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Agreement

Between The

Miami East Board Of Education

And The

Miami East Education Association

July 1, 2023

to

June 30, 2027

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Article I
Preamble

The Miami East Local School District Board of Education, hereinafter referred to as the "Board"and the Miami East Education Association, an OEA/NEA affiliate, hereinafter referred to as the "Association" hereby enter into this agreement in consideration of their respective rights, obligations and liabilities.

Article II

Rights Of Parties

A. Recognition

Pursuant to the provisions of R.C. Chapter 4117, the Board hereby recognizes the Association as the exclusive representative of employees in the bargaining unit. For purposes of this Agreement, the bargaining unit shall be defined as all full time and part time certificated teaching employees, employed by the Board, excluding any other employees in any other bargaining unit and managerial, supervisory and/or confidential employees.

B. Board Rights

Except as otherwise expressly provided in this Agreement, the Board reserves and retains solely and exclusively all of its rights, pursuant to and consistent with applicable state and federal law, to manage, direct, and control the operation of the District. These rights include, but are not limited to such areas of policy as: the determination of qualifications and standards for teachers; the hiring, promotion, assignment and direction of teachers; the suspension, discharge, release or other disciplinary action against teachers; the determination of methods, means and personnel by which the employer's operations are to be conducted.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof shall be limited only by the specific and express terms of this Agreement.

C. Association Rights

1. The Association, with the notification of the building administrator, may use Board facilities for the purpose of conducting meetings of Association members provided such use of the facilities does not conflict with the performance of the Board's business.

2. The Association President, not later than the day prior to a Board meeting, shall be provided with a copy of the Board agenda.

3. Individuals will initial or sign unified membership (MEEA, WOEA, OEA, NEA) forms for payroll deduction. It is understood that such authorization may be revoked by said employee upon the giving of written notice to the Board and the Association. The Association shall furnish to the Board each school year at least one week prior to the date of the first check in October, an alphabetical list of its members which include any amounts to be payroll deducted by the Board.

   "The Association and Administration will acknowledge each other's contributions and commitment. This will include targeting new teachers with a support statement included with

their first contract and presenting information at the first year teachers' meeting. A joint presentation at the opening of school meeting when administrators can share their teaching experiences as Association leaders and members will be given when appropriate. The Association will be given ½ day per month (tied to subbing for LMC) for one member to work on newsletters. Any outsourcing of current unit positions will be considered only after options have been discussed in the Labor Management Committee."

When the Association has attained membership equal to or in excess of eighty (80) percent of the bargaining unit, the Board and Association shall reopen negotiations to discuss membership options.

The initial deduction will be taken from the first payroll check in October and will be taken for twenty-two (22) consecutive pay periods.

4. Provided fifteen (15) staff members participate, teachers may designate to the Treasurer the amount to be deducted and transmitted to either a political party, specific candidate, or a teachers' political action committee (OEA-FCPE). Deductions shall be in equal amounts from each paycheck.

5. Approved annuity programs (Section 403b and 457b) will be authorized upon the written request of a teacher. Payroll deductions of equal amounts throughout the year from each enrolling teacher's pay will be made for those teachers authorizing deductions. Changes in deductions shall be given to the Treasurer's office prior to the end of the second full week of September, January, and April. Such deductions will continue from year to year until said teacher gives written notice to the Treasurer that they are to be discontinued.

   Withholdings for annuities will be mailed to the annuity companies within five (5) days after receipt of the annuity billings.

6. Credit Union deductions may be authorized at any time. Changes in deduction amounts shall be effective on the pay period following receipt of information from the credit union. Deductions will be made from each paycheck.

7. The Board will require participation in a direct deposit program and electronic notification for payroll checks for all full-time and part-time certificated employees. New certificated employees will enroll in direct deposit upon being hired.

   a. The participant must bank with a financial institution that is able to receive Direct Deposits through electronic data transfer of funds.
   b. Any change in the account status requires notice to the treasurer's office.

8. The Board and the Association agree that the provisions of this Section, as a tax deferred plan, must be in full compliance with Internal Revenue Service ruling 81-36, and be in compliance with all applicable laws as well as the following provisions:

   a. The Board agrees to authorize the Treasurer to reduce each teacher's salary, (including supplemental), by the amount the teacher is to contribute to his or her retirement system. The Board shall pay to STRS the amount of each teacher's share on behalf of the individual teacher.

b. It is understood that it is the responsibility of each individual teacher to make any necessary adjustment(s) in any other tax sheltered annuities he/she has in order to be in compliance with the IRS laws and regulations.
c. The Board is not liable, nor will it be held responsible, for any related legal, IRS, STRS, or any other agencies' penalties or decisions concerning this plan now or in the future.
d. The Association agrees to indemnify and save the Board harmless against any and all claims that shall arise out of or by reason of any action taken by the Board in compliance with provisions of this Article
e. Members shall be offered the opportunity to participate in a full-range 125 Plan in accordance with Section 125 of the IRS Code. All administrative costs shall be borne by the board
f. Members shall be offered the opportunity to participate in a 457b plan (deferred compensation) in accordance with Section 457b of the IRS Code. Changes in deductions shall be given to the Treasurer's office prior to the end of the second full week of September, January, and April. All administrative costs shall be borne by the Board.
g. The following payroll deductions will be calculated pre-tax: service credit, 125, 403b, 457b.

9. Members shall be offered the opportunity to participate in a 529 plan (college tuition savings program) in accordance with Section 529 of the IRS Code. Changes in deductions shall be given to the Treasurer's office prior to the end of the second full week of September, January, and April. All administrative costs shall be borne by the Board.

Article III
Teaching Conditions

A. Board Policies

The Board will provide its full support and all necessary assistance concerning all Board-adopted policies now in effect or hereinafter adopted.

B. School Calendar

1. Prior to November 1st, of the year of the expiring calendar, the superintendent, MEEA Association President, and MEASP President (or their designee) will meet to jointly develop a survey that will be distributed to parents and staff members in the District soliciting interests in the school calendar.

2. Based upon the collected survey results, the superintendent, MEEA Association President, and MEASP President (or their designee) will design a two (2)-year calendar, including five (5) make-up days as required by O.R.C..

3. A school calendar shall be recommended to the Board by the superintendent no later than the March meeting.

4. The Board shall make the approved calendar available to all staff prior to March 31st.

5. In the event that all five (5) make-up days listed on the calendar have been exhausted, additional make-up days will be established by the superintendent.

6. Teachers will work 185 school days, consisting of the following:

    a. Two (2) Conference Days
    b. One (1) Teacher In-service Day
    c. One (1) Staff In-service Day
    d. Three (3) Professional Development Days
    e. Three (3) Work Days
        - ➔ 2nd Monday in October and/or Trade-off Work Day the 1st Monday in August
        - ➔ Friday of the end of the second quarter
        - ➔ Day following last student day

Staff members who chaperone the High School Homecoming Dance or Prom may trade that time off for a half day for each dance on one of the scheduled three workdays.

C. Duty Free Lunch

The daily schedule for all teachers shall include a duty-free lunch period of at least thirty (30) minutes during each school's normal lunch time hours.

D. Class Size

1. It shall be the policy of the Board to establish and maintain a favorable class size, depending upon classroom space and available funds. The administration shall attempt to adjust class loads as equitably as possible within the school district. All efforts will be made to ensure that no grade level will experience consecutive years of large class sizes without assistance. Aides can be utilized to assist with class size after other possible options to assist with large class sizes have been explored. These could include:
    a. classroom aides in the form of: grade level, across grade levels, individual classroom
    b. utilization of current staff (aides, intervention tutors, Title I instructors, etc.)
    c. additional teacher
    d. trained committed parent volunteer(s)
2. **Class Size/Load**
    a. Secondary Level (Grades 6-12) - The target class size should be no more than twenty-eight (28).
    b. To request an educational aide Primary Level (Grades K-5):
        i. K-2 average class size per grade level per building = Twenty-three (23)
        ii. Grades 3-5 average class size per grade level per building = Twenty-five (25)
    c. To request a teacher for a particular class level:
    d. K-5 average class size per grade level per building = Twenty-eight (28)
3. Time frames for requesting assistance
    a. Requests for assistance will be made in writing using the attached form (Attachment J).
    b. The superintendent will respond in writing to requests within ten (10) contract days.
    c. Requests for assistance may be made at the end of the first and/or second grading period.
    d. Changes in enrollment could result in changes in aide assignments.

E. Excessive Enrollment

1. **Grades K-5:** When the classroom enrollment is thirty (30) or more students for at least nine (9) weeks during a semester, the teacher will be granted an additional $200 for each semester, payable, upon request, the pay period following the end of the semester.

2. **Grades 6-12:** When all classes for an individual teacher exceeds 170 students for at least nine weeks during a semester, the teacher shall be paid $200 as above.

3. **Grades K-5 Combination Grade:** When the classroom enrollment is twenty-one (21) or more students for at least nine weeks during a semester, the teacher will be granted an additional $200 for each semester, payable, upon request, the pay period following the end of the semester.

Educational Service Personnel: Any teacher who teaches art, music, and/or physical education, and who is responsible for evaluating more than four hundred (400) students for at least nine weeks during a semester, shall be paid $200 in the pay period following the end of the semester.

Special Education Personnel K-8: When the student enrollment is seventeen (17) students or more for at least nine weeks during a semester, the teacher will be granted an additional $200 for each semester, payable, upon request, the pay period following the end of the semester.

Special Education Personnel 9-12: When the student enrollment is twenty-five (25) or more students for at least nine weeks during a semester, the teacher will be granted an additional $200 for each semester, payable, upon request, the pay period following the end of the semester.

Within two (2) weeks of the conclusion of each semester, the teacher will request, in writing, the excessive enrollment stipend.

F. Appraisal Process

The administration will annually (August-October 1) review with the professional staff the current established process of teacher evaluation. The review is essential so that each staff member will understand the evaluation process. Any changes in the teacher appraisal instrument shall first be discussed between the administration and the Association. A joint committee shall consist of at least six (6) teachers and four (4) administrators. Every attempt shall be made to represent all certification types. At least one (1) member of the Association Executive Committee shall be a member of the appraisal committee.

This appraisal process supersedes ORC 3319.111

G. Complaints Against Teachers

1. Any complaint that concerns another teacher's professional activities should be submitted in writing by the complainant (fellow teacher, parent, pupil, taxpayer) to the building administrator. The building administrator shall give a copy to the teacher. School administrators may pursue complaints against teachers without formal written statements.

2. A meeting involving the teacher, the principal, and the complainant will be arranged at a mutually convenient time to discuss the complaint. A written summary of disposition will be prepared by the Administrator and given to all parties within ten (10) school days.

3. If the disposition is not satisfactory to any of the involved parties, it may be appealed to the superintendent within ten (10) school days. A written summary of disposition will be prepared by the superintendent and given to all parties within ten (10) school days. If the disposition is not satisfactory to any of the involved parties, it may be appealed to the Board within ten (10) school days.

4. If the disposition is not satisfactory to any of the involved parties, it may be appealed to the Board within 10 school days.

   In each of the previous steps, a teacher may request, and be accompanied by an Association representative.

   Conferences regarding such complaints shall be held in private.

H. Use Of School Equipment

Email use by the Association is permitted under the guidelines of Acceptable Use Policy.

I. Educational Aides

The Board will make every reasonable attempt to employ sufficient educational aides to supervise study halls, bus duty, school yards, lunch rooms and school halls.

J. Substitute Teacher Policy

1. **Internal Substitute Coverage**

   Every reasonable effort shall be made to acquire or recruit substitutes for absent teachers. Except where the Superintendent and/or principal deems it an emergency, a regularly employed teacher will not be required to cover for an absent teacher.

   In cases when an administrator requests that a teacher(s) serve as a substitute, the teacher(s) shall be reimbursed under one of the following guidelines:

   a. a teacher covering the full class for a portion of the day will be compensated at the flat rate of thirty (30) cents per minute of coverage

   b. a group of teachers dividing a class of students for a half day or full day will be compensated by dividing the current daily substitute rate among those teachers.

   The building administrator shall be responsible for submitting the proper documentation (Attachment F) to the treasurer's office as soon as possible. Payment for periods covered shall be made at the next available and appropriate pay period.

