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AGREEMENT

Between the

MINFORD EDUCATION ASSOCIATION

And The

MINFORD LOCAL BOARD OF EDUCATION

Effective August 1, 2023 - Through July 31, 2026

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ARTICLE 1 - RECOGNITION

A. The Board recognizes the Minford Education Association OEA/NEA as the sole and exclusive representative for the members of the bargaining unit, which shall consist of all full-time and regular part-time certified staff members school nurse, athletic director/teacher, employed by the Board under regular teaching contracts. Members of the bargaining unit are referred to in this agreement as "teacher," "employee," "bargaining unit member". The superintendent; directors; supervisors; treasurer; principals; athletic director/assistant principal; and substitutes unless they have worked 60 consecutive days in the same position and any other part-time, seasonal, student, confidential, supervisory or management level employees as defined in ORC Section 4117.01 of the Ohio Revised Code are excluded from the bargaining unit and are not subject to the terms of this agreement.

B. Recognition of the Association as the exclusive representative of members of the above defined bargaining unit shall be for the term of this written contract without challenge as provided for in Sections 4117.04(A) and 4117.05(B) of the Ohio Revised Code and will continue thereafter until a challenging employee organization is legally successful in gaining exclusive representation rights as provided for, and in strict compliance with the provisions set forth in Section 4117.05 and 4117.07 of the Ohio Revised Code.

C. No bargaining unit member need become a member of the Association or any other employee organization as a condition for securing or retaining employment with the Board.

D. All work currently performed by bargaining unit members, as well as future work of similar nature, shall be deemed bargaining unit work, and shall not be subcontracted or assigned outside of the bargaining unit.

ARTICLE 2 - NEGOTIATIONS PROCEDURES

A. Request in writing for negotiations meetings from the Association will be made directly to the Superintendent. A request from the Board to negotiate will be made directly to the President of the Association. This notice of intent to negotiate will be served between February 1, and no later than February 28 of the year in which the contract is to expire.

B. Negotiation Meetings - An agreement upon a meeting date will be reached by the designated negotiations team for the Board and the designated negotiations team of the Association within ten (10) school days of the request. Said negotiations meetings shall be held after school hours. In special circumstances, meetings may be held during school time. If employees are released from their

contracted duties by agreement of the parties for negotiations during school time, such released time shall be without loss of pay.

C. Representation - Each negotiating team shall be made up of a maximum of three (3) representatives from each side. Each side may have one professional representative to represent them in addition to the three (3) previously mentioned above. Neither party shall have any control over the selection of the negotiating representatives of their respective parties. The expense of any professional representative hired by either the Association or Board shall be at the cost of the party requesting or hiring the same.

D. While negotiations are in session, either party may recess for independent caucus of a reasonable time. Each meeting shall include a decision on an agreed time and place for the next negotiations meeting.

ARTICLE 3 - AGREEMENT

If tentative agreement is reached on those matters being negotiated, the entire tentative agreement shall be reduced in writing. Both parties, within five (5) workdays of tentative agreement, shall review the document and make mutually agreed upon editorial changes. The tentative agreement shall then be submitted to the membership of the Association for ratification. If ratified by the Association, the agreement will be submitted to the Board for adoption. If ratified and adopted, the agreement shall be signed by both parties and shall become a binding collective bargaining agreement.

ARTICLE 4 - DISAGREEMENT

A. Pursuant to sections 4117.14(C) and 4117.14(E) of the Ohio Revised Code, the parties have established the following mutually agreed upon negotiations and dispute resolution procedures which supersedes the procedures listed in Section 4117.14(C) (2) - (6) but does not waive the Association's rights under 4117.14 (D) (2).

B. If an agreement is not reached within sixty (60) days of the expiration of the existing contract, either party may call for the services of the Federal Mediation and Conciliation Service to assist in the resolution of all unresolved issues. If a party calls FMCS involvement, the other party shall join in a joint request.

C. If, after fourteen (14) calendar days from the first mediation session, agreement has not been reached on all unresolved items, either party may call for the establishment of an Advisory Panel to consider and make recommendations regarding the issues yet unresolved. If either party calls for the establishment of an Advisory Panel, both parties shall select a representative, which shall not be

an employee of the district to serve on said panel. The Chairperson of the panel shall be selected from a list of seven (7) names submitted by the American Arbitration Association in compliance with A.A.A. rules and regulations.

D. The Advisory Board shall hold a hearing as soon as the majority thereof shall agree and shall make recommendations for settlement within thirty (30) days from said hearing; said recommendations shall be submitted only to both parties but shall not be binding upon either party.

E. The Board and the Association shall each pay the costs and expenses of the member chosen by each side and the costs and expenses incurred in securing and utilizing the services of a third member shall be shared equally by the Board and the Association.

ARTICLE 5 - SAVINGS CLAUSE

If any provision of this agreement, or the application of any provision, shall be rendered or declared invalid, unlawful, or not enforceable by any court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, then such provision shall not be applicable, performed, or enforced, but all remaining parts of this agreement shall remain in full force and effect for the term of this agreement. The parties will meet to renegotiate the affected provision(s) within thirty (30) days of the court decision or enactment of legislation. Consistent with Ohio Revised Code 4117.10, the terms of this agreement supersede any conflicting provisions of state law. When the agreement is silent, and/or the statute only partially modified, then remaining portions of applicable law shall prevail.

ARTICLE 6 - ORGANIZATION RIGHTS

A. The Building Representatives of the Association in each individual school will have the use of a bulletin board supplied by the Association and posted in the teachers' lounge.

B. The Association shall be provided at the Board meeting all agendas, minutes, and other public information.

C. The Association may cause to have announcements made on the school building public address system; however, said announcements must be presented in writing with the approval of the building principal and said announcements will be made over the public-address system by the building principal.

D. Representatives of the Association may make announcements during school

faculty meetings with approval of the building principal.

E. The Association Building Representative will have permission to use the individual school equipment on premises, after their normal working day, including typewriters, computers, printers, word processors, copiers, calculators, and other duplicating equipment, calculating machines and all types of audio-visual equipment, when such equipment is not otherwise in use at the Association's expense, and after approval and scheduling by the principal. All materials and repair of equipment, if broken, shall be paid for by the Association.

F. The Association President may obtain the names and addresses of newly employed staff members from the Treasurer's office.

G. The Association has approval to compile all professional staff members' names, addresses, telephone number and job assignment, except those who have requested that they not be listed in said directory all at the cost of the Association.

H. The Administration shall provide a copy of changes to of the Board Policy Book to the Association President and make it available electronically to all employees.

I. The Board and the Association shall provide one professional printed Master Agreement to each employee as soon as possible following ratification of the Agreement. The cost of printing shall be borne equally by the parties. The cost of the printing will be agreed to in advance of the printing. The Association shall bear the responsibility of printing the agreement. The Board and the Association may elect to provide this Master Agreement electronically.

J. Upon written request by the Association President, the Treasurer will provide any routinely prepared financial reports required for negotiations. The documents shall include, but not be limited to, the following:

1. The June 30 Treasurer's Year-End Report
2. The most recent Amended Certificate of Resources
3. The most recent Annual Appropriations Resolution
4. The most recent January Tax Budget
5. The current SM-2
6. The most recent monthly Treasurer's Report
7. The current training and experience grid

The Board will provide one copy of the seven items at no charge. The Association will pay for the cost of duplicating any additional copies or additional documents.

K. The Association will be permitted to place material in school mailboxes.

L. The Association will be allowed to use the school buildings when not in use for school purposes in accordance with the district's building use policy.

M. Bargaining unit members shall have the right to be represented or accompanied by a representative of their choice at all meetings or hearings called by the administration concerning discipline of an employee. The Administrator will notify the employee in advance when the meeting or hearing concerns discipline of the employee.

N. The following will be provided to the Association President the Friday prior to any regularly scheduled Board meeting:

1. Any other pertinent documents for examining the financial status for any expenses in excess of $25,000 for examining the financial status of the district.

2. Minutes of all regular or special Board meetings.

3. Agendas of all regular Board meetings.

O. Treasurer's financial report for the fiscal year end including appropriation accounts, budget accounts, revenue accounts for the July meeting, and monthly Treasurer's financial reports.

P. Documents for all special Board meetings will be provided twenty-four (24) hours prior to the scheduled meeting.

ARTICLE 7 - BOARD OF EDUCATION RIGHTS

Except as specifically abridged, delegated, granted or modified by a specific and express term of this Agreement, the Board hereby retains and reserves all powers, rights, authority, duties and responsibilities conferred upon and vested in it and/or the Superintendent by the laws and the Constitution of the State of Ohio, and of the United States, including but not limited to the Board's right to: determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the Board, standards of services, its overall budget, utilization of technology and organizational structure; direct, supervise, evaluate and hire employees; maintain and improve the efficiency and effectiveness of school operations; determine the overall methods, process, means or personnel by which school operations are to be conducted; suspend, non-renew, discipline, demote or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees; determine the adequacy of the work force; determine the overall mission of the school district as an educational unit; effectively manage the work force; take

actions to carry out the missions of the school district; and the Superintendent's right to direct, assign, supervise, evaluate, schedule and transfer employees. The Board's and the Superintendent's exercise of the foregoing management rights requires neither prior negotiation with, nor agreement of the Association. During the life of this negotiated agreement the Board of Education shall not establish a policy, rule, or regulation which violates any provision of this negotiated agreement, including wages, hours, terms and/or conditions of employment covered under Section 4117.08 (A) of the Ohio Revised Code.

ARTICLE 8 - PAYROLL DEDUCTIONS

Any certified employee so desiring shall have any, or all, of the following item's payroll deducted by the Treasurer of the Board:

A. Insurance and annuity programs endorsed by the Board shall be deducted at no charge. All other such programs may have a fee of six dollars ($6.00) charged annually to be collected. (Annuities will be deducted bi-monthly).

B. Unified Teaching Professional dues shall be deducted in ten monthly installments beginning on the last pay day in September except for employees employed after said date, with their deductions being prorated over the remainder of the ten (10) months period.

C. Political contributions of five (5) dollars or more per month shall be deducted for up to six (6) months if requested in writing on or before February fifteenth (15th) annually.

ARTICLE 9 - TEACHER-ADMINISTRATION LIAISON

The representatives of the Administration shall meet, as needed, to discuss matters of mutual concern.

A. School Faculty Council

1. There shall be a Teacher Liaison/Building Representative established in each building consisting of employees from within the building that were voted on or appointed by the association.

B. General purposes of the Teacher Liaison/Building Representative will be to provide a vehicle for communication between the employees, the Association, and the school Administration; and to resolve problems within the building, through discussion. Such discussions may include, but not be limited to, a consideration of: (a) building policy and procedures, (b) building maintenance

and cleanliness, (c) enforcement of the Master Contract in the building, (d) student discipline.

C. When issues arise, the Teacher Liaison/Building Representative, or the building administrator, will notify the other and request a meeting. That meeting will take place within a week of the request. During the meeting, the Teacher Liaison/Building Representative will document the issue, the discussion, and the expected outcome of the situation. A copy will be given to the building administrator(s) and the Teacher Liaison/Building Representative.

D. A position on the Faculty Council will in no way be used to place the employee's job security in jeopardy. Their evaluation or advancement will in no way be adversely affected by their position on this Council.

ARTICLE 10 - GRIEVANCE PROCEDURE

A. Grievance Policy - The parties hereto recognize that in the interest of harmonious relations, a procedure is necessary whereby the employees can be assured of a prompt, impartial, and fair hearing of their grievances. Such procedures shall be available to all employees of the bargaining unit and no reprisals of any kind shall be taken against any employee initiating or participating in the grievance procedure. It is further the intention of the parties to institute a method of contract enforcement.

B. Definitions

1. Grievance - A grievance is a complaint involving the alleged violation, misinterpretation, or misapplication of the negotiated agreement between the Association and the Board of Education.

2. A grievant - is an employee or group of employees, in the bargaining unit, alleging a grievance. The M.E.A. may file a grievance on behalf of two or more members of the bargaining unit in its own name. A grievance alleged by a group shall have arisen out of identical circumstances affecting each member of said group. All parties listed in the grievance must be aware of and in agreement with the filing of the grievance being filed on their behalf.

3. A day - shall be defined as a school day exclusive of legal holidays. During the months when school is not in session a day shall be Monday through Friday, exclusive of holidays.

C. Purpose and Objectives - The primary purpose of this procedure shall be to obtain at the lowest administrative level and in the shortest period-of-time,

equitable solutions to grievances which may arise from time to time. Both the Board and the Association agree that grievance proceedings shall be handled with discretion. Further, both the Board and the Association agree that a grievance may be withdrawn at any level without prejudice or record.

D. Grievance Procedure

Step One: Within fifteen (15) days from the date of the event given arise to a grievance, the grievant shall request an informal meeting with his or her principal for the purpose of resolving the matter. The grievant shall indicate that the discussion will pertain to a possible grievance. (If the grievant fails to request such a meeting within fifteen (15) days after he or she knew of the act or condition on which the grievance is based, the grievance shall be considered waived.) (However, if a condition is recurring, the fifteen (15) daytime limit shall apply to the most recent occurrence.) Either party shall be allowed representation at such informal discussion.

Step Two: If the grievance is not resolved at Step One, the grievant shall, within five (5) days, present his or her principal with a written explanation of the grievance, on a prescribed form, citing the specific section or sections of the contract alleged to have been violated and the relief sought. Further consideration of a grievance shall be limited to specific sections alleged to have been violated in the written grievance. Within five (5) days of the receipt of such claim, the principal shall indicate his or her disposition of the grievance in written form, citing the reasons for the denial, if any. A copy of the grievance shall be sent to the grievant and the second copy will be sent to the District Superintendent.

A district-wide grievance which the principal cannot influence nor decide, shall be filed at the Superintendent Level, Step Three.

Step Three: If the grievant is not satisfied with the written disposition of the principal, he or she shall, within five (5) days of the receipt of the disposition, send a written request for a hearing before the District Superintendent or designee. In addition to the request, the grievant shall include a written explanation setting forth the areas of disagreement with the determination of the principal. A copy of the request and the grievance shall be sent to the President of the Board of Education and the President of the Association. The grievant may have Association representation and the Superintendent or his/her designee may have a representative of his or her choice at the hearing. The hearing will be held within fourteen (14) days of the Superintendent's receipt of the request. The Superintendent or designee will render a decision on the grievance within seven (7) days of the hearing. The action taken will be reduced to writing and copies sent to the grievant, the principal, the President of the Board, and the Association President. A hearing shall be conducted in an informal manner.

Step Four: If the grievant is not satisfied with the Superintendent or designee's decision, he or she may request the Association to appeal to the Board of Education. The written notice of appeal shall be filed with the Treasurer of the Board of Education not later than seven (7) days after the receipt of the Superintendent's decision. Included in the grievance appeal shall be a description of the grievance citing the specific section of the contract that has been violated and the relief sought. Providing the appeal has been timely filed, the Board of Education will meet with the grievant at the next scheduled Board Meeting. The grievant may have Association representation and the Board of Education may choose to have representation at such meeting. After considering the grievance, the Board of Education will issue a decision within seven (7) days to the grievant, the Superintendent and principal involved.

