in the teacher receiving a one year limited teacher contract. The Superintendent must notify bargaining unit members of the deadline by September 1 of each year. Notification must be in writing but not sent via electronic mail.

5.1202 This Contract shall not be considered as an extended limited contract pursuant to the requirements of Ohio Revised Code 3319.11. Upon completion of the one year limited contract, the Board shall consider the staff member for continuing contract status. Failure to provide this notification may constitute a waiver of any claims, statutory rights, or a continuing contract by operation of law. This provision supersedes and replaces where applicable those requirements of Ohio Revised Code Sections 3319.08 and 3319.11.

5.13 STAFF TRAINING

5.1301 Members who attend in-service workshops or trainings outside the contracted school year to achieve Advanced Placement certification shall have their time attending the conference compensated at their per diem rate.

5.1302 Members who attend in-service workshops or trainings outside the contracted school year to achieve dual certification shall be reimbursed according to the provisions of Article 9.0203 A of this Collective Bargaining Agreement.

ARTICLE 6:
MEMBER EVALUATION

In the event the Board intends to consider changes in the current evaluation instrument and prior to making decisions on changes in the evaluation instrument, a committee consisting of an equal

number of persons selected by the Association and the Board shall review the evaluation instrument and make recommendations to the Board for its consideration.

ARTICLE 7:
REDUCTION IN FORCE

7.01 ORDER OF REDUCTION

If it becomes necessary to reduce the total number of teaching positions as a result of one of the reasons set forth in ORC 3319.17 or because of financial reasons, reduction by attrition will be used to the extent possible. If further reductions are required, limited contracts and multi -year limited contracts shall be suspended. If it becomes necessary to reduce further then continuing contracts shall be suspended in accordance with ORC 3319.17. All reductions shall be by previous year's full evaluation rating (Accomplished, Skilled, Developing, Ineffective) or, if evaluations are deemed comparable, seniority within the area of certification or licensure with the most senior member maintaining status. No member holding a limited or multi-limited teaching contract shall have employment rights over a continuing contract member.

7.02 SENIORITY

7.0201 Seniority for the purposes of this provision shall mean the number of continuous years of district service commencing with the most recent date of employment by the Board. Approved leaves of absence shall not be considered a break in seniority.

7.0202 Seniority shall be lost when a member resigns or retires.

7.0203 A seniority list shall be provided to the Association President twenty (20) calendar days prior to Board action on reductions. At the same time, a copy of the seniority list shall be provided by the Superintendent for inspection to members of the bargaining unit. Any corrections to the seniority list shall be provided by members directly to the Superintendent.

7.03 NOTICE OF REDUCTION

When staff reduction is necessary, the Superintendent shall give notice to the Association of his intent to recommend said action to the Board thirty (30) calendar days prior to making the recommendation to the Board. In addition, all members to be affected shall be given at least ten (10) days notice prior to the Board action.

7.04 CONTRACT SUSPENSION & RECALL

7.0401 Members whose contracts have been suspended pursuant to ORC 3319.17 will be recalled in the order and in the manner provided by 3319.17.

7.0402 Recall rights for those members whose contracts have been suspended

pursuant to ORC 3319.17 shall be exercised by all members so suspended within their respective contract status (continuing, limited) with no limited contract member exercising recall rights over continuing contract members. Recall shall be limited to areas of the members' certification by evaluation rating (Accomplished, Skilled, Developing, Ineffective) or, if evaluations are deemed comparable, with the most senior member being recalled prior to a member with lesser seniority.

7.05 CONTRACT NON-RENEWAL & PRIORITY LIST

7.0501 Any member whose contract is suspended pursuant to the section of the contract shall be placed on a priority list for reemployment for three (3) years. If a vacancy occurs in such a member's area of certification and if the member has taught within that area of certification within the last six (6) years, members meeting these qualifications on the priority list will be offered the vacancy before outside applicants are considered.

7.0502 If a member is certified for the vacant position but has not taught in that certification in the last six (6) years, he/she shall be considered as an applicant for the vacant position and will be interviewed for same.

7.0503 If a member refuses an offered vacancy, his/her name shall be removed from the priority list and the Board's obligation hereunder terminated.

7.0504 The Board has fulfilled its responsibility herein by sending a written notice of vacancy to a member on the list by certified mail at the last address left by the member. Unclaimed, refused or non-deliverable notices, as well as failure to respond within ten (10) days of the posting of the notice, shall constitute refusal of vacancy.

ARTICLE 8:
LEAVES OF ABSENCE

8.01 PERSONAL LEAVE

8.0101 The Board of Education shall grant a maximum of three (3) teaching days per year with full pay for personal leave.

8.0102 All three (3) days shall be granted upon the request of the bargaining unit member and shall be unrestricted with regard to reason for the requested personal leave day.

8.0103 Personal days shall not be used on a professional development/inservice day or parent-teacher conference day unless expressly approved by the Superintendent.

8.0104 No more than twenty percent (20%) of the teaching staff in any building shall be on personal leave on the same day.

8.0105 Requests for personal leave shall be forwarded to the Superintendent at least forty-eight (48) hours prior to such leave when possible.

8.0106 Any unused personal leave days shall be credited to the member's accumulated sick leave by the last day of the teacher work year.

8.02 PROFESSIONAL LEAVE

8.0201 Members of the certificated staff may be granted leave time for attendance at professional development activities. Permission to attend shall be granted by the Superintendent or Building Principal upon receiving a written request from the member. Such leave is with full pay and a substitute shall be provided.

8.0202 Expenses incurred by the member for mileage at the applicable IRS rate. Lodging and registration shall be paid by the Board at rates set by the IRS rate according to the City in which training occurs, provided detailed receipt for these expenses are remitted.

8.0203 The member may be requested by building principal to disseminate knowledge gained from PD Activity either verbally or in writing to other colleagues.

8.03 SICK LEAVE

8.0301 Teaching personnel are considered to be under contract for twelve (12) months. All personnel must enter sick leave requests through AESOP as soon as reasonably possible.

8.0302 The administration and use of sick leave shall be in accordance with ORC 3319.141.

8.0303 Each member who is employed by the Board shall be granted sick leave with pay at the rate of one and one-fourth (1¼) days per month of completed service to a maximum of fifteen (15) days per school year.

8.0304 Sick leave shall accumulate to a maximum of three hundred (300) days.

8.0305 Members may use a reasonable number of days of sick leave for absence due to illness, injury, exposure to contagious disease, pregnancy-related illness and for illness or death in the member's immediate family. Immediate family is interpreted as meaning spouse, children, parents, or other relative living within the member's immediate household. Members may use up to six (6) weeks for the birth or adoption of children.

8.0306 In addition, up to five (5) days of sick leave may be used in the event of a death of the following: the member's grandchildren, grandparents, brother, sister, parent-in-law, guardianship, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt or uncle.

8.0307 One (1) day may be used in the case of illness or death of other relatives or close friends.

8.0308 If a bargaining unit member is absent for reasons covered by sick leave before he/she has had sufficient time to accumulate sick leave days, the Board shall advance up to five (5) days of sick leave which may be debited against accumulated sick leave.

8.0309 Sick Leave Bank

A. A Sick Leave Bank shall be created to provide for additional days of sick leave for members of the bargaining unit represented by the Williamsburg Education Association. Between September 1 and October 1 of each school year each member in the bargaining unit shall be given the opportunity to donate up to five (5) days of his/her personal sick leave accumulation to the Sick Leave Bank at a ratio of 3:1 (I.E. for every three days donated, the Bank will be credited one (1) day). All donations shall be made by completing the Sick Leave Bank Donation Form. Deductions from an employee's accumulated sick leave shall occur and appear on the pay stub by the second pay in October.

B. A Sick Leave Bank Oversight Committee shall be responsible for handling all transactions related to the operation of said Sick Leave Bank. The committee shall consist of five (5) representatives appointed by the Association President. The duties of the Oversight Committee shall include the following:

1. Distribution and collection of the Sick Leave Bank Donation Forms each school year during the month of September;
2. Recording of all donations and submission of a list of all donations to the Board Treasurer's office;
3. Processing of all requests for use of days in the Sick Leave Bank (receipt of requests, notification of Board Treasurer's office, etc.);
4. Monitoring of all usage of days from the Sick Leave Bank;
5. Solicitation of additional donations when the Sick Leave Bank is nearing depletion.