2. **Long Term Substitutes**

When a substitute is employed by the Board on a long term basis, they will be compensated at a rate approved for "substitutes after ten (10) consecutive days in the same position". Once the substitute has taught for sixty (60) days, they will receive salary, fringes and benefits afforded to members of the collective bargaining unit.

K. Drug/Alcohol Free Workplace

The Board and the Association believe that quality education is not possible in an environment affected by illegal drug use and/or abuse of alcoholic beverages. The Board and Association will maintain a drug/alcohol free educational setting in full compliance with federal, state and local laws including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with those laws, the Board prohibits the manufacture, distribution, dispensation, possession or use of alcoholic beverages and/or controlled substances (illegal drugs) by any employee during work hours, on Board premises, or at any activity or function sponsored by or related to employment with the Board. "Controlled substance" refers to drugs subject to federal or state regulation, making their manufacture, distribution, dispensation, possession or use a crime. Medications used as prescribed by a treating physician or dentist are excluded.

As a condition of employment, each employee shall be required to notify his or her supervisor of any conviction of a criminal drug statute for a violation occurring during work hours, on Board premises, or at any activity or function sponsored by or related to employment with the Board. Such reports must be made not later than five days after such conviction. Any employee who violates the terms of this provision shall be subject to disciplinary action in accordance with local, state and federal laws, up to and including termination of employment. A disciplinary action may include the completion of an appropriate rehabilitation program.

The superintendent shall, in consultation with the Association, establish whatever programs and procedures are necessary to meet federal certification requirements for compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, but which also comply with and do not interfere with this Agreement.

L. Special Education

1. State and Federal mandates require special education teachers / intervention specialists to write Individualized Education Plans (IEP). As a result of these additional mandates, special education teachers / intervention specialists, upon request, will be granted up to four (4) release days per year, for the purpose of writing and communicating IEPs, quarterly meetings, etc. However, in the event a special education teacher / intervention specialist has an excessive caseload, additional days may be granted if the need is demonstrated.

2. Special education teacher / intervention specialist will be afforded appropriate input regarding the placement of identified students with special needs.

3. Special education teacher / intervention specialist will provide a regular education teacher with a copy of a student's IEP and/or list of modifications prior to the academic year or at the time the IEP is revised.

4. Inclusion shall mean the placement of children with identified disabilities whose least restrictive environment has been determined to include the regular education classroom. The Board shall provide access to training for all regular teachers working with students included within the classroom.

5. All regular education teachers who are working with students who have identified disabilities should be part of the IEP. Principals may give regular and special education teachers release time to work on IEP goals during the normal work day.

6. Once IEPs are established for "included" students, all IEP provisions must be met, and the District shall provide sufficient resources and support personnel to achieve the IEPs.

7. The assignment of students for "inclusion" shall be made on a case by case basis. Every effort will be made to keep those classes with "included" students as small as possible.

8. The certificated teacher who is working with students with identified handicapping conditions shall have access to direct assistance from a certified special education teacher.

9. The certified staff shall not be responsible for any lifting, diapering, or toileting of any student, nor the administering of medications or the performing of medical procedures.

M. Progressive Discipline Procedures

1. The Administration may take progressive disciplinary action against any teacher for conviction of a felony or a major misdemeanor or for violations of or failure to comply with any provisions of this contract or any reasonable rules and regulations adopted by the Board of Education. All violations are cumulative. Such disciplinary action shall be imposed as follows:

    a. **Step 1 - First Offense -** Verbal warning to the teacher in a conference with the principal.

    b. **Step 2 - Second Offense -** The offense shall be reduced to writing by the principal and copies given to the teacher and superintendent. The written warning shall be initialed and dated by the teacher. The initials shall not indicate agreement with the warning's content, but shows only the teacher has received a copy of the written warning.

    c. **Step 3 - Third Offense -** A written reprimand may be placed in the teacher's personnel file after a conference has been held by the superintendent with the affected parties.

2. Upon the initiative of the superintendent for good cause shown, Steps 1, 2, and 3 above may be suspended and a teacher brought before the superintendent directly for disciplinary action. The superintendent may suspend a teacher without pay for a period not to exceed three days.

3. The teacher shall be notified of their right to representation at each step.

4. Disciplinary action is subject to the grievance procedure as set forth in this Agreement. No teacher shall be reprimanded or disciplined without just cause. A suspension shall be held in abeyance until any grievance has been heard.

5. Nothing herein shall preclude the Board of Education from instituting termination proceedings pursuant to Sections 3319.16 and 3319.161 of the O.R.C. at any time when, in the sole and exclusive discretion of the Board, it is determined such action is warranted.

N. Mentor Program

Teachers acting as mentors in assisting other teachers new to the school system shall act in this position on a strictly voluntary basis.

The mentor is prohibited from acting in any type of supervisory role or to assume any supervisory activities. Evaluations shall be conducted solely by the administration without any input from the mentor nor shall the mentor teacher be requested or directed to make any recommendation regarding the continued employment of the "client" teacher.

Other than a notation to the effect that a teacher has served as a mentor, the teacher's activities as a mentor shall not be part of that teacher's evaluation.

O. Job Descriptions

A joint committee shall be created consisting of two (2) principals and two (2) Association representatives to formulate recommendations to the superintendent regarding job descriptions.

P. Harassment, Intimidation, or Bullying

1. "Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward school personnel which:

    a. causes mental or physical harm and

    b. is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment.

    c. This also means electronically transmitted acts i.e., internet, cell phone, personal digital assistant, or wireless hand-held devices. Specific examples of threatening or harassing conduct can be referenced in Administrative Guidelines 5517.01.

2. Procedures for reporting complaints of threats or harassments can be found in the Administrative Guidelines for bullying and other forms of aggressive behavior, section 5517.01. Actions taken will follow the aforementioned guidelines, ORC, and/or student code of conduct.

3. Nothing in this contract shall prohibit a staff member from filing criminal charges personally.

Q. Miscellaneous

1. The Board shall provide the Association with a seniority list of all bargaining unit employees.

2. The Board shall furnish each employee with a copy of a staff directory containing the name and address of bargaining unit employees.

Article IV

Teacher Contracts

A. Criminal Investigation

In the event an applicant for a position of employment with the Board is deemed otherwise qualified for the position, and the Board is prepared to hire said applicant, it is understood and agreed that said applicant is hired contingent on verification of an acceptable report from the Ohio Bureau of Criminal Identification and Investigation and from the Federal Bureau of Investigation, if a Federal Bureau of Investigation criminal records check is required by law.

It is further understood that said verifications of criminal records checks may not be available to the Board before the applicant is to be hired, and begins employment. During such a waiting period, the affected employee shall receive all contractual rights contained within the Master Agreement. In the event verification of the employee's records checks disqualifies the employee for employment, the employee shall be deemed to be outside the bargaining unit, shall be terminated forthwith by the Board without further recourse, and the Association shall incur no further obligation to represent or defend such employee.

B. Re-Employment And Termination

1. All personnel shall be considered for re-employment only upon recommendation of the superintendent. All deadlines as provided by Ohio law shall prevail.

2. A teacher may terminate their contract with the Board by written resignation at the close of any school year and prior to July 10, or at any other time by mutual consent of the teacher and the Board.

3. The Board may terminate a teacher's contract for gross inefficiency or immorality; for falsification of sick leave; for violating test security; for willful and persistent violation of the reasonable regulations, and/or policies of the Board; or for other good and just causes.

4. All proceedings for the termination of a teacher's contract by the Board shall be in compliance with Section 3319.16 of the Ohio Revised Code.

5. Physical Exam: The Board may request a physical examination during the course of a contract to determine the physical ability of the employee to satisfactorily perform the duties of the position. Any examination requested by the Board shall be at the Board's expense.

C. Limited Contracts

Teachers will be granted one-year contracts upon initial employment. Upon evidence of satisfactory performance, renewals of limited contracts will be successively one (1), two (2) and three (3) years and thereafter each renewal will be for three (3) years.

When a teacher is notified that they are being placed on a one year probationary contract as a result of deficiencies identified through the appraisal process, the teacher will meet with administration in order to develop an improvement plan.

D. Continuing Contracts

Teachers expecting to be considered for continuing contract status must notify the superintendent in writing prior to September 30 of the school year of their eligibility. It is understood that the teacher surrenders the remaining years of an existing limited contract and will abide by the rules pertaining to request for continuing contract status. Any teacher who fails to provide this notification will not be eligible or be considered for continuing contract status that school year.

Continuing contracts will be granted as per Ohio Revised Code 3319.11 which gives the Board the following options: 1) grant a continuing contract 2) reject the request for continuing contract and non-renew the teacher 3) create an observation period, up to two years, to address concerns and then either grant the continuing contract or non-renew.

The teacher may withdraw their request for a continuing contract without prejudice by notifying the superintendent in writing by January 30 and return to their current contract.

E. Supplemental Contracts

1. All members assigned additional responsibilities and granted additional compensation for such responsibilities shall be given a written supplemental limited contract that is in addition to their regular contract.

2. Nothing herein contained shall be construed to prohibit the Board from offering a supplemental contract to any individual classroom teacher, such additional time to be paid at the rate as established by contract, provided that no individual teacher shall be required to accept a supplemental contract. Nor shall anything herein contained be construed to prohibit the addition of supplementary contract categories to the schedule as proposed. (ORC 3319.08). Such positions shall be a matter for negotiations

3. Present qualified members of the bargaining unit shall be offered any supplemental position before it can be offered to any individual outside of the unit.

4. Supplemental contracts are detailed in Addendum B.

F. Rehiring Retired Teachers

1. Employment of retired teachers, including those with prior service credit in Miami East school district.

2. Teachers whose letters of resignation have been accepted by the Board are no longer considered employees of the district.

3. It is understood that the Board is under no obligation to employ a retired teacher.

4. Retiring teachers whose letters of resignation have been approved by the Board of Education by April 30 may apply for their current position. Interviews and employment of retired teachers will be the responsibility of the district administration.

    a. Retired teachers who are rehired will be granted a one year contract which will be non-renewed annually.

Article V

Opening, Vacancy, Transfer, and Reduction / Restoration

All assignments will be made by the superintendent in cooperation with the building principal, site based team, and consultation with the staff member.

A. Opening

1. An opening is an available position that may be filled by qualified existing staff within the district. Eligible staff members include any properly-licensed Miami East staff member. All Miami East staff members in the district will be notified of the opening(s) via district email, and district and ESC websites. A letter of interest shall be submitted to the appropriate administrator within 5 working days of notification.

2. When an opening occurs, the building's site-based team (K-5, 6-8, 9-12) shall meet to discuss possible options.

3. Openings shall be filled on the basis of certification, experience, district seniority, teacher performance, and the recommendation of the interview team. When a reassignment has been requested and all factors are equal in the judgment of the superintendent, district seniority shall be the deciding factor.

4. Once consensus is reached by the site-based team, the principal will make a recommendation to the superintendent.

5. If consensus cannot be reached, the position will be considered a vacancy.

6. Any teacher not granted reassignment shall be given a written statement of the reasons upon written request.

B. Vacancy

1. A vacancy is a situation where an opening cannot be filled by existing staff within the district.

2. The administration shall prepare a list of all vacancies as soon as they become known. Vacancies will be posted for a minimum of five (5) working days on the Miami East and Miami County ESC web sites, in addition to being posted on the Central Office bulletin board. In certain situations, with the Association President's or (designee's) agreement, the number of days may be reduced. This list shall contain a date specifying the deadline for application for each vacant position and shall be updated whenever a vacancy occurs.

C. Transfer

1. When staff reduction in a building is required, the building's site based team (K-5, 6-8, 9-12) shall meet to discuss possibilities.

2. Once consensus is reached by the site based team, the principal will make a recommendation to the superintendent.

3. If consensus cannot be reached, the position will be considered an involuntary transfer.

4. A conference shall be held between the teacher and the principal explaining the reasons a transfer of the individual is being considered. The teacher shall be given a written statement of these reasons.

5. Teachers being transferred as a result of administrative initiated requests shall be informed by April 30, and, if suitable openings exist, shall be reassigned by the closing of school.

6. Teachers subject to involuntary transfer shall be offered a choice of available assignments for which they may qualify at the time any transfer is being considered.

7. When it becomes necessary to initiate an involuntary transfer, all factors being equal in the judgment of the superintendent, least seniority shall be the deciding factor.

