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AGREEMENT

BETWEEN

BOARD OF EDUCATION OF THE CENTERVILLE SCHOOL DISTRICT

AND

CENTERVILLE CLASSROOM TEACHERS' ASSOCIATION

July 1, 2024

to

June 30, 2026

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AGREEMENT

THIS AGREEMENT is by and between the BOARD OF EDUCATION OF THE CENTERVILLE SCHOOL DISTRICT, hereinafter referred to as the "BOARD" and the CENTERVILLE CLASSROOM TEACHERS' ASSOCIATION, hereinafter referred to as the "ASSOCIATION."

ARTICLE ONE - RECOGNITION AND TEACHER REPRESENTATION

1.01 The BOARD recognizes the ASSOCIATION as the exclusive collective bargaining representative of the Teaching Staff employed by the BOARD in the bargaining unit set forth in Section 1.02.

1.02 As used in this AGREEMENT, the term "Teaching Staff" is defined as, and the bargaining unit covered by this AGREEMENT is defined as: all certificated/licensed personnel employed by the BOARD including learning disabled, developmentally disabled, speech and hearing tutors or other certificated/licensed Staff classified as regular tutors (as opposed to casual tutors) who perform their services within Centerville City School District buildings, but excluding the Superintendent, Associate Superintendent, Directors, Coordinators, Supervisors, Athletic Director, Assistant Athletic Director, School Attendance and Family Resource Teacher, Unit Principals, Principals and Assistant Principals, Psychologists and Intern Psychologists, Hourly Paid Certificated/Licensed Staff (except the learning disabled, developmentally disabled, speech and hearing tutors and other regular tutors referenced as being included), all others for whom certification/licensure in supervision, pupil personnel, or administration is required by the State of Ohio, and all certificated/licensed personnel employed by the BOARD who do not perform their duties with respect to pupils' attending schools operated and controlled by the BOARD (e.g., Miami Valley School, Incarnation School); also, excluded from the bargaining unit shall be all Substitute Teachers, Educational Aides, and all non certificated classified employees such as, but not limited to, custodians and maintenance employees, student nutrition employees, bus drivers, secretaries, and all other employees for whom teaching certification/licensure is not a requirement under Ohio law.

1.03 Recognition of the ASSOCIATION as the exclusive professional representative shall entitle the ASSOCIATION these exclusive privileges:

A. The privilege to post official ASSOCIATION bulletins on exiting faculty bulletin boards in faculty lounges or areas reserved for faculty use in school buildings.

B. The privilege to make announcements with regard to ASSOCIATION business at regular faculty meetings; provided, however, such

announcements should be made after the regular items on the agenda for such meetings are concluded.

C. The privilege to use BOARD owned copiers and/or reproduction machines in the various school buildings; provided, however, such machines shall not be operated by Teaching Staff Members at times which will interfere with their normal teaching duties.

D. The privilege of payroll deduction of ASSOCIATION dues and fees at no cost to the ASSOCIATION or individual Members in accordance with ARTICLE FIFTEEN, Section 15.03, of this AGREEMENT.

E. The privilege to use school building facilities for ASSOCIATION meetings; provided, however, the conditions for such use shall be set forth in the Use of Building policy of the BOARD in effect at the commencement of this AGREEMENT. In accordance with the Use of Building policy the ASSOCIATION shall be given priority one status.

F. The privilege to participate in a cooperative manner with the Administration in the new Teaching Staff Members' orientation program.

1.04 In accordance with and as limited by applicable law, the ASSOCIATION agrees to represent all Teaching Staff Members in the bargaining unit without regard to race, color, creed, sex, age, national origin, handicap, or Membership or non-Membership in the ASSOCIATION.

1.05 A representative of the ASSOCIATION will be permitted to provide input to the BOARD during public meetings of the BOARD on any subject on the BOARD agenda for such meeting. If the ASSOCIATION desires to have a matter placed on the agenda of any BOARD meeting held in public, the ASSOCIATION will notify the Superintendent at least six (6) days in advance of the BOARD meeting of its desire to do so, indicating the subject which it desires to discuss with the BOARD.

1.06 The Administration will make available to all Teaching Staff Members a directory listing the names, addresses, phone numbers and job assignments on record of all employees of the BOARD. The target date for the availability of this directory will be October 15th of each school year.

1.07 Bargaining between the ASSOCIATION and the BOARD shall be for all purposes as specified below:

A. At any time during the negotiations for a successor agreement, but not sooner than forty-five (45) days prior to the expiration of the Agreement, either party may request the services of the Federal Mediation and

Conciliation Service (FMCS) for the purpose of mediation to assist in resolving the remaining issues.