The Sick Leave Oversight Committee shall perform its duties in a manner which respects the confidentiality of donors to and recipients from the Sick Leave Bank. The District will provide the members of the committee with annual HIPPA training.

C. A member must meet all of the following requirements:

1. The member must have made a donation to the Sick Leave Bank prior to their request;

2. The member's personal sick leave accumulations must be exhausted;

3. The need for additional sick leave must be based upon catastrophic illness, injury, and/or surgery of the member or his/her immediate family members, but shall not include use for normal pregnancy;

4. A physician must verify in writing the member's need to be off work.

D. Members who wish to request days from the Sick Leave Bank shall submit a written application to the Oversight Committee. In order to withdraw days from the Sick Leave Bank the member must donate a minimum of one (1) day. The application shall indicate the date on which the member's personal sick leave accumulation will be exhausted, the reason why the member must be off work, and the number of days up to thirty (30) requested from the Sick Leave Bank. The application must be accompanied by the required written physician's statement. A member may make further requests for withdrawals from the Sick Leave Bank in increments of up to thirty (30) days. The discretion to approve additional withdrawals from the Sick Leave Bank rests with the Oversight Committee. Sick leave days will not be granted for days beyond a member's contracted employment period. A member, however, may make application for withdrawals from the Sick Leave Bank to commence at the beginning of their next contracted employment period.

A member who has applied for and been recommended by STRS physician(s) for disability retirement may not apply for days from the Sick Leave Bank so that he/she may extend the date on which he/she will begin his/her STRS disability retirement. However, if a member's disability is denied by the STRS Board, a member may apply for withdrawals from the Sick Leave Bank.

E. Whenever the number of days available in the Sick Leave Bank totals thirty (30) days or less, the Oversight Committee shall solicit donations of additional days from all bargaining unit members. These donations shall be limited to five (5) days per person.

F. All days accumulated in the Sick Leave Bank and not used during a given school year shall be carried over to the next school year.

G. Members requesting leave must agree in writing at the time of application for use of sick leave bank days as follows:

> "I acknowledge and agree the granting of days from the sick leave bank shall be at the sole discretion of the Sick Leave Bank Oversight Committee and that all decisions of the Committee will be final, binding and not subject to the grievance-arbitration procedure of this Master Agreement. I

further agree to abide by such decision and to indemnify and hold harmless the Williamsburg Local School District Board of Education, its Board members and employees, the Williamsburg Education Association/OEA/NEA union(s), and the Sick Leave Bank Oversight Committee for any loss that I and/or members of my immediate family may sustain as a result of any claim or legal proceeding that I and/or members of my immediate family may bring against any of the aforementioned parties with respect to a decision made by any of them concerning this application, including attorney fees incurred by the Sick Leave Bank Oversight Committee, its members, Williamsburg Education Association/OEA/NEA, and the Board of Education."

8.04 SABBATICAL LEAVE

8.0401 Any member who has completed at least five (5) years of service with the District may be granted a sabbatical leave of absence without pay for professional study and/or research and/or professional improvement for one (1) semester.

8.0402 Any member on leave without pay may continue to participate in any and all of the group insurance plans provided that he/she pays one hundred percent (100%) of all his/her premiums of his/her choice in advance each month.

8.0403 A member on sabbatical leave shall notify the Superintendent of his/her intention to return to active employment no later than July 10 immediately preceding the start of the school year at which the member is scheduled to resume active status. Failure to notify the Superintendent of the member's intent to return as provided herein shall, at the option of the Board, constitute a resignation of employment by the member which, if accepted by the Board, shall terminate the employment relationship between the member on leave and the Board.

8.05 ASSAULT LEAVE

Any member who is medically unable to perform his/her duties due to a physical assault upon the member while the member is performing his/her contractual duties shall receive assault leave up to a maximum of ten (10) days per year with pay. Upon request from the Superintendent, the member shall provide the Superintendent with a statement from his/her physician confirming that the member is medically unable to perform his/her duties as a result of the assault.

8.06 MEDICAL LEAVE

8.0601 Each member of the bargaining unit who is unable to work because of illness and/or other disability, including, but not limited to, pregnancy, and who has exhausted or chosen not to utilize his/her sick leave benefits, shall be placed

on an unpaid medical leave of absence for the period of time said member is medically unable to perform his/her duties to a maximum of two (2) consecutive years at his/her request.

8.0602 Any member who has exhausted all of his/her sick leave and is placed on a medical leave of absence may remain on any or all of the group insurance plans provided the individual pays to the Board Treasurer the monthly premium(s) for the coverage he/she wishes to maintain at least one (1) week in advance of the due date.

8.0603 At the expiration of a medical leave, the Superintendent or designee shall require a returning member to provide a medical statement from his/her physician that he/she is able to resume his/her duties.

8.0604 Upon the return to service of the member at the expiration of such leave, he/she shall resume the contract status which he/she held prior to such leave.

8.07 CHILD CARE AND ADOPTION LEAVE

8.0701 A member desiring child care leave must request such leave as far in advance as possible but no later than thirty (30) days prior to the anticipated date of the birth of the child. Said leave shall commence the day after the expiration of the member's sick leave or medical leave without pay and shall continue for the remainder of the semester in which the leave is requested. If there are less than forty-five (45) days remaining in the semester in which the leave is requested, the member may, at the member's option, request that this leave extend to the end of the succeeding semester.

8.0702 This leave shall also apply to adoption. In case of adoption, notice shall be given when the member is notified that custody will be received.

8.0703 The leave request filed by the member shall specify the member's date of return to work which shall be at the start of a semester as provided above.

8.0704 The term of a member's limited contract shall not be extended by child care leave.

8.08 FMLA

FMLA leave shall run concurrent with any other paid qualifying leave under this contract.

8.09 MILITARY LEAVE

Members of the certificated staff shall be granted military leave in compliance with applicable sections of the Ohio Revised Code.

8.10 JURY DUTY

A bargaining unit member shall receive his/her regular rate of pay while serving on jury duty. The member shall be required to sign over to the District any expense or payment check provided by the court or county.

8.11 STATEMENT OF LEAVE DAYS

The Board shall provide the following information to the teaching staff during September and during the month following the end of the first semester:

8.1001 Accumulated sick leave
8.1002 Unused personal leave days
8.1003 Unused professional leave days

ARTICLE 9:
COMPENSATION & FRINGE BENEFITS

9.01 PAYROLL PROCEDURES

9.0101 Pay Dates

Members of the bargaining unit shall be paid on the fifteenth (15th) and the thirtieth (30th) of the month. When a regular payday occurs within a weekend during the school year, the pay shall be advanced to the workday prior to the beginning of the weekend.

Pay checks shall automatically be deposited at the financial institution of the member's choice.

9.0102 Authorized Payroll Deductions

Deduction of the following shall be made at the request of a member made prior to October 1 of each school year:

A. United Education Profession Dues
B. Health Insurances
C. Annuities if five (5) or more members request the same carrier (remitted with each payroll).
D. Federal Credit Unions
E. Cancer Insurance if five (5) or more members request the same carrier.
F. Disability Income Insurance if five (5) or more members request the same carrier.
G. Any health, monetary, or Association related deduction in which five (5) or more unit members wish to participate and for which computer space is available.

9.02 SALARY SCHEDULES

9.0201 Effective July 1, 2021 through June 30, 2022 the Board shall implement the salary schedules and index attached hereto and designated as Appendix A.

9.0202 Effective July 1, 2022 through June 30, 2023 the Board shall implement the salary schedules and index attached hereto and designated as Appendix B.

9.0203 Effective July 1, 2023 through June 30, 2024 the Board shall implement the salary schedules and index attached hereto and designated as Appendix C.

9.0204 Effective July 1, 2024 through June 30, 2025 the Board shall implement the salary schedules and index attached hereto and designated as Appendix D.

9.0205 Teachers shall receive a longevity bonus of two thousand dollars ($2000) for each year they obtain 32 years of total teaching experience in Ohio, 33 years of total teaching experience in Ohio, and 34 years of total teaching experience in Ohio. The teacher is responsible to provide teaching years experience in Ohio to the Treasurer by August 1.