Step Five: If the Association is not satisfied with the disposition of the Board of Education as to any grievance, then they may initiate Step Five of this procedure within seven (7) days of receiving the response. The Association and the aggrieved may refer a grievance to an arbitrator by giving written notice to the Superintendent and/or Board of its desire to do so. The arbitrator shall be chosen from a list provided by the American Arbitration Association (AAA). Selection and hearing shall be in accordance with the voluntary rules and regulations of the AAA. The arbitrator shall hold the necessary hearings promptly and issue the decision within such time as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding on both the Board and the Association. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The costs for arbitration shall be borne equally by parties except that each party shall bear the cost of its own representatives.

E. Miscellaneous

1. Nothing contained herein will be construed as limiting the right of any employee having a complaint or problem to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this contract and the Association has been given the opportunity to be present at such adjustment and to state its views.

2. Time Limits: The number of days indicated at each step is considered a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.

3. Record(s) of grievance shall be separate and apart and shall not be made part of the personnel file of any member of the bargaining unit unless the grievance is related to professional evaluation or conduct of an employee. If the grievance is upheld through the grievance procedure, then it shall be removed. If the grievance is not upheld and the arbitrator rules in favor of the Board, then the record shall remain in the file.

ARTICLE 11 - PERSONNEL RECORD FILE

A. The official file on all employees shall be that file that is maintained presently in the Superintendent's and Treasurer's office. This file should be locked at all times, when not in use.

B. Except as required by ORC §149.43, personnel files are privileged, open to inspection by the individual concerned, members of the Board of Education, administrative personnel related to the area on a "need to know" basis, and authorized representative of the employee, provided that the representative has written authorization from the employee. Such written authorization shall expire after ninety days.

C. Changes in an employee's status shall be made a part of his or her personnel record (change in residence, marital status, and so forth).

D. When the employee and Superintendent agree that there is evidence that certain material in said teacher's personnel file is irrelevant, incomplete, inappropriate, false, untimely, or if validity of the complaint is sustained by the grievance procedure, such material shall be corrected or removed immediately from the file. Records of all warnings, written reprimands, and other material of a derogatory nature, excluding evaluations, will be removed from the teacher's personnel folder two (2) years from the date of issuance upon request of the employee, provided no intervening discipline of the same or similar nature has occurred. Items involving legal investigations may be removed from the teacher's personnel file five (5) years from the date of issuance upon request of the employee.

E. Any bargaining unit member requesting copies of any item in his/her personnel file shall pay for copying of said items, cost not to exceed ten (10) cents per item. No bargaining unit member will be denied copies of file material.

F. No documents, other than those listed below, shall be placed in an individual's personnel record file without the individual's signature acknowledging that such documents exist. If the individual in question refuses to sign such documents, three (3) witnesses should witness the acknowledgment that such documents

were presented to the individual. These witnesses should be the Principal and the Superintendent or designee and the Association President or designee. The employee shall receive a copy of the said document.

The following items may be placed in an individual's file without the individual's signature:

1. Employment application
2. Copy of current contract, signed
3. Copy of latest salary notice
4. Copy of Evaluation
5. Valid certificates
6. Copy of college transcripts and degrees
7. Record of military service

G. An employee shall have the right to review his/her personnel file and attach a statement of rebuttal or explanation to any material contained therein.

H. An employee shall be notified in writing when materials in his/her file area copied or a member of the public has made a request for inspection of the file under the Public Records Act, ORC §149.43. If it is known or given, the name of the member of the public shall be supplied to the bargaining unit member. If, during the life of this negotiated agreement ORC §149.43 should be changed or amended, then this provision shall be open to negotiations.

ARTICLE 12 - ASSIGNMENTS, VACANCIES, AND TRANSFERS

A. Assignments

1. Prior to schedules being released to students or August 1, whichever is earlier, the building administrator(s) or his/her designee will send each teacher a copy of his/her schedule for the upcoming year. The schedule will be detailed so that each teacher knows what he or she will be teaching in the upcoming school year. Every reasonable effort will be made to ensure that the teachers schedule is final; however, it is understood that changes may be necessary based on enrollment changes or changes in personnel.

2. Any employee requesting a transfer from his/her assigned position shall make known his/her request to the Superintendent no later than April 1st of the current school year.

3. When the requested transfer is not approved, the employee may request a conference with the Superintendent to discuss the reasons for denial.

Said meeting shall be held not less than fifteen (15) calendar days after such request is made.

B. Vacancies and Transfers

1. The local Superintendent shall determine when a vacancy exists, whether a vacancy shall be filled and shall have the sole right, except as provided in ORC § 3319.01 and 3319.07, to fill all vacancies with Board approval.

2. During the summer recess, notice of such vacancies shall be sent to each teacher via e-mail and posted in each building. The President of said Association shall be emailed a copy of each vacancy that is posted as soon as the posting of the vacancy occurs.

3. The Superintendent will prepare a list of all vacancies within three (3) school days of becoming known. A copy of this list will be emailed to each teacher, sent to each school, announced to all teachers that there are postings and posted on the known employee's bulletin boards for seven (7) workdays. The list shall include the following:

   a) Specific Position Available (grade, class, if necessary)
   b) Deadline for Application
   c) Effective Starting Date

4. Requests from current members of the bargaining unit will be given primary consideration based on the teacher's evaluation, the district's seniority list, licensure, HQT certification, and core content area of the vacancy in the filling of new and existing vacancies.

5. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than seven workdays after the posting. In case of urgent necessity, the Superintendent may fill a vacancy within the seven-work day period.

C. Involuntary Transfer

1. A conference shall be held between the employee and the building principal explaining the reasons a transfer of the individual may be made. If requested, the reasons will be given to the employee in writing.

2. Employees being transferred as a result of an involuntary transfer shall be informed by July 15. If existing openings are available, the employees shall be considered for reassignment by July 15.

3. Employees subject to involuntary transfer shall be considered for available assignments for which they may qualify at the time any transfer is being considered in accordance with the procedure herein set forth for the filling of vacancies. An involuntary transfer will only occur if, after posting, the vacancy had no qualifies teacher apply.

4. An involuntary transfer shall be for good and just cause only and will follow the procedure above.

ARTICLE 13 - SEQUENCE OF CONTRACTS

A. Limited regular contracts shall be issued in the following order:

1. Upon initial employment, the first limited contract shall be for one (1) year, unless Section 6 alters same.

2. Upon completion of the first limited contract, an employee, if renewed, shall be offered a two (2) year limited contract unless Section 6 alters same.

3. Upon completion of a two-year limited contract, an employee, if renewed, shall be offered a three (3) year limited contract unless Section 6 alters same.

4. Upon completion of a three-year limited contract, an employee, if renewed, shall be offered a five (5) year limited contract unless Section 6 alters same.

5. Upon completion of a five-year limited contract thereafter, an employee, if renewed, shall be offered a five (5) year limited contract unless Section 6 alters same.

6. The sequence of contract issuance may be altered if one of the following conditions exist:

   a) A teacher is employed to fill a vacancy of an employee on leave of absence.

   b) The teacher's evaluation indicates the need for an additional year of professional growth as determined by the Superintendent and the Board of Education.

   c) The teacher has been granted a continuing contract in another school district in Ohio before being employed by Minford Local

Board of Education.

d) Teachers on temporary certification/license.

e) The employee has met the requirements for a continuing contract in Section B.

f) A teacher who fails to achieve a professional teaching license during the first year of employment, if renewed, shall be offered a second one-year limited contract.

B. Continuing Contracts

1. A teacher who has attained the statutory requirements for a continuing contract and has the appropriate certificate/license on file at the South-Central Ohio ESC by April 1 will be considered by the Board for such contract. If the Board does not grant a continuing contract at such time, the teacher shall continue on his/her limited contract.

2. The district shall send notice to eligible teachers by March 15th of each year notifying eligibility and indicating that materials must be submitted in accordance with this article. That notice is included as Appendix E.

3. At the conclusion of his/her limited contract, a continuing contract will be issued if the teacher has the appropriate certificate/license on file at the South-Central Ohio ESC by April 1 unless the teacher's evaluation indicates that the teacher needs additional development. In which case, a one (1) or two (2) year probationary contract will be issued, with written specifications given and listing the areas for improvement. If, after the specified probationary contract, improvement is not shown, then said teacher may be non-renewed. This procedure shall be in accordance with ORC § 3319.11.

ARTICLE 14 - REDUCTION IN FORCE

A. Reason for Reduction in Staff

If the Board decides that it will be necessary to reduce staff, it shall make a reasonable reduction based on a comprehensive plan of program needs for the district. This comprehensive plan of program needs shall take into account the minimum standards promulgated by the Ohio State Department of Education and all pertinent provisions of state and federal law.

B. Method of Reducing Staff

1. Suspension of Teaching Contracts

In making such reductions, the Board shall, within each area of certification affected, suspend the teaching contract of a bargaining unit member, pursuant to ORC § 3319.17. Those contracts to be suspended will be as follows:

a) Recommended reductions in a teaching field will be made by selecting the area needed for reduction. Once that area is identified, the person with the lowest evaluation for that area of licensure who is currently assigned to a position in that teaching field will be reduced first. If all or some of those affected have comparable evaluations, then the least senior will be reduced.

b) A bargaining unit member so affected may elect to displace a bargaining unit member who holds a lower position on the seniority list but comparable evaluations for their area of licensure. Any such election must be made at the time the bargaining unit member is notified he/she will be affected as outlined in #3 of this section.

c) All members of the bargaining unit will be placed on a seniority list for each teaching field for which they are properly licensed. Bargaining unit members serving under continuing contracts will be placed at the top of the list, in descending order of seniority. Bargaining unit members serving under limited contracts will be placed on the list under continuing contract bargaining unit members, also, in descending order of seniority.

2. Seniority

a) Seniority shall mean the length of continuous employment in any bargaining unit position. Seniority shall be computed from a bargaining unit member's original date of hire and will begin to accrue as his/her first day of actual service. Seniority will continue to accrue during the following:

(1) Absence while on paid leave

(2) Military leave

(3) A lay off of twenty-four (24) months or less duration

(4) A resignation or non-renewal where the employee is re-employed or reinstated within the following school year.

b) The following situations constitute breaks in continuous service for which seniority is lost:

(1) Nonrenewal or termination (if reinstated seniority shall be considered continuous)

(2) Retirement (except for STRS disability)

(3) Lay off for more than twenty-four (24) months

(4) Failure to return to work within ten days of receipt of recall from lay off

(5) Failure to return to work at the expiration of a leave unless extension of the leave is granted

For time spent out of the bargaining unit seniority shall not be lost but it shall not accrue.

c) If two or more teachers have the same length of continuous service, then seniority will be determined by:

(1) The date of the Board meeting at which the teacher was hired; then by

(2) The order in which they were hired on the official Board minutes and then by

(3) Alphabetical order.

d) Posting of Seniority List

The seniority list shall be posted annually, by March 1. The Employer shall prepare and post on the designated bulletin board in each building/work site a seniority list indicating, by area of certification, the first day worked, the date of Employer resolution to hire, and the contract status (limited or continuing) of each employee. Said list shall be provided to the Association President on or before the date of posting. The Association will inform the Superintendent of any errors in the seniority list within five (5) workdays after the posting.

3. Right to Transfer

a) A member of the bargaining unit who is notified that he/she is to

have his/her contract suspended will have the right to transfer to any position held by a less senior member with comparable evaluation ratings of the bargaining unit whose position he/she is certified to fill. Written notice of intent to exercise this right must be given to the Superintendent, with a copy to the Association, within five (5) days after the member of the bargaining unit is notified that his/her teacher contract is to be suspended.

b) The Superintendent, upon receipt of a bargaining unit member's notice of intent to request transfer, will investigate to substantiate certification, contract status, and seniority. If the transfer request is found to be in compliance with all provisions of this contract, the less senior member with similar evaluation rating of the bargaining unit will be notified of the suspension of his/her teaching contract within five (5) days from receipt, by the Superintendent, of intent to transfer.

c) A member of the bargaining unit who is to be suspended pursuant to this section will have the same transfer rights vis-a-vis a less senior member of the bargaining unit with comparable evaluations as an individual who is to be suspended.

d) A bargaining unit member who transfers to another position in the bargaining unit will retain all his/her accrued benefits.

C. Notice of Intent to Reduce Staff

1. Notice to Association

a) If the Board contemplates suspending the teaching contract of a member of the bargaining unit, for reason of reducing staff, it will notify the Association in writing as soon as the need becomes evident that the suspension is necessary. The written notice will include the specific position to be affected, the reason for the action, and the time at which the suspension will become effective. The Association may, within five (5) days after receiving said notice, request a meeting with the Board for the purpose of discussing the need for suspension(s). The Association will be given the opportunity to present any information which it may have which is relevant to the proposed action of the Board.

b) If the Board contemplates suspending the teaching contract of a member of the bargaining unit to provide for the return to duty of another member of the bargaining unit after a leave, it shall notify the Association in writing not later than fifteen (15) days prior to the effective date of the suspension. The written notice will include the

specific position to be affected and the time in which the suspension will become effective. The Association may, within five (5) days after receiving said notice, request a meeting with the Board for the purpose of discussing the need for the suspension(s). The Association will be given the opportunity to present any information which it may have which is relevant to the proposed action of the Board.

2. Notice to Individual

a) Any member of the bargaining unit who is to have his/her contract suspended will be so notified in writing thirty (30) days prior to the suspension. Such notice will include the reason for the action and the time at which the suspension will become effective.

b) A member of the bargaining unit recalled to a vacancy created pursuant to Section C, 1 who is to have his/her teaching contract suspended will be so notified in writing not later than thirty (30) days prior to the effective date of the suspension. Such notice will include the reason for the action and the time at which the suspension will become effective.

D. Recall Provisions

1. Recall Defined

If there is a vacancy in a bargaining unit position, or a new bargaining unit position is created, members of the bargaining unit whose teaching contracts are suspended, who are certified to perform the duties in question, shall be recalled in seniority order (highest seniority first, etc.).

2. Right to Recall

If a member of the bargaining unit whose teaching contract has been suspended, has transferred to another position of the bargaining unit or has been recalled to a position other than that which he/she held immediately prior to his/her suspension, he/she will remain eligible for recall in accordance with the provisions of Section D, 1 above.

3. Recall Procedure

Notice of recall will be given by registered mail or certified mail to the last address given the Board by the member of the bargaining unit. A copy of the notice of recall will be given to the Association. If a member of the bargaining unit fails to respond within ten (10) days after receipt of the

notice of recall, he/she will be deemed to have refused the position offered.

4. Waiver of Recall Rights

A member of the bargaining unit whose teaching contract has been suspended will remain on the recall list for twenty-four months after the effective date of his/her suspension unless he/she:

a) Waives recall rights in writing

b) Resigns

c) Fails to accept recall to the position held immediately prior to suspension, or to an equivalent position; or

d) Fails to report to work in a position that he/she has accepted within ten (10) school days after receipt of the notice of recall, unless such member of the bargaining unit:

(1) is sick or injured; or

(2) has secured temporary employment elsewhere, in which case he/she will be allowed a reasonable amount of additional time before being required to report.

E. Restoration of Benefits

All benefits to which a member of the bargaining unit was entitled at the time of his/her suspension, including unused accumulated sick leave will be restored to him/her upon his/her return to active employment. He/she will be placed on the proper step of the salary schedule for his/her current position according to his/her experience and education. A member of the bargaining unit will not receive increments credit for time spent on suspension nor will such time count toward the fulfillment of time requirements for acquiring tenure.