B. Provided the Agreement has expired, no successor Agreement has been ratified, and provided that mediation has been utilized, the Association may serve notice and carry out a strike in accordance with Ohio Revised Code 4117.

C. The parties agree that this procedure shall serve as their mutually agreed dispute resolution procedure and shall supersede the dispute resolution procedure found in Ohio Revised Code 4117.14.

1.08 The ASSOCIATION shall also be recognized as the representative of the Teaching Staff for the purposes of providing input to and communication with the BOARD and the Administration concerning BOARD policies and/or Administration procedures which are not contained in the negotiated AGREEMENT; provided however, except as set forth in paragraphs A, B and C below, nothing in this AGREEMENT shall restrict or preclude the BOARD and/or the Administration from changing or adopting any policy or procedure or teaching condition at any time except that such action by the BOARD and/or the Administration shall not affect in any way the terms of this AGREEMENT.

A. The representatives of the BOARD and the representatives of the ASSOCIATION shall meet periodically at the request of either party at mutually convenient times to discuss matters of mutual concerns which may include matters involving clarification of BOARD policies and Administrative rules and regulations and contemplated amendments, deletions, modifications, or other changes in BOARD policies or Administrative rules and regulations which affect and/or involve Teaching Staff Members. The purpose of such meeting shall be to provide a vehicle of communication between the BOARD, the Administration, and the ASSOCIATION.

B. In the event either the BOARD or the ASSOCIATION desires such a meeting, notice of such must be served by the party requesting such a meeting at least seven (7) days before the date of the meeting, indicating the subject matter which will be presented for discussion during the meeting.

C. Matters which may be properly processed under the Grievance Procedure set forth in this AGREEMENT will not be considered proper subjects to be raised under this procedure.

D. In the event any amendments, deletions, modifications or other changes in any existing BOARD policy of administrative rule, regulation or policy which affects Teaching Staff Members is under consideration, before such

amendment, deletion, modification or other change is made, the BOARD and/or the Administration, whichever is applicable, will notify the ASSOCIATION, in writing, of such contemplated amendments, deletions, modifications, or other changes and, thereafter, review and discuss such contemplated amendments, deletions, modifications or other changes with the representatives of the ASSOCIATION as provided in Section 1.08B. Such review and discussion shall take place before such amendments, deletions, modifications or other changes are adopted. While it is desirable to obtain the agreement of the ASSOCIATION to such amendments, deletions, modifications or other changes before they are adopted, it is recognized to be the prerogative of the BOARD and/or the Administration, whichever is applicable, to make such amendments, deletions, modifications or other changes; provided, however, such amendments, deletions, modifications or other changes will not change the provisions of this AGREEMENT. If such agreement cannot be secured, the decision of the BOARD and/or the administration, whichever is applicable, with respect to the amendments, deletions, modifications or other changes made shall be final.

E. Discussion and Resolution Committee

A committee shall be established as an aid to communications between the parties to this AGREEMENT. The Membership of this committee shall be the Superintendent (or designee) and a maximum of nine (9) other persons appointed by the Superintendent, and the President of the CCTA (or designee) and a maximum of nine (9) additional persons selected by the CCTA. Resource persons may be invited to meetings for the purpose of giving necessary information.

The Committee shall meet regularly, once each month, except that meetings may be added or canceled by mutual agreement of the Superintendent and the President of CCTA. Prioritized agenda items will be mutually developed by the Superintendent and the CCTA President. The party submitting an agenda item should provide a brief focus statement for the item. The parties are committed to utilize Interest Based principles for problem solving. Each January the Committee will decide upon common training issues. This training will occur before the start of the school year.

The Committee shall attempt to resolve any problems, general or specific, which may have system-wide implications and which are brought before the Committee by either the Superintendent or the President of the CCTA. The Committee will encourage problem solving at the lowest possible level.

If state or federal legislative action impacts wages and/or working conditions, the parties will bargain about such issues. If agreement cannot be reached, unresolved issues will be subject to the dispute resolution

provisions of this agreement.

F. Joint Administration/Association Groups

(1) Inclusion and Special Needs Group

A joint Administration/Association inclusion and special needs group will be charged with assessing and revising as needed, the plan for implementing services for students with special needs into the Centerville City Schools. These revisions will then be reviewed by the Discussion and Resolution Committee. The inclusion and special needs group will meet in March, June and October of each year.

(2) Integrated Arts Group

A joint Administration/Association integrated arts group will meet at least three (3) times a year to collaboratively discuss scheduling and other issues of concerns. At least one of these meetings will coincide with the elementary parent-teacher conference day(s).