9.03 DEFINITION OF HOURS FOR PLACEMENT ON MASTERS+15 MASTERS+30 COLUMNS

9.0301 In order to be eligible for placement on the Masters+15, Masters+30, columns, the bargaining unit member must meet the following requirements:

A. Possess a Master's degree

B. The hours must be graduate hours earned after the member received a Master's degree and must be in courses which are directly related to the teaching assignment or existing certifications of the member.

9.04 SUPPLEMENTAL SALARY SCHEDULE

9.0401 The Board shall implement the supplemental salary schedule attached hereto and designated as Appendicies E-H.

9.0402 New supplemental salary positions created by the Board during the term of this contract shall be subject to negotiations during successor contract negotiations.

9.0403 Bargaining Unit members teaching Dual Credit and/or AP Courses (1-3 sections) shall receive a stipend of $4,000. Bargaining Unit Members teaching Dual Credit and/or AP Courses (4-6 sections) shall receive a stipend of $6,000.

9.05 INSURANCES

9.0501 Health Insurance

For the duration of this contract, the Board shall provide the current base health insurance plan as provided through the Clermont County Insurance Consortium. The Board shall pay eighty percent (80%) of the single or family premium coverage.

A. Married couples both of whom are otherwise eligible to receive benefits and are employed by Williamsburg Local Schools shall be entitled to enroll in two (2) single plans or one (1) family plan with the Board paying one hundred percent (100%) of the premium(s).

B. Any member whose spouse is employed in another district in the Clermont County Insurance Consortium shall be entitled to enroll for health benefits in the manner designated by the Clermont County Insurance Consortium.

C. For the duration of this contract, the Board shall provide five hundred dollars ($500.00) single plan or one thousand dollars ($1,000.00) family plan for members who choose the HSA option provided through the Clermont County Insurance Consortium. The amount will be prorated if a member elects to switch between single and family after the enrollment period due to a qualifying life event.

9.0502 Dental Insurance

For the duration of this contract, the Board shall provide the current base dental plan as provided through the Clermont County Health Consortium and pay one hundred percent (100%) of the premium for same.

9.0503 Life Insurance

For the duration of this contract, the Board shall provide fifty thousand dollars ($50,000) of life insurance and pay one hundred percent (100%) of the premium for same.

9.0504 Health Insurance Opt Out

A. A bargaining unit member employed by the Board on a full-time basis may annually elect to withdraw from the medical/hospitalization benefits as provided in Article 9.0501 and shall receive a monthly rebate of three hundred dollars ($300) if the employee is covered by a family plan. The rebate shall be paid monthly with the first payroll check in the school year in which the employee has opted out. A bargaining unit member who has opted not to participate in the insurance program shall have the right to re-enter the program should a qualifying event as defined by the applicable insurance policy occur. Any bargaining unit member re-entering the insurance program during the year shall forfeit any rebate.

B. In order to be eligible the employee must have been employed with the Board as of July 1, 2009. Any employee hired after that date would become eligible for the opt out in the school year following the year in which the employee received the health insurance i.e. the employee must have been on the health insurance plan for one school year before they are eligible to participate in the opt-out. In addition, in order to be eligible, the employee must show proof of health insurance coverage elsewhere.

C. If a husband and wife are both employed by the district, or if the spouse of the Board employee is employed by another school district which is a member of the Clermont County Health Insurance Consortium, they shall not be eligible for the insurance opt-out provision.

9.06 SEVERANCE PAY

9.0601 Any member who has been employed in the district and who, upon leaving the employment of the district retires and begins to receive benefits from the State Teachers Retirement System, State of Ohio, shall have the option of receiving twenty-five percent (25%) of the employee's accumulated and unused sick leave, or thirty-five percent (35%) of the employee's accumulated and unused sick leave.

9.0602 If the member selects to receive twenty-five percent (25%) of his/her accumulated sick leave to the maximum of seventy-five (75) days, it shall be paid by the district in one (1) lump sum payment on July 15 of the year the employee retires. If the employee selects to receive thirty-five percent (35%) of his/her accumulated sick leave to the maximum of one hundred and five (105) days, the severance shall be paid in two (2) installments with the first installment being paid on July 15 of the year the member retires and the second installment being paid the following July 15.

9.07 RETIREMENT INCENTIVE

9.0701 Any member who is currently eligible to retire under STRS guidelines and/or who becomes eligible to retire under STRS guidelines by June 30 of each year and who resigns their employment for the purpose of retirement by June 30 of each year shall receive severance in an amount equal to fifty percent (50%) of his/her accumulated but unused sick leave or sixty percent (60%) of his/her accumulated but unused sick leave.

9.0702 Members not eligible to retire as of June 30 of each year but resign their employment for the purpose of retirement in June of the year they first become eligible to retire shall be entitled to receive this retirement incentive.

9.0703 Those members opting for the fifty percent (50%) severance to a maximum of one hundred fifty (150) days shall be paid severance in three (3) installments with the first installment being made by July 15 of the year of the member's retirement and the second and third installments being made July 15 of the

next two consecutive calendar years after the member's retirement.

9.0704 Those members opting for sixty percent (60%) severance to a maximum of one hundred ninety (190) days shall be paid severance in four (4) installments with the first installment being made by July 15 of the year of the member's retirement; the second installment being made no later than July 15th of the next calendar year, the third installment no later than July 15th of the third year, and the fourth installment being made no later than July 15th of the fourth year after the member's retirement.

9.0705 Payment of severance pursuant to this provision is in lieu of and instead of the severance pay as amended in Article 9.06.

9.0706 The severance shall be calculated on the daily rate of the retiring member at the time of retirement for the performance of that member's regular contractual duties.

9.0707 Any member not taking advantage of this incentive by June 30 of the year in which he/she is first eligible to retire shall receive severance in accordance with Section 9.06 upon his/her subsequent retirement.

9.0708 Members who retire at the end of the school year may elect to have regular severance pay or the retirement incentive placed in a tax sheltered annuity in keeping with applicable IRS regulations.

9.08 STRS PICK-UP

9.0801 The Board agrees to pick-up (assume and pay) contributions to the State Teachers Retirement System on those contributions now made by the employee to STRS on behalf of the members in the bargaining unit on the following terms and conditions:

9.0802 The amount to be picked-up and paid on behalf of each member shall be the member's contribution as required by the State Teachers Retirement System. The member's annual compensation shall be reduced by an amount equal to the amount picked-up and paid by the Board.

9.0803 The pick-up percentage shall apply uniformly to all bargaining unit members.

9.0804 No member covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.

9.0805 Said "pick-up" shall not result in additional cost to the Board.

9.09 INTERNAL SUBSTITUTION

Effective with the date this contract is signed, a bargaining unit member may be required to substitute for an absent staff member during his/her preparation period not more than one (1) time per school year without additional compensation. After the first time, a

bargaining unit member shall be paid at the rate of twenty-eight dollars ($28) per hour or per class period when required by his/her supervisor to substitute for an absent staff member.

A teacher who, at the request of administration, agrees to teach a class during their plan period, in their licensed subject area or grade level, will be compensated forty dollars ($40.00) per plan period for the days of instruction with students. This compensation will be paid in equal installments September through August.

9.10 TRANSPORTATION REIMBURSEMENT

Members who have regular assignments in more than one building which are more than one (1) mile apart including the joint vocational school as part of their regular contractual duties shall be reimbursed at the applicable IRS rate per mile for miles driven while performing their regular contractual duties effective with the date this contract is signed by the parties. Requests for mileage reimbursement must be filed with the Superintendent monthly in writing and approved by him/her.

9.11 FREE ADMISSION TO SCHOOL ACTIVITIES

Members and their spouses shall have free admission to all Williamsburg school sponsored athletic functions and school related functions occurring on buildings and grounds owned by the Board.

9.12 TUITION REIMBURSEMENT

The Board recognizes the need for members to maintain a high level of competency within the teaching profession. To this end, the Board agrees to support additional course work under the following provisions:

9.1201 Reimbursement of three hundreddollars ($300.00) per semester hour shall be paid by the Board to staff members who successfully complete (i.e. "B" or better in a graded course or "pass" in a pass/fail course) additional training to a maximum of a collective total of six (6) semester hours each school year. . Quarter hours will be pro-rated.