D. Reduction In Number Of Teachers, Restoration

When by reason of decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, or by reason of suspension of schools or territorial changes affecting the District, the Board decides that it will be necessary to reduce the number of teachers, it may make a reasonable reduction. In making such reduction, the Board shall proceed to suspend contracts in accordance with the recommendations of the superintendent who shall, within each teaching field affected, give preference of retention to teachers on continuing contracts and to teachers who have greater district seniority. Teachers whose continuing contracts are suspended shall have the right of restoration to continuing service status in the order of seniority of service in the District if and when teaching positions become vacant or are created for which any such teachers are or become qualified.

Teachers whose limited contracts are suspended or not renewed due to staff reduction shall have the same right of restoration as those on continuing contract. Those on continuing contracts will be restored first. The length of the restoration right shall be two (2) years for limited and continuing contract teachers.

The Association shall be notified of the extent of any staff reduction at such time a decision is made by the Board, and shall be further notified as to which teachers shall be suspended. Such notice shall be as soon as practicable prior to the effective date of the reduction.

Article VI

Salary And Fringe Benefits

A. Salary and Wages

1. Salary schedules and supplemental salary schedules are attached to this Agreement as Addendums A and B, respectively.

2. During contract years 2023-2024 and 2024-2025, the base salary will be increased by three percent (3%).

3. During contract years 2025-2026 and 2026-2027 the base salary schedule will be amended using the following parameters:

   As of June 30, if the district's total expenditures (Line 4.500 on the Five-Year Forecast) exceed total revenue (Line 1.070 on the Five-Year Forecast) by less than $500,000, an additional one percent (1%) raise in salary will be added to the base.

B. Schedule Provisions

1. A minimum of 120 days of teaching per year shall constitute one year's experience.

2. A maximum of five (5) years military experience or service will be granted eight (8) continuous months of service shall constitute one (1) year of teacher experience).

3. Teachers shall be given credit for no less than ten (10) years of prior teaching experience. Teachers may be given more than ten (10) years when critical academic needs exist and with the agreement of the Association and the Board

4. A teacher completing training qualifying them for a higher salary must file an official transcript with the superintendent no later than September 30 and/or January 30. Payment will be retroactive to the beginning of the qualifying semester.

5. New hires to the district will be placed on their proper training column according to their degree or educational status (ORC 3317.14) All courses taken after a MA level must be at a graduate level.

Official transcripts must be submitted to the superintendent no later than thirty (30) days after being Board approved.

6. Description of Training Classification

    a. Bachelor's Degree - graduation from a college with a degree

    b. 150 semester hours

    c. MA - Masters Degree

    d. MA Degree Plus - hours must lead to an advanced degree or credit for individual improvement in the area of education and must have prior approval of the superintendent. In both instances, the hours beyond the MA must be taken after the requirements for the MA degree have been completed.

7. All salaries are annual salaries and represent a school year as adopted by the Board (185 days).

8. Extended service days will be paid at an average daily rate of pay (above 185).

9. Employees shall be paid in twenty-six (26) equal pay periods.

10. The contractual school year shall be 185 days.

C. Severance Pay

For the purpose of severance pay, teachers may accumulate 314 sick days.

Teachers may use tax sheltered annuities for severance pay.

Upon retirement, personnel shall receive severance pay. The payment shall be equal to one quarter (¼) of the person's accumulated but unused sick leave. Payment shall be made using the employee's per diem rate at retirement.

The payment shall eliminate all sick leave of record but shall not prevent the re-accumulation of sick leave upon re-employment. To qualify for severance pay, personnel must have been employed by a school district(s) in the State of Ohio for the last ten (10) years in the profession and should make a written request to the Treasurer of the Board ninety (90) days of retirement. Such a request shall be met with proof of a bona fide disability or service retirement, in the form of a copy of the retired employee's first benefit check from the State Teachers Retirement System.

Accumulated sick leave for use in calculation of severance pay is hereby defined as sick leave accumulated before, during, and after the effective date of this adoption.

D. Mileage

Mileage will be paid for the use of private cars for school business for which advance authorization has been obtained, at the approved IRS rate per mile that is in effect on July 1 of any year for both in-district and out-of-district travel.

E. Insurance

1. The Board shall provide a point-of-service health insurance plan as described below for each member of the staff who desires it and is eligible.

   The Board will pay eighty percent (80%) of the monthly cost of the plan for either single or family coverage with the employee paying twenty percent (20%) of the cost. If both husband and wife are employed by the Board, the Board shall apply twice the amount of the single policy if the spouses request it. Part-time staff may acquire the same insurance protection by paying the pro-rated premium represented by the part of the day not worked.

2. A $1,200 stipend will be paid to employees who do not take health insurance. This stipend is for a single or family plan and will be paid after July 1st. The following procedures have been developed to guide consistent practice in awarding this insurance stipend to those who elect not to take health insurance:
   a. To be eligible for the entire insurance stipend, the employee must not take health insurance from October 1 through September 30 of each year.

   b. The insurance stipend is pro-rated for part-time employees, retirees, and employees who resign.

   c. The treasurer's office will provide forms to qualifying employees before September 30th; they must be completed and returned to the treasurer's office before October 15th of each year.

   d. The terminology "health insurance" refers to the hospitalization insurance program. The stipend is not applied to the vision or dental programs.

   e. When Miami East insures one spouse, and both are employees of the district, the individual not enrolled in the health insurance program is eligible for the stipend.

   f. Employees hired by the district after the insurance enrollment period and who do not request health insurance, or employees who drop insurance during the year and remain employed by the district qualify for the stipend at a rate of $100 per month of eligibility.

   The carrier for the insurance coverages provided within this contract shall be determined by the Board and the Association. Coverage shall not be less than currently provided for unless express consent has been given by the Association. Other coverages are subject to the plan of coverage provisions in effect with the coverage provider.

3. The Board shall provide a vision insurance plan for each member of the staff who desires it or is eligible.

   The Board will pay eighty percent (80%) of the monthly cost of the plan for either single or family coverage with the employee paying twenty percent (20%) of the cost. If both husband and wife are employed by the Board, the Board shall apply twice the amount of the single policy if

the spouses request it. Part-time staff may acquire the same insurance protection by paying the pro-rated premium represented by the part of the day not worked.

4. The Board shall provide a dental insurance plan for each member of the staff who desires it or is eligible.

   The board will pay eighty percent (80%) of the monthly cost of the plan for either single or family coverage with the employee paying twenty percent (20%) of the cost. If both husband and wife are employed by the Board, the Board shall apply twice the amount of the single policy if the spouses request it. Part-time staff may acquire the same insurance protection by paying the pro-rated premium represented by the part of the day not worked.

5. The Board shall continue to carry on payroll records the name of any staff member whose sick leave accumulation has expired, or who is on a disability leave of absence or an approved leave of absence, for the purpose of vision, dental, group hospitalization, surgical, and major medical insurance. It shall be the responsibility of the employee to pay the Treasurer's office the premium involved for this coverage.

6. The Board shall pay for a term life insurance policy in the amount of $37,000.00 and double indemnity for each member of the staff. Part-time staff may acquire the same insurance protection by paying the pro-rated premium represented by the portion of the day not worked.

7. An organ transplant rider will be a part of the health insurance coverages hereunder.

8. All coverages set forth hereunder shall be subject to the provisions of the Board's contract with the carrier provider including any coordination and subrogation of benefit provisions. Any coverage changes shall be subject to negotiations between the parties.

9. Coverage hereunder shall be subject to any minimum enrollment requirements established by the carrier/ provider.

10. A Health Care Cost Study Committee shall be formed at the request of either party and will meet on an as needed basis. The purpose of the committee will be to seek means to decrease the cost of health insurance, for education, and for such other health related matters as may come before the committee.

11. Employees who resign their position by April 30th will submit a health care request form to the Treasurer's Office by May 15 to receive health benefits through August.

    a. Failure to meet this deadline will terminate the Board's contributions to health benefits.

    b. Employees who desire to continue health benefits will continue to receive paychecks through August.

    c. Former employees must inform the treasurer's office when new employment is found. If employment is found outside the field of education, former employees are no longer eligible for health care benefits, except under COBRA.

    d. Coverage may be canceled by the former employee by written request at any time.

F. Tuition Reimbursement

1. The Board will reimburse certificated professional staff members for a portion of the cost of successfully completing graduate credit hours. Payment shall be made to those continuing in the employ of the Board during the month of November following successful completion of course work.

2. Reimbursement shall be as follows:

    a. Four (4) semester hours - $200.00 each hour - maximum of $800.00 yearly reimbursement.

    b. Six (6) quarter hours - $133.33 each hour - maximum of $800.00 yearly reimbursement.

3. Eligible professional staff members must present official college transcript verification to the superintendent their designee by September 30 of a school year. The coursework must be related to their employment, be from an accredited college or university, and taken during the previous school year (September 1 to August 31).

    a. No prior approval is required for courses taken within a Masters Degree program.

    b. Courses outside or beyond the Masters program will require prior approval (before course is taken).

4. All reimbursements are subject to the superintendent's approval.

G. Licensure Cost Reimbursement

1. Eligible professional staff members must submit their completed IPDP to the LPDC by January 30 of the last year of their license to qualify for reimbursement of the certificate/license cost. Upon LPDC approval of the completed IPDP, payment shall be made to those continuing in the employ of the Board during the month of November the following school year.

2. Certified staff members completing the Resident Educator Summative Assessment (RESA) Program, will not submit paperwork to the LPDC nor are they subject to the January 30 deadline. Upon receiving their first professional license, the teacher will provide a copy of their license to qualify them for reimbursement of licensure costs. Payment shall be made to those continuing in the employ of the Board during the month of November the following school year.

3. Employees will only be reimbursed for the license(s) required for their current position(s) within the District.

H. Attendance Incentive

1. Employees who achieve ninety-seven percent (97%) attendance (miss two and a half (2.50) days or fewer per semester) will be eligible for an attendance stipend of $250 per semester.

2. Employees must submit the first semester stipend form by January 30. The second semester stipend form must be submitted by the end of the last teacher work day.

3. Stipends will be included in the second payroll in February and the second payroll in June.

Article VII

Leaves

A. Leave Of Absence

Upon the written request of a teacher, the Board may grant an unpaid leave of absence for a period of not more than two (2) consecutive school years for educational, professional, or other purposes.

The Board may grant a one (1) year unpaid leave for illness, maternity, attending to a child with exceptional needs, or disability, and may grant a second year upon written request.

Upon the return to service of a teacher at the expiration of a leave of absence, they shall resume the contract status which they held prior to such leave.

1. Requests for leave must be in writing and should be submitted thirty (30) days prior to the start of the leave.

2. Leave time shall not be used in calculation of salary increments.

3. A teacher on leave shall retain any unused accumulated sick leave, but will not earn additional sick leave until return to service.

4. An employee on leave may elect to continue fringe benefits in effect at the time of commencement of the leave, provided said employee pays the Board at least seven (7) days prior to the date the Board payment must be made. Responsibility for arrangements with the Treasurer of the Board for continuation of fringe benefits and for proper reimbursement shall lie with the employee.

5. An individual on a long-term leave of absence may return to service upon presenting a written request to the superintendent. A returning employee may be required to submit a written certification from their physician that such employee is physically and/or mentally able to perform the duties of their position. All requests to return from such leave should be made at least thirty (30) days in advance of the date the employee wishes to return to work. Returns from such leave shall only be granted at the beginning of a grading period, unless otherwise approved by the superintendent or their designee.

B. Assault Leave

1. Upon approval of the superintendent, assault leave of up to thirty (30) calendar days may be granted to any certificated staff member. Any approved leave that exceeds three (3) work days will be granted only after the need for such leave is verified by a licensed medical doctor.

2. Assault leave is not to be charged against sick leave. A teacher absent due to disability resulting from an assault on such teacher, which occurred on school grounds during school hours or in attendance at school sponsored functions, shall be eligible for assault leave.

C. Personal Leave

The Board recognizes the need for personal leave due to emergencies or personal business which cannot be handled outside the normal work day. Ohio Revised Code 124.386 defines personal leave as "mandatory court appearances, legal or business matters, family emergencies, unusual family obligations, medical appointments, wedding, or religious holidays not listed in section 121.9 of the revised code, or any other matter of a personal nature." The conditions governing such leave are as follows:

1. **Days Allowed**

    a. Three (3) days of personal leave per year or that portion of a full day that the employee works shall be allowed to all employees who qualify.

    b. Use of one-half days is allowed.

    c. Three (3) days of personal leave per year or that portion of a full day that the employee works shall be allowed to all employees who qualify.