1.09 The BOARD recognizes that the ASSOCIATION performs a valuable service for the certificated/licensed Staff in the Unit defined in Section 1.02 The BOARD, therefore, encourages all Teaching Staff Members to become Members of the ASSOCIATION and active participants in the activities of the ASSOCIATION.

1.10 The ASSOCIATION as determined by the President of the ASSOCIATION shall be granted a maximum of twelve (12) professional days through ARTICLE TWO each school year for the purpose of attending professional meetings, such as, the National, Ohio and Western Ohio Education Association meetings that cannot be attended after school hours.

1.11 The President of the ASSOCIATION shall be granted the following in order to perform Association business:

A. The Board shall release the President of the ASSOCIATION one half day per week at no cost to the ASSOCIATION.

B. The President of the ASSOCIATION will not be assigned any non-instructional duties.

C. The President of the ASSOCIATION shall be granted a maximum of five (5) additional association days annually. The President shall notify the Superintendent by filing a professional leave form.

1.12 Fair Share Fee

THE PROVISIONS OF SECTION 1.12 SHALL BE SUSPENDED DURING THE TERM OF THE CONTRACT, PURSUANT TO AFSCME V. JANUS, 138 S. Ct. 2448 (2018).

A. The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Association, a fair share fee for the Association's representation of such non-members during the terms of this AGREEMENT. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.

Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 or each year during the term of this AGREEMENT for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

B. Payroll deduction of such annual fair share fee shall commence on the first pay date which occurs on or after January 15th annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of: Sixty (60) days' employment in a bargaining unit position; or January 15th.

C. The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction. The deduction of said amount shall commence on the first pay date occurring on or after forty-five (45) days from the termination of membership.

D. The Board further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for who all such fair share fee deductions were made, the period covered, and the amount deducted for each.

E. The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(c) of the Revised Code, and that a procedure for

challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association, and that such procedure and notice shall be in compliance with all applicable State and federal laws and the Constitution of the United States and the State of Ohio.

F. Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

G. The Association shall indemnify and save the Board harmless against claims that may arise out of or by reason of actions taken or not by the Board or Association as a result of either party's efforts to comply with the fair share fee provision and procedures established above. The only exception to this hold harmless provision is that the Association shall not indemnify and save the Board harmless from such a claim if it is established via this Negotiated Agreement's grievance procedure that the Board or its agents acted in neglect or violation of the fair share fee provision and procedures established above.

ARTICLE TWO - PROFESSIONAL MEETINGS AND COMMITTEES

2.01 The BOARD recognizes that professional meetings are important to the growth of all Teaching Staff Members in terms of development of new skills, and the ultimate beneficiaries are the students in the classroom. Therefore, the following procedure shall be followed:

A. The District's Staff Development Committee is charged with the responsibility of providing professional development opportunities and experiences throughout the school year, particularly through Summer Institute. In addition, each building will receive a budget allocation on an annual basis to provide opportunities for teachers, individually or by team, to pursue professional development specific to their needs.

B. All Teaching Staff Member requests to attend professional meetings during the school day/school year should be submitted to their building principal at least three weeks prior to the professional development event. Principals may allocate up to $200 to defray the cost of the professional development experience, exclusive of the cost for substitute coverage. All requests shall include information about the purpose of the meeting, location, travel cost, registration fees, cost estimates for lodging, food, parking, etc.

2.02 Committees

A. Staff Development Committee

Prior to implementation of newly adopted curriculum and/or technology that involves major change, the district will provide release time and/or paid time for Staff development.

A district Staff development committee is in place to plan Staff development. The committee shall consist of five (5) teacher representatives selected by CCTA, one from the primary K-1, elementary, middle school, and high school, and an at large, co-chair designated by the President of CCTA, and four (4) administrators selected by the Superintendent, one of which will be designated co-chair by the Superintendent. Teaching Staff Members attending scheduled meetings will be paid an annual supplemental salary stipend of One Thousand Five Hundred Dollars ($1,500.00), and the teacher co-chair will be paid an annual stipend of Two Thousand Dollars ($2,000.00). A staff member may be excused from one committee meeting. A staff member missing a second meeting shall be penalized $200. A staff member missing three or more meetings may suffer an additional financial penalty, at the discretion of the CCTA President and Director of Human Resources, and shall be ineligible for future placement on the committee.

The committee will plan in-service programs on relevant topics to be offered during the school year on Saturday and after school and during the summer recess.

The following in-service obligation will be in effect:

Grades PreK - 5 teachers - 3.5 hours
Grades 6 - 8 teachers - 3.5 hours
Grades 9 - 12 teachers - 3.5 hours

In-service obligations may be fulfilled by attending staff development committee approved professional development opportunities. These professional development opportunities may start the first full week after the conclusion of the previous school year. In-service obligations may also include alternative teacher-driven paths, inside or outside of the school district, as approved by the Staff Development Committee.