9.1202 The Board shall agree to commit an amount up to twenty thousand dollars ($20,000) per year toward reimbursements excluding CCP provision.

9.1203 All course work claimed for reimbursement shall:

A. Be scheduled at times that do not interfere with normal duties of the member,
B. Have been requested and approved by the Superintendent in advance of enrollment,
C. Be directly related to education, preferably the member's current teaching assignment, and
D. Be taken at an accredited institution.

9.1204 Official grade(s) or a transcript verifying successful completion of the course work must be submitted no later than June 30 for payment in July.

9.1205 If cumulative reimbursement requests exceed (twenty) thousand dollars ($20,000), reimbursements shall be paid on a pro-rata basis with the Board's full amount being divided equally among those teachers eligible to receive reimbursement.

9.1206 In order to be eligible for tuition reimbursement provisions of this agreement, a teacher must be employed by the Board during the year the courses are taken and completed, and during the time reimbursements are made.

9.1207 The Board will reimburse tuition costs of up to fifteen thousand dollars ($15,000.00) per employee who completes their Master's Degree in said subject area to teach CCP Dual Credit (U of Cincinnati guidelines) courses. This will be paid in accordance with 9.1204 and a teacher being reimbursed under this article must teach the dual credit course for a minimum of 5 years. If the staff member leaves employment with WLSD under 5 five years, they will pay back a prorated (20% each year under 5 served) annual amount within 30 days of employment separation. If staff member fails to complete the CCP Master's degree within 3 years, the member will be required to reimburse WLSD one hundred percent (100%) of tuition costs. A conference with the Principal and Superintendent, along with their approval is required prior to enrolling in said Master's program to ensure it meets all requirements for reimbursement.

9.13 STIPENDS

9.1301 The Board will pay up to two stipends per sport to coaches that have successful summer athletic camps.

A. The stipends, $600 for head coach, $500 for assistant coaches or guest instructor, will be paid through payroll and all proceeds will come from the fundraiser account. Stipends cannot exceed fifty percent (50%) of the entire camp proceeds. If proceeds from the camp are not sufficient to pay summer camp stipends, the Board is not obligated to pay said stipends.

B. The coach will follow all fundraising rules, including reserving the gym and filling out fundraising paperwork. On the fundraising paperwork, the coach will indicate who is to be paid the stipend and the amount. At the end of the camp, the coach will indicate in writing to the Treasurer that the camp was completed as expected and the stipend can be paid.

9.1302 Members who are RESA Mentoring Teachers and mentoring individuals in the internship process shall receive a stipend of one thousand dollars ($1,000.00) per school year. Said stipend will be made in two hundred and fifty dollar ($250.00) installments to the member's regular pay check at the end of each academic quarter.

9.14 LICENSE FEES

The Board shall reimburse the member for all fees (not to exceed $300.00) associated with background checks and license fee renewals of any and all license(s) the member holds for employment with the Board.

9.15 BONUSES

9.1501 Signing Bonus

The Board grants the Superintendent the authority to offer new hires a signing bonus, based on licensure and subject to placement in the amounts of:

1) Math/Science/Technology/Dual Credit (CCP) certified up to five thousand ($5,000.00) dollars
2) Language Arts/Social Studies/Special Education/Reading Endorsement/Gifted Endorsement up to three thousand five hundred ($3,500.00) dollars

New Hires must be employed by the Board for five (5) years after the date of hire, or will be required to repay the district the annual prorated amount for leaving employment early.

9.1502 Attendance Bonus

For each of the years under this contract, teachers will receive a perfect attendance bonus per semester where the teacher has used no sick or personal days. The teacher shall receive two hundred fifty ($250.00) dollars per semester of perfect attendance.

9.1503 Performance Bonus

For each of the years under this contract, teachers shall receive the following performance bonus based on Student Growth as reflected in ETPES:

1) Teachers rated "Most Effective" shall receive one thousand five hundred ($1,500.00) dollars, except that Category A (Value Added) teachers rated "Most Effective" shall receive two thousand five hundred ($2,500.00) dolllars.

2) Teachers rated "Above Average" shall receive seven hundred fifty ($750.00) dollars, except that Category A (Value Added) teachers rated "Above Average" shall receive one thousand five hundred ($1,500.00) dollars.

ARTICLE 10:
CONCLUSION

10.01 DURATION OF CONTRACT

This contract shall begin upon date of execution by both parties and shall remain in full force and effect through June 30, 2024.

The parties agree that the collective bargaining agreement shall be extended one additional year with an expiration on June 30, 2025 under the same terms and conditions of employment set forth in the current collective bargaining agreement. The salary schedule for July 1, 2023-June 30, 2024 shall be Appendix D and the supplemental salary schedule 2024-2025 shall be Appendix H. The parties agree that to comply with ORC 4117, the initial contract will expire on June 30, 2024 and the extension shall be effective July 1, 2024.

10.02 SIGNATURES

This Contract is executed by and between the parties on the 19th day of July, 2021.

WILLIAMSBURG LOCAL SCHOOL DISTRICT BOARD OF EDUCATION:

By _____
President

By _____
Treasurer

WILLIAMSBURG EDUCATION ASSOCIATION:

By _____
President

By _____
Secretary

APPENDIX A

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WILLIAMSBURG LOCAL SCHOOL DISTRICT

SALARY & INDEX EFFECTIVE JULY 1, 2021 - JUNE 30, 2022

YRS	INDEX	BA	INDEX	BA+150	INDEX	MA	INDEX	MA+15	INDEX	MA+30
0	1.0000	37,739.45	1.0500	39,626.42	1.1000	41,513.40	1.1500	43,400.37	1.2000	45,287.34
1	1.0440	39,399.99	1.0980	41,437.92	1.1540	43,551.33	1.2080	45,589.26	1.2620	47,627.19
2	1.0880	41,060.52	1.1460	43,249.41	1.2080	45,589.26	1.2660	47,778.14	1.3240	49,967.03
3	1.1320	42,721.06	1.1940	45,060.90	1.2620	47,627.19	1.3240	49,967.03	1.3860	52,306.88
4	1.1760	44,381.59	1.2420	46,872.40	1.3160	49,665.12	1.3820	52,155.92	1.4480	54,646.72
5	1.2200	46,042.13	1.2900	48,683.89	1.3700	51,703.05	1.4400	54,344.81	1.5100	56,986.57
6	1.2640	47,702.66	1.3380	50,495.38	1.4240	53,740.98	1.4980	56,533.70	1.5720	59,326.42
7	1.3080	49,363.20	1.3860	52,306.88	1.4780	55,778.91	1.5560	58,722.58	1.6340	61,666.26
8	1.3520	51,023.74	1.4340	54,118.37	1.5320	57,816.84	1.6140	60,911.47	1.6960	64,006.11
9	1.3960	52,684.27	1.4820	55,929.86	1.5860	59,854.77	1.6720	63,100.36	1.7580	66,345.95
10	1.4400	54,344.81	1.5300	57,741.36	1.6400	61,892.70	1.7300	65,289.25	1.8200	68,685.80
11	1.4840	56,005.34	1.5780	59,552.85	1.6940	63,930.63	1.7880	67,478.14	1.8820	71,025.64
12	1.5280	57,665.88	1.6260	61,364.35	1.7480	65,968.56	1.8460	69,667.02	1.9440	73,365.49
13			1.6710	63,062.62	1.8020	68,006.49	1.9040	71,855.91	2.0060	75,705.34
14					1.8500	69,817.98	1.9620	74,044.80	2.0680	78,045.18
15							2.0120	75,931.77	2.1300	80,385.03
17									2.1840	82,422.96
20	1.5720	59,326.42	1.7160	64,760.90	1.8980	71,629.48	2.0620	77,818.75	2.2380	84,460.89
25	1.6160	60,986.95	1.7610	66,459.17	1.9460	73,440.97	2.1120	79,705.72	2.2920	86,498.82