    Unused personal leave shall accumulate to a maximum of five (5) days.

    Any unused personal leave days over two (2) remaining at the end of the school year (July 1st to June 30th) will be converted to sick leave. If a teacher has reached the maximum accumulated sick leave (314 days) for severance purposes, then the unused personal days may be added to total accumulated sick leave, cashed out ($100 per day), or donated to the sick leave bank.

2. **Eligibility**

    a. Teachers employed after the start of the school year but during the first semester are entitled to one (1) personal day per semester. If the teacher is employed after the start of the second semester, the teacher is entitled to one (1) personal day for the remaining part of the school year.

3. **Restrictions**

    a. Personal leave may not be taken for the day before or the day after a holiday or vacation, except in the case of an emergency situation. The superintendent or their designee will determine if such an emergency situation exists.

    b. If the total number of requests in a particular building exceeds one quarter (¼) of the bargaining unit in that building, requests will be granted in the order they have been received.

4. **Procedure**
    a. Requests for personal leave shall be made in writing on the prescribed form available from the building principal. A copy shall be submitted to the principal. One (1) copy will be returned to the employee indicating disposition of the request for personal leave.

    b. Requests are to be made three (3) school days in advance unless an emergency situation exists.

    c. Personal leave of an emergency nature may be made on shorter notice via the Request for Personal Leave form or by telephone call to the principal, if necessary. If notification is made by telephone, the forms will be filled out when the employee returns to work.

5. **Personal Leave Policy Violation**
    a. In the event an employee is proven to have violated the personal leave policy, that employee may be docked a day's pay for each such occurrence. Repeated violations shall be considered grounds for further disciplinary action, which may include dismissal.

D. Professional Leave

1. **Purpose -** All employees shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional seminars, workshops, conferences, and National Board Requirements.

2. **Definition -** For purposes of this policy, a professional leave shall be defined as a conference through which direct value can be derived for the person in attendance for later use in the performance of district duties.

3. **Authority**

    a. The superintendent will establish yearly guidelines for professional leave.

    b. Teachers shall be excused from the performance of their duties and shall receive compensation during the days they are excused, for attendance at professional conferences

    c. involving other personnel from the District, county, state, region or nation.

4. **Responsibility -** The following conditions must be met for an employee attending a professional conference:

    a. All requests to attend professional conferences shall be made to the building principal seven (7) work days in advance of the conference for which approval to attend is sought and necessary forms completed.

    b. Final determination of appropriateness and authority to grant permission for attendance at a conference will rest with the superintendent.

c. The superintendent has the authority when they consider the conference to be of sufficient importance, to request representation from the staff to attend a conference.

d. The professional conference to be attended must be related to the work of the employee.

e. The Board shall provide for substitute personnel, if necessary, in the case of conference attendance by classroom teachers.

f. All requests for out of state professional leave will require approval in advance by the Board.

g. A professional staff member may request permission to attend and/or participate in a professional conference where the member's particular expertise or contribution is pertinent to the fostering of education's civic or public commitment. Under these conditions there will be no reimbursement of expenses by the Board.

h. Anyone requesting to attend a professional conference at personal expense shall submit a request and secure the approval of the superintendent.

E. Sick Leave

1. Each full-time employee of the Board shall be entitled to sick leave credit of one and one quarter (1¼) work days with pay for each completed month of service. The maximum accumulation per year shall be fifteen (15) days. The maximum accumulated sick leave for any employee shall be 324 days.

2. Each employee shall be entitled to five (5) days of sick leave at the beginning of a school year if needed. However, these five (5) days shall constitute part of the total days for which such employee is eligible during the year.

3. Any employee who transfers from one public agency within the State of Ohio to another shall be credited with the amount of sick leave that has accumulated to their credit (up to the maximum allowed in accordance with this collective bargaining agreement).

4. An employee who has been granted a leave of absence shall retain his/her accumulated sick leave when he/she returns to the employ of the Board.

5. In accordance with ORC Section 3319.141, teachers may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family. "Immediate family"means an employee's spouse or significant other ("significant other" as used in this definition means one who stands in the place of a spouse and who resides with the employee), parents, children, grandparents, siblings, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, step-parents, step-children, step-siblings, aunt, uncle, cousin, or a legal guardian or other person who stands in the place of a parent (in loco parentis).

6. An employee may use up to ten (10) accumulated sick leave days for the purpose of the adoption of a child.

7. If at any time during the use of sick leave, the superintendent is of the opinion that such employee is able or unable to satisfactorily perform the duties of their position, the superintendent may request such employee to furnish a certificate in writing by a physician that such employee is physically and/or mentally able or unable to perform the duties of their position.

8. Employees who have used more than fifteen (15) non-medically excused sick days within a school year will be required to provide documentation for any subsequent absences. Failure to provide documentation will result in an unpaid day.

F. Sick Leave Bank

1. A sick leave bank has been created and will be implemented as necessary.

2. Donations of one to five (1-5) days per certified employee per year will be received on a voluntary basis. Eligibility to donate will occur only when the individual has an accumulated balance of ninety (90) sick leave days. Days contributed to the sick leave bank are non-returnable. When the bank drops to twenty-five (25) days, employees will be notified of the need for more donations.

3. Requests for use of donated sick leave under this program will be limited to catastrophic or serious illness or injuries of the employee or family as defined in Article VII, Section E5. “Catastrophic" is intended to mean a life threatening illness or injury. "Serious illness or injury" is intended to mean an illness or injury that is not life threatening, but one which requires inpatient hospitalization or confinement to home on doctor's orders.

4. The sick leave bank will be used only for absences under the individual's normal contract. In order to be eligible for a donation of sick leave days, the employee must have used all of their accumulated sick leave days and all possible advances of sick leave days.

5. An employee who receives workers' compensation disability or other paid leave, or by virtue of age and/or service, may be eligible for disability retirement or service retirement, will not be eligible for receipt of donated sick leave, unless the employee has applied for disability or service retirement by the State Teachers' Retirement System.

    a. Application to STRS for disability or service retirement is required of all sick leave bank applicants.
    b. STRS notification of denial of disability or service retirement is not required prior to sick leave bank request.

6. An employee requesting use of donated sick leave will submit an application that will include, but is not limited to, the following information:

    a. Description of illness/injury

    b. Physician's statement as to the condition and need for additional leave

    c. Projected date of return to duty

d. Explanation of previous sick leave usage

e. Other pertinent information that can facilitate the determination as to whether or not such leave may be donated to the applicant

7. The employee will not be granted more than twenty-five (25) days per request. Multiple requests will be considered.

8. The determination of eligibility for use of donated sick leave days will be made by the superintendent (or designee) and the Association president (or designee). The decision is final and will not be subject to grievance or other action. Appeals may be made if new or additional medical information is available. The decisions made by the superintendent (or designee) and Association president (or designee) shall not establish precedence for sick leave bank usage.

G. Jury Duty

1. The Board will pay employees their regular pay, and the pay received by him/her for serving as a juror shall be submitted within five (5) work days to the Treasurer, with any mileage charge deducted from the Court paid monies by the employee. Except as provided herein, teachers receiving notice of jury duty shall immediately advise the principal of such, and thereafter shall be granted a leave of absence without loss of pay or benefits for the duration of such leave.

2. In the event a teacher is subpoenaed to appear on behalf of the Board or in a school related matter, the teacher shall not lose pay.

H. Sick Leave for Pregnancy and Related Child Birth Conditions

1. Sick leave may be used for pregnancy and recovery from childbirth conditions under provisions of O.R.C. Section 3319.141.

2. After childbirth, a staff member may use sick leave for up to 8 calendar weeks from the date of birth, which includes non-contractual days.

3. A written request (see attachment I) for use of sick leave shall be submitted to the superintendent's office thirty days prior to the anticipated due date. Intended use of Family Medical Leave Act should also be requested at this time.

4. If additional sick leave days are needed, a physician's statement is required.

5. An employee on extended use of sick leave shall report within 3 calendar weeks of intended return to work to the immediate supervisor.

I. Family Medical Leave Act

The Board and employees shall have whatever rights, duties, discretion, and responsibilities as are set forth in the Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2601, et seq.) as is or may be amended ("FMLA"), and in accordance with the following provisions:

1. For purposes of determining the "12-month period" in which an eligible employee is entitled to twelve weeks of leave, said 12 month period shall be defined as from July 1 through June 30. An eligible employee may take FMLA leave for:

a. the birth and first-year care of a child;

b. the adoption or foster placement of a child;

c. the serious illness of an employee's spouse, parent, or child or

d. the employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.

2. Maternity leave shall be taken in conjunction with and simultaneously with other available leaves if the employee is eligible for said leaves. FMLA leave in conjunction with a leave of absence without pay may be taken before sick leave is used. FMLA requires employment for one (1) year and a minimum of 1,250 work hours per year.

3. An employee who takes a leave of absence without pay in conjunction with and simultaneously with FMLA leave, shall be eligible to continue to participate in the District's group insurance programs as if actively employed, and for a period not to exceed twelve (12) weeks in any year. Such employee shall state their intentions in writing when applying for the FMLA leave and pay the employee's portion of the premium on or before the first day of the month following the commencement of the leave. Upon the expiration of FMLA leave, the employee may continue their health, vision and dental insurance in accordance with the provisions of COBRA. Life insurance may be continued by making monthly payments as long as the employee remains on unpaid leave of absence.

4. When the FMLA leave is foreseeable, the employee must notify the superintendent of their request for leave at least thirty (30) days prior to the date when the leave is to begin (see Attachment I). If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

   The Board may deny the leave if the employee does not meet the notice requirements.

5. An employee on FMLA leave shall report, at no less than fourteen (14) calendar day intervals, to the superintendent's office the employee's status and intent to return to work.

6. Upon return from FMLA leave, the employee will be assigned to the same or similar position held before taking the leave. An employee who does not return to work upon expiration of FMLA leave may have their employment terminated.

7. This leave will not negate any other leave in this Agreement.

J. Money Earned On Leaves

1. Money earned on any approved paid leave shall be submitted to the treasurer with any documented charges for mileage and preparation deducted.

Article VIII

Non-Discrimination

1. The parties hereto agree that neither the Board nor the Association shall illegally discriminate against an employee covered hereunder because of their membership or non-membership in the Association or his/her activities herein prescribed.

2. The Board, the Association, and each employee will cooperate fully with all applicable laws, forbidding discrimination on account of race, color, creed, age, religion, handicap, sex, or political affiliation.

Article IX

Problem Resolution

A. Definitions

1. A grievance is a complaint of an employee or the Association involving the alleged violation of a provision(s) of this Agreement.

2. A grievant shall mean the Association, a person, or group alleging that some violation of this Agreement has actually occurred. A grievance alleged to be a "group" grievance shall have arisen out of substantially similar circumstances affecting each member of said group.

3. No grievance may be filed concerning a matter which may be made the subject of a charge with a state or federal agency.

4. Any action by the Board to terminate or not renew the contract of any professional staff member, whether such professional staff member is under a limited or continuing contract with the Board, or any recommendation by the superintendent to terminate, renew or not renew any such contract shall not be deemed a grievance and may not be processed as such.

5. While it is recommended that the filtering system be used, a grievant maintains the right to file a grievance at any time during the process.

B. Filtering System

1. When a staff member has a problem, it should be verbally communicated to the building representative and/or Labor Management Committee representative within twenty (20) working days. After discussion, the building representative may attempt to resolve the problem.

2. If the problem still exists, the building representative will facilitate a meeting with the involved parties, within five (5) working days.

3. If a satisfactory resolution is not achieved, the building representative will present, within ten (10) working days, the problem to the Association's Executive Committee for possible Labor Management Committee consideration at its next scheduled meeting.

4. If the employee still does not feel the problem has been resolved, the employee may request in writing that the Association's Executive Committee consider the issue as a possible grievance. The Executive Committee will make a recommendation regarding dispensation of the problem.