If available, university credit will be offered for in-service workshops to be applied toward Professional Growth. If taken for university credit, a workshop may not be used to meet any part of the in-service obligation.

Staff will not report to school on one scheduled inservice day in exchange for other time worked performing data analysis and meetings/conferences held outside contractual hours. See Appendix J.

B. Mentor Teacher Program

The Mentor Committee is a joint, permanent district-wide mentoring committee created by the BOARD and the ASSOCIATION. The committee shall consist of six (6) teacher representatives selected by the CCTA, one (1) from each level: primary, elementary, middle, high school and two (2) at-large. One shall be designated Co-Chair by the President of CCTA. There will be three (3) administrative members selected by the superintendent or his designee, one of which will serve as the Co-Chair. Teaching staff members will be paid an annual supplemental salary stipend of $1500 and the teacher co-chair will be paid an annual supplemental salary stipend of $2000. The Mentor Committee is charged with the responsibility of providing a multi-year induction program for teachers new to Centerville City Schools. This practice has been adopted to help enable all educators of the Centerville City Schools (CCS) to meet the requirements of the Ohio Resident Educator Program and Centerville City Schools, the goals include passing the Resident Educator Summative Assessment and obtaining professional licensure. Refer to Appendix E for the function and responsibilities of the mentor committee, the responsibilities of each mentor and the resident educator.

C. District Evaluation Committee

A District Evaluation Committee is in place and has developed a Teacher Evaluation Program for the District.

The Committee shall consist of a minimum of three (3) Teaching Staff Member representatives selected by CCTA (from elementary, middle and high schools) and a minimum of three (3) administrators selected by the Superintendent. The Committee shall be co-chaired by the Director of
Human Resources and a representative designated by the President of CCTA. The Committee will continue to monitor any changes, additions or deletions in Article 27 and Appendix K.

D. The Centerville City Schools Local Professional Development Committee recommends the granting of licenses for all certified/licensed personnel. This committee operates under the ByLaws approved by CCTA President and Centerville City Schools Superintendent.

The CPDC defines professional development as an ongoing process of job embedded experiences, course work and equivalent activities which contributes to or enhances an educator's professional growth. An

educator's Individual Professional Development Plan (IPDP) shall be based on student, individual, building, and district needs and shall be relevant to instruction and/or operation.

The CPDC exists pursuant to Ohio Rev. Code §3319.22. The Membership of the CPDC shall be composed of teachers who are part of the bargaining unit, and district administrators.

The CPDC will consist of eight (8) Members:

(1) Five (5) teachers. Teacher Members shall be chosen by the CCTA according to CCTA adopted election procedures. One teacher will serve as a co-chair and one as recording secretary. All elections will be held no later than May of the year in which a teacher representative's term expires. Teacher representatives shall be: two pre-K five teachers, one Middle School teacher, one High School teacher, and one teacher elected at large to serve as the recording secretary.

(2) Three (3) administrators appointed by the Superintendent. One of the appointees will be the Director of Human Resources, who will act as Co-Chair.

Salary for Teacher Members is $1500 per year and for the recording secretary is $2000 per year.

ARTICLE THREE - PROFESSIONAL PERSONNEL RECORDS

3.01 The State Department of Education requires that certain personnel records be kept up to date and on file for reference at all times. The BOARD agrees that such records shall be maintained on a current basis. These personnel records may include:

A. Application for employment, including references.

B. Copy of latest contract, properly signed.

C. Copy of latest salary notice.

D. Ohio teaching certificate/license.

E. Personal and professional data form.

F. Transcript of college credits showing the official record of the degree granted, original or certified copy.

G. Record of military service.

H. Teacher evaluations.

I. Other documentation is properly placed in the file.

3.02 Teaching Staff Members shall be informed of any complaint by a parent, student, citizen, and/or administrator which is directed toward them if such may become a matter of record. "A matter of record" shall be defined as a written complaint, letter of reprimand, or any document, to be included in the Teaching Staff Member's personnel file, with the exception of the final appraisal form.