ARTICLE 15 - JOB DESCRIPTION(S)

A. Job descriptions shall be written for use in primary, elementary, junior high, and secondary teaching positions. Opportunity for input shall be provided to the employee(s) for whom job descriptions are being written. Final approval of the developed job description shall be left to the Minford Local Board of Education.

B. In the event that the job descriptions are altered, or slated to be altered, those

employees affected by the change(s) shall be notified of the same and their input solicited.

C. Employees so affected shall be notified of all pending changes in the job description prior to the issuance of a contract or salary notice for the ensuing year.

ARTICLE 16 - SCHOOL PROCEDURES

A. The building principal shall, at the beginning of the school year, provide his employees with copies of the teacher's handbook(s) containing written procedures of operations as determined by the administration. The Board and the Association may elect to provide the school's handbook(s) electronically.

B. Any issues concerning school procedures will first be directed to the Teacher Liaison/Building Representative in that building. The Teacher Liaison/Building Representative will meet with the administration who will attempt to resolve the concern.

C. As revisions to these procedures of operation occur, the handbook shall be amended to reflect those changes.

D. All teachers will be made aware of any changes on the first teacher workday.

ARTICLE 17 - SUBSTITUTE TEACHERS

A. When a regular teacher is absent, the administration shall make every effort to obtain a substitute certified to teach the absent teacher's subject(s).

B. If a substitute is not available, the administration may request regular employees, during their preparation time, to substitute for the absent teacher.

C. Employees who are requested and surrender their preparation time will do so only on a voluntary basis. If they are busy and cannot cover during their preparation time, their refusal will not affect or in any way be held against them for evaluation purposes, nor will there be any negative records maintained by the administration.

D. If an administrator requests or directs that a teacher cover a class during their planning period, that teacher will be paid $25.00 per planning period or fraction thereof. The teacher shall be responsible for completing the appropriate form to be paid for that coverage.

ARTICLE 18 - EMPLOYEE WORK SCHEDULE AND SCHOOL CALENDAR

A. School Day and Calendar

1. For the duration of this agreement, the length of the normal school day shall be seven-thirty a.m. (7:30 a.m.) to three o'clock p.m. (3:00 p.m.) for grades six through twelve (6-12) and eight-thirty a.m. (8:30 a.m.) to four o'clock p.m. (4:00 p.m.) for grades kindergarten through fifth grade (K-5). The normal school day may be altered when necessary due to inclement weather or for emergencies but no permanent alteration to the schedule shall be made until the proposed change is first approved by the Association and adopted by the Board of Education.

2. The date and time of all parent conferences will be incorporated into the school calendar prior to the beginning of the school year. Parent conferences may be scheduled in the evenings with a commensurate shortening of another school day.

3. Beginning with the 2023-2024 school year, the length of each school year shall not exceed one-hundred eighty-two (182) days, including, four (4) workdays, and two (2) parent-teacher conference days. When calamity forces the closing of school, the first five (5) calamity days will not be made up. If more than five (5) calamity days occur in a school year, make-up days may be scheduled on an as needed basis, at the discretion of the Superintendent, to ensure state minimum hour requirements are met for all buildings in the district. Delays do not count toward the total calamity days.

   The Board and MEA agree a "workday" under this section is defined as a compensated day to be used at the discretion of the teacher. These workdays will be included in the school calendar and scheduled by the Superintendent as follows:

   a) One (1) Professional Development Day followed by two (2) consecutive Teacher Workdays at the start of the school year.

   b) One (1) Teacher Workday immediately following Christmas Break, and

   c) One (1) Teacher Workday at the end of the school year.

   No Professional Development, teacher meetings, or scheduled activities will occur during the workday time.

4. Beginning in the 2024-2025 school year, three (3) two-hour early release

days will be added to the school calendar for the purpose of data analysis and HQSD work for OTES 2.0. These early release days will be scheduled at the end of the first, second, and third quarters and will be placed on the school calendar. During these data work times, teachers will meet with their evaluators to hold required OTES 2.0 data conversations on an as needed basis.

5. It shall be the responsibility of the staff to encourage parent participation on conference days.

6. The Board agrees to direct the administration to continue getting input from the staff while developing the school calendar.

B. Employee Lunch Period

Each employee shall be scheduled for a thirty (30) consecutive minute duty-free lunch period while the serving line is open for students. Employees may leave the school premises for lunch provided they notify the office upon departure and return.

C. Preparation and Conference Time

1. The term "preparation and conference time" shall mean work time during the student day exclusive of the employee's daily duty-free lunch period. This time shall be used by an employee for any teacher-related duties.

2. The elementary professional staff member (K-6) shall be provided preparation periods each week totaling at least two-hundred (200) minutes.

3. Education Service Personnel (art, music, physical education, etc.) shall be provided, each week, preparation periods totaling at least two-hundred (200) minutes.

4. The secondary employees (7-12) shall be provided with a daily preparation period. Such preparation period shall be the same consecutive length as a regular class period.

5. Should it be necessary for the Board of Education to curtail or eliminate the use of Education Service Personnel, then this provision shall be subject to renegotiation.

6. The principal may schedule one regular faculty meeting per month. Additional meetings shall be called only in emergency situations. Faculty meetings will be scheduled during the teacher's workday, before or after

school. Meetings held before or after school will not extend more than forty-five (45) minutes beyond the regular day.

7. Faculty meetings which involve the total professional staff for such purposes as: school business, teacher-pupil relationship assessment, and/or other school-wide purpose identified by the principal or the superintendent, or by the principal in cooperation with the Faculty Council. All staff members should make every effort to attend all faculty meetings. It shall be the responsibility of an absent staff member to check with the building principal or other staff member about pertinent information which was missed or discussed at said meeting.

D. Non-Instructional Duties

All duties of a non-instructional nature including, but not limited to, playground duty, lunch duty, and bus duty shall be divided as equally and fairly among the members of the bargaining unit as the schedule will permit. These duties shall also be rotated, at least annually, equally among the bargaining unit members of each building as the schedule permits. Regular classroom instructional time takes precedent over all attempts to rotate/divide duties of a non-instructional nature.

It is further agreed that the provisions of this article that progress into the 2023-2024 school year shall carry over into the agreement negotiated by both sides in 2023.

ARTICLE 19 - CURRICULUM COMMITTEE

Any changes in grade/course, curriculum, materials, and program software made to comply with ODE and/or state standards will be discussed and decided by the affected grade level or program teachers, with the building principal and the district's curriculum director.

ARTICLE 20 - DISCIPLINE COMMITTEE

Prior to January 1st of each year, upon the request of either the Board of Education, the Administration, or a majority of the employees in that building, a discipline committee shall be formed. The purpose of the committee will be to encourage communication between employees and the administration in the areas of student discipline.

A. Make-up: Each committee shall have two (2) employees selected by the principal and two (2) employees selected by the Association. The distribution of committee members will be dispersed among grade levels represented by the building committee. The principal shall be the fifth member. The chairperson of

the committee shall be selected by the members of the committee.

B. Duties: The committee shall identify discipline needs and establish objective procedures for dealing with said needs. Each committee is urged to incorporate student(s), parent(s), and community resources.

C. Implementation: Each building committee shall prepare and submit to its building staff a tentative report on its recommendations by the conclusion of each semester. The staff may respond to this report in writing to the committee within ten (10) days of the conclusion of the semester. The committee shall formulate a report to the Board of Education no later than thirty (30) days after the end of the semester. The Board of Education shall study the report, may consult with the Discipline Committee as it deems necessary, and may amend it as it determines necessary. The Board will adopt all changes in The Student Conduct Code as provided by ORC § 3313.661.

ARTICLE 21 - PUBLIC COMPLAINT PROCEDURE

A. When any complaint is deemed serious enough to warrant administrative action including investigation, the bargaining unit member shall be informed of the complaint by his/her principal, and the employee and principal shall attempt to resolve the complaint with the complaining party. The name of the person making such a complaint will be made known to the employee. Every effort will be made to resolve the complaint at the lowest possible level.

B. If requested by the bargaining unit member, administrator or complaining party, a meeting of those two parties and the administrator(s) will be held to discuss the complaint. Both parties shall have the right to representation. Any complaint that does not warrant any administrative action shall not be made a matter of record.

C. If a record of the complaint is to become a part of the bargaining unit member's record, the bargaining unit member shall be notified and shall be entitled to attach a rebuttal to it or such administrative comments as are made part of its record.

D. In the event that a parent or member of the public attempts to lodge a complaint directly with the Board of Education or the Superintendent, the Board or Superintendent shall refer the complaining party to the building administrator. The Board shall meet with the complaining party in executive session only after the complaining party has met with the building administrator, the Superintendent, and the bargaining unit member.

ARTICLE 22 - PAYROLL PROCEDURES

A. Members of the bargaining unit shall be paid by direct deposit beginning with the first pay of August 2018.

B. When a regular payday occurs within a vacation period during the school year, the pay shall be advanced to the last workday prior to the beginning of the vacation period whenever possible as determined by the Treasurer.

C. The members may receive the balance of his/her annual pay due them at the effective date of his/her resignation should he/she choose to leave the employment of the school system.

ARTICLE 23 - MILEAGE REIMBURSEMENT

The Board of Education shall reimburse the employee at the IRS rate allowed per mile rounded to the whole penny (Example: IRS = 36 ½ cents; Minford = 36 cents) for any accumulated mileage incurred in the performance of their professional duties. Said mileage reimbursement must be approved in advance by the principal and Superintendent.

ARTICLE 24 - SALARY NOTICE

All employees shall be issued a salary notice in accordance with Section 3319.12 of the Ohio Revised Code. No more than thirty (30) days after completion of negotiations a revised salary notice will be issued.

ARTICLE 25 - PROFESSIONAL SALARY SCHEDULE

A. Effective August 1, 2023, the base salary for certified employees in the Minford Local School District shall be increased by 3.5%. Effective August 1, 2024, the base salary for certified employees shall be increased by 1.5%. Effective August 1, 2025, the base salary for certified employees shall be increased by 0.5%.

B. Employees performing home instruction/tutoring shall be reimbursed at the rate of $50.00 per hour of instruction and shall be reimbursed at the IRS rate allowed rounded to the whole penny per mile traveled in excess of the employee's normal route home from school. This mileage rate also applies to approved professional travel mileage.

The pay rate for After-School Detention and Summer School Teachers will be $25.00 per hour.

C. Special Education teachers will receive $600 per year for extra duties.

D. Any teacher who has National Board Certification will receive $1,500 per year.

E. Any teacher who teaches Advance Placement and/or College Credit Plus classes at the high school will receive $1,601 per year/per teacher.

ARTICLE 26 - EVALUATION PROCEDURE

PHILOSOPHY

A. The evaluation process is a cooperative effort between teacher and administrator designed to maintain, enhance, and improve instruction, teaching performance and student learning; therefore, the evaluation process should be continuous and encourage the development and retention of quality teachers. The teacher is essential to a quality education program.

B. The Board and the Association agree that the following bargaining unit member evaluation procedure will be utilized during the life of this agreement. A bargaining unit member may grieve a violation of the evaluation process. The Board and Association agree that the Ohio Teacher Evaluation System ("OTES") model will be used, as adopted by the State Board of Education.

C. The evaluation policy should neither provide more specificity than what is expressly required by statute nor offer greater detail than what is contained in the framework for the evaluation developed under ORC § 3319.112 or additional sections related thereto. The specific terms and conditions of the teacher evaluation system shall be dealt with by the Evaluation Committee, or in regular contract negotiations, and these methods shall continue to be governed by the collective bargaining agreement.

Purpose

A. The purposes of teacher evaluations are:

1. To serve as a tool to advance the professional development of teachers.

2. To improve instruction.

3. To assist teachers and administrators in identifying and developing best educational practices in order to provide the greatest opportunity for student learning and achievement.

Application

A. The teacher evaluation procedure contained in this agreement applies to the following employees of the district:

1. Teachers working under a license issued under ORC § 3319.22, 3319.26, 3319.222 or 3319.226 who spend at least fifty (50%) percent of their time providing student instruction.

2. Teachers working under a permanent certificate issued under ORC § 3319.222 as it existed prior to September 2003 who spend at least fifty (50%) percent of their time providing student instruction.

3. Teachers working under a permanent certificate issued under ORC § 3319.222 as it existed prior to September 2006 who spend at least fifty (50%) percent of their time providing student instruction.

4. Teachers working under a permit issued under ORC § 3319.301 who spend at least fifty (50%) percent of their time providing student instruction.

5. A teacher who submits a resignation for the purpose of retirement to the Board on or before November 30, shall be exempt from OTES 2.0 for that school year.

Evaluators

A. An evaluator must be a full-time, credentialed employee of the district and be either the Superintendent, immediate building Principal, Assistant Principal, Special Education Director (for Intervention Specialist only), or Curriculum Director (for grades K-8), in the building where the teacher gives instruction, or the school counselor is assigned, according to ORC 3319.111 (D).

B. The person who is responsible for assessing a teacher or school counselor's performance shall be the teacher's Superintendent, immediate building Principal or Assistant Principal, or Curriculum Director.

1. Teachers with an overall Accomplished rating may choose their credentialed evaluator for the evaluation cycle each school year.

2. Teachers with an overall Skilled rating will be permitted to give input on their credentialed evaluator for the evaluation cycle each school year.

3. All other teachers will be assigned a credentialed evaluator from the list above for the evaluation cycle for each school year.

C. In assessing a teacher's performance, evaluators will not make judgments, or otherwise discriminate, on the basis of a teacher's age, gender identification, race, ethnicity, national origin, religion, sexual orientation, marital status, military status, disability, union membership or union activism.

Evaluation Committee

A. The Association and the Board agree to establish a standing joint Evaluation Development Committee for the purpose of establishing the policy, procedure, and process, for the evaluation of teachers in the district and to regularly review the effectiveness of the policy, procedure, and process, for the evaluation of teachers in the district.

B. Committee Composition

1. The committee shall be comprised of four (4) Association members appointed by the Association president and four (4) members appointed by the Superintendent.

C. Committee Operation

1. The committee shall be chaired jointly by a committee member from the Association and a committee member from the Board.

2. Members of the committee will receive training in all aspects of OTES, the state adopted evaluation framework, and the standards for the teaching profession prior to beginning their work.

3. The committee will establish by mutual agreement a meeting calendar, tasks for the committee to complete, and timelines for the completion of specific tasks.

4. Members of the committee will receive $50.00 per meeting for committee work and training.

5. This committee will have the ability to address their own by-laws and operational processes.

D. Committee Authority

1. The committee is responsible for jointly developing, reviewing, and recommending the policy, procedure, and process, for teacher evaluation, including any forms with the exception of the OTES rubric and mandated forms by ODE.

2. The committee will not have the authority to negotiate wages, hours, or terms and conditions of employment.

3. If changes are found to be necessary, those changes will be brought to the attention of the committee, discussed and, if approved, brought to the Board and the Association for ratification.

4. In the event of legislative action by the Ohio General Assembly that impacts in any way on this topic, the parties to this agreement will discuss this topic to determine whether adjustments are appropriate during the term of this agreement.