C. Grievance Procedure

1. While it is recommended to use the Filtering System, the following procedure will be used when the system has been by-passed or the system has failed to satisfy the grievant. The aggrieved party shall discuss the grievance or complaint with the person who is directly concerned with the grievance in a face-to-face meeting. This shall be accomplished within twenty (20) work days after the grievant knows or should have known the act or conditions on which the grievance is based. Failure to raise the alleged grievance as herein provided shall be considered as a waiver of rights granted in this Article.

2. If a satisfactory resolution is neither affected by the Filtering System nor Article IX, Cl, the aggrieved party shall present his/her written grievance to the principal within five (5) work days. The principal shall provide a written answer to the grievant within five (5) work days.

3. If a satisfactory resolution is not affected, the Association shall present the grievance in writing to the superintendent within five (5) days after receiving the principal's written answer. Any failure to notify the superintendent as described will be considered a satisfactory resolution of the grievance. The superintendent or designated representative shall meet with the grievant within five (5) work days to discuss the grievance. The superintendent or designated representative shall provide a written answer to the grievant within five (5) work days.

4. If the action taken by the superintendent or a designee does not resolve the grievance to the satisfaction of the Association, or if no decision has been rendered by the superintendent within five (5) work days, the Association shall notify the Board in writing of its submission of the grievance to Federal Mediation and Conciliation Service. Any failure to notify the Board as described will be considered a satisfactory resolution of the grievance.

   The mediation team will consist of the superintendent and up to three (3) designees and the Association president and up to three (3) designees including the grievant. This number does not include legal representation.

   Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons to be present, as determined by the superintendent and Association president. The equivalent to one (1) full work day will be scheduled for mediation. The Board and the Association shall equally share the fees and expenses of Federal Mediation and Conciliation Service. Each party will be responsible for the fees and expenses of its representation. When consensus is reached, the grievance has been resolved. A written summary will be disseminated to all involved parties. If consensus is not reached, the grievant may seek resolution through legal options.

D. Miscellaneous

1. The aggrieved teacher, the Board and/or the representative of either shall not be denied the right to advice, counsel, and/or representation.

2. A grievance may be withdrawn at any level without prejudice or record.

3. If the teacher and/or Association do not abide by the time limits set forth, they forfeit their right to continue to the next step of the grievance procedure.

4. If the administrator does not abide by the time limits set forth, the teacher filing the grievance and/or the Association may proceed to the next step.

5. There will be no reprisals taken against any participant in the grievance procedure by reason of such participation.

6. Mutually agreed informal meetings between the parties may be held during the time between steps in an effort to effect a satisfactory resolution to the problem.

7. Any time limits or steps herein before set forth may be modified with the mutual written consent of the parties.

8. Meetings and hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present, as determined by the superintendent and Association president.

Article X

Teacher Personnel Files

A. File Location

1. A personnel file for each teacher shall be maintained in the office of the superintendent. This shall be considered a confidential file and the only official file of recorded information of teachers maintained by the Board and administration.

B. Access To File

1. Individual teachers and/or designees shall have access to their personnel file upon written request to the superintendent.

2. Individuals other than the employee, office staff, administrators and Board members who request access to a teacher's personnel file, shall leave their name and phone number to schedule an appointment, giving at least two (2) working days' notice. The superintendent or their designee shall contact the individual to schedule the appointment, after giving the teacher whose file is to be read one (1) working day's notice of said file review. A teacher's file may only be reviewed by an individual from the public in the presence of the superintendent or their designee.

C. Entry Identification

Except for materials listed below, information placed in the teacher's personnel file shall include the initials and date of the teacher and the administrator placing the material in the file.

1. Letters of request by teacher for consideration for a vacancy, transfer of position, leave of absence, or other special requests.

2. Copies of leave request forms processed by the teacher and administration.

3. Signature or Initial of Teacher

The teacher's initials or signature will not indicate agreement with the content of the material, but indicates only that the material has been inspected by the professional staff member. They have the opportunity to reply to any critical material in a written statement to be attached to the file copy within twenty (20) working days of said file entry.

D. Entry Of Commendation Materials By Teacher

Copies of letters of commendation or merit will be placed in the file upon mutual agreement of the building administrator

E. Removal Of Materials In File

Information in the personnel file may be removed upon mutual agreement of the professional staff member and the administrator making the entry or the superintendent.

F. Exceptions

Nothing in this clause limits administrators from keeping any records they deem appropriate.

G. Anonymous Letters

Anonymous letters or materials shall not be placed in a teacher's file nor shall they be made a matter of record.

H. Copies Of Materials

A teacher will be entitled to a copy of any material in their file and provided with a copy upon request.

Article XI

Contract Day

A. The starting and dismissal times for students may vary from building to building provided, however, the length of the teachers' work day does not exceed seven and one-fourth (7¼) hours and the time for students is within the statutes set forth by the State of Ohio. The president of the Association is to be notified of any change or modifications of starting and dismissal times (students' day) before a public announcement is made.

In addition to the teacher contract day, a building administrator may require up to but not exceeding seventy-five (75) additional minutes per month for the purpose of meetings and/or professional development. Administrators must make a reasonable attempt to communicate time and location of meetings no fewer than five (5) school days in advance.

B. The starting and ending times for a normal school day for staff members are as follows:

a. Elementary 7:15 a.m -2:30 p.m.

b. Junior High 7:20 a.m -2:35 p.m.

c. High School 7:30 a.m.-2:45 p.m.

In the event a teacher needs to leave the campus during the starting and ending times listed above, the teacher must notify the building administrator in advance.

C. All full-time professional staff members at the secondary level shall be provided with at least one (1) preparation period per day of at least forty (40) minutes.

D. Full-time teachers who work part-time in more than one (1) building shall be granted two hundred (200) minutes of preparation time per week within the student day. Site based teams should explore the use of contractual day and flexibility, and total staff utilization. Blocks of time exceeding twenty (20) minutes during the contract day may be considered toward prep time.

E. Building administrators will attempt to provide all full-time teachers at the elementary level (grades K-5) an average of at least two hundred (200) minutes of preparation time per week within the student day. Site based teams should explore the use of contractual day and flexibility, and total staff utilization. Blocks of time exceeding twenty (20) minutes during the contract day may be considered toward prep time.

F. Conferences with parents shall be scheduled after prior discussion with the teacher.

Article XII

Non-Renewal

A. If the superintendent decides to recommend the non-renewal of a limited teacher's contact, the following procedures will be utilized.

1. The superintendent will notify the teacher on or before March 31st.

2. The Board will act upon the superintendent's recommendation on or before April 30th, and will notify said teacher within seven (7) work days of the Board's action to non-renew.

    a. Notice will be made to the teacher at such time as the notification is delivered by the U.S. Postal Service or by the district treasurer.
    b. Members of the bargaining unit subject to the provisions of this Article shall keep the Board informed of their current mailing address.

3. When a bargaining unit member has been notified of the Board's action, said teacher shall be accorded the right to a statement of the circumstances leading to the Board's action.

4. The affected bargaining unit member may within seven (7) work days of the Board's action request a hearing during which they may show cause as to why their limited contract should be renewed.

    a. The request of a hearing shall be filed with the District treasurer; failure to request said hearing within seven (7) days shall be deemed a waiver of the bargaining unit member's right to appeal the Board's action.

    b. The hearing will be held before the Board and shall be in executive session unless the parties mutually agree to a public hearing.

    c. The parties to said hearing shall have the right to submit evidence, both oral and written, to support their respective positions.

    d. Said hearing will be held within forty (40) calendar days of Board action.

5. These procedures will not be utilized for non-renewal of supplemental contracts.

6. Non-renewal procedures set forth in this agreement will supersede ORC 3319.11.

Article XIII

Labor Management Committee

A. As a means to provide ongoing communication between the Association and the Administration, a Labor Management Committee (LMC) shall be established and meet in accordance with procedures established by the Committee. There shall be four Association representatives, including two (2) K-5,

one (1) 6-8, and one (1) 9-12 member. There shall be up to four representatives from Administration, including one elementary and one secondary administrator.

B. The Association president and the superintendent and their representatives, nominated by the Association president and superintendent, respectively, shall meet during the student day or at other times mutually agreed upon.

a. All agenda items from both parties may be submitted to the superintendent within a reasonable time frame. A joint agenda shall be sent to all representatives not less than five (5) days prior to the scheduled meeting. The meetings shall be alternately chaired, and the first meeting each year shall be chaired by the Association president.

b. Items on the agenda shall not pertain to active grievances or the settlement thereof.

C. The responsibility for taking minutes shall be shared alternately by both parties. Minutes of the meeting shall be distributed to all members of the Committee not more than ten (10) days after the meeting has been held.

D. Meetings may be waived upon mutual agreement. In the event, a regular member of the Committee is unable to attend due to illness, they may be replaced with a substitute named by the superintendent and/or the Association president.

E. The parties agree that the participation and concurrence with actions taken by this Committee do not waive the contractual provisions of the Master Agreement and that no contractual provisions will be waived to allow this Committee to function. Furthermore, participation in and discussion of issues within this Committee does not constitute a waiver of any rights or obligations of the parties as established by law or contract

F. All decisions of the Committee shall be made through consensus.

Article XIV

Local Professional Development Committee

A. The purpose of Miami East Local Professional Development Committee (hereinafter referred to as LPDC) is to review and approve professional development plans for certificate/licensure renewal for all Miami East educators.

Recognizing that professional development plays a critical role in enhancing and vitalizing education in the Miami East Local Schools, the LPDC shall encourage professional development experiences which expand and enrich student learning.

The Miami East Local Professional Development Committee policy, procedures, and governance shall not supersede the negotiated agreement, district policy and/or state law. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and/or district policy.

B. A committee must have a minimum of six (6) members with a majority of certified/licensed teachers and at least two (2) administrators. Teacher representatives shall be members of the Association or have the approval of both the superintendent and Association president. Members must have valid licenses.

C. A copy of the LPDC policies, procedures, and forms may be found in Attachment F "LPDC Section."

Article XV

College Credit Plus

A. A staff member who is the teacher of record for the partnering institution of a College Credit Plus Course shall receive a stipend of three hundred and fifty dollars ($350.00) per College Credit Plus Course plus and additional five dollars ($5.00) will also be included with said stipend for each students who takes said College Credit Plus course(s) for college credit.

B. The High School guidance counselor who oversees the College Credit Plus program, will receive a stipend of one thousand ($1,000) dollars per year, as long as the Board of Education continues to offer College Credit Plus courses and at least one College Credit Course is taught at Miami East High School.

C. Staff members pursuing college courses towards college credit plus credentialing are eligible for an additional three semester hours of tuition reimbursement ($600.00 yearly), beyond the allotted four hours under Article VI, Section F of the master contract.

The staff member must coordinate coursework with the high school principal prior to registering for classes. Staff members are expected to complete the District's hours beyond Masters Pre-approval form.

D. Upon successful completion of CCP certification, each staff member will be eligible for a one-time stipend of fifteen hundred dollars ($1,500). Payment shall be made to those continuing in the employ of the Board during the month of November following successful completion of coursework.

Article XVI

Response To Intervention (RTI)

A. The purpose of the Response To Intervention (RTI) is to identify academic and/or behavioral issues of students and provide teachers and parents strategies, interventions, and modifications to address aforementioned issue(s).

B. RTI Team will consist of five (5) members with no more than three (3) in attendance at a meeting. Multiple teams may be necessary at the elementary level.

Article XVII

Entire Agreement Clause

A. Party Acknowledgement

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the opportunity to present all proper subjects of bargaining and that all such subjects have been discussed and that the agreements contained in this contract were arrived at after the free exercise of such rights, responsibilities and opportunities. Therefore, the parties hereto, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement except as may otherwise be provided by ORC Chapter 4117.

B. Savings Clause

Should any part hereof or any provision herein contained be rendered or declared illegal by reason of any existing or subsequent statute or by a decision of a court of law of competent jurisdiction, such invalidation shall not affect the remaining portions of this Agreement. Any such clause declared illegal shall be re-negotiated by the parties.

C. Memorandum of Understanding

This Agreement may be subject to amendment or amendments if both parties mutually consent thereto, but neither party has any express or implied right to insist upon amendment during the term of this Agreement. Any such amendment or amendments shall be reduced to writing in the form of a Memorandum of Understanding (MOU), state the effective date of such amendment or amendments, and be executed by the parties in the same manner as this Agreement.