3.03 A. Teaching Staff Member shall be notified of the intent of the Administration to place in his/her personnel file (including personnel files maintained by any Building Principal) any material concerning the conduct, performance, character or personality of the Teaching Staff Member, and shall be provided the opportunity to read any such material prior to its being placed in such personnel file. Such opportunity shall be provided at least ten (10) days before such material is placed in the personnel file. The Teaching Staff Member shall acknowledge that he/she has received the material by affixing his signature and the date received to the copy to be filed. If the Teaching Staff Member refuses to sign, such refusal shall be noted on the material and it may be filed. Signature of a Teaching Staff Member shall not indicate agreement with the content of the material, but indicates only that the material has been inspected by the Teaching Staff Member. In the event the material cannot be given to the Teaching Staff Member in person the material may be mailed via certified mail, return receipt requested. The Teaching Staff Member shall also have the opportunity to reply to such critical material in a written statement to be entered in the personnel file. Such reply must be presented to the Building Principal within ten (10) days after the material is received by the Teaching Staff Member, and the Building Principal shall affix his/her signature and the date received thereto, acknowledging that he/she has received the reply. Such signature shall not indicate agreement by the Principal with the content of the reply.

B. Any Teaching Staff Member has the right to appeal the administrator's decision to the Superintendent, or his/her designee for a review of the matter. Such appeal and subsequent review must be held before the information becomes a matter of record and is placed in the file.

3.04 Any complaints directed toward a Teaching Staff Member by a parent, student or resident of the school district must be submitted in writing to the building principal, if the written complaint is to become a matter of record. The Principal shall give a copy to the teacher. The following procedure shall then be followed in

the interest of resolving such complaints:

A. If requested by the Teaching Staff Member, a meeting between the complainant, complainant's parent(s) if the complainant is a student, appropriate administrator, and Teaching Staff Member will be held within ten (10) school days after the request.

B. If the complaint is unresolved at such a meeting, the Teaching Staff Member may request a meeting with the complainant(s) at the next appropriate administrative level. Such a meeting shall be held within ten (10) school days of meeting outlined in step A above.

C. In the event the complainant(s) refuse to attend any meetings/hearings held concerning the complaint, such complaint shall be considered withdrawn and will not be made a matter of record.

D. All parties may have representatives of their choice present at all levels of this procedure.

3.05 A copy of any commendation directed toward a Teaching Staff Member shall be provided to the Teaching Staff Member. If the Teaching Staff Member does not want the commendation placed in his/her personnel file, the appropriate administrator should be notified within ten (10) days.

3.06 Anonymous letter(s) or material shall not be placed in Teaching Staff Member's file, nor shall they be made a matter of record.

3.07 A Teaching Staff Member shall be entitled to a copy, at his/her expense, of any material in the file, except for material originally supplied to the Administration prior to the employment.

3.08 A Teaching Staff Member, who may be accompanied by a personal representative, may periodically review his/her personnel files (including personnel files maintained by the Building Principals). Representative(s) of the Administration shall be present during such review.

3.09 Documentation placed in a Teaching Staff Member's personnel file (including any personnel file maintained by a Building Principal) without following the provisions of this ARTICLE shall not be used against a Teaching Staff Member for any purpose. Any material of a complimentary or critical nature which affects a Teaching Staff Member's evaluation, nonrenewal or dismissal shall become the subject of documentation in accordance with the provisions of this ARTICLE.

3.10 Items which are part of the official personnel file of a Teaching Staff Member, as defined in Section 3.01 above, and copies of such items which are maintained by Administrators in files outside the offices of the Personnel Department, are

considered the property of the Centerville City School System and are not considered the personal property of the Administrator and may not be taken or retained by any Administrator for any reason should such Administrator leave the employ of the Centerville City School System.

3.11 Subject to the Public Records Act of Ohio, ORC 149.43, the personnel file referred to in this ARTICLE shall be confidential. The Superintendent or designee will notify a Professional Staff Member of any request from the public to view or copy his/her personnel file under the Public Records Act of Ohio.

ARTICLE FOUR - BUILDING PROCEDURE

4.01 The Administration can adopt Rules, Regulations and Procedures provided however, such Rules, Regulations and Procedures shall not be contrary to any specific provision of this AGREEMENT or effect any changes in any provision of this AGREEMENT.

4.02 Each Building Principal will provide each Teaching Staff Member assigned to the building with that school's written Rules, Regulations and/or Procedures during the first (1st) week of the school year.

4.03 If the Administration determines to adopt any new Rules, Regulations, and/or Procedures, or to change existing Rules, Regulations, and/or Procedures, such new or changed Rules, Regulations, and/or Procedures shall, prior to the time they become effective, be provided in writing to each Teaching Staff Member assigned to the building.