5. The committee is responsible for creating guidelines and procedures for high quality student data (HQSD) and developing an approval process for all assessments used for this purpose.

Orientation/Training

A. Prior to September 1st, every newly employed teacher will be briefed on the evaluation procedure. Prior to August 31st, all teachers will be given notice as to who will be their evaluator for the current evaluation cycle. Training shall include the tool, the process, methodology, and the use of high-quality student data (HQSD).

B. At the beginning of every school year, the evaluation committee shall provide each teacher with a copy of the OTES process timeline to be followed for the school year.

Criteria for Performance Assessment

A. A teacher's performance will be assessed based on the standards for the teaching profession and the criteria set forth in the evaluation instrument agreed upon by the Committee and in accordance with the Ohio Teacher Evaluation System.

B. All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of eavesdropping on public address or audio systems or similar surveillance devices shall be strictly prohibited. In implementing performance assessments, the district shall conduct all assessments to observe the legal and constitutional rights of teachers, and no teacher performance information shall be collected by electronic devices without the consent of the teacher. (Except in the specific Resident Educator guidelines)

C. For the purpose of this Article, the term "days" will refer to workdays.

Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual teacher evaluation, each teacher must develop either a professional growth plan or be placed on a professional improvement plan. These plans are developed for the sole purpose of continuing teacher growth focused on no more than two areas identified in the teacher's observations and/or evaluation.

A. A teacher whose final holistic rating is "accomplished" on his/her most recent evaluation will develop a professional growth plan and may choose his/her their credentialed evaluator from those available to the Board for that purpose, utilizing the components determined by the district.

B. A teacher whose final holistic rating is "skilled" will develop a professional growth plan collaboratively with his/her credentialed evaluator and will have input on his/her evaluator for the next evaluation cycle, utilizing the components determined by the district.

C. A teacher whose final holistic rating is "developing" will develop a professional growth plan guided by his/her assigned credentialed evaluator, utilizing the components determined by the district.

D. A teacher whose final holistic rating is "ineffective" will be placed on a professional improvement plan by their assigned evaluator, utilizing the components determined by the district.

E. A teacher who is new to the profession, or new to the district, will develop a professional growth plan collaboratively with his/her credentialed evaluator, utilizing the components determined by the district.

F. The District Administration has discretion to place a teacher on an Improvement Plan at any time based on any individual deficiency exhibited in the evaluation system by the teacher.

G. The Improvement Plan for teachers will identify specific areas for improvement of

performance and/or student growth and for identifying guidance and support needed to help the teacher improve. A plan of improvement may be initiated by the evaluator based on deficiencies in performance as documented by evidence collected by the evaluator.

H. When an improvement plan is initiated, the teacher and evaluator will:

1. Identify, in writing, the specific area(s) for improvement to be addressed in relationship to the Ohio Standards for the Teaching Profession.

2. Specify, in writing, the desired level of performance that is expected to improve and the expected period of time in which to correct the deficiencies.

3. Develop and implement a written plan for improvement that will be initiated immediately and include resources and assistance available.

4. Determine additional education or professional development needed to improve in the identified area(s); and gather evidence of progress, or lack of progress. Sufficient, reasonable timelines will be established between the evaluator and teacher for improvement in any such plans.

5. Create at least two (2) opportunities for the evaluator and teacher to conference about progress made toward the improvement plan and support needed by the teacher to complete the plan.

Assessment of Teacher Performance

Teacher performance will be evaluated during formal observations and periodic informal observations also known as "classroom walkthroughs." Such performance will be used to determine the teacher's evaluation rating and will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for the Teaching Profession*:

A. understanding student learning and development, respecting student diversity, and holding high expectations for all students to achieve and make progress at high levels.

B. knowing and understanding the content area for which they have instructional responsibility.

C. understanding and using varied assessments to inform instruction, evaluate, and ensure student learning.

D. planning and delivering effective instruction that advances individual student

learning.

E. creating learning environments that promote high levels of student learning and achievement for all students.

F. collaborating and communicating with students, parents, other educators, District administrators, and the community to support student learning; and

G. assuming responsibility for professional growth and performance as an individual and as a member of a learning community.

Formal Observation and Classroom Walkthrough Sequence

A. A teacher not under consideration for renewal or nonrenewal who is subject to a full evaluation cycle shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and periodic classroom walkthroughs each school year.

The first formal observation will be a holistic observation where the evaluator assesses all areas of the rubric demonstrated during the observation as well as information gained from any pre-observation conference or other sources selected by the evaluator.

The second and any subsequent formal observation(s) will be focused observations in which the evaluator emphasizes identified focus area(s). Identified focus areas will be selected after completion of the holistic observation and may include area(s) of relative strength and/or area(s) targeted for improvement. Teachers with a final evaluation rating of Accomplished (from the previous year) will select their own focus area(s). A teacher with a final evaluation rating of Skilled (from the previous year) will select focus area(s) in collaboration with his/her evaluator. A teacher with a final evaluation rating of Developing (from the previous year) will be guided by his/her evaluator in determining focus area(s). A teacher with a final evaluation rating of Ineffective (from the previous year) will have focus area(s) selected by the evaluator. A teacher new to the profession will select focus area(s) in collaboration with his/her evaluator. Evaluators will collect evidence during the focused observation to assess the identified focus area(s). Evaluators will also document evidence to support the final evaluation rating.

B. A teacher new to the district, or any teacher on a limited contract who is under consideration for renewal/nonrenewal, may receive at least three (3) formal observations, in addition to periodic (at least two (2)) classroom walkthroughs.

C. A teacher who receives a rating of "Accomplished" on his/her most recent evaluation, may be evaluated once every three (3) years. The teacher will be

required to submit a self-directed professional growth plan to the evaluator, and the evaluator will determine if the teacher is making progress on the plan based on documented evidence provided by the teacher. The professional growth plan will focus on the most recent evaluation of the teacher. The teacher will be provided with at least one (1) formal or informal observation and post-conference in any year that such teacher is not formally evaluated.

D. The Board may evaluate each teacher who received a rating of "Skilled" on the teacher's most recent evaluation once every two (2) years. The teacher and the evaluator will jointly develop a professional growth plan for the teacher and the evaluator will determine if the teacher is making progress on the plan based on documented evidence provided by the teacher. The professional growth plan will focus on the most recent evaluation and observations of the teacher. Teachers will be provided with at least one (1) formal observation and post-conference in any year that such teacher is not formally evaluated.

E. Evaluations will be completed by May 1st and each teacher will be provided a written report of the results of his/her evaluation by May 10th. Written notice of nonrenewal will be provided by June 1st.

F. In evaluating teacher performance, the Board shall utilize the measures set forth by the Ohio Department of Education's OTES "Teacher Performance Evaluation Rubric" for instructional planning, instruction and assessment, and professionalism.

Formal Observation Procedures

A. All formal observations may be preceded by a pre-conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed, if desired by the teacher. If the teacher chooses to not have a pre-conference, they shall answer written pre-conference questions to ensure the evaluator has all evidence needed to complete all rubric sections.

B. A post-observation conference shall be held after each formal observation. The post-observation conference will occur within ten (10) school days of the observation, unless both parties agree to an extension. The purpose of the post-observation conference is to provide reflection and feedback on the observed lesson and to identify strategies and resources for the teacher to incorporate in lessons to increase effectiveness. Teachers may bring additional evidence that supports the lesson observed to share with the evaluator at the conference. The evaluator may consider such information as evidence of student learning or evidence to support the teacher's performance.

Informal Observation/Classroom Walkthrough Procedure

A. A walkthrough is an informal observation in which an evaluator may assess one or more areas in the Teacher Performance Evaluation Rubric.

B. Evaluators may, but are not limited to collecting evidence in any identified focus area(s). Walkthroughs may be announced or unannounced. The walkthrough should be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

C. A walkthrough shall consist of at least five (5) consecutive minutes, but not more than fifteen (15) consecutive minutes in duration. The walkthrough should be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

Data gathered from the walkthrough will inform the final evaluation.

D. Feedback from a walkthrough shall be provided after the walkthrough. The completed walkthrough form shall be provided to the teacher as soon as possible, but not more than three (3) days after the walkthrough has been completed. The teacher and/or administrator may request a face-to-face meeting to discuss observations relative to the identified focus of the walkthrough.

Classroom walkthroughs shall not unreasonably disrupt and/or interrupt the learning environment.

Use of High-Quality Student Data

A. At least two (2) measures of high-quality student data will be used as evidence of student learning. The teacher will select student data that will be used in consultation with the evaluator and will provide evidence that demonstrates the teacher has used the data in accordance with this policy. The evaluator may use the data as evidence to determine a performance rating in any component of the evaluation where applicable.

B. When applicable to the grade level or subject area(s) taught by a teacher, high-quality student data will include the value-added progress dimension. High-quality student data will meet the following criteria:

1. Aligns to learning standards
2. Measures what is intended to be measured
3. Is directly attributable to the teacher being evaluated for course(s) and grade level(s) taught
4. Demonstrates evidence of student learning (achievement and/or growth)
5. Follows protocols for administration and scoring
6. Provides trustworthy results; and
7. Is fair and unbiased

C. Teachers must provide evidence to their evaluator which demonstrates that they have used high-quality student data in the following ways:

1. critically analyze and reflect upon results to support improvement and enhancement of student learning
2. assess student learning needs and styles, including the strengths and weaknesses of an entire class as well as individual students in each class
3. Inform and adapt instruction to meet student needs; and
4. measure student learning achievement and growth, as well as progress toward achieving state and local standards.

In addition to value-added data, the evaluation committee may select high-quality data from among state-approved vendor assessments or other locally determined measures or instruments that meet the definition and criteria outlined above.

Annually, the Superintendent shall develop a list of approved high-quality student data in consultation with experts in the field of education and with the district's evaluation committee.

For the purpose of selecting high-quality student data, the Board defines the term "expert" in include members of the district's administrative team, credentialed evaluators, as well as the District's Evaluation Committee and/or employees or consultants hired by the Educational Service Center, or another private or public entity to provide expertise on student growth and learning.

Final Evaluation Procedures

Evaluators will consider evidence gathered during this evaluation cycle to assign a final holistic evaluation rating, based upon the criteria developed by the Ohio Department of Education.

The evaluator shall submit the final written evaluation using the reporting system prescribed by the Ohio Department of Education (ODE). The teacher will confirm receipt of the same. Any data entered in to the OhioES Portal, shall be in compliance with the Ohio Department of Education and the Ohio Revised Code requirements.

Mentor Teacher (Coach) for Teachers on an Improvement Plan

A. The evaluator may provide teachers under an improvement plan with a trained mentor teacher (coach) who is not the credentialed evaluator. The Mentor teacher will be provided with release time to allow for meetings and/or observations with the teacher.

B. Role of the Mentor Teacher

1. The mentor teacher must have a minimum of seven (7) consecutive years of teaching experience in the district.

   a) The mentor teacher must be trained to function as a mentor through the Ohio Department of Education Instructional Mentoring Program.
   b) The mentor teacher must hold a valid teaching certificate/license.
   c) A current classroom teacher.
   d) The mentor teacher must have demonstrated the ability to work cooperatively and effectively with staff members.
   e) The mentor teacher does <u>not</u> have a formal evaluation role. The mentor's role is to support the growth of the educator as an instructional mentor through formative assessment tools not to disparage or ridicule.
   f) The evaluation committee will comprise a list of approved and qualified mentors at the beginning of each school year.
   g) The mentor will be from the same building and subject, or licensure area, if possible.

C. Release Time

1. Each mentor teacher will be granted release time for direct mentoring activities. Release time will be separate from any other release time covered under this agreement and will be coordinated by the building administrator.

D. Protections

1. Other than a notation to the effect that a teacher served as a mentor teacher, the teacher's activities as a mentor teacher will not be part of that staff member's evaluation.

2. A mentor teacher will not be requested or directed to make any recommendation regarding the continued employment of the teacher.

3. No mentor teacher will be requested or directed to divulge information from the written documentation, or confidential mentor/mentee discussions.

4. All interaction, written or oral, between the mentor teacher and the teacher, will be regarded with confidentiality. Any violation of this tenet by the mentoring teacher shall constitute grounds for

immediate removal from his or her role as mentor teacher and will also remove them from future mentoring assignments.

5. At any time, the mentor teacher, or the teacher, may exercise the option to have a new mentor teacher assigned to the teacher. No specifics will be given as basis for the exercise of this option and said change will occur without prejudice or judgement to either the mentor teacher or the teacher. This option may be exercised one time by the mentor teacher or the teacher.

Retention and Promotion Decisions/Removal of Poorly Performing Teachers

It is the purpose of this Standards-Based Teacher Evaluation Policy to improve the quality of instruction, enhance student learning, and strengthen professional competence through meaningful feedback and targeted professional development. In addition, the evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of teachers, renewal of teaching contracts, and the removal/nonrenewal of poorly performing teachers.

Definitions:

"**Retention**" -for purposes of this policy refers to employment decisions on the question of whether, or not, to suspend a contract pursuant to a reduction in force, non-renew a limited or extended limited contract, or terminate employment for good and just cause. In the case of a reduction in force, seniority will not be considered when making decisions on contract suspensions, except in the instance of comparable evaluations. The decision to non-renew or terminate the contract of a poorly performing teacher may be informed by the evaluation(s) conducted under this policy. However, decisions to non-renew or terminate a teaching contract are not limited by the existence of this policy.

"**Promotion**" - as used in this context is of limited utility given the fact that teachers covered by this policy are not currently employed in any discernible hierarchy. Nevertheless, when making decisions relative to such matters as determining department or grade level chairpersons, selections to curricular or strategic planning bodies, or teaching assignments, the Board will consider teacher performance as indicated by evaluations.

"**Poorly Performing Teachers**" – refers to teachers identified through the evaluation process set forth in this policy who demonstrate an inability and/or unwillingness to meet the reasonable expectations of this standards-based evaluation system.

"**Comparable Evaluations**" – since seniority may not be the basis for teacher retention or other employment decisions, except when deciding between

teachers who have comparable evaluations; this refers to teachers within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished."

Removal of Poorly Performing Teachers

A. Removal of poorly performing teachers will be accordance with the nonrenewal and termination statutes of the Ohio Revised Code and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the Minford Education Association.

B. Nothing in this policy will be deemed to prevent the Board from exercising its rights to non-renew, terminate, or suspend a teaching contract ass provided by law and the terms of the collective bargaining agreement in effect between it and the Minford Education Association. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for teachers on a limited contract that are evaluated under this policy. The Board reserves the right to non-renew a teacher evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the teacher's holistic rating.

Due Process

A. Teachers who disagree with the rating of performance and/or the summative, or overall, evaluation rating will be allowed to request a review and/or a different evaluator by the Superintendent.

B. The Superintendent will obtain the evaluator's notes and any other relevant documentation prior to the review. All parties will cooperate with the review process.

C. A teacher will be entitled to union representation at any conference held during this procedure in which the teacher will be advised of an impending termination.

Personnel Action Requirements

A. This section does not preclude the school district with regard to any other reason for non-renewal or other employment under state law and this collective bargaining agreement.

B. Any teacher being non-renewed must be notified no later than June 1st, as required by ORC.

Guidance Counselor Evaluations

A. Each counselor will be evaluated in accordance with the teacher evaluations procedures, as set forth above using the Ohio School Counselor Evaluation System ("OSCES") framework.