Williamsburg Local Schools
Clermont County, Ohio
IRN: 046367

APPENDIX B

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WILLIAMSBURG LOCAL SCHOOL DISTRICT

SALARY & INDEX EFFECTIVE JULY 1, 2022 - JUNE 30, 2023

YRS	INDEX	BA	INDEX	BA+150	INDEX	MA	INDEX	MA+15	INDEX	MA+30
0	1.0000	38,871.63	1.0500	40,815.21	1.1000	42,758.79	1.1500	44,702.37	1.2000	46,645.96
1	1.0440	40,581.98	1.0980	42,681.05	1.1540	44,857.86	1.2080	46,956.93	1.2620	49,056.00
2	1.0880	42,292.33	1.1460	44,546.89	1.2080	46,956.93	1.2660	49,211.48	1.3240	51,466.04
3	1.1320	44,002.69	1.1940	46,412.73	1.2620	49,056.00	1.3240	51,466.04	1.3860	53,876.08
4	1.1760	45,713.04	1.2420	48,278.56	1.3160	51,155.07	1.3820	53,720.59	1.4480	56,286.12
5	1.2200	47,423.39	1.2900	50,144.40	1.3700	53,254.13	1.4400	55,975.15	1.5100	58,696.16
6	1.2640	49,133.74	1.3380	52,010.24	1.4240	55,353.20	1.4980	58,229.70	1.5720	61,106.20
7	1.3080	50,844.09	1.3860	53,876.08	1.4780	57,452.27	1.5560	60,484.26	1.6340	63,516.24
8	1.3520	52,554.44	1.4340	55,741.92	1.5320	59,551.34	1.6140	62,738.81	1.6960	65,926.28
9	1.3960	54,264.80	1.4820	57,607.76	1.5860	61,650.41	1.6720	64,993.37	1.7580	68,336.33
10	1.4400	55,975.15	1.5300	59,473.59	1.6400	63,749.47	1.7300	67,247.92	1.8200	70,746.37
11	1.4840	57,685.50	1.5780	61,339.43	1.6940	65,848.54	1.7880	69,502.47	1.8820	73,156.41
12	1.5280	59,395.85	1.6260	63,205.27	1.7480	67,947.61	1.8460	71,757.03	1.9440	75,566.45
13			1.6710	64,954.49	1.8020	70,046.68	1.9040	74,011.58	2.0060	77,976.49
14					1.8500	71,912.52	1.9620	76,266.14	2.0680	80,386.53
15							2.0120	78,209.72	2.1300	82,796.57
17									2.1840	84,895.64
20	1.5720	61,106.20	1.7160	66,703.72	1.8980	73,778.35	2.0620	80,153.30	2.2380	86,994.71
25	1.6160	62,816.55	1.7610	68,452.94	1.9460	75,644.19	2.1120	82,096.88	2.2920	89,093.78

Williamsburg Local Schools
Clermont County, Ohio
IRN: 046367

APPENDIX C

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WILLIAMSBURG LOCAL SCHOOL DISTRICT

SALARY & INDEX EFFECTIVE JULY 1, 2023 - JUNE 30, 2024

YRS	INDEX	BA	INDEX	BA+150	INDEX	MA	INDEX	MA+15	INDEX	MA+30
0	1.0000	39,260.35	1.0500	41,223.37	1.1000	43,186.39	1.1500	45,149.40	1.2000	47,112.42
1	1.0440	40,987.81	1.0980	43,107.86	1.1540	45,306.44	1.2080	47,426.50	1.2620	49,546.56
2	1.0880	42,715.26	1.1460	44,992.36	1.2080	47,426.50	1.2660	49,703.60	1.3240	51,980.70
3	1.1320	44,442.72	1.1940	46,876.86	1.2620	49,546.56	1.3240	51,980.70	1.3860	54,414.85
4	1.1760	46,170.17	1.2420	48,761.35	1.3160	51,666.62	1.3820	54,257.80	1.4480	56,848.99
5	1.2200	47,897.63	1.2900	50,645.85	1.3700	53,786.68	1.4400	56,534.90	1.5100	59,283.13
6	1.2640	49,625.08	1.3380	52,530.35	1.4240	55,906.74	1.4980	58,812.00	1.5720	61,717.27
7	1.3080	51,352.54	1.3860	54,414.85	1.4780	58,026.80	1.5560	61,089.10	1.6340	64,151.41
8	1.3520	53,079.99	1.4340	56,299.34	1.5320	60,146.86	1.6140	63,366.20	1.6960	66,585.55
9	1.3960	54,807.45	1.4820	58,183.84	1.5860	62,266.92	1.6720	65,643.31	1.7580	69,019.70
10	1.4400	56,534.90	1.5300	60,068.34	1.6400	64,386.97	1.7300	67,920.41	1.8200	71,453.84
11	1.4840	58,262.36	1.5780	61,952.83	1.6940	66,507.03	1.7880	70,197.51	1.8820	73,887.98
12	1.5280	59,989.81	1.6260	63,837.33	1.7480	68,627.09	1.8460	72,474.61	1.9440	76,322.12
13			1.6710	65,604.04	1.8020	70,747.15	1.9040	74,751.71	2.0060	78,756.26
14					1.8500	72,631.65	1.9620	77,028.81	2.0680	81,190.40
15							2.0120	78,991.82	2.1300	83,624.55
17									2.1840	85,744.60
20	1.5720	61,717.27	1.7160	67,370.76	1.8980	74,516.14	2.0620	80,954.84	2.2380	87,864.66
25	1.6160	63,444.73	1.7610	69,137.48	1.9460	76,400.64	2.1120	82,917.86	2.2920	89,984.72

Williamsburg Local Schools
Clermont County, Ohio
IRN: 046367

APPENDIX D

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WILLIAMSBURG LOCAL SCHOOL DISTRICT

SALARY & INDEX EFFECTIVE JULY 1, 2024 - JUNE 30, 2025

YRS	INDEX	BA	INDEX	BA+150	INDEX	MA	INDEX	MA+15	INDEX	MA+30
0	1.0000	39,652.95	1.0500	41,635.60	1.1000	43,618.25	1.1500	45,600.89	1.2000	47,583.54
1	1.0440	41,397.68	1.0980	43,538.94	1.1540	45,759.50	1.2080	47,900.76	1.2620	50,042.02
2	1.0880	43,142.41	1.1460	45,442.28	1.2080	47,900.76	1.2660	50,200.63	1.3240	52,500.51
3	1.1320	44,887.14	1.1940	47,345.62	1.2620	50,042.02	1.3240	52,500.51	1.3860	54,958.99
4	1.1760	46,631.87	1.2420	49,248.96	1.3160	52,183.28	1.3820	54,800.38	1.4480	57,417.47
5	1.2200	48,376.60	1.2900	51,152.31	1.3700	54,324.54	1.4400	57,100.25	1.5100	59,875.95
6	1.2640	50,121.33	1.3380	53,055.65	1.4240	56,465.80	1.4980	59,400.12	1.5720	62,334.44
7	1.3080	51,866.06	1.3860	54,958.99	1.4780	58,607.06	1.5560	61,699.99	1.6340	64,792.92
8	1.3520	53,610.79	1.4340	56,862.33	1.5320	60,748.32	1.6140	63,999.86	1.6960	67,251.40
9	1.3960	55,355.52	1.4820	58,765.67	1.5860	62,889.58	1.6720	66,299.73	1.7580	69,709.89
10	1.4400	57,100.25	1.5300	60,669.01	1.6400	65,030.84	1.7300	68,599.60	1.8200	72,168.37
11	1.4840	58,844.98	1.5780	62,572.36	1.6940	67,172.10	1.7880	70,899.47	1.8820	74,626.85
12	1.5280	60,589.71	1.6260	64,475.70	1.7480	69,313.36	1.8460	73,199.35	1.9440	77,085.33
13			1.6710	66,260.08	1.8020	71,454.62	1.9040	75,499.22	2.0060	79,543.82
14					1.8500	73,357.96	1.9620	77,799.09	2.0680	82,002.30
15							2.0120	79,781.74	2.1300	84,460.78
17									2.1840	86,602.04
20	1.5720	62,334.44	1.7160	68,044.46	1.8980	75,261.30	2.0620	81,764.38	2.2380	88,743.30
25	1.6160	64,079.17	1.7610	69,828.84	1.9460	77,164.64	2.1120	83,747.03	2.2920	90,884.56