ARTICLE FIVE - FACULTY INVOLVEMENT

5.01 Faculty meetings are meetings which involve Teaching Staff Members assigned to a building.

5.02 The Principal may schedule and require attendance at two (2) regular faculty meetings per month. Additional faculty meetings may be scheduled by the Principal as dictated by extraordinary conditions, and attendance at such meetings may be required. Faculty meetings will be planned so that the anticipated duration of a faculty meeting is not more than forty-five (45) minutes. Pre-K-1 meetings will start no later than 2:50 P.M, Elementary (2-5) meetings will start no later than 2:40 P.M, Middle school meetings will start at 8:15 A.M, and High School meetings will start no later than 3:10 P.M.

Curriculum Meetings

5.03 Curriculum meetings will be scheduled by the Director of Curriculum, or

designee, and will be held during the teacher work day with release time for the Teaching Staff Members involved in such meetings arranged by the Director of Curriculum, or designee.

Team and Department Meetings

5.04 Team or department meetings are meetings which involve all Teaching Staff Members assigned to a particular team or department, as the case may be, within a building.

5.05 Team or department meetings will be scheduled and planned by the Team Leader/Department Head in collaboration with a Principal so that the anticipated length of such meetings does not extend more than forty-five (45) minutes. In the event any meeting extends beyond this forty-five (45) minute target duration, Teaching Staff Members should not leave prior to the end of the meeting unless advance permission to do so has been given by the Building Principal. The reasons for scheduling such meetings should be for the purpose of improving the educational program of the Centerville City Schools. All meetings should be organized and conducted by all participants in such a way so that this purpose is most effectively and expeditiously accomplished. Members of the team/department shall expect to meet monthly or as determined by the team leader/department head in collaboration with a Principal.

Instructional Improvement Committee

5.06 Within each school building, there may be an Instructional Improvement Committee or its equivalent. The size of any Committee will be decided by the Teaching Staff Members and the Building Principal no later than September 30th of each school year. The Membership of any Committee will be selected by all of the Teaching Staff Members in the building, utilizing a procedure mutually acceptable to the Principal of the building and the Teaching Staff Members in the building. An effort will be made to assure that all instructional disciplines at the High School and all teams at the Middle and Elementary Schools are represented on a Committee. The first meeting of the Committee should be scheduled by mid-October.

5.07 The Instructional Improvement Committee or its equivalent will annually determine the committees needed in each building. All participation on building committees is voluntary.

5.08 The function of the Instructional Improvement Committee or its equivalent will be to provide a vehicle for communication between the Teaching Staff Members and the Administration of the building, concerning matters relevant to the building and/or team which are not the subject for a grievance. All action taken by the Committee (with the exception of Article 5.07) is advisory in nature only;

however, if a Principal does not accept the recommendation of the Committee, his/her rationale for doing so shall be given to the Committee in writing. Members of the Instructional Improvement Committee or its equivalent shall expect to meet monthly or less as determined by the Committee.

5.09 Matters which are properly the subject of a grievance shall not be handled with the Teaching Staff Instructional Improvement Committee or its equivalent, and shall be processed as grievances.

5.10 In the event sufficient volunteers to serve on the Instructional Improvement Committee or its equivalent are not secured, the Principal shall have the right to designate individuals to serve on the Committee; however, an effort will be made not to overload any individual with such Committee activities.

5.11 The meetings covered in the ARTICLE shall not normally be scheduled or held on the third (3rd) Thursday of each month, the week of open house, the week of curriculum night, the week of end of quarter progress reports, and the week or parent teacher conferences.

5.12 Teaching Staff Members are expected to be regular and punctual in their attendance at meetings and to participate in all meetings listed in Article 5. Teaching Staff members shall not expect to be excused from attendance. Participation is expected in such meetings. A teacher may be excused from a particular meeting for reasons satisfactory to the Building Principal; however it is not to be expected. A failure to attend and to participate in required attendance at school meetings may be a matter of record.

5.13 Meetings involving state-mandated testing, District informational meetings, high school department head meetings, middle school family meetings, LEP, 504, IAT, evaluation team meetings, student staffing, and like meetings are not to be considered part of Article Five.

ARTICLE SIX - SCHOOL OPEN HOUSE/PARENT ORIENTATION MEETING

6.01 The Building Principal at each school may schedule one fall school open house or the fall meeting which is its equivalent per year. A Teaching Staff Member should not expect to be excused from such scheduled open house. Absence from a scheduled open house may, as determined by the Building Principal, be made a matter of record, which will be placed in the Teaching Staff Member's personnel file. Participation in such open house may include, but shall not be limited to, meeting with parents and guardians of students and conducting programs as directed by the Building Principal.

6.02 The BOARD and the Superintendent and the ASSOCIATION recognize the need for parent/teacher communication activities during the school year. Voluntary participation in such school sponsored functions is encouraged.

6.03 Parent Notification Procedure

A. Teaching Staff Members will provide the building principal with a parent conference schedule, including names and conference times, no later than the day prior to the conference.