B. Each school counselor will be evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics, which will determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally by the supervisors and counselors. The metrics will include information from the school or District's report card, when appropriate.

C. School counselors will be assigned a rating of Accomplished, Skilled, Developing, or Ineffective.

D. Provisions in this contract for teachers regarding:

1. Considerations for retention, promotion, removal, and professional development; and

2. When the Board/administration may elect not to evaluate, shall also apply to guidance counselors.

ARTICLE 27 - TEACHER ABSENCE

A. Sick Leave

1. Each bargaining unit member shall be credited with sick leave at the rate of one and one-half days for ten months of service, August through May, for a total of fifteen (15) days for each completed year of service.

2. Each employee may be credited with up to five (5) days sick leave allowance to be used for absence caused by illness pursuant to ORC § 3319.08.

3. Sick Leave accumulated in any other school district, state, county, or municipal government agency in the State of Ohio, shall be transferable to the record of any employee upon presentation of verification by the employee's previous employer.

4. The maximum number of sick leave days to be accumulated shall be two hundred eighty (280) days.

5. Sick Leave may be used by all employees for the reasons specified in

ORC § 3319.141 (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).

6. Sick Leave usage shall be verified by a form provided by the Board of Education pursuant to ORC § 3319.141.

7. An employee, pursuant to ORC § 3319.13, may request an unpaid leave of absence where the reason for the request is illness or disability. Said leave of absence shall be granted for a period of up to two (2) years. The Board of Education may, at its discretion, grant up to one additional year's leave of absence.

8. Sick Leave Days Donation

   Bargaining unit members may voluntarily donate sick leave days from their individual accumulation to another bargaining unit member who has suffered a catastrophic illness (this does not include extending pregnancy leave), serious accident or serious long-term illness of the bargaining unit member and is in need of additional sick leave days to meet pay periods or disability approval.

   The member who has suffered the medical hardship shall notify the Association President of his/her desire to request sick leave day donation. Upon such notice, and if the request is due to a reason as defined above and a letter of confirmation has been obtained from the attending physician as to the reason for the absence, a notice shall then be issued and distributed to the MEA by the Association President. The Association President will be the sole person to view the medical conformation from the member.

   No donor shall be permitted to contribute more than ten (10) days per year and no more than five (5) days per donation. One day donated shall count as one day received and shall not take into consideration any pay difference for purposes of this provision. NO bargaining unit member may donate to the sick leave donation unless they have accumulated at least sixty (60) sick days.

   The member receiving the donation cannot receive more than thirty (30) total days at any given time. The only qualifier for more than one request would be the reoccurrence of the catastrophic illness of the bargaining unit member or falling into one of the other areas mentioned above.

B. The procedure for donating or requesting sick leave shall be as follows:

1. When a bargaining unit member needs to request sick leave from other members of the bargaining unit, they must submit a letter to the Association President stating their request, along with a letter of confirmation that has been obtained from their attending physician as to the reason for the extended absence.

2. The Sick Leave Donation Committee (SLDC) will consist of all building representatives and the officers currently serving the MEA. Their responsibility is to meet and to inform their members that a request for sick leave days has been made. The SLDC will determine if the event meets the qualifications above and will have the sole responsibility to either approve or deny the members request for a sick leave donation. A quorum of the SLDC will be whoever is in attendance at the meeting. All voting will be done by secret ballot and counted at the end of the meeting in order for the donation count to be entered into the minutes.

3. Upon approval, the SLDC will email a request to the bargaining unit notifying them that a professional staff member is in need of a sick leave donation and the number of days requested.

4. All members of the bargaining unit that wish to donate will inform the SLDC within two (2) school days of the request by filling out and returning the appropriate form to the SLDC.

5. The District Treasurer will verify to the SLDC that the bargaining unit member has depleted their sick leave to ten (10) or fewer accumulated days before final notification of approval or denial is made.

6. The SLDC will forward all forms to the treasurer within 24 hours upon approval from the SLDC that the bargaining unit member has been approved for the donation.

   The SLDC will inform the bargaining unit member of the number of days granted and the expiration date of the donation. The parties agree that the donation of days and the individual donor(s) shall be confidential.

   MEA members who notify the SLDC and the District Treasurer they are donating day(s) shall be placed on a continuous alphabetical rotation for the usage of the donated days. In the event the member no longer needs the days due to conversion to disability or due to death, resignation, retirement or return to work or other reasons, the remaining days on the rotation list shall be returned to the sick leave accumulation of the donor. Each successive donor situation shall commence on a continuous

alphabetical basis starting at the point where the previous donor situation ended.

Donated sick leave days will not count against any bargaining unit member when converting unused personal days to sick leave.

A member can receive a Sick Leave Donation a *maximum* of two (2) times during their tenure in the Minford School system.

All forms necessary to be filled out by an MEA member are available on the MEA intranet.

C. Sick Leave Bonus

Each bargaining unit member who has completed ninety (90) days as a full-time employee, will receive a premium for the non-use of sick leave as follows:

First Nine-Weeks: $100
Second Nine-Weeks: $100
Third Nine-Weeks: $100
Fourth Nine-Weeks: $100

Any bargaining unit member who uses no sick leave during the entire school year will receive an additional $150 for a total of $550.

If at any point during the nine-weeks more than ten (10) days of fully remote learning occurs for the teacher's assigned building or district, the bargaining unit member will not receive the premium for that nine-weeks.

The premium will be paid at the end of each nine-weeks, at the discretion of the Treasurer, and added to the teacher's regular payroll check. Donations to the sick leave bank will not affect this premium.

D. Personal Leave

1. Employees shall be granted four (4) unrestricted days of personal leave each school year without a loss of salary.

2. Personal leave shall not be deducted from sick leave.

3. Usage of personal leave shall be verified on a form provided by the Board of Education.

4. Except in emergencies, each employee shall request personal leave at least two (2) workdays prior to the absence. Each request will be

submitted to the building principal who will then submit the request to the Superintendent for approval or disapproval. The only reason for not approving personal leave will be that no more than four (4) bargaining unit members in a building may be granted personal leave on the same day unless the Superintendent has provided advanced written authorization. For purposes of this section, buildings shall be defined as Pre-school through third (3rd) grade (Elementary School), Grades 4-8 (Middle School), and Grades 9-12 (High School).

5. The personal leave request must be signed by the building principal before submitting the same to the Superintendent's office for approval.

6. Teachers can convert unused personal leave days to sick leave accumulation on a basis of one (1) personal day converted to one (1) sick day or be reimbursed at the rate of $100 per day not used. This decision must be made and communicated to the treasurer in writing by May 15.

E. Military Leave

Employees shall be granted military leave in compliance with the Ohio Revised Code, Sections 3319.14 and 5923.05.

F. Professional Meetings

1. Employees may be granted leave time for attendance at professional meetings. Permission to attend may be granted by the Superintendent upon receiving a written request approved by the teacher's building principal.

2. Expenses incurred by the employee for mileage, lodging and registration may be paid by the Board of Education. Lodging reimbursement shall be no more than the amount of lodging at the conference or meeting site, unless the member is able to secure a place to stay that will be at a lesser amount but still in the vicinity of the meeting site, no more than $20 per half day meals and no more than $40 per full day meals. Expenses will be reimbursed upon submission of itemized receipts to the treasurer. Mileage will be reimbursed at the current IRS rate. Such leave is with full pay and a substitute shall be provided.

3. Attendance shall not exceed three (3) days of school year unless special permission is granted by the Board of Education.

4. The employee shall submit a written or oral report to other staff members if requested by the principal, superintendent, or Board of Education if the information would benefit other interested staff members.

G. Parental Leave - Pregnancy/Maternity/Adoptive Leave (Paid)

1. Leave Rights

a) Professional staff members may use sick leave or advancement thereof, not to exceed five (5) days for absence due to adoption or disability caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom (hereafter collectively referred to as pregnancy).

b) The Board and the Association each reserve its right under the Family Medical Leave Act of 1993 (FMLA). Bargaining unit members/employees who are eligible for FMLA leave under the law will receive up to 12 weeks of unpaid leave in a twelve-month period for the following reasons:

i. The birth of a son, or daughter, or placement of a son, or daughter with the employee for adoption or foster care

ii. To care for a spouse, son, daughter, or parent who has a serious health condition

iii. For serious health condition that makes the employee unable to perform the essential functions of his/her job; or

iv. For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active-duty or call to covered active-duty status.

c) Eligible unit members may also take up to twenty-six (26) work weeks of leave during a "single 12-month period," as defined by law, to care for a covered service member with a serious injury or illness, when the unit member is the spouse, son, daughter, parent, or next of kin of the service member. (Note: the "single12-month period" for military caregiver leave is different from the 12-month period used for other FMLA reasons.)

d) The Board will require employees to substitute (run concurrently) any paid leave or ether unpaid leave provided in this agreement to cover the FLMA leave period.

e) FMLA leave is unpaid leave except that the Board must, during the period of the leave, continue to pay the same contribution to the staff member's health insurance contributions as was paid during

the time of the staff member's active employment.

H. Parental Leave (Unpaid)

1. Leave Rights

Upon the expiration of the Family Medical Leave Act (FMLA) of 1993; 107 Stat. 6, 29 USCA 2601, leave, a professional staff member who is expecting a child or adopting a child less than five (5) years of age, may be entitled to a leave of absence without pay for parental reasons to begin at any time between: (a) the commencement of pregnancy, or, in the case of adoption, the receipt of custody, and (b) one year after the child is born or adopted.

2. Such leave shall be for any period up to one (1) school year.

3. Application for Leave

Application for parental leave shall be in writing and shall contain a statement of the expected date of birth, or in the case of adoption, the date of obtaining custody, the date on which the leave of absence is to commence, and the date the professional staff member anticipates returning to service. Applications for parental leave shall be granted by the Board.

4. Rights While on Leave

Bargaining unit members on leave shall be eligible to continue all fringe benefits by payment to the Treasurer of the Board an amount equal to that cost expended by the Board for said benefits in any manner allowed by health insurer; including but not limited to, COBRA benefits.

5. Reinstatement Rights

Any bargaining unit member on leave shall be entitled upon expiration of the leave to reinstatement within the same area of certification in which the member was assigned prior to the leave, and to all years of experience accrued prior to leave.

I. Assault Leave

1. "Assault" means the causing of physical harm to a bargaining unit member for reasons arising from the bargaining unit member's employment.

2. Any teacher who is absent due to physical injuries resulting from an assault received in the course of, and arising out of such teacher's employment, may use assault leave in lieu of sick leave upon approval by the Superintendent subject only to the limitations prescribed in this section:

   a) The teacher's conduct was within the bounds of generally accepted standards of professional conduct.

   b) The building, or other appropriate administrator, was notified of the incident as soon as possible following its occurrence.

   c) The unit member submits to the Superintendent a form prescribed by the Board justifying the use of assault leave.

   d) The unit member provides a physician's statement describing the nature and duration of the physical disability resulting from the assault and the necessity of absence from regular employment.

3. The total number of days of paid leave provided under this section shall not exceed ten. Up to ten (10) additional days may be granted if the teacher is examined by the Board's physician at the Board's expense and the physician determines the employee is incapable of resuming his/her duties. These days shall not be subtracted from the teacher's sick leave earned or earnable, nor shall it be charged against any other leave.

4. At the termination of the disability, the teacher shall return to his/her professional assignment held prior to the disability.

5. The pay of a member of the bargaining unit on assault leave shall be reduced by the amount received by that individual, if any, for workers' compensation as a benefit to cover loss of pay as a result of injury. However, the bargaining unit member's pay shall not be reduced by workers' compensation benefits received to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.

6. The employment of any teacher who falsifies his/her signed statement or a physician's certificate may be terminated in accordance with Section 3319.16 of the Revised Code.

J. <u>Jury Duty/Witness Leave</u>

1. The Board shall pay a teacher called for jury duty his/her regular rate of pay. The Teacher shall remit all compensation received for service as a

juror to the Treasurer unless duty is performed on nonworking days. Each teacher serving as a juror shall communicate daily with his/her supervisor concerning the likely termination of the duty.

2. Any bargaining unit member who is subpoenaed to testify in job related court or administrative procedures where the Board or administration is not an adverse party to the action will receive leave and pay for that appearance. If the Board or administration is an adverse party in the action, the bargaining unit member may use unrestricted personal leave or unpaid leave for the appearance.

3. Use of jury duty/witness leave shall not be subtracted from any other leave.

K. Association Leave

1. The President of the Association, or designee will be allotted a total of five (5) days of paid leave per year to attend to official Association business.

2. The Board will provide a substitute for the Association President or designee taking leave.

3. Association leave will not be deducted from sick leave, personal leave, or any other leave. Application will be made in the same manner as restricted personal leave.

ARTICLE 28 - SEVERANCE PAY (O.R.C. 124.39)

A. Eligibility for Severance Pay - A member of the certified staff with five (5) or more years of teaching experience in the Minford Local School District shall be eligible for severance pay upon receipt from the State Teacher's Retirement Board proof of that teacher's approval for retirement and a signed retirement resignation from said teacher.

B. Calculation of Severance Pay

1. Severance Pay will be based upon the daily rate of pay as determined from the individual's basic teaching contract, exclusive of all supplemental contracts and allowances, last in effect prior to retirement.

2. Severance pay shall be determined by taking one fourth (1/4) of the total sick days accumulated up to a maximum of sixty-five (65) days.

C. Method of Payment

1. A bargaining unit member eligible for severance pay benefit shall receive such benefit in a lump sum payment.

2. Federal withholding for severance pay shall be treated in accordance with the Internal Revenue System's regulations.

D. Restrictions

Receipt of severance pay shall eliminate all sick leave credit accrued by that individual.

E. If any teacher is killed while performing contract services with students, their sick leave will be cashed in for their severance at the current per diem rate and will be paid to their family. Federal withholding for severance pay shall be treated in accordance with the IRS regulations.

ARTICLE 29 - INSURANCE

A. Copy of Certificate of Insurance

1. The Board shall provide to the Association one (1) copy of each signed contract and certificate of insurance entered into between the Board and the insurance company(ies) which shall provide the benefits specified in this contract.

2. Copies of existing contracts and certificates of insurance shall be provided to the Association within twenty-four (24) hours of ratification of this contract by both parties.

3. Copies of contracts and certificates of insurance subsequently entered by the Board shall be provided to the Association within one (1) week after they are received by the Board.

B. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverage or carriers are made, a member of the bargaining unit will receive a written description, prepared by the carrier, of such amendments and/or changes. This written description shall be provided to the member of the bargaining unit within sixty (60) days of the amendment or change.

2. A newly employed member of the bargaining unit shall, at the time of the signing of his/her teaching contract, receive written description of all

insurance coverages in effect at that time.

3. The sole determination of the insurance carrier rests with the Board. Bargaining unit members may choose from the available plan options and may change plans as provided by the Scioto County Schools Regional Council of Governments.

C. Hospitalization and Surgical Insurance

1. Coverage

a) The Board and bargaining unit members shall purchase from a carrier licensed in the State of Ohio, basic hospitalization, and surgical insurance coverage.