Williamsburg Local Schools
Clermont County, Ohio
IRN: 046367

Williamsburg Local Schools

2021-2022 school year

APPENDIX E

FY22	BASE SALARY	4%	$37,739.45
POSITION	**BASE %**		**AMOUNT**
Athletic Director			$9,000.00
Assistant Athletic Director			$2,700.00
Varsity Football	0.2055		$7,755.46
Varsity Basketball, Boys/Girls	0.2055		$7,755.46
Marching Band Director	0.1290		$4,868.39
Wrestling	0.1820		$6,868.58
Assistant Football	0.1455		$5,491.09
Reserve Basketball, Boys/Girls	0.1355		$5,113.70
Reserve Football	0.1355		$5,113.70
High School Musical	0.1145		$4,321.17
Pep Band	0.0735		$2,773.85
Varsity Volleyball	0.1050		$3,962.64
Varsity Soccer	0.1050		$3,962.64
Baseball/Softball	0.0975		$3,679.60
Track, Boys/Girls	0.0975		$3,679.60
Tennis	0.0975		$3,679.60
Golf	0.0975		$3,679.60
Cross Country Coach	0.0500		$1,886.97
Assistant Wrestling	0.1050		$3,962.64
Jr High Wrestling	0.0700		$2,641.76
Junior High Basketball	0.0935		$3,528.64
Junior High Football	0.0935		$3,528.64
High School/Elementary Annual	0.0800		$3,019.16
Assistant Junior High Football	0.0735		$2,773.85
Drill Team	0.0735		$2,773.85
Reserve Volleyball/Baseball/Softball	0.0705		$2,660.63
Academic Coach	0.0700		$2,641.76
Bowling Coach	0.0700		$2,641.76
Elementary Choir	0.0600		$2,264.37
Varsity H.S. Cheerleader, Football	0.0600		$2,264.37
Junior Class Advisor	0.0600		$2,264.37
Junior High Cheerleader, Football	0.0500		$1,886.97
Junior High Cheerleader, Basketball	0.0500		$1,886.97
High School Student Council	0.0500		$1,886.97
MS Student Council	0.0300		$1,132.18
RESA Mentoring Teachers			$1,000.00
JV Girls Soccer	0.0450		$1,698.28
Freshman Volleyball/Basketball/Football	0.0450		$1,698.28
Reserve Cheerleader, Football	0.0400		$1,509.58
Junior High Volleyball	0.0400		$1,509.58
Senior Class	0.0400		$1,509.58
Junior High Track, Boys/Girls	0.0400		$1,509.58
FCCLA Advisor	0.0400		$1,509.58
Varsity Basketball Cheerleading	0.0397		$1,498.26
Reserve Basketball Cheerleading	0.0325		$1,226.53
Elementary Student Council	0.0300		$1,132.18
Junior High Cross Country	0.0250		$943.49
LPDC - Chairperson	0.0200		$754.79
National Honor Society	0.0200		$754.79
Sophomore/Freshman Class Advisor	0.0100		$377.39
LPDC Secretary - 30% of Chairperson			$226.44
LPDC Member at Large - 10% of Chairperson			$75.48

Williamsburg Local Schools
2022-2023 School Year

APPENDIX F

FY23	BASE SALARY	$38,871.63
POSITION	**BASE %**	**AMOUNT**
Athletic Director		$9,000.00
Assistant Athletic Director		$2,700.00
Varsity Football	0.2055	$7,988.12
Varsity Basketball, Boys/Girls	0.2055	$7,988.12
Marching Band Director	0.1290	$5,014.44
Wrestling	0.1820	$7,074.64
Assistant Football	0.1455	$5,655.82
Reserve Basketball, Boys/Girls	0.1355	$5,267.11
Reserve Football	0.1355	$5,267.11
High School Musical	0.1145	$4,450.80
Pep Band	0.0735	$2,857.06
Varsity Volleyball	0.1050	$4,081.52
Varsity Soccer	0.1050	$4,081.52
Baseball/Softball	0.0975	$3,789.98
Track, Boys/Girls	0.0975	$3,789.98
Tennis	0.0975	$3,789.98
Golf	0.0975	$3,789.98
Cross Country Coach	0.0500	$1,943.58
Assistant Wrestling	0.1050	$4,081.52
Jr High Wrestling	0.0700	$2,721.01
Junior High Basketball	0.0935	$3,634.50
Junior High Football	0.0935	$3,634.50
High School/Elementary Annual	0.0800	$3,109.73
Assistant Junior High Football	0.0735	$2,857.06
Drill Team	0.0735	$2,857.06
Reserve Volleyball/Baseball/Softball	0.0705	$2,740.45
Academic Coach	0.0700	$2,721.01
Bowling Coach	0.0700	$2,721.01
Elementary Choir	0.0600	$2,332.30
Varsity H.S. Cheerleader, Football	0.0600	$2,332.30
Junior Class Advisor	0.0600	$2,332.30
Junior High Cheerleader, Football	0.0500	$1,943.58
Junior High Cheerleader, Basketball	0.0500	$1,943.58
High School Student Council	0.0500	$1,943.58
MS Student Council	0.0300	$1,166.15
RESA Mentoring Teachers		$1,000.00
JV Girls Soccer	0.0450	$1,749.22
Freshman Volleyball/Basketball/Football	0.0450	$1,749.22
Reserve Cheerleader, Football	0.0400	$1,554.87
Junior High Volleyball	0.0400	$1,554.87
Senior Class	0.0400	$1,554.87
Junior High Track, Boys/Girls	0.0400	$1,554.87
FCCLA Advisor	0.0400	$1,554.87
Varsity Basketball Cheerleading	0.0397	$1,543.20
Reserve Basketball Cheerleading	0.0325	$1,263.33
Elementary Student Council	0.0300	$1,166.15
Junior High Cross Country	0.0250	$971.79
LPDC - Chairperson	0.0200	$777.43
National Honor Society	0.0200	$777.43
Sophomore/Freshman Class Advisor	0.0100	$388.72
LPDC Secretary - 30% of Chairperson		$233.23
LPDC Member at Large - 10% of Chairperson		$77.74

Williamsburg Local Schools

2023-2024 School Year

APPENDIX G

1%

FY24	BASE SALARY	$39,260.35
POSITION	**BASE %**	**AMOUNT**
Athletic Director		$9,000.00
Assistant Athletic Director		$2,700.00
Varsity Football	0.2055	$8,068.00
Varsity Basketball, Boys/Girls	0.2055	$8,068.00
Marching Band Director	0.1290	$5,064.59
Wrestling	0.1820	$7,145.38
Assistant Football	0.1455	$5,712.38
Reserve Basketball, Boys/Girls	0.1355	$5,319.78
Reserve Football	0.1355	$5,319.78
High School Musical	0.1145	$4,495.31
Pep Band	0.0735	$2,885.64
Varsity Volleyball	0.1050	$4,122.34
Varsity Soccer	0.1050	$4,122.34
Baseball/Softball	0.0975	$3,827.88
Track, Boys/Girls	0.0975	$3,827.88
Tennis	0.0975	$3,827.88
Golf	0.0975	$3,827.88
Cross Country Coach	0.0500	$1,963.02
Assistant Wrestling	0.1050	$4,122.34
Jr High Wrestling	0.0700	$2,748.22
Junior High Basketball	0.0935	$3,670.84
Junior High Football	0.0935	$3,670.84
High School/Elementary Annual	0.0800	$3,140.83
Assistant Junior High Football	0.0735	$2,885.64
Drill Team	0.0735	$2,885.64
Reserve Volleyball/Baseball/Softball	0.0705	$2,767.85
Academic Coach	0.0700	$2,748.22
Bowling Coach	0.0700	$2,748.22
Elementary Choir	0.0600	$2,355.62
Varsity H.S. Cheerleader, Football	0.0600	$2,355.62
Junior Class Advisor	0.0600	$2,355.62
Junior High Cheerleader, Football	0.0500	$1,963.02
Junior High Cheerleader, Basketball	0.0500	$1,963.02
High School Student Council	0.0500	$1,963.02
MS Student Council	0.0300	$1,177.81
RESA Mentoring Teachers		$1,000.00
JV Girls Soccer	0.0450	$1,766.72
Freshman Volleyball/Basketball/Football	0.0450	$1,766.72
Reserve Cheerleader, Football	0.0400	$1,570.41
Junior High Volleyball	0.0400	$1,570.41
Senior Class	0.0400	$1,570.41
Junior High Track, Boys/Girls	0.0400	$1,570.41
FCCLA Advisor	0.0400	$1,570.41
Varsity Basketball Cheerleading	0.0397	$1,558.64
Reserve Basketball Cheerleading	0.0325	$1,275.96
Elementary Student Council	0.0300	$1,177.81
Junior High Cross Country	0.0250	$981.51
LPDC - Chairperson	0.0200	$785.21
National Honor Society	0.0200	$785.21
Sophomore/Freshman Class Advisor	0.0100	$392.60
LPDC Secretary - 30% of Chairperson		$235.56
LPDC Member at Large - 10% of Chairperson		$78.52