B. In case of a Teaching Staff Member's absence, the teacher will notify the building principal and the building principal will be responsible for notifying parents of the conference cancellations.

C. The Teaching Staff Member and the principal will determine if it is practical to make up the conference. If requested by the Teaching Staff Member, a substitute will be scheduled to provide the necessary release time.

ARTICLE SEVEN - SCHOOL CLOSING FOR INCLEMENT WEATHER

7.01 In case of hazardous road conditions or severe, inclement weather, as determined by the Superintendent, either the starting of classes may be delayed, or school closed for the day, in either event as determined by the Superintendent.

7.02 In the event of a school closing because of inclement weather or hazardous road conditions, Teaching Staff Members will not be required to report for duty unless instructed to do so either individually or as part of a media announcement. It is the responsibility of each Teaching Staff Member to listen for media announcements regarding school closings for the purpose of ascertaining whether Teaching Staff Members are required to report for duty.

7.03 The first five (5) calamity days will be waived without being made up and subsequent calamity days will be made up by scheduling and committing the use of five (5) contingency days adopted by the Board of Education and posted on the official school calendar. Delayed starts or two (2) hour delays will not be made up.

ARTICLE EIGHT - SELECTION OF TEACHING STAFF MEMBERS FOR UNIT/DEPARTMENT TEACHING SITUATIONS

8.01 The parties agree that it is desirable for Teaching Staff Members in a Unit or Department where a vacancy exists, as defined in ARTICLE NINETEEN, Section 19.01 or in situations when a long term substitute teacher will be employed for over twenty (20) consecutive school days to be afforded an opportunity to provide input to the Building Principal and the Director of Human Resources in the screening of applicants for such vacancy.

8.02 It is recognized to be the province of the BOARD to determine whether any

applicant shall be employed. It is also recognized that it is the province of the Superintendent to make recommendations to the BOARD in this regard. Teaching Staff Members in an affected Unit or Department shall be guaranteed the right to participate in the selection of Teaching Staff Members for such Units or Departments in accordance with the Policy of the BOARD regarding the Recruitment and Selection of Teachers. In lieu of the availability of such Teaching Staff Members in a unit or department, the ASSOCIATION President, past President or Vice-President shall be notified.

8.03 In the event the BOARD desires to change the Policy of the BOARD regarding the Recruitment and Selection of Teachers during the term of this AGREEMENT, the provisions of ARTICLE ONE, Section 1.08D shall be applicable.

ARTICLE NINE - SICK LEAVE

9.01 Definitions

A. Immediate Family The "Immediate Family" includes the father, mother, current spouse, child, brother, sister, grandparents, grandchildren, stepparent, stepchild, and in-laws bearing any of these relationships, and any other person who is a permanent resident of the household of the Teaching Staff Member.

B. Other Relative "Other Relatives" include uncle, aunt, cousin, niece, nephew, and in-laws bearing any of these relationships.

C. Regular Earnings The per diem compensation received by a Teaching Staff Member, excluding supplemental and extended time compensation, while working on the regular school day assignment.

9.02 Sick Leave

A. A regular Teaching Staff Member is entitled to an accumulation of one and one-quarter (1 1/4) days of sick leave with pay for each calendar month of the year employed, whether or not school is in session. This will be a total of fifteen (15) days per year.

B. Each new regular Teaching Staff Member of the Centerville City School District shall be credited with five (5) days which may be used as sick leave at the beginning of the school year. After four (4) months of continuous employment, an additional one and one-quarter (1 1/4) days will be credited to accumulative sick leave for each completed month of employment.

C. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to an unlimited maximum total accumulation.

1. No Teaching Staff Member shall forfeit accumulated sick leave days during approved leaves of absence. Sick leave accumulation prior to a leave of absence shall be credited upon return.

2. No Teaching Staff Member will be granted additional sick leave during a leave of absence.

3. Upon request a Teaching Staff Member leaving the employment of the Centerville City School District will be furnished with an accumulated sick leave letter.

4. A Teaching Staff Member who transfers from the service of any public agency in the State of Ohio to that of Centerville City School District shall be credited with the unused balance of his accumulated sick leave to the maximum days total accumulation allowed.

5. Part-time teachers shall be granted sick leave for the time actually worked, at the same rate as that granted full-time Teaching Staff Members.

D. Annual and accumulated sick leave days may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness or injury in the Teaching Staff Member's immediate family or death in the Teaching Staff Member's immediate family, or death of other relatives. (Also see Article 11.04 — Funeral Leave)

E. A form shall be provided by the Teaching Staff Member's immediate supervisor for the use of sick leave (See Appendix A.)