Article XVIII

Duration

This Agreement shall remain in full force and effect from July 1, 2023 through June 30, 2027, and shall continue in full force and effect from year to year thereafter unless written notice of a desire to modify or terminate this Agreement is served by either party upon the other during the month of March prior to the aforesaid expiration date. The party requesting a modification or termination of this Agreement shall serve the statutory notice to the State Employment Relations Board as well as the other party. At the initial bargaining session each party shall exchange written proposals.

Miami East Board of Education:

By: _____ Date: 3/29/2023
President

By: _____ Date: 3/29/2023
Superintendent

By: _____ Date: 3/29/2023
Treasurer

By: _____ Date: 3/29/23
Designated Representative

By: _____ Date: 3/29/23
Designated Representative

By: _____ Date: 3/29/23
Designated Representative

Miami East Education Association:

By: _____ Date: 3/29/23
President

By: _____ Date: 3/29/2023
Committee Member

By: _____ Date: 3/29/2023
Committee Member

By: _____ Date: 3/29/2023
Committee Member

By: _____ Date: 3/29/2023
Committee Member

ADDENDUM A
MIAMI EAST LOCAL SCHOOL DISTRICT CERTIFIED SALARY SCHEDULE

SALARY SCHEDULE A

2023-2024 SALARY SCHEDULE

BASE $43,355

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	47,257	1.090	47,257	1.090	47,690	1.100						
1	47,257	1.090	47,690	1.100	50,075	1.155						
2	47,257	1.090	49,858	1.150	52,459	1.210						
3	49,208	1.135	52,026	1.200	54,844	1.265	57,012	1.315	59,179	1.365	61,347	1.415
4	51,159	1.180	54,193	1.250	57,228	1.320	59,396	1.370	61,564	1.420	63,731	1.470
5	53,110	1.225	56,361	1.300	59,613	1.375	61,781	1.425	63,948	1.475	66,116	1.525
6	55,061	1.270	58,529	1.350	61,997	1.430	64,165	1.480	66,333	1.530	68,501	1.580
7	57,012	1.315	60,697	1.400	64,382	1.485	66,550	1.535	68,717	1.585	70,885	1.635
8	58,962	1.360	62,864	1.450	66,766	1.540	68,934	1.590	71,102	1.640	73,270	1.690
9	60,913	1.405	65,032	1.500	69,151	1.595	71,319	1.645	73,486	1.695	75,654	1.745
10	62,864	1.450	67,200	1.550	71,535	1.650	73,703	1.700	75,871	1.750	78,039	1.800
11	64,815	1.495	69,368	1.600	73,920	1.705	76,088	1.755	78,255	1.805	80,423	1.855
12	66,766	1.540	71,535	1.650	76,304	1.760	78,472	1.810	80,640	1.860	82,808	1.910
15	68,717	1.585	73,703	1.700	78,689	1.815	80,857	1.865	83,024	1.915	85,192	1.965
18	70,668	1.630	75,871	1.750	81,073	1.870	83,241	1.920	85,409	1.970	87,577	2.020
25	74,570	1.720	80,206	1.850	85,842	1.980	88,010	2.030	90,178	2.080	92,346	2.130
30	76,521	1.765	82,374	1.900	88,227	2.035	90,395	2.085	92,562	2.135	94,730	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

SALARY SCHEDULE B

2024-2025 SALARY SCHEDULE

1.03 BASE $44,655

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	48,674	1.090	48,674	1.090	49,121	1.100						
1	48,674	1.090	49,121	1.100	51,577	1.155						
2	48,674	1.090	51,354	1.150	54,033	1.210						
3	50,684	1.135	53,586	1.200	56,489	1.265	58,722	1.315	60,955	1.365	63,187	1.415
4	52,693	1.180	55,819	1.250	58,945	1.320	61,178	1.370	63,411	1.420	65,643	1.470
5	54,703	1.225	58,052	1.300	61,401	1.375	63,634	1.425	65,867	1.475	68,099	1.525
6	56,712	1.270	60,285	1.350	63,857	1.430	66,090	1.480	68,323	1.530	70,556	1.580
7	58,722	1.315	62,518	1.400	66,313	1.485	68,546	1.535	70,779	1.585	73,012	1.635
8	60,731	1.360	64,750	1.450	68,769	1.540	71,002	1.590	73,235	1.640	75,468	1.690
9	62,741	1.405	66,983	1.500	71,225	1.595	73,458	1.645	75,691	1.695	77,924	1.745
10	64,750	1.450	69,216	1.550	73,681	1.650	75,914	1.700	78,147	1.750	80,380	1.800
11	66,760	1.495	71,449	1.600	76,137	1.705	78,370	1.755	80,603	1.805	82,836	1.855
12	68,769	1.540	73,681	1.650	78,594	1.760	80,826	1.810	83,059	1.860	85,292	1.910
15	70,779	1.585	75,914	1.700	81,050	1.815	83,282	1.865	85,515	1.915	87,748	1.965
18	72,788	1.630	78,147	1.750	83,506	1.870	85,738	1.920	87,971	1.970	90,204	2.020
25	76,807	1.720	82,612	1.850	88,418	1.980	90,650	2.030	92,883	2.080	95,116	2.130
30	78,817	1.765	84,845	1.900	90,874	2.035	93,107	2.085	95,339	2.135	97,572	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

SALARY SCHEDULE C

2025-2026 SALARY SCHEDULE (with 2% base increase based on 2024-2025 base)

1.02 BASE $45,549

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	49,648	1.090	49,648	1.090	50,103	1.100						
1	49,648	1.090	50,103	1.100	52,609	1.155						
2	49,648	1.090	52,381	1.150	55,114	1.210						
3	51,698	1.135	54,658	1.200	57,619	1.265	59,896	1.315	62,174	1.365	64,451	1.415
4	53,747	1.180	56,936	1.250	60,124	1.320	62,401	1.370	64,679	1.420	66,956	1.470
5	55,797	1.225	59,213	1.300	62,629	1.375	64,907	1.425	67,184	1.475	69,461	1.525
6	57,847	1.270	61,490	1.350	65,134	1.430	67,412	1.480	69,689	1.530	71,967	1.580
7	59,896	1.315	63,768	1.400	67,640	1.485	69,917	1.535	72,194	1.585	74,472	1.635
8	61,946	1.360	66,045	1.450	70,145	1.540	72,422	1.590	74,700	1.640	76,977	1.690
9	63,996	1.405	68,323	1.500	72,650	1.595	74,927	1.645	77,205	1.695	79,482	1.745
10	66,045	1.450	70,600	1.550	75,155	1.650	77,432	1.700	79,710	1.750	81,987	1.800
11	68,095	1.495	72,878	1.600	77,660	1.705	79,938	1.755	82,215	1.805	84,492	1.855
12	70,145	1.540	75,155	1.650	80,165	1.760	82,443	1.810	84,720	1.860	86,998	1.910
15	72,194	1.585	77,432	1.700	82,671	1.815	84,948	1.865	87,225	1.915	89,503	1.965
18	74,244	1.630	79,710	1.750	85,176	1.870	87,453	1.920	89,731	1.970	92,008	2.020
25	78,343	1.720	84,265	1.850	90,186	1.980	92,463	2.030	94,741	2.080	97,018	2.130
30	80,393	1.765	86,542	1.900	92,691	2.035	94,969	2.085	97,246	2.135	99,523	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

SALARY SCHEDULE D

2025-2026 SALARY SCHEDULE (with 2% base increase +1% contingent base increase)

1.03 BASE $45,995

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	50,135	1.090	50,135	1.090	50,595	1.100						
1	50,135	1.090	50,595	1.100	53,124	1.155						
2	50,135	1.090	52,894	1.150	55,654	1.210						
3	52,204	1.135	55,194	1.200	58,184	1.265	60,484	1.315	62,783	1.365	65,083	1.415
4	54,274	1.180	57,494	1.250	60,713	1.320	63,013	1.370	65,313	1.420	67,613	1.470
5	56,344	1.225	59,794	1.300	63,243	1.375	65,543	1.425	67,843	1.475	70,142	1.525
6	58,414	1.270	62,093	1.350	65,773	1.430	68,073	1.480	70,372	1.530	72,672	1.580
7	60,484	1.315	64,393	1.400	68,303	1.485	70,602	1.535	72,902	1.585	75,202	1.635
8	62,553	1.360	66,693	1.450	70,832	1.540	73,132	1.590	75,432	1.640	77,732	1.690
9	64,623	1.405	68,993	1.500	73,362	1.595	75,662	1.645	77,962	1.695	80,261	1.745
10	66,693	1.450	71,292	1.550	75,892	1.650	78,192	1.700	80,491	1.750	82,791	1.800
11	68,763	1.495	73,592	1.600	78,422	1.705	80,721	1.755	83,021	1.805	85,321	1.855
12	70,832	1.540	75,892	1.650	80,951	1.760	83,251	1.810	85,551	1.860	87,851	1.910
15	72,902	1.585	78,192	1.700	83,481	1.815	85,781	1.865	88,081	1.915	90,380	1.965
18	74,972	1.630	80,491	1.750	86,011	1.870	88,311	1.920	90,610	1.970	92,910	2.020
25	79,112	1.720	85,091	1.850	91,070	1.980	93,370	2.030	95,670	2.080	97,969	2.130
30	81,181	1.765	87,391	1.900	93,600	2.035	95,900	2.085	98,199	2.135	100,499	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

SALARY SCHEDULE E

2026-2027 SALARY SCHEDULE (with 2% base increase based on 2025-2026 2% base increase)

1.02 BASE $46,459

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	50,641	1.090	50,641	1.090	51,105	1.100						
1	50,641	1.090	51,105	1.100	53,661	1.155						
2	50,641	1.090	53,428	1.150	56,216	1.210						
3	52,732	1.135	55,751	1.200	58,771	1.265	61,094	1.315	63,417	1.365	65,740	1.415
4	54,822	1.180	58,074	1.250	61,327	1.320	63,649	1.370	65,972	1.420	68,295	1.470
5	56,913	1.225	60,397	1.300	63,882	1.375	66,205	1.425	68,528	1.475	70,851	1.525
6	59,004	1.270	62,720	1.350	66,437	1.430	68,760	1.480	71,083	1.530	73,406	1.580
7	61,094	1.315	65,043	1.400	68,992	1.485	71,315	1.535	73,638	1.585	75,961	1.635
8	63,185	1.360	67,366	1.450	71,548	1.540	73,871	1.590	76,194	1.640	78,517	1.690
9	65,276	1.405	69,689	1.500	74,103	1.595	76,426	1.645	78,749	1.695	81,072	1.745
10	67,366	1.450	72,012	1.550	76,658	1.650	78,981	1.700	81,304	1.750	83,627	1.800
11	69,457	1.495	74,335	1.600	79,213	1.705	81,536	1.755	83,859	1.805	86,182	1.855
12	71,548	1.540	76,658	1.650	81,769	1.760	84,092	1.810	86,415	1.860	88,738	1.910
15	73,638	1.585	78,981	1.700	84,324	1.815	86,647	1.865	88,970	1.915	91,293	1.965
18	75,729	1.630	81,304	1.750	86,879	1.870	89,202	1.920	91,525	1.970	93,848	2.020
25	79,910	1.720	85,950	1.850	91,990	1.980	94,313	2.030	96,636	2.080	98,959	2.130
30	82,001	1.765	88,273	1.900	94,545	2.035	96,868	2.085	99,191	2.135	101,514	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

SALARY SCHEDULE F

2026-2027 SALARY SCHEDULE (with 2% base increase based on 2025-2026 2% plus 1% contingent base increase)