Williamsburg Local Schools
2024-2025 School Year
APPENDIX H

FY25	BASE SALARY	1%	$39,652.92
POSITION	**BASE %**		**AMOUNT**
Athletic Director			$9,000.00
Assistant Athletic Director			$2,700.00
Varsity Football	0.2055		$8,148.68
Varsity Basketball, Boys/Girls	0.2055		$8,148.68
Marching Band Director	0.1290		$5,115.23
Wrestling	0.1820		$7,216.83
Assistant Football	0.1455		$5,769.50
Reserve Basketball, Boys/Girls	0.1355		$5,372.97
Reserve Football	0.1355		$5,372.97
High School Musical	0.1145		$4,540.26
Pep Band	0.0735		$2,914.49
Varsity Volleyball	0.1050		$4,163.56
Varsity Soccer	0.1050		$4,163.56
Baseball/Softball	0.0975		$3,866.16
Track, Boys/Girls	0.0975		$3,866.16
Tennis	0.0975		$3,866.16
Golf	0.0975		$3,866.16
Cross Country Coach	0.0500		$1,982.65
Assistant Wrestling	0.1050		$4,163.56
Jr High Wrestling	0.0700		$2,775.70
Junior High Basketball	0.0935		$3,707.55
Junior High Football	0.0935		$3,707.55
High School/Elementary Annual	0.0800		$3,172.23
Assistant Junior High Football	0.0735		$2,914.49
Drill Team	0.0735		$2,914.49
Reserve Volleyball/Baseball/Softball	0.0705		$2,795.53
Academic Coach	0.0700		$2,775.70
Bowling Coach	0.0700		$2,775.70
Elementary Choir	0.0600		$2,379.18
Varsity H.S. Cheerleader, Football	0.0600		$2,379.18
Junior Class Advisor	0.0600		$2,379.18
Junior High Cheerleader, Football	0.0500		$1,982.65
Junior High Cheerleader, Basketball	0.0500		$1,982.65
High School Student Council	0.0500		$1,982.65
MS Student Council	0.0300		$1,189.59
RESA Mentoring Teachers			$1,000.00
JV Girls Soccer	0.0450		$1,784.38
Freshman Volleyball/Basketball/Football	0.0450		$1,784.38
Reserve Cheerleader, Football	0.0400		$1,586.12
Junior High Volleyball	0.0400		$1,586.12
Senior Class	0.0400		$1,586.12
Junior High Track, Boys/Girls	0.0400		$1,586.12
FCCLA Advisor	0.0400		$1,586.12
Varsity Basketball Cheerleading	0.0397		$1,574.22
Reserve Basketball Cheerleading	0.0325		$1,288.72
Elementary Student Council	0.0300		$1,189.59
Junior High Cross Country	0.0250		$991.32
LPDC - Chairperson	0.0200		$793.06
National Honor Society	0.0200		$793.06
Sophomore/Freshman Class Advisor	0.0100		$396.53
LPDC Secretary - 30% of Chairperson			$237.92
LPDC Member at Large - 10% of Chairperson			$79.31

WILLIAMSBURG LOCAL SCHOOL DISTRICT **APPENDIX I**
CERTIFIED GRIEVANCE FORM

Definition: A grievance is defined as a claim by a certificated person(s) who is/are covered by this Agreement that one or more of the terms of this Agreement have been misinterpreted or misapplied.

NAME OF MEMBER(S) _____ DATE_____

BUILDING_____

STEP ONE: ADMINISTRATOR

DATE GRIEVANCE OCCURRED_____ DATE OF INFORMAL DISCUSSION_____

ARTICLE(S)/PROVISIONS(S) VIOLATED_____

STATEMENT OF GRIEVANCE:

RELIEF SOUGHT:

SIGNATURE OF MEMBER(S)_____ DATE_____

DATE RECEIVED BY ADMINISTRATOR_____

DATE OF HEARING_____ DATE MEMBER(S) NOTIFIED OF HEARING_____

DISPOSITION OF ADMINISTRATOR:

SIGNATURE OF ADMINISTRATOR_____ DATE_____

LEVEL TWO: SUPERINTENDENT

POSITION OF MEMBER(S):

SIGNATURE OF MEMBER(S)_____ DATE_____

DATE RECEIVED BY SUPERINTENDENT_____

DATE OF HEARING_____ DATE MEMBER(S) NOTIFIED OF HEARING_____

DISPOSITION OF SUPERINTENDENT:

SIGNATURE OF SUPERINTENDENT_____ DATE_____

STEP THREE: MEDIATION

POSITION OF MEMBER(S):

SIGNATURE OF MEMBER(S)_____ DATE_____

DATE RECEIVED BY SUPERINTENDENT_____

DATE OF MEDIATION_____

STEP FOUR: ARBITRATION

_____ GRIEVANT(S) ELECT TO HAVE THE GRIEVANCE FORWARDED TO ARBITRATION.

_____ GRIEVANT ELECTS NOT TO HAVE THE GRIEVANCE FORWARDED TO ARBITRATION.

DATE LIST OF ARBITRATORS REQUESTED FROM AAA_____

MEMORANDUM OF UNDERSTANDING BETWEEN THE WILLIAMSBURG LOCAL SCHOOL DISTRICT BOARD OF EDUCATION AND THE WILLIAMSBURG EDUCATION ASSOCIATION

This Memorandum of Understanding is entered on this 8th day of August 2017, by and between the Williamsburg Education Association (hereinafter the "Association") and the Williamsburg Local School District Board of Education (hereinafter the "Board").

WHEREAS, the Association and the Board are parties to a collective bargaining agreement, the effectives dates of which are July 1, 2017, through June 30, 2021 (hereinafter referred to as the "Agreement); and

WHEREAS, the Agreement contains a provision for the evaluation of members of the bargaining unit; and

WHEREAS, the Ohio Legislature has passed legislation that requires the Board and Association to implement a new evaluation procedure; and

WHEREAS, the required framework for the new evaluation procedure for the 2017-2018 school year is different than the evaluation language contained in the agreement between the parties.

NOW, THEREFORE, BE IT AGREED as follows:

The Board and the Association agree that the District's evaluation program will include the following:

1. A uniform instrument for rating bargaining unit members.

2. A philosophy of evaluation whereby the evaluator will assist the bargaining unit member in improving his/her instructional and professional performance as well as assisting the bargaining unit member with adapting to the new evaluation system.

3. Evaluation Procedure

   A. The evaluation procedure established in this agreement conforms to the framework for the evaluation of teachers developed pursuant to Sections 3319.111, 3319.112, and 3319.113 of the Ohio Revised Code. Each completed evaluation will result in the assignment of a Final Summative Rating. The Final Summative Rating shall be derived from a summative evaluation in accordance with Ohio law based on both student growth measures/Metric(s) of Student Outcomes and teacher performance ratings.

   B. **Application**

      1. The teacher evaluation procedure applies to the following employees of the District:

         a. Teachers working under a license and/or permanent certificate issued under Sections 3319.22, 3319.26, 3319.222 or 3319.226 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing content-related student instruction.

b. Teachers working under a permanent certificate issued under Section 3319.301 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing content-related student instruction.