2. Method of Payment of Coverage

Effective August 1, 2022, the Board of Education shall pay eighty-five percent (85%) for the cost of family coverage and eighty-eight percent (88%) for single coverage for bargaining unit members who request coverage on Scioto Health Plan 1.

Effective August 1, 2018, the Board of Education shall pay ninety-three percent (93%) for the cost of family coverage and ninety-three percent (93%) for single coverage for bargaining unit members who request coverage on Scioto Health Plan 2.

Members who come on the health plan during the year due to a life event will reimburse the Board on a pro-rated basis of $1/12^{th}$ of the paid incentive for each month enrolled to the next enrollment period.

3. Right to Change Coverage Status

A member of the bargaining unit may change coverage during the open enrollment month of November for insurance coverage effective in January of each year. Coverage can also be changed when a qualifying event takes place and shall be examined on a case-by-case basis. All insurance coverage is withheld a month in advance of Board payment, i.e., payments withheld in July pay for August's insurance coverage.

D. Dental Insurance

1. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio,

dental insurance coverage.

2. Method of Payment of Coverage

The Board shall pay one hundred percent (100%) of the cost of our plan for dental coverage.

3. Right to Change Coverage

A member of the bargaining unit may change coverage during the open enrollment month of November for insurance coverage effective in January of each year. Coverage can also be changed when a qualifying event takes place and shall be examined on a case-by-case basis.

E. Vision Insurance

1. Right to Coverage

The Board shall purchase vision coverage from a carrier licensed in the State of Ohio for each member of the bargaining unit, now or hereinafter employed, and his/her family.

2. Method of Payment of Coverage

The Board shall pay one hundred percent (100%) of the present cost for vision coverage of any employee presently covered or who requests to be covered.

3. Right to Change Coverage Status

A member of the bargaining unit may change coverage during the open enrollment month of November for insurance coverage effective in January of each year. Coverage can also be changed when a qualifying event takes place and shall be examined on a case-by-case basis.

F. 125 Plan

1. The Board will continue its 125 Plan for bargaining unit member's share of health care insurance premium deductions only.

G. Term Life Insurance

1. All employees shall be covered by $100,000 term life paid by the Board.

H. Opt Out

1. Employees not enrolled or those who withdraw from the health plan, from enrollment period to enrollment period (one year) will be paid an insurance incentive of $2500. Payment will be paid on or before March 1 on the same paycheck as Winter Supplemental Contracts.

I. Insurance Committee

1. The purpose of the Insurance Committee is to keep all committee members up to date on the changes that are being discussed by the consortium. The committee members shall inform their respective bargaining unit members of those changes.

2. All meetings will be held outside the normal school day.

3. Within five (5) school days of a Scioto County Consortium meeting, the superintendent or his/her designee shall schedule a meeting of the insurance committee. The committee will consist of three (3) Association members and three (3) Board representatives. The Association and the Board shall be responsible for appointing their respective members.

ARTICLE 30 - BOARD PICKUP OF MEMBER CONTRIBUTIONS TO STRS

A. The total annual salary and salary per pay period for each member shall be the salary otherwise payable under this Agreement as amended. The total annual salary and salary per pay period of each member shall be payable by the Board in two parts: (1) deferred salary and (2) cash salary. A member's deferred salary shall be equal to that percentage of said member's total annual salary or salary per pay period which is required from time to time by the State Teacher's Retirement System ("STRS") to be paid as an employee contribution by said member and shall be paid by the Board to STRS on behalf of said member as a "pickup" of the STRS employee contribution otherwise payable by said member. A member's cash salary shall be equal to said member's total annual salary or salary per pay period less the amount of the pickup for said member and shall be payable, subject to applicable payroll deductions, to said member. The Board's total combined expenditures for member's total annual salaries otherwise payable under this contract as amended (including pickup amounts) and its employer contributions to STRS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

B. The Board shall compute and remit its employer contributions to STRS based upon total annual salary, including the "pickup." The Board shall report for federal and Ohio income tax purposes as a member's gross income said member's total annual salary including the amount of the pickup. The Board

shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.

C. The pickup shall be included in the member's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any other similar purpose such as supplemental salaries, extended time salaries, and for computing severance pay at the time of retirement.

D. The pickup shall apply to all payroll payments made after January 1, 1984, and shall remain in effect for the duration of this contract.

Board Payment of Employee Contributions to STRS

A. Effective August 1, 2022, the Minford Board of Education will pay 2% of the employee's contribution to STRS (not to exceed 16% for the Board's share) after the employee has completed eighteen (18) consecutive years of employment in the Minford Local School District (beginning on August 1st of their nineteenth (19th) year of employment in the district). The Board agrees to deduct from gross earnings of each member of the bargaining unit that amount determined to be the contribution to the State Teachers Retirement System. Amounts so paid will be designated as Board paid retirement contribution and will be excluded from the employee's gross earnings for Federal and State income reporting and withholding tax purposes so long as such reporting and exclusions are in compliance with federal, state, and local tax laws and regulations.

Any teacher who received the 2% board pick-up during the 2021-2022 school year will continue to receive the 2% board pick-up on STRS.

ARTICLE 31 - SUPPLEMENTAL CONTRACTS/EXTRA-DUTY

Effective August 1, 2023 – July 31, 2024

A. For extra-duty assignments outside the normal teaching day, compensation shall be paid for the school year according to the schedule for assignments attached to and made a part of this agreement. Contracts for such duty may be entered into between the Board and the Employee on an annual basis. All supplemental contracts are automatically nonrenewed at the conclusion of the duties for that school year. Assignment of extra duties will be annually at the discretion of the Board.

B. Compensation for supplemental duties will be paid to the bargaining unit

member in a separate paycheck and will be paid upon completion as soon as feasible for the Treasurer's Office.

C. All supplemental increments shall increase based on the number of years' experience.

D. Any employee who resigns his/her supplemental position but remains as an employee in the district does not lose his/her experience credit on the supplemental salary schedule for that area in which he/she resigned.

E. When two or more employees are hired for the same supplemental position, then each employee shall share the supplemental base salary, but their number of increments shall be based on their own individual experience. Teachers may split a position and salary if they so request.

F. If an employee moves to a higher-level supplemental position within the same area in which he/she presently has a supplemental contract, then he/she shall receive the base salary at the new position. However, increments for previous years' experience for the first year at the new position shall be based on the increments of the previous position held. Thereafter, each new year of experience at the new position will be based on the increments at the new level.

G. The Minford Local Board of Education shall decide what positions or numbers of supplemental positions are needed to meet the requirements for proper supervision of the district's extra-curricular activities on an annual basis.

H. Beginning 2016-2017, base salary for supplemental contracts will increase the same percentage as the base teachers' salary in each year of this agreement.

I. There will be no cap on supplemental salaries.

J. All supplemental vacancies will be posted seasonally.

K. The Band Director will receive one supplemental contract annually for all marching band, stage band, and middle school stage band (if applicable) activities. This supplemental contract will be for $9,000 per year. Beginning in the 2022-2023 school year, the Band Director will receive an increase of $50 annually for this position. If a percentage increase is given to the base amount of supplemental contracts, the Band Director will not receive that increase.

Effective August 1, 2024

A. For extra-duty assignments outside the normal teaching day, compensation

shall be paid for the school year according to the schedule for assignments attached to and made a part of this agreement. Contracts for such duty may be entered into between the Board and the Employee on an annual basis. All supplemental contracts are automatically non-renewed at the conclusion of the duties for that school year. Assignment of extra duties will be annually at the discretion of the Board.

B. Compensation for supplemental duties will be paid to the bargaining unit member in a separate paycheck and will be paid upon completion as soon as feasible by the Treasurer's Office.

C. All supplemental salaries shall increase based on the number of years' experience.

D. Any employee who resigns his/her supplemental position but remains as an employee in the district does not lose his/her experience credit on the supplemental salary schedule for that area in which he/she resigned.

E. When two or more employees are hired for the same supplemental position, then each employee shall share the supplemental salary, but their salary shall be based on their own individual experience. Teachers may split a position and salary if they so request.

F. If an employee moves to a higher-level supplemental position within the same area in which he/she presently has a supplemental contract, then he/she shall receive the base salary at the new position. However, credit for previous years' experience for the first year at the new position shall be based on the years of service for the previous position held. Thereafter, each new year of experience at the new position will be based on the salary at the new level.

G. The Minford Local Board of Education shall decide what positions or numbers of supplemental positions are needed to meet the requirements for proper supervision of the district's extra-curricular activities on an annual basis.

H. All supplemental vacancies will be posted seasonally.

I. The Band Director will receive one supplemental contract annually for all marching band, stage band, and middle school stage band (if applicable) activities. This supplemental contract will be for $9,000 per year.

ARTICLE 32 - TEACHING EXPERIENCE

A. Teachers shall receive credit for full-time and part-time service years of service as defined in paragraphs "a" through "g" on the salary schedule as follows:

1. All years of teacher serving as a full-time certified teacher in the Minford Local School District with each year consisting of at least one hundred twenty (120) days of actual service under a regular teacher's contract.

2. All years of teaching service as a full-time certified teacher in an Ohio public school and/or chartered, non-public school located in Ohio consisting of one hundred twenty (120) days of actual service under a regular teacher's contract.

3. All years of military service up to five (5) years. (For purposes of calculation, a particular year of active military service of eight (8) continuous months or more in the armed forces shall be counted as a full year.)

4. All years of teaching service as a full-time certified teacher in a school or institution chartered by the Ohio State Department of Education or a chartered special education program operated by the State of Ohio or other local governmental unit with each year consisting of at least one hundred twenty (120) days of actual service.

5. Each year of substitute teaching that was at least 120 days in one school district, will count as a year on the salary schedule (aka service credit).

B. A teacher, upon fulfilling the requirements for the next degree, hours, or column on the salary schedule, will be placed on such column if the teacher has filed verification with the Treasurer by the fifteenth day of September for full-year salary adjustment or by the fifteenth day of February for half-year salary adjustment. Verification shall consist of the teacher presenting a transcript to the ESC Superintendent, the local Superintendent, and the Treasurer of the Board of Education.

ARTICLE 33 - RESIDENT EDUCATOR

The Board will continue its Resident Educator Program through the South-Central Ohio Educational Service Center. If for any reason the Board's present relationship with the SCOESC for this purpose terminates, the Board will either (1) specially contract with the SCOESC to provide the program, or (2) bargain with the Association regarding the terms of an alternative Program.

ARTICLE 34 - DRUG-FREE WORKPLACE

All employees shall comply with the Board's Drug Free Workplace policy. The Board

and the Association will be provided the Board's Drug Free Workplace policy online. During school searches with the police force or drug dogs, if a teacher's personal belongings are tagged, those belongings as well as the teacher will be removed from the classroom and the search will continue in an administrator's office, out of the view of students and other personnel.

ARTICLE 35 - LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

A. Purpose

A Local Professional Development Committee (LPDC) shall be established to oversee, review, and approve or disapprove professional development plans which consist of the formal course work and other professional continuing education activities which are proposed to be accomplished by an educator to fulfill license/certificate renewal requirements.

B. Term of Office

Except as specified below for initial appointments, the term of office for members serving on the committee shall be for two (2) years. The terms shall be staggered.

For the initial appointment, two (2) teacher members and the principal member shall be appointed to three-year terms. Thereafter, all terms shall be two (2) years.

C. Committee Composition and Selection

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

   Three (3) teachers
   One (1) principal
   One (1) other district employee

2. The three (3) teacher members shall be appointed by the MEA President. The principal member and other employee member shall be appointed by the Superintendent.

3. In the event of a vacancy, the committee member shall be replaced in accordance with C-2 above and shall complete the term of the vacant slot.

D. Chairperson

The committee chairperson shall be determined by a majority vote of the

committee members.

E. Quorum

The committee will endeavor to make decisions by consensus in all cases. If efforts to reach consensus are unsuccessful, then decisions shall be made by majority vote of the committee members present and voting so long as a quorum is present. A quorum shall consist of three (3) committee members. The committee shall not be empowered to perform its business unless a minimum of three of its members are in attendance at any meeting which has been scheduled in accordance with provision G herein. Such quorum shall include at least one member of the bargaining unit and one member who is not in the bargaining unit.

F. Training

1. Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, implementation, functioning, and legal requirements of LPDC's.

2. Two days training per year will be approved for LPDC committee members.

3. Subject to approval by the principal and Superintendent, LPDC members shall be reimbursed for all actual and necessary expenses incurred as part of the training. Expenses shall be submitted on the LPDC form (Appendix D.)

G. Meetings and Compensation (Effective January 1, 2001)

1. Recognizing the LPDC members' first priorities are to their classroom or administrative responsibilities, meetings during the workday shall be held to a minimum. A maximum of one meeting per quarter shall be held during the school day if needed. The Board shall provide substitutes on days the LPDC is meeting during the workday.

2. A notice of meetings of the LPDC shall be emailed two weeks in advance of the meeting date. An initial meeting of the LPDC shall be held no later than September 15th annually.

3. Compensation for LPDC regular monthly meetings or emergency meetings (not to exceed twelve (12) meetings total per school year) shall be $50.00.

4. State and regional meetings compensation for attendance outside the

regular school day shall be $15.00 per hour not to exceed 8 hours per day plus expenses.

5. The Chairperson and recorder shall be compensated for time spent outside regular meetings and outside the regular school day conducting LPDC business at $15.00 per hour not to exceed 6 hours per month as documented.

H. Appeals Process

The LPDC shall establish its own appeals process to be used if an individual professional development plan is not approved by the LPDC.

I. During school CEU credits

The credits below will be given to all teachers completing said in-school activities:

1. IEP meetings attended during prep periods or before or after school CEU's per meeting

2. Open House/Freshman Orientation - .2 CEU's

3. Administrative directed building or department meetings will be assigned CEU's based on the number of hours spent in the meeting.

Each teacher attending must sign the sign in sheet and sign out sheet after the above-mentioned meeting in order to verify attendance. Administration will provide teachers with the necessary certificates.

ARTICLE 36 - EMPLOYMENT OF RETIRED TEACHERS

A. Teacher retirement followed by re-employment with the Board of Education assumes that both the Board and teacher will benefit. The Board will gain through savings and reduced salary and benefits. The teacher will gain through receipt of salary and retirement benefits. Consideration of re-employment of a retired teacher is solely at the discretion of the Superintendent. In order to clarify certain areas of this relationship (re-employment of retired teachers) the following provisions shall apply.

B. Salary

Retired teachers re-employed by the Board shall be placed on the teacher's salary schedule and advance in typical fashion from step to step. The initial

placement on the teacher's salary schedule of a retired teacher who the Board chooses to re-employ will not exceed ten (10) years.

C. Contract of Employment

Retired teachers who are re-employed by the Board shall receive one-year limited contracts of employment. Such contracts shall automatically terminate at the end of each school year without further action, notice or procedure by the School District. Continued employment from contract to contract will be solely at the discretion of the Board. A retired teacher re-employed by the Board shall be ineligible for a continuing contract of employment, regardless of years of service with the district.

D. Supplemental Contracts

Retired teachers who are re-employed by the Board shall be eligible for supplemental contracts at the sole discretion of the Superintendent. A retired teacher re-employed by the Board shall not displace a qualified bargaining unit member for a supplemental position.