1.02 BASE $46,915

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	51,137	1.090	51,137	1.090	51,606	1.100						
1	51,137	1.090	51,606	1.100	54,187	1.155						
2	51,137	1.090	53,952	1.150	56,767	1.210						
3	53,248	1.135	56,298	1.200	59,347	1.265	61,693	1.315	64,039	1.365	66,385	1.415
4	55,360	1.180	58,644	1.250	61,928	1.320	64,274	1.370	66,619	1.420	68,965	1.470
5	57,471	1.225	60,989	1.300	64,508	1.375	66,854	1.425	69,200	1.475	71,545	1.525
6	59,582	1.270	63,335	1.350	67,088	1.430	69,434	1.480	71,780	1.530	74,126	1.580
7	61,693	1.315	65,681	1.400	69,669	1.485	72,014	1.535	74,360	1.585	76,706	1.635
8	63,804	1.360	68,027	1.450	72,249	1.540	74,595	1.590	76,941	1.640	79,286	1.690
9	65,916	1.405	70,372	1.500	74,829	1.595	77,175	1.645	79,521	1.695	81,867	1.745
10	68,027	1.450	72,718	1.550	77,410	1.650	79,755	1.700	82,101	1.750	84,447	1.800
11	70,138	1.495	75,064	1.600	79,990	1.705	82,336	1.755	84,682	1.805	87,027	1.855
12	72,249	1.540	77,410	1.650	82,570	1.760	84,916	1.810	87,262	1.860	89,608	1.910
15	74,360	1.585	79,755	1.700	85,151	1.815	87,496	1.865	89,842	1.915	92,188	1.965
18	76,471	1.630	82,101	1.750	87,731	1.870	90,077	1.920	92,422	1.970	94,768	2.020
25	80,694	1.720	86,793	1.850	92,892	1.980	95,237	2.030	97,583	2.080	99,929	2.130
30	82,805	1.765	89,138	1.900	95,472	2.035	97,818	2.085	100,163	2.135	102,509	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

SALARY SCHEDULE G

2026-2027 SALARY SCHEDULE (with 2% base increase plus 1% contingent base increase based on 2025-2026 2% base increase)

1.03 BASE $46,915

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	51,137	1.090	51,137	1.090	51,606	1.100						
1	51,137	1.090	51,606	1.100	54,187	1.155						
2	51,137	1.090	53,952	1.150	56,767	1.210						
3	53,248	1.135	56,298	1.200	59,347	1.265	61,693	1.315	64,039	1.365	66,385	1.415
4	55,360	1.180	58,644	1.250	61,928	1.320	64,274	1.370	66,619	1.420	68,965	1.470
5	57,471	1.225	60,989	1.300	64,508	1.375	66,854	1.425	69,200	1.475	71,545	1.525
6	59,582	1.270	63,335	1.350	67,088	1.430	69,434	1.480	71,780	1.530	74,126	1.580
7	61,693	1.315	65,681	1.400	69,669	1.485	72,014	1.535	74,360	1.585	76,706	1.635
8	63,804	1.360	68,027	1.450	72,249	1.540	74,595	1.590	76,941	1.640	79,286	1.690
9	65,916	1.405	70,372	1.500	74,829	1.595	77,175	1.645	79,521	1.695	81,867	1.745
10	68,027	1.450	72,718	1.550	77,410	1.650	79,755	1.700	82,101	1.750	84,447	1.800
11	70,138	1.495	75,064	1.600	79,990	1.705	82,336	1.755	84,682	1.805	87,027	1.855
12	72,249	1.540	77,410	1.650	82,570	1.760	84,916	1.810	87,262	1.860	89,608	1.910
15	74,360	1.585	79,755	1.700	85,151	1.815	87,496	1.865	89,842	1.915	92,188	1.965
18	76,471	1.630	82,101	1.750	87,731	1.870	90,077	1.920	92,422	1.970	94,768	2.020
25	80,694	1.720	86,793	1.850	92,892	1.980	95,237	2.030	97,583	2.080	99,929	2.130
30	82,805	1.765	89,138	1.900	95,472	2.035	97,818	2.085	100,163	2.135	102,509	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

SALARY SCHEDULE H

2026-2027 SALARY SCHEDULE (with 3% base increase based on 2025-2026 2% plus 1% contingent base increase)

1.03 BASE $47,375

YEARS	BS		BS-150**		MASTERS		M+15		M+30		M+45	
0	51,639	1.090	51,639	1.090	52,112	1.100						
1	51,639	1.090	52,112	1.100	54,718	1.155						
2	51,639	1.090	54,481	1.150	57,324	1.210						
3	53,771	1.135	56,850	1.200	59,929	1.265	62,298	1.315	64,667	1.365	67,036	1.415
4	55,902	1.180	59,219	1.250	62,535	1.320	64,904	1.370	67,272	1.420	69,641	1.470
5	58,034	1.225	61,587	1.300	65,141	1.375	67,509	1.425	69,878	1.475	72,247	1.525
6	60,166	1.270	63,956	1.350	67,746	1.430	70,115	1.480	72,484	1.530	74,852	1.580
7	62,298	1.315	66,325	1.400	70,352	1.485	72,720	1.535	75,089	1.585	77,458	1.635
8	64,430	1.360	68,694	1.450	72,957	1.540	75,326	1.590	77,695	1.640	80,064	1.690
9	66,562	1.405	71,062	1.500	75,563	1.595	77,932	1.645	80,300	1.695	82,669	1.745
10	68,694	1.450	73,431	1.550	78,169	1.650	80,537	1.700	82,906	1.750	85,275	1.800
11	70,826	1.495	75,800	1.600	80,774	1.705	83,143	1.755	85,512	1.805	87,880	1.855
12	72,957	1.540	78,169	1.650	83,380	1.760	85,749	1.810	88,117	1.860	90,486	1.910
15	75,089	1.585	80,537	1.700	85,985	1.815	88,354	1.865	90,723	1.915	93,092	1.965
18	77,221	1.630	82,906	1.750	88,591	1.870	90,960	1.920	93,329	1.970	95,697	2.020
25	81,485	1.720	87,644	1.850	93,802	1.980	96,171	2.030	98,540	2.080	100,909	2.130
30	83,617	1.765	90,012	1.900	96,408	2.035	98,777	2.085	101,145	2.135	103,514	2.185

** This column will only be used for those at BS+150 as of September 30, 2008

Addendum B

Supplemental Salary Schedule

Base: $43,355 (2023-2024), $44,655 (2024-2025), see schedule C-D for 2025-2026, see schedule E - H for 2026-2027

Note: A coach moving from one position to another in a particular sport will be placed on the lowest level reflecting an increase in salary.

	Years of Experience						
Position	**0**	**1**	**2**	**3**	**4**	**5**	**6**
H.S. Head Football	0.130	0.137	0.144	0.151	0.158	0.165	0.172
H.S. Asst. Football #1	0.075	0.080	0.085	0.090	0.095	0.100	0.105
H.S. Asst. Football #2	0.075	0.080	0.085	0.090	0.095	0.100	0.105
H.S. Asst. Football #3	0.075	0.080	0.085	0.090	0.095	0.100	0.105
H.S. Asst. Football #4	0.075	0.080	0.085	0.090	0.095	0.100	0.105
H.S. Head Boys Basketball	0.130	0.137	0.144	0.151	0.158	0.165	0.172
H.S. Reserve Boys Basketball	0.075	0.080	0.085	0.090	0.095	0.100	0.105
Freshman Boys Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
Boys Varsity Assistant Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
H.S. Head Girls Basketball	0.130	0.137	0.144	0.151	0.158	0.165	0.172
H.S. Reserve Girls Basketball	0.075	0.080	0.085	0.090	0.095	0.100	0.105
Girls Varsity Assistant Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
Freshman Girls Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
H.S. Boys Soccer	0.080	0.085	0.090	0.095	0.100	0.105	0.110
H.S. Girls Soccer	0.080	0.085	0.090	0.095	0.100	0.105	0.110
H.S. Reserve Boys Soccer	0.054	0.059	0.064	0.069	0.074	0.079	0.084
H.S. Reserve Girls Soccer	0.054	0.059	0.064	0.069	0.074	0.079	0.084
H.S. Asst. Boys Soccer	0.045	0.050	0.055	0.060	0.065	0.070	0.075
H.S. Asst. Girls Soccer	0.045	0.050	0.055	0.060	0.065	0.070	0.075
HS Head Cheerleading	0.130	0.137	0.144	0.151	0.158	0.165	0.172
HS Asst. Cheerleading	0.075	0.080	0.085	0.090	0.095	0.100	0.105
H.S. Head Boys Wrestling	0.130	0.137	0.144	0.151	0.158	0.165	0.172
H.S. Asst. Boys Wrestling	0.075	0.080	0.085	0.090	0.095	0.100	0.105
H.S. Head Girls Wrestling	0.130	0.137	0.144	0.151	0.158	0.165	0.172
H.S. Asst. Girls Wrestling	0.075	0.080	0.085	0.090	0.095	0.100	0.105
(Asst. hired if 5 or more students are out on the first official day of the season)							
H.S. Head Baseball	0.080	0.085	0.090	0.095	0.100	0.105	0.110
H.S. Reserve Baseball	0.054	0.059	0.064	0.069	0.074	0.079	0.084
H.S. Asst. Baseball	0.045	0.050	0.055	0.060	0.065	0.070	0.075
H.S. Boys Golf	0.062	0.067	0.072	0.077	0.082	0.087	0.092
H.S. Reserve Boys Golf	0.025	0.030	0.035	0.040	0.045	0.050	0.055
(Asst. hired if 12 or more students are out on the first official day of the season)							
H.S. Girls Golf	0.062	0.067	0.072	0.077	0.082	0.087	0.092
H.S. Reserve Girls Golf	0.025	0.030	0.035	0.040	0.045	0.050	0.055
(Asst. hired if 12 or more students are out on the first official day of the season)							
H.S. Head Boys Track	0.080	0.085	0.090	0.095	0.100	0.105	0.110
H.S. Head Girls Track	0.080	0.085	0.090	0.095	0.100	0.105	0.110
H.S. Asst. Track	0.051	0.056	0.061	0.067	0.072	0.077	0.082
H.S. Cross Country	0.062	0.067	0.072	0.077	0.082	0.087	0.092
H.S. Asst. Cross Country	0.025	0.030	0.035	0.040	0.045	0.050	0.055
H.S. Swimming	0.062	0.067	0.072	0.077	0.082	0.087	0.092

H.S. Asst. Swimming	0.025	0.030	0.035	0.040	0.045	0.050	0.055
H.S. Girls Volleyball	0.080	0.085	0.090	0.095	0.100	0.105	0.110
H.S. Reserve Girls Volleyball	0.054	0.059	0.064	0.069	0.074	0.079	0.084
H.S. Asst. Girls Volleyball	0.045	0.050	0.055	0.060	0.065	0.070	0.075
H.S. Girls Softball	0.080	0.085	0.090	0.095	0.100	0.105	0.110
H.S. Reserve Softball	0.054	0.059	0.064	0.069	0.074	0.079	0.084
H.S. Asst. Girls Softball	0.045	0.050	0.055	0.060	0.065	0.070	0.075
Strength Coach - Fall	0.025	0.030	0.035	0.040	0.045	0.050	0.055
Strength Coach - Winter	0.025	0.030	0.035	0.040	0.045	0.050	0.055
Strength Coach - Spring	0.025	0.030	0.035	0.040	0.045	0.050	0.055
Strength Coach - Summer	0.025	0.030	0.035	0.040	0.045	0.050	0.055
J.H. Head Football – 8th	0.065	0.070	0.075	0.080	0.085	0.090	0.095
J.H. Head Football – 7th	0.065	0.070	0.075	0.080	0.085	0.090	0.095
J.H. Asst. Football – 8th	0.057	0.060	0.063	0.066	0.069	0.072	0.075
J.H. Asst. Football – 7th	0.057	0.060	0.063	0.066	0.069	0.072	0.075
JH Head Cheerleading	0.065	0.070	0.075	0.080	0.085	0.090	0.095
JH Asst. Cheerleading	0.057	0.060	0.063	0.066	0.069	0.072	0.075
7th Grade Boys Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
8th Grade Boys Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
J.H. Wrestling	0.065	0.070	0.075	0.080	0.085	0.090	0.095
J.H. Asst. Wrestling	0.057	0.060	0.063	0.066	0.069	0.072	0.075
J.H. Head Boys Track	0.051	0.056	0.061	0.066	0.071	0.076	0.081
J.H. Head Girls Track	0.051	0.056	0.061	0.066	0.071	0.076	0.081
J.H. Asst. Track	0.045	0.048	0.051	0.054	0.057	0.060	0.063
(assistant hired if 40 students are out the first official day of season)							
J.H. Cross Country	0.051	0.056	0.061	0.066	0.071	0.076	0.081
7th Grade Girls Volleyball	0.054	0.057	0.060	0.063	0.066	0.069	0.072
8th Grade Girls Volleyball	0.054	0.057	0.060	0.063	0.066	0.069	0.072
7th Grade Girls Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
8th Grade Girls Basketball	0.065	0.070	0.075	0.080	0.085	0.090	0.095
High School							
Band Director	0.130	0.137	0.144	0.151	0.158	0.165	0.172
Asst. Marching Band Director	0.050	0.054	0.058	0.062	0.066	0.070	0.074
Flag Corps Director	0.028	0.031	0.034	0.037	0.040	0.043	0.046
Pep Band Director	0.014						
Musical Producer/Director	0.050	0.0525	0.055	0.0575	0.060	0.0625	0.065
Musical Assistant Director	0.040	0.0425	0.045	0.0475	0.050	0.0525	0.055
Musical Pit Director	0.020						
Student Council	0.020						
Freshman Class Advisor	0.015						
Sophomore Class Advisor	0.020						
Junior Class Advisor	0.020						
Junior Class Concessions	0.059						
Senior Class Advisor	0.020						
Dance Coordinator	0.020						