2. The guidance counselor evaluation procedure in the Ohio Revised Code Section 3319.113 applies to all school counselors employed by the District.

C. **Evaluators**

All evaluators of OTES/OSCES teachers and guidance counselors shall be licensed administrators employed by the Williamsburg Board of Education on a District administrator contract, who have been credentialed through the ODE. If a teacher/guidance counselor believes he/she has received unsatisfactory results by evidence placed in the OTES/OSCES rubric at the end of each observation cycle, and is being evaluated by District administration other than their building principal, the teacher/guidance counselor may request a meeting with the building principal within five (5) work days of the post evaluation conference to request that another evaluator be assigned to complete any remaining observation cycles for the current school year and an effort will be made to accommodate this request.

D. **Evaluation Instrument**

The Board and the Association agree that the OTES/OSCES Resources will be utilized by the District, as necessary and appropriate, in evaluating teacher/guidance counselor performances as part of the OTES/OSCES Model.

The Evaluation Instrument for teachers shall be the Ohio Teacher Evaluation System (OTES) Framework. The OTES forms are by reference incorporated into this MOU.

The Evaluation Instrument for Guidance Counselors shall be the Ohio School Counselor Evaluation System (OSCES) Framework. The OSCES forms are by reference incorporated into this MOU.

E. **Orientation**

1. Not later than September 30 of each year, each teacher/guidance counselor shall be notified in writing of the name and position of the individual evaluating him/her for that school year.

2. The District shall hold an OTES/OSCES overview meeting for teachers/guidance counselors being evaluated no later than September 30 of each year.

F. **Schedule for Evaluation**

1. No teacher/guidance counselor shall receive more than one full evaluation each school year.

2. Each teacher/guidance counselor being evaluated shall participate in a goal development meeting with his/her evaluator no later than September 30 and prior to the first observation being conducted. The teacher/guidance counselor shall complete the Professional Growth Plan form prior to this meeting.

3. In the year when a teacher/guidance counselor contract expires, a minimum of three (3) formal observations shall be conducted. The only exception is if the administration waives the third (3rd) observation. In a year when a teacher/guidance counselor contract does not expire, a minimum of two (2) formal observations shall be completed. Under no circumstances shall a teacher/guidance

counselor contract be non-renewed or terminated unless a minimum of three (3) observations have been completed.

a. A formal observation shall last a minimum of forty-five (45) minutes.

b. For the first formal observation, a conference between the evaluator and the teacher/guidance counselor will occur at least one (1) day prior to the observation in order for the teacher/guidance counselor to explain plans and objectives for the class which will be observed. The form to be completed is either the Observation Sheet or the Observation Rubric.

c. All post-observation conferences shall be held between the evaluator and the teacher/guidance counselor not later than five (5) work days after the observation.

d. The timeline for teachers/guidance counselors being observed shall be:

   i. First (1st) post-observation conference held on or before December 15.
   ii. Second (2nd) post-observation conference held on or before April 15.
   iii. Third (3rd) post-observation conference (if needed) held on or before May 1.

e. Before the evaluation cycle is final, and no later than May 10, a copy of the formal written evaluation report shall be given to the teacher/guidance counselor and a conference shall be held between the teacher/guidance counselor and the evaluator.

f. The teacher/guidance counselor shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the teacher's personnel file.

4. The principal and teacher/guidance counselor may extend the timelines by mutual agreement to accommodate calamity days and/or days of absence.

5. Teachers and guidance counselors who have submitted a notice of retirement on or before December 1 of the school year or who are on leave for fifty percent (50%) or more of the school year, shall be exempt from the evaluation procedure.

6. "Accomplished" teachers/guidance counselors may be evaluated every three (3) years as long as the teacher's/guidance counselor's student academic growth measure for the most recent school year for which data is available is average or higher.

7. "Skilled" teachers/guidance counselors may be evaluated every two (2) years as long as the teacher's/guidance counselor's student academic growth measure for the most recent school year for which data is available is average or higher.

G. **Walkthroughs**

A minimum of two (2) Informal Observations (walkthroughs) are to be conducted over the course of the school year. Bargaining unit members participating in OTES/OSCES will receive a written summary of the Informal Observation within five (5) work days of the event. Either the educator or evaluator may request a conference after any Informal Observation is completed. All Informal Observations will be documented.

H. **OTES Committee and Its Role**

The District OTES/OSCES Committee shall be comprised of representatives of the bargaining unit and representatives of District administration, and monitor Student Learning Objectives (SLO) Student

Growth Measures, and Metric(s) of Student Outcomes by grade levels and subject areas looking at the number of SLOs required of teachers/guidance counselors, and reliance of the value added data. The committee is responsible for jointly recommending the policies and procedures for the student growth portion of the evaluation procedures to the Association and the Board. The committee should use a consensus process to come to resolution of concerns. The Association committee wil make recommendations f needed changes to the Association negotiations team and the Board's members shall do the same to the Board's negotiations team. The parties shall negotiate any necessary changes to the Collective Bargaining Agreement in accordance with the Ohio Revised Code.

Student data shall be excluded from any value added or student growth measures per language in O.R.C. (45 days absent per year both excused and unexcused).

I. Improvement Plans

1. A professional improvement plan is a clearly articulated assistance program solely used for a teacher/guidance counselor who has a final summative rating of "Ineffective" on their most recent final summative evaluation. Administration will assign the credentialed evaluator for the evaluation cycle and approve the improvement plan as set forth in this agreement.

2. If an improvement plan based on performance issue(s) is developed prior to March 1, those identified performance deficiencies shall be reevaluated as part of the performance assessment process to see whether the teacher's/guidance counselor's performance has improved and whether to modify or end the plan. An improvement plan for deficiencies that are successfully remediated during the remainder of the school plan shall be deemed completed. If an improvement plan is developed after March 1, the plan shall be continued into the next school year.

3. In the event that a teacher/guidance counselor and evaluator are unable to agree on the evaluator's expectations for the improvement plan, the teacher/guidance counselor and/or evaluator may request a teacher/guidance counselor mentor or another mutually agreed upon credentialed evaluator of the District to facilitate further discussion between the teacher/guidance counselor and the evaluator.

4. The improvement plan, as outlined in this section, shall:

    a. Identify, in writing, the specific area(s) for improvement to be addressed in relationship to the Ohio Standards for the Teaching Profession or the Ohio Standards for the School Counselor;

    b. Specify, in writing, the desired level of performance that is expected to improve and a reasonable period of time to correct the deficiencies;

    c. Develop and implement a written plan for improvement that will be initiated immediately and includes resources and assistance available;

    d. Determine additional education or professional development needed to improve in the identified area(s); and

    e. Gather evidence of progress or lack of progress.

    An Improvement Plan based on final summative rating of ineffective will be revisited in at least twenty-eight (28) calendar day intervals to see whether the teacher's/guidance counselor's performance has improved and whether to modify or end the plan.

J. **Unemployment Decisions**

The Board may consider final teacher/guidance counselor evaluations for retention, promotion and to remove poorly performing teachers as outlined in ORC 3319.111 and in compliance with the collective bargaining agreement. However, for school year 2017-2018 Student Growth Measures, Value Added Scores, and/or Metric(s) of Student Outcomes shall not be the sole basis for retention or lay-off decisions. The OTES/OSCES Committee will revisit Safe Harbor provisions annually.

Student Growth Measures, Value Added Scores, and/or Metric(s) of Student Outcomes may be considered as a factor in promotion decisions, but shall not be the sole factor.

The evaluation procedure for a guidance counselor contained in this MOU shall not be used in any decision concerning the assignment, reassignment, contract status, non-renewal, termination, reduction or recall of any counselor prior to July 1, 2018.

K. A teacher/guidance counselor has the right to Association representation at any administrative meeting where employment decision related to professional growth is discussed. A teacher/guidance counselor may challenge procedure violations through the grievance procedure in the Contract.

WILLIAMSBURG LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

Board President

7/19/2021
Date

Board Treasurer

7/19/2021
Date

WILLIAMSBURG EDUCATION ASSOCIATION

President

7/19/2021
Date

Secretary

7/19/2020
Date