E. Leaves of Absence

Retired teachers re-employed by the Board shall be eligible for all leaves (including attendance incentives) in accordance with the collective bargaining agreement. Retired teachers re-employed by the Board shall not be eligible for sabbatical leave. In no event shall leave extend beyond the retiree's employment contract term.

F. Reduction in Force/Seniority

Retired teachers re-employed by the Board shall have no (zero) (0) seniority in the bargaining unit and shall not accumulate seniority for any purpose. Retired teachers re-employed by the Board shall have no right to displace or bump, nor any rights of recall in the event of a reduction in force.

G. Evaluation Procedure

The evaluation procedures required of regular teachers by law (Revised Code 3319.11, 3319.111) and this contract shall not apply to retired teachers re-employed by the Board. The principal or designee shall evaluate retired teachers re-employed by the Board in writing on an annual basis. Failure to evaluate or to follow negotiated or statutory practice or procedures shall not be a basis for automatic re-employment of a retiree.

H. Severance Pay

A retired teacher re-employed by the Board shall not receive STRS retirement/Severance pay from the district, pursuant to State law or the collective bargaining agreement based upon past retirement service in the district. A retired teacher re-employed by the Board shall not receive STRS retirement/Severance pay from the district.

I. Insurance

A retired teacher that is rehired by the district shall be offered single coverage for dental, vision, medical and life insurance policies. The Board shall pay 100% of the dental, vision, and life insurance coverage. The Board shall pay eighty-five percent (85%) for the cost for single coverage requested by a retired teacher that is rehired.

J. Provisions of this article supersede any actions in Ohio Law.

Article 37 - TUITION REIMBURSEMENT

A. Believing that our staff of teachers, as a group, will make a greater contribution to the children they serve if additional training is obtained in the subject area assigned or a field of education, the Board of Education will pay a supplemental salary to a teacher in an amount not to exceed three thousand five hundred dollars ($3,500) per individual per year to cover tuition and book costs in college courses completed within one year of the date of first request, in which a grade of "B" or better is earned.

B. No teacher shall be eligible for reimbursement for more than eight (8) quarter hours or six (6) semester hours during any one-year period from September 1 to the following August 31.

C. Subject to the availability of funds, the Board shall appropriate twenty-five thousand dollars ($25,000) annually to be expended for tuition reimbursement on a first come, first serve basis, for all bargaining unit members. After the funds are expended, the teacher may apply for reimbursement in the next fiscal year.

D. Approval must be submitted twenty (20) days in advance of the registration date and approval signed by the Superintendent. No course will be reimbursed if all sections of this article have not been met within one year.

E. Payment will be made on final approval.

ARTICLE 38 - INTERVIEW COMMITTEE

When interviewing for a new bargaining unit member position, every attempt possible will be made by the building administration to have at least two (2) teachers; one (1) from the grade level and/or content area, and another certified teacher from the building to voluntarily serve on the interview committee and provide feedback.

ARTICLE 39 - ACCESS TO NEW HIRE ORIENTATION

A. New Bargaining Unit Member Orientation

The district shall provide an annual new bargaining unit member orientation for all newly hired bargaining unit members to take place within seven (7) calendar days of the first day of classes, except when no new bargaining unit members are commencing employment at the start of a school year. Any bargaining unit members hired after the start of the school year, shall be provided an in-person orientation within twenty-one (21) calendar days of the date of hire.

B. Scheduling of Orientation

The district shall provide notice to the Association president and vice-president of the date, time, and location of all bargaining unit member orientations no later than August 1st.

C. Association Time

The Association shall be provided not less than thirty (30) uninterrupted minutes of time to communicate with bargaining unit members at each new bargaining unit member orientation. Such time will not be provided at the end of the meeting day unless the Association requests, in writing, to be placed at the end of the agenda. All non-bargaining unit members shall excuse themselves during this portion of the orientation. Any Association representative requested by the Association to be present for this portion of the orientation, shall be released from other duties to participate without loss of pay or other benefit.

ARTICLE 40 - COMMUNICATION WITH BARGAINING UNIT MEMBERS

A. The Association shall be permitted to make announcements at general staff meetings, building meetings, and District meetings at the end of such meetings and use the public-address system for Association announcements subject to usual building procedures when students are not in classes.

B. The Association shall have access to employee mailboxes and other facilities where mail is received and the use of the Employer's mail and email system

distribution systems.

C. Duly authorized representatives of the Association and its affiliates may transact Association business on the Employer's property any time before, after, or during the regular workday, provided that such business does not interfere with the assigned duties of an employee.

ARTICLE 41 - DUES DEDUCTIONS

A. The Employer agrees to deduct from the wages of any employee-member of the Association the dues, initiation fees, and assessments of the Union, upon presentation of a written deduction authorization from any member of the Association. This deduction shall be without cost to the Association or the members.

B. Deductions of the annual dues and assessments will be made in as nearly equal pay period installments during the school year and in an amount determined by the Union. Deductions shall begin with the first pay period in October and continue for twenty-six pays. Any member hired, or becoming eligible for membership after October 1, shall be entitled to payroll deduction of dues on a schedule determined by the Association Treasurer and the individual member.

C. All monies deducted for such purposes shall be transmitted to the Union not more than ten (10) days following the collection via check or electronic transfer to an account designated by the Association.

D. In the event an employee cancels their membership outside of the cancellation period defined in the Contract, the District Treasurer shall deduct all owed and remaining dues from the employee's next check immediately following such notification.

E. Prior to September 1st of each year, the Association Treasurer will provide the District Treasurer with a list of all bargaining unit members who have enrolled in payroll deductions.

ARTICLE 42 - ASSOCIATION MEMBERSHIP

A. Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls, such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels their membership.

ARTICLE 43 - MEMBERSHIP CANCELLATION

A. Any individual who wishes to cancel their membership, must notify the Association Treasurer, in writing, between August 1 and August 15. A member may cancel their membership outside of the aforementioned cancellation period but shall be responsible for all remaining dues and assessments of the current membership year and by such cancellation acknowledges that he/she is foregoing any rights specifically reserved to members of the Association.

ARTICLE 44 - NON-DISCRIMINATION PROVISIONS

A. The Board of Education shall prohibit adverse actions related to employment decisions, the application of any provision of this collective bargaining agreement, the creation and/or application of any Board of Education Policy, and shall prohibit bullying, harassment of any kind, or any other act of discrimination, based upon any of the following:

- Age
- Race/Color
- National Origin
- Disability
- Religion
- Gender
- Gender Identity
- Sexual Orientation
- Marital Status
- Veteran Status
- Political Affiliation
- Union Membership or Activism

Further, all personally identifiable and medical information relating to any of the above shall be considered confidential information and will not be released except as required by local, state, or federal law. The Board of Education shall respect and uphold each employee's right to privacy and constitutional rights as citizens.

ARTICLE 45 - RETIREMENT INCENTIVE

The Board and Association agree to implement a retirement incentive plan for bargaining unit employees who satisfy all eligibility and notice requirements as specified below:

1. Eligible employees must submit written notice of retirement resignation to

the District Superintendent of their intent to retire no later than November 30th. This resignation will be accepted at the next regularly scheduled Board of Education meeting.

2. The employee must retire at the end of the current school year.

3. Eligibility for a disability benefit under STRS criteria, cannot qualify an employee for participation in the retirement incentive, nor does a resignation for any reason other than retirement under STRS criteria.

4. The benefit paid to the employee under this program is independent of any severance pay to which the employee may be entitled.

5. A bargaining unit employee, who is eligible for STRS retirement, shall be entitled to receive a one-time lump-sum payment, less applicable payroll withholding, to be paid with the retiree's severance pay based on the following graduated scale:

Years of Service	Amount
25-30	$3,000
31	$3,000
32	$2,500
33	$2,500
34	$2,000
35+	$2,000

ARTICLE 46 - PROOF OF VACCINATION IN A PANDEMIC/EPIDEMIC

The Board and Association agree that employees who are vaccinated during a pandemic, or epidemic, and choose to provide proof of complete vaccination to the Superintendent, may do so. This documentation will be used as documentation for quarantine requirements for fully vaccinated employees.

All documentation of vaccine will be treated as a medical record and will be secured as such.

Providing such documentation will not nullify any quarantine language contained in any Memorandum of Understanding (MOU) between the Board and the Association.

ARTICLE 47 - THREAT ASSESSMENT TEAMS–COMPENSATION

Beginning with the 2021-2022 school year, all teachers selected by building or district administration to be appointed to, and agree to serve, as members of the District Threat

Assessment Team, will be compensated $50.00 per meeting for their service on this team.

Threat Assessment Team meetings shall be scheduled, according to emergency need, by building or district administration, and will not meet in school years in which no need exists due to a student emergency or immediate safety threat.

The Threat Assessment Team's responsibility will be to assess students as they are brought to the attention of the team and to help assist in providing the services necessary for the student to have a positive school experience. No teacher member of this team will be held liable for any decisions made by the team, legally or professionally.

ARTICLE 48 - DURATION

This collective bargaining agreement (the "Agreement") is entered into this date of June 8, 2023, by the Minford Local Board of Education (the "Board") and the Minford Education Association (the "Association"). Said agreement shall be for a period of three (3) years starting: August 1, 2023, and concluding July 31, 2026.

Except as expressly modified herein, the parties shall proceed with reopened negotiations in accordance with the bargaining procedures outlined in the negotiated agreement.

This agreement between the Board and Association is effective August 1, 2023, through July 31, 2026.

For the Board of Education:	For the Minford Education Association:
Jimmy Stillwell	Ben Bohlen
	Melissa R. Bennett
	Judy Puckett
	Kari Rolfe
Date: 11-16-23	Date: 11-21-23

APPENDIX A

Grievance Report Form Part I

Step II Step III Step IV

Name of Grievant _____ _____ Date Filed _____ _____

Building _____ Grade – subject _____

Copies of this form should be sent to:

Original-Principal
Copy 1-Grievant
Copy 2-Grievance Rep.
Copy 3-MEA President
Copy 4-UniServ Consultant

Step Two

A. Date Grievance Occurred _____

B. 1. Statement of Grievance (Specific Contract Sections Allegedly Violated) _____

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2. Relief Sought _____

Signature of Grievant(s) Date

C. Principal's Response (on back)

1. Written Response

Signature of Principal Date of Response

Grievance Report Form Part II

Step Three

(Submitted to Superintendent)

A. Position of Grievant(s) _____

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Signature of Grievant(s) Date

B. Superintendent's Response (on back) Date: _____

1. Written Response _____

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Signature of Principal Date of Written Response

Grievance Report Form Part III

Step Four
(Submitted to Board of Education)

A. Position of Aggrieved or Association _____

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Signature of Grievant(s) Date

B. Board's Response (on back) Meeting Date _____

1. Written Response _____

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Signature of Board President Date of Response

MINFORD SCHOOL
SALARY SCHEDULE
2023-2024

2023-2024

YEARS EXP	BACHELOR 150 QT HRS 0.038 120 SEM HRS		B.S. + 15 202 QT HRS 0.04 135 SEM HRS		B.S. +5 225 QT HRS 0.043 150 SEM HRS		MASTER'S DEGREE 0.048		MASTER'S + 15 253 QT HRS 0.05 167 SEM HRS	
0		$40,039		$40,769		$41,526		$43,839		$44,939
1	1.038	$41,529	1.059	$42,169	1.081	$43,250	1.143	$45,730	1.173	$46,931
2	1.076	$43,050	1.099	$43,970	1.124	$44,979	1.191	$47,651	1.223	$48,931
3	1.114	$44,570	1.138	$45,570	1.167	$46,680	1.235	$49,571	1.273	$50,931
4	1.151	$46,090	1.179	$47,171	1.21	$48,411	1.287	$51,492	1.323	$52,932
5	1.19	$47,611	1.218	$48,771	1.253	$50,121	1.335	$53,432	1.373	$54,932
6	1.228	$49,131	1.259	$50,371	1.296	$51,852	1.383	$55,352	1.423	$56,933
7	1.266	$50,651	1.299	$51,972	1.339	$53,572	1.431	$57,253	1.473	$58,933
8	1.304	$52,172	1.339	$53,572	1.382	$55,292	1.479	$59,173	1.523	$60,934
9	1.342	$53,692	1.379	$55,172	1.425	$57,014	1.527	$61,094	1.573	$62,934
10	1.38	$55,212	1.419	$56,773	1.468	$58,733	1.575	$63,014	1.623	$64,935
11	1.418	$56,733	1.458	$58,373	1.511	$60,454	1.623	$64,935	1.673	$66,935
12	1.456	$58,253	1.499	$59,973	1.554	$62,174	1.671	$66,855	1.723	$68,935
15	1.494	$59,773	1.539	$61,574	1.597	$63,894	1.719	$68,775	1.773	$70,936
17	1.532	$61,294	1.579	$63,174	1.64	$65,615	1.767	$70,696	1.823	$72,936
20	1.57	$62,814	1.619	$64,775	1.683	$67,335	1.815	$72,616	1.873	$74,937
24	1.608	$64,334	1.659	$66,375	1.726	$69,055	1.863	$74,532	1.923	$76,937
27	1.646	$65,855	1.699	$67,975	1.769	$70,776	1.911	$76,457	1.973	$78,938
30	1.684	$67,375	1.739	$69,576	1.812	$72,496	1.959	$78,378	2.023	$80,938
34	1.722	$68,895	1.779	$71,176	1.855	$74,217	2.007	$80,298	2.073	$82,939

MINFORD SCHOOL
SALARY SCHEDULE
2024-2025

2024-2025

YEARS EXP	BACHELOR 180 QT HRS 0.018 120 SEM HRS		B.S. + 15 200 QT HRS 0.04 135 SEM HRS		B.S. +5 225 QT HRS 0.043 150 SEM HRS		MASTER'S DEGREE 0.048		MASTER'S + 15 251 QT HRS 0.05 167 SEM HRS	
0		$40,609		$41,381		$42,152		$44,466		$45,838
1	1.018	$42,152	1.059	$43,835	1.081	$43,859	1.143	$46,436	1.173	$47,635
2	1.036	$43,695	1.078	$44,629	1.124	$45,645	1.191	$48,365	1.221	$49,585
3	1.114	$45,339	1.118	$46,254	1.167	$47,391	1.238	$50,315	1.275	$51,695
4	1.152	$46,782	1.179	$47,874	1.21	$49,137	1.287	$52,264	1.323	$53,726
5	1.19	$48,325	1.219	$49,503	1.253	$50,883	1.335	$54,213	1.373	$55,756
6	1.228	$49,868	1.259	$51,127	1.296	$52,629	1.383	$56,162	1.423	$57,787
7	1.266	$51,411	1.299	$52,751	1.339	$54,376	1.431	$58,112	1.473	$59,817
8	1.304	$52,954	1.339	$54,376	1.382	$56,122	1.479	$60,061	1.523	$61,848
9	1.342	$54,497	1.379	$56,000	1.425	$57,868	1.527	$62,010	1.573	$63,878
10	1.38	$56,041	1.419	$57,624	1.468	$59,614	1.575	$63,959	1.623	$65,908
11	1.418	$57,584	1.459	$59,248	1.511	$61,360	1.623	$65,909	1.673	$67,939
12	1.456	$59,127	1.499	$60,873	1.554	$63,107	1.671	$67,858	1.723	$69,970
13	1.494	$60,670	1.539	$62,497	1.597	$64,853	1.719	$69,807	1.773	$72,000
14	1.532	$62,213	1.579	$64,122	1.64	$66,599	1.767	$71,756	1.823	$74,030
15	1.57	$63,756	1.619	$65,746	1.683	$68,345	1.815	$73,706	1.873	$76,061
16	1.608	$65,299	1.659	$67,371	1.726	$70,091	1.863	$75,655	1.923	$78,091
17	1.646	$66,843	1.699	$68,995	1.769	$71,838	1.911	$77,604	1.973	$80,122
18	1.684	$68,386	1.739	$70,619	1.812	$73,584	1.959	$79,553	2.023	$82,152
19	1.722	$69,929	1.779	$72,244	1.855	$75,330	2.007	$81,503	2.073	$84,183