Audio Visual Director (High School)	0.050						
Site Manager (Fall Season)	0.025						
JH Fall Ticket Sales (Volleyball/Football)	0.025						
JH Winter Ticket Sales (Basketball/Wrestling)	0.025						
HS Fall Ticket Sales (Volleyball)	0.025						
HS Fall Ticket Sales (Football) #1	0.030						
HS Fall Ticket Sales (Football) #2	0.030						
HS Fall Ticket Sales (Soccer)	0.025						
HS Winter Ticket Sales (Basketball/Wrestling) #1	0.030						
HS Winter Ticket Sales (Basketball/Wrestling) #2	0.030						
Muse Machine	0.017						
National Honor Society	0.012						
HS Yearbook Advisor	0.018						
Math Department Chair	0.030						
Social Studies Department Chair	0.030						
English Department Chair	0.030						
Science Education Chair	0.030						
Special Education Chair	0.030						
Elective Department Chair	0.030						
Hope Squad	0.012						
Academic Team Advisor	0.012						
FCCLA Advisor	0.012						
Chess Club Advisor	0.012						
H.S. Science Fair	0.010						
Writing Club	0.012						
H.S. A+ Grant	0.026						
Junior High							
Audio Visual Director (K-8)	0.071						
Service Club	0.026						
National Honor Society	0.012						
Play	0.030						
Art Club	0.010						
JH Student Newspaper	0.026						
JH Science Fair/STEM	0.010						
JH A+ Grant	0.026						
Elementary							
EL A+ Grant	0.026						
Code Club	0.026						
Lego Club	0.026						
Nature Club	0.026						
Miscellaneous							
Elementary Reading Intervention	0.00045/hr	0.0005/hr	0.00055/hr				
Tutoring	0.0006/hr						
Saturday School/Detention	0.0007/hr						
Excessive Enrollment, per semester	$200.00						
Extended Service Contracts	Per Diem Rate						
Summer School	0.0009/hr						
Curriculum Committee Member	0.0089						
LPDC Committee Member	0.0089						
LPDC Committee Chair	0.018						
Intervention Team	0.0005/hr						

Attachment A
Miami East Local Schools
Personal Leave Use Notification

The Board recognizes the need for personal leave due to emergencies or personal business which cannot be handled outside the normal workday.

Ohio Revised Code 124.386 defines personal leave as "mandatory court appearances, legal or business matters, family emergencies, unusual family obligations, medical appointments, wedding, or religious holidays not listed in section 121.9 of the revised code, or any other matter of a personal nature."

Name _____ Building _____

Date of Leave _____ Half Day _____ a.m. _____ p.m. _____

Whole Day _____

I understand that this form is property of the Miami East Local School District and may be subject to an external audit.

Signature _____ Date _____

Principal _____ Date _____

Approved _____ Disapproved _____

If the leave request is disapproved, please state reasons for such action:

_____

_____

_____

_____

_____

_____

3-22-2023

Attachment B

Grievance Report

Building	**Assignment**	**Name Of Grievant**	**Date Filed**

ARTICLE IX C2

A. Date Cause of Grievance Occurred:

B. 1. Explanation of Grievance:

2. Proposed Solution:

_____ _____

Grievant's Signature Date

C. Supervisor's Response:

_____ _____

Supervisor's Signature Date

Cc: Superintendent
Association President

Attachment B (continued)

Grievance Report

Building	**Assignment**	**Name Of Grievant**	**Date Filed**

ARTICLE IX C3

A. Explanation of the Grievance:

_____ _____
Grievant's Signature Date

_____ _____
Association Representative's Signature Date

B. Date Received by Superintendent:

C. Superintendent's Response:

_____ _____
Superintendent's Signature Date

Cc: Association President
Treasurer

Attachment B (continued)

Grievance Report

Building	**Assignment**	**Name Of Grievant**	**Date Filed**

ARTICLE IX C4 (Form 1)

A. Explanation of the Grievance:

_____ _____
Grievant's Signature Date

_____ _____
Association Representative's Signature Date

B. Date Received by Board of Education:

C. Date(s) of Federal Mediation and Conciliation Service:

_____ _____
Superintendent's Signature Date

_____ _____
Association Representative's Signature Date

Cc: Board President
Treasurer

Attachment B (continued)

Grievance Report

Building	**Assignment**	**Name Of Grievant**	**Date Filed**

ARTICLE IX C4 (Form 2)

A. Results of Federal Mediation (written by Mediation Team):

_____ _____
Federal Mediator's Signature Date

_____ _____
Superintendent's Signature Date

_____ _____
Association Representative's Signature Date

Cc: Board of Education
Treasurer

Attachment C

Open Enrollment of Certified Staff's Children

Miami East certified staff members who do not reside in the school district may enroll their son(s)/daughter(s) in the Miami East Local School District with prior approval from the superintendent. Employees' children shall be enrolled if space permits at the beginning of a term. Certified staff members' students will be given first preference.

Attachment D

Miami East Local School District
Professional Leave Form

Name _____ Date _____

I request permission to attend _____

to be held in _____.

on the date(s) of _____.

Expenses (estimated): Registration Fee

Mileage _____ @ _____ per mile

or sharing ride with

Housing

Total Estimated Cost

A substitute teacher will _____ / will not _____ be required.

It is understood that the approval of this request is contingent upon evidence of adequate preparation for the continuation of the educational process (lesson plans, etc.) out-of-state travel requires prior board approval.

Approved: _____ _____
Building Principal Date

Approved: _____ _____
Superintendent Date

Or Denied Because Of:

_____

_____

Comments:

_____

Please submit two (2) copies of the request with a copy of the registration form or other supportive data two (2) weeks prior to the date of the leave.

Reminder: Upon your return, please send to the Central Office: An educational expense form, proof of registration, and receipts for other expenses.

Note:
1. Use this form to report seminars, workshops and conferences.
2. Required meetings and field trips should be reported on the B-1 form, line #3.

Attachment E
Miami East Local School District

Certified Class Coverage Compensation Form

Please Print

Employee Name _____

Date of Coverage _____

Class being covered_____ Building _____

Reason Coverage was Required:

- ☐ Substitute Not Available
- ☐ Change of Building Schedule
- ☐ Absence Reported after 7:00 am
- ☐ Other _____

a. Reimbursement calculation for class period coverage:

Coverage occurred between ____ am/pm and _____ am/pm for a total of _____ minutes.

_____ minutes x .30 a minute = $ _____

b. Reimbursement calculation for class of students being divided among teachers:

_____ half day substitute rate/_____teachers= $_____

_____ full day substitute rate/_____teachers= $_____

Reimbursed employee's signature _____ Date _____

Building administrator's signature _____ Date _____

Superintendent's signature _____ Date _____

Date Received by Treasurer's Office _____

Adopted: 8/1/2015

ATTACHMENT F

Miami East

LPDC

Revised August 2018 as digital content found under the *Board Forms for Staff* tab on the District's website or obtained by copying the following link into your Google drive search bar.

https://docs.google.com/presentation/d/1gPQBC44W9_0i1LHuYDv3uAuM_j8lldSDgQOTTw1vTNc/edit#slide=id.p

Attachment G

Maternity and/or Family Medical Leave (FMLA)
Miami East Local Schools

☐ I am requesting maternity leave on the following dates (approximate)

from _____ to _____.

☐ I am requesting FMLA leave for the following reason:

- ☐ the birth and first-year care of a child
- ☐ the adoption or foster placement of a child
- ☐ the serious illness of an employee's spouse, parent, or child
- ☐ the employee's own serious health condition that prevents him/her from performing essential job functions

from _____ to _____.

Employee Signature_____

Date of Receipt_____

Attachment H
Article III, Teaching Conditions
Class Size/Teacher Aide(s)
Miami East Local Schools

Teaching assistance may be provided by adding an aide or teacher to the class; providing trained parental support; modifying Reading Tutor's role to be assigned to the classroom; or sharing aide(s) across the grade levels to ensure that the same grade level will not experience excessive enrollment for consecutive years without assistance.

_____ I am requesting a teacher aide due to increased class size/teaching conditions.

The change in class size or teaching condition warranting the request is:
_____a) Average Class Size exceeds 23 K-2

_____b) Average Class Size exceeds 25 3-5

_____c) Average Class Size exceeds 28

_____d) Excessive number of IEP, 504 or AYP students assigned to class
# of IEP Students _____ # of 504 Students _____

Additional Information Relevant to the Request:

_____

_____

_____

Explanation of Administrative Decision:

_____

_____

_____

Recommendations:

_____

_____

_____

_____ _____
Requestor's Signature **Date**

_____ _____
Building Principal's Signature **Date**

_____ _____ _____
Superintendent's Signature **Date Approved** **Date Denied**

Attachment I

MIAMI EAST LOCAL SCHOOL DISTRICT

APPLICATION FOR MOVEMENT ON THE SALARY SCHEDULE

I am requesting movement on the salary schedule for the following salary grade change (select one):

_____ MA + 0
_____ MA +15
_____ MA +30
_____ MA +45

Documentation is ***attached*** and reflects completion of approved coursework. Documentation needs to be in the form of official university transcripts. Course credits need to be calculated in semester credit hour units. (Credits given in quarter hour credits need to be divided by 1.5 to determine their semester equivalency.)

Documentation for MA +0 is the official university transcript from the institution conferring the degree or a copy of the diploma.

Coursework beyond MA+0 must have been completed after receiving the superintendent's approval.

College/Institution	Course Name and Number	Date Completed	Semester Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total	_____

Certificated Staff Member _____ Date Requested _____ Signature _____

Superintendent's Signature _____ Date Approved _____

When completing training to qualify for a salary upgrade, the request and official transcript(s) must be turned into the superintendent's office no later than September 30 and/or January 30. Payment will be retroactive to the beginning of the qualifying semester. (8.02 B4 of Master Contract Agreement)

cc: Personnel File
Treasurer
Effective 7/2023

Miami East Local School District
Attendance Stipend Form

Name: _____ Date: _____

Job Position: _____ Building: _____

Per Article VI, Salary and Fringe Benefits, Section H, Employees who achieve 97% attendance (miss 2.5 days or fewer per semester) will be eligible for an attendance stipend of $250 per semester.

Employees must submit the Attendance Stipend form for the 1st semester by January 30. The Attendance Stipend form for the 2nd semester must be submitted by the end of the last teacher work day.

☐ First Semester Stipend ($250) to be paid 2nd pay in February.

☐ Second Semester Stipend ($250) to be paid 2nd pay in June.

Please refer to Frontline Absence Management (AESOP) to complete the following:

____ Personal Days used within Semester

____ Sick Days used within Semester

____ Unpaid Days within Semester

_____ _____

Signature of Employee Signature of Building Administrator

To be completed by Treasurer's Office

_____ Total employee absences within the semester.

Treasurer Approval _____ Date _____

To be completed only if Attendance Stipend is denied:

Reason for denial of Attendance Stipend

_____

Superintendent Signature_____ Date_____

CERTIFICATE

Section 5705-412, O.R.C.

It is hereby certified that the Miami East Local School District Board of Education has sufficient funds to meet the contract, agreement, obligation, payment, or expenditure for the above and has in effect for the remainder of the fiscal year and the succeeding fiscal year, the authorization to levy taxes, which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to operate an adequate educational program on all of the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year.

MIAMI EAST LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

Alexander Hix, Treasurer

Dr. Todd Rappold, Superintendent

Mark Iiames, Board President