MINFORD SCHOOL
SALARY SCHEDULE
2025-2026

2025-2026

YEARS EXP	BACHELOR 180 QT HRS 0.038 120 SEM HRS		B.S. + 15 202 QT HRS 0.04 135 SEM HRS		B.S. +5 225 QT HRS 0.043 150 SEM HRS		MASTER'S DEGREE 0.042		MASTER'S + 15 251 QT HRS 0.05 167 SEM HRS	
0		$40,812		$41,588		$42,353		$40,688		$45,881
1	1.038	$42,663	1.059	$43,320	1.081	$44,148	1.143	$46,648	1.173	$47,873
2	1.076	$43,914	1.059	$44,853	1.124	$45,879	1.191	$48,607	1.223	$49,913
3	1.114	$45,465	1.139	$46,485	1.167	$47,618	1.239	$50,566	1.273	$51,954
4	1.152	$47,015	1.179	$48,117	1.21	$49,353	1.287	$52,525	1.323	$53,994
5	1.19	$48,566	1.219	$49,750	1.253	$51,137	1.335	$54,484	1.373	$55,035
6	1.228	$50,117	1.259	$51,382	1.296	$52,897	1.383	$56,443	1.423	$58,076
7	1.266	$51,668	1.259	$53,015	1.339	$54,647	1.431	$58,402	1.473	$60,118
8	1.304	$53,219	1.339	$54,647	1.382	$56,402	1.479	$60,361	1.523	$62,157
9	1.342	$54,770	1.379	$56,280	1.425	$58,157	1.527	$62,320	1.573	$64,197
10	1.38	$56,321	1.419	$57,912	1.468	$59,912	1.575	$64,279	1.623	$66,238
11	1.418	$57,871	1.459	$59,545	1.511	$61,657	1.623	$66,238	1.673	$68,279
12	1.456	$59,422	1.459	$61,177	1.554	$63,422	1.671	$68,197	1.723	$70,319
15	1.494	$60,973	1.539	$62,810	1.597	$65,177	1.719	$70,158	1.773	$72,380
17	1.532	$62,524	1.579	$64,442	1.64	$66,932	1.767	$72,115	1.823	$74,400
20	1.57	$64,075	1.619	$66,075	1.683	$68,697	1.815	$74,074	1.873	$76,441
24	1.608	$65,626	1.659	$67,707	1.726	$70,442	1.863	$76,039	1.923	$78,482
27	1.646	$67,177	1.699	$69,340	1.769	$72,197	1.911	$77,952	1.973	$80,537
30	1.554	$68,727	1.739	$71,972	1.812	$73,951	1.959	$79,951	2.023	$82,583
34	1.722	$70,278	1.779	$72,605	1.855	$75,706	2.007	$81,910	2.073	$84,603

MINFORD SCHOOLS
SUPPLEMENTAL SALARY SCHEDULES
AUGUST 1, 2023 – July 31, 2024

LEVEL DESCRIPTION	BASE AMOUNT	INCREMENT
LEVEL 1		
Varsity Basketball Coach	$ 6,733	$ 100
Varsity Football Coach	$ 6,733	$ 100
LEVEL 2		
Athletic Director/Teacher * *Each Qtr. (Fall, Winter, Spring)	$ 3,368	$ 75
Varsity Baseball Coach	$ 3,368	$ 75
Varsity Ass't Basketball	$ 3,368	$ 75
Varsity Cheerleader Advisor	$ 3,368	$ 75
Choral Director HS/Jr High	$ 3,368	$ 75
Varsity Ass't Football (3)	$ 3,368	$ 75
Varsity Soccer Coach	$ 3,368	$ 75
Varsity Softball Coach	$ 3,368	$ 75
Varsity Tennis Coach	$ 3,368	$ 75
Varsity Track Coach	$ 3,368	$ 75
Varsity Volleyball Coach	$ 3,368	$ 75
Varsity Golf Coach	$ 3,368	$ 75
Boys JV Basketball Coach	$ 3,368	$ 75
Girls JV Basketball Coach	$ 3,368	$ 75
LEVEL 3		
Varsity Ass't Baseball	$ 2,401	$ 50
Musical Director	$ 2,401	$ 50
Varsity Ass't Soccer	$ 2,401	$ 50
Varsity Ass't Softball	$ 2,401	$ 50
Varsity Ass't Volleyball	$ 2,401	$ 50
Varsity Ass't Track	$ 2,401	$ 50
Sub Teacher Contact	$ 2,401	$ 50
Varsity Cross Country	$ 2,401	$ 50
LEVEL 4		
7th Grade Basketball Coach	$ 2,052	$ 50

8th Grade Basketball Coach	$ 2,052	$ 50
7th Grade Football Coach	$ 2,052	$ 50
8th Grade Football Coach	$ 2,052	$ 50
7th Grade Volleyball Coach	$ 2,052	$ 50
8th Grade Volleyball Coach	$ 2,052	$ 50
Jr High Cheerleader Advisor	$ 2,052	$ 50
Jr High Boys Soccer Coach	$ 2,052	$ 50
Jr High Girls Soccer Coach	$ 2,052	$ 50
HS Yearbook Sponsor	$2,052	$50
LEVEL 5		
Quiz Bowl Advisor HS	$ 1,718	$ 50
Jr High Track Coach	$ 1,718	$ 50
Jr. High Ass't Football	$1,718	$50
LEVEL 6		
Jr Class Sponsor	$ 1,030	$ 50
Senior Class Sponsor	$ 1,030	$ 50
Honor Society Sponsor	$ 1,030	$ 50
MS Quiz Bowl Sponsor	$ 1,030	$ 50
OMUN Advisor/MS/HS	$ 1,030	$ 50
8th Grade Trip Organizer	$ 1,030	$ 50
Elementary Fall/Spring Program (Musical)	$ 1,030	$ 50
Elementary Fall/Spring Program (Art)	$ 1,030	$ 50
LEVEL 7		
MS Science Coordinator	$ 857	$ 50
HS Science Fair	$ 857	$ 50
LEVEL 8		
Art Club Sponsor	$ 526	$ 50
Language Club Sponsor	$ 526	$ 50
MS Spelling Bee	$ 526	$ 50
Science Bowl Coordinator	$ 526	$ 50
OTHERS		
Weight Program Advisor	$ 6,336	Annually
Band Director	$9,100	Annually

MINFORD SCHOOLS
SUPPLEMENTAL SALARY SCHEDULES
Effective August 1, 2024

POSITION	YEARS 1-5	YEARS 6-10	YEARS 11-15	YEARS 16-19	YEARS 20+
Varsity Boys Basketball Coach	$6,500	$7,000	$7,250	$7,500	$7,750
Varsity Girls Basketball Coach	$6,500	$7,000	$7,250	$7,500	$7,750
Varsity Football Coach	$6,500	$7,000	$7,250	$7,500	$7,750
Athletic Director (Paid for Each Season. (Fall, Winter, Spring)	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Baseball Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Softball Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Boys Soccer Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Girls Soccer Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Boys Tennis Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Girls Tennis Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Cheerleading Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Volleyball Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Boys Track Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Girls Track Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Golf Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Cross Country Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Football Asst Coach (3)	$3,000	$3,300	$3,450	$3,600	$3,800
Varsity Girls Asst Basketball Coach	$3,000	$3,300	$3,450	$3,600	$3,800
Varsity Boys Asst Basketball Coach	$3,000	$3,300	$3,450	$3,600	$3,800
JV Girls Basketball Coach	$3,000	$3,300	$3,450	$3,600	$3,800
JV Boys Basketball Coach	$3,000	$3,300	$3,450	$3,600	$3,800
Varsity Baseball Asst Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Softball Asst Coach	$2,300	$2,750	$3,000	$3,200	$3,400
JV Volleyball Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Girls Asst Soccer Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Boys Asst Soccer Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Boys Asst Track Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Girls Asst Track Coach	$2,300	$2,750	$3,000	$3,200	$3,400
8th Grade Boys Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
8th Grade Girls Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
7th Grade Boys Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900

7th Grade Girls Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
7th Grade Football Coach	$1,985	$2,300	$2,500	$2,700	$2,900
8th Grade Football Coach	$1,985	$2,300	$2,500	$2,700	$2,900
7th Grade Volleyball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
8th Grade Volleyball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Cheerleading Advisor	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Boys Soccer Coach	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Girls Soccer Coach	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Boys Track Coach	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Girls Track Coach	$1,985	$2,300	$2,500	$2,700	$2,900

For the 2024-2025 school year, the following supplemental positions will receive a $500 one-time bonus to help offset the difference in salary due to the transition of contract language and negotiated salary changes to supplemental contracts:

- Varsity Assistant Football Coach (two most senior only)
- Varsity Boys Basketball Coach
- JV Boys Basketball Coach

The following supplemental contracts shall receive a one-time annual stipend, paid at the end of the school year for successful completion of related duties:

SUPPLEMENTAL POSITION	ANNUAL STIPEND
Choral Director – Jr High & High School	$750
High School Yearbook Advisor	$1,500
High School Musical Director	$2,500
Sub Teacher Contract	$1,500
Junior Class Advisor (2)	$1,000
Senior Class Advisor (2)	$1,000
Honor Society Advisor	$1,000
High School Quiz Bowl Advisor	$2,000
Middle School Quiz Bowl Advisor	$1,500
OMUN Advisor (High School & Middle School Programs)	$1,750
8th Grade Trip Organizer	$1,500
Elementary Musical Director	$1,500
K-8 Art Show/Musical Art Designer	$1,200
K-12 Science Fair Coordinator	$500
Art Club Advisor	$600
Language Club Advisor	$250
Middle School Spelling Bee Coordinator	$250
Science Bowl Coordinator	$250
Band Director – Jr High & High School	$9,000
High School Boys Weights Program Advisor	$1,500
High School Girls Weights Program Advisor	$1,500
Jr High Boys Weights Program Advisor	$1,500
Jr High Girls Weights Program Advisor	$1,500

MINFORD SCHOOLS
SUPPLEMENTAL SALARY SCHEDULES
Effective August 1, 2025

POSITION	YEARS 1-5	YEARS 6-10	YEARS 11-15	YEARS 16-19	YEARS 20+
Varsity Boys Basketball Coach	$6,500	$7,000	$7,250	$7,500	$7,750
Varsity Girls Basketball Coach	$6,500	$7,000	$7,250	$7,500	$7,750
Varsity Football Coach	$6,500	$7,000	$7,250	$7,500	$7,750
Athletic Director (Paid for Each Season. (Fall, Winter, Spring)	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Baseball Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Softball Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Boys Soccer Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Girls Soccer Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Boys Tennis Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Girls Tennis Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Cheerleading Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Volleyball Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Boys Track Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Girls Track Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Golf Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Cross Country Coach	$3,250	$4,000	$4,350	$4,500	$4,700
Varsity Football Asst Coach (3)	$3,000	$3,300	$3,450	$3,600	$3,800
Varsity Girls Asst Basketball Coach	$3,000	$3,300	$3,450	$3,600	$3,800
Varsity Boys Asst Basketball Coach	$3,000	$3,300	$3,450	$3,600	$3,800
JV Girls Basketball Coach	$3,000	$3,300	$3,450	$3,600	$3,800
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Varsity Baseball Asst Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Softball Asst Coach	$2,300	$2,750	$3,000	$3,200	$3,400
JV Volleyball Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Girls Asst Soccer Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Boys Asst Soccer Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Boys Asst Track Coach	$2,300	$2,750	$3,000	$3,200	$3,400
Varsity Girls Asst Track Coach	$2,300	$2,750	$3,000	$3,200	$3,400
8th Grade Boys Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
8th Grade Girls Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900

7th Grade Boys Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
7th Grade Girls Bsktball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
7th Grade Football Coach	$1,985	$2,300	$2,500	$2,700	$2,900
8th Grade Football Coach	$1,985	$2,300	$2,500	$2,700	$2,900
7th Grade Volleyball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
8th Grade Volleyball Coach	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Cheerleading Advisor	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Boys Soccer Coach	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Girls Soccer Coach	$1,985	$2,300	$2,500	$2,700	$2,900
Jr High Boys Track Coach	$1,985	$2,300	$2,500	$2,700	$2,900
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Junior Class Advisor (2)	$1,000
Senior Class Advisor (2)	$1,000
Honor Society Advisor	$1,000
High School Quiz Bowl Advisor	$2,000
Middle School Quiz Bowl Advisor	$1,500
OMUN Advisor (High School & Middle School Programs)	$1,750
8th Grade Trip Organizer	$1,500
Elementary Musical Director	$1,500
K-8 Art Show/Musical Art Designer	$1,200
K-12 Science Fair Coordinator	$500
Art Club Advisor	$500
Language Club Advisor	$250
Middle School Spelling Bee Coordinator	$250
Science Bowl Coordinator	$250
Band Director – Jr High & High School	$9,000
High School Boys Weights Program Advisor	$1,500
High School Girls Weights Program Advisor	$1,500
Jr High Boys Weights Program Advisor	$1,500
Jr High Girls Weights Program Advisor	$1,500

APPENDIX D

MINFORD BOARD OF EDUCATION
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
EXPENSE REPORT

DAY & MONTH	ACTIVITY	MILEAGE	FARE*	MEALS	HOTEL*	OTHER (Detail)

TOTALS: _____

I hereby certify the above to be a true and accurate account of expenses incurred as indicated._____Miles @ _____¢ = $_____

Signed: _____
Committee Member

Date: _____

Signed: _____
Committee Chairman

Approved By: _____
Superintendent

Fare _____

Meals _____

Hotel _____

Other Expenses _____

TOTAL AMOUNT DUE $_____

*RECEIPTS MUST BE ATTACHED

Minford Local Schools

Home of the Mighty Minford Falcons

491 Bond Road
P.O. Box 204
Minford, OH 45653
Phone: (740) 820-3896
Fax: (740) 820-3334

Jeremy Litteral, Superintendent
jlitteral@minfordlocal.org

Tyler Cooper, Treasurer
tcooper@minfordlocal.org

Date: _____

Dear _____,

This letter is to inform you that your current employment contract is set to expire at the end of this school year. As you will see below, my plan is to recommend a new contract for board approval at our April board meeting. Below is the contract that is being recommended for you. If you see an issue, please contact me ASAP to get it resolved. Thanks for all you do, and I look forward to many more years with you as an employee.

Current Contract: _____

Contract Being Recommended: _____

Teachers: If you are feel you may be eligible to receive a Continuing Contract, please see the required deadline of April 1st in your negotiated agreement. If you have questions about the requirements for the continuing contract, please reach out to the ESC for assistance.

Sincerely,

Jeremy Litteral
Superintendent
Minford Local School District