F. If schools are closed by action of the Superintendent during a sick leave period, the Teaching Staff Member shall not be charged with a sick leave day.

G. A Teaching Staff Member who has sick leave absences greater than his/her total accumulated sick leave, shall automatically be granted an advancement of sick leave, but shall not owe the School District more than five (5) days at any one time during the school year. If the Teaching Staff Member should subsequently resign, be placed on a leave of absence or become deceased before the advancement of used sick leave has been earned, such unearned leave days shall be deducted from the adjusted final pay or claim shall be made to the estate of the deceased Teaching Staff Member.

H. In the event the sick leave absence is for over twenty (20) but less than

sixty (60) consecutive school days, three (3) days' notice of intent to return must be given. In the event the sick leave absence is for over sixty (60) consecutive school days, at least one (1) weeks' notice of intent to return must be given; provided, however, if the Teaching Staff Member intends to return at the commencement of a school calendar year, notice of such intent must be given no later than August 1 preceding the date of return.

I. A Teaching Staff Member returning to active working status following any absence from work due to sick leave shall be:

1. Returned to the position held prior to the absence if the absence is for not more than sixty (60) consecutive school days.

2. Returned to a position with status comparable (excluding supplemental contract status) to that held before the absence if the absence was for more than sixty (60) consecutive school days; provided, however, that if organizational problems require it, the Teaching Staff Member may be assigned to any other position for which he or she is qualified.

9.03 Sick Leave Bank

A. Effective with the 1992-1993 school year, a Sick Leave Bank shall exists as follows:

The purpose of the Sick Leave Bank is to provide paid days for serious personal illness or family illness to contributors to the Bank who have exhausted their accumulated sick days and who are experiencing prolonged personal or family illness. Allotments will be limited to participating employees for use only in cases of illness, injury or nonelective surgery occurring under unusual, severe or emergency conditions as determined by the Sick Leave Bank Committee (SBC).

Members may enroll in the Sick Leave Bank annually during the month of November of each school year.

Upon enrollment, a Member shall contribute one (1) of his/her accumulated sick days to the Sick Leave Bank. Days contributed to the Sick Leave Bank are non-returnable.

Enrollment in the Sick Leave Bank shall be continuous from year to year until a Member withdraws. Withdrawals are accepted only during the enrollment period and only upon written notice by the Member to the SBC of his/her intent to withdraw.

1. Sick Leave Bank Committee shall be composed as follows:

a. The Superintendent or his designee.

b. Three Members appointed by the CCTA President.

The SBC shall review and approve or deny all applications to the Sick Leave Bank. The SBC shall also determine the necessity for additional contributions to the Bank and shall notify Bank Members of the need for said contributions.

The SBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer. Decisions of the SBC are final. The SBC shall review the operation of the Sick Leave Bank annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the ASSOCIATION and the BOARD.

2. General Procedures

a. An application for an allotment from the Sick Leave Bank will be accepted only from those individuals who have contributed to the Bank.

b. Allotments will be limited to use from personal illness and serious illness in the immediate family. A doctor's statement is required with the application in order for the request to be considered.

c. An application will be considered only after a Member has used all of his/her accumulated personal leave and sick days and available sick day advances.

d. Each illness will be treated as a separate application, as determined by the SBC.

e. Days allotted from the Sick Leave Bank will be paid at 100% of the Member's daily rate of pay.

f. Once qualified to receive an allotment from the Bank, the maximum number of days a Member may receive from the Sick Leave Bank shall not exceed 187 days during his/her career with the district. The 187-day maximum applies to self, current spouse, child, and stepchild. No more than 45 of the 187 days shall apply to the following "Immediate Family" Members: father, mother, brother, sister, grandparents, grandchildren, step-parent, in-laws bearing any of these relationships, and any other person who is a permanent

resident of the household of the Teaching Staff Member.

g. Allotments from the Sick Leave Bank shall commence on the sixth consecutive day of absence for which a Member has no accumulated sick days and shall be renewed, upon request from the Member and approval of the SBC, each ten (10)- day-payroll period. The Committee, at its discretion, may extend the ten (10)-day-payroll period to thirty (30)-payrollperiod days.

h. The SBC may require a Member to apply for STRS disability as a condition of approval or for continuance of approval.

Allotments from the Sick Leave Bank will be made only for absences under a Member's normal teaching contract. Allotments will not be made for absences in programs such as summer school, extended services, or any other part-time or second position held by a Member with a full-time contract.

Days may not be received from the Bank for absences due to childbirth (natural or cesarean section). Utilization of the Sick Leave Bank for complications arising from pregnancy or childbirth may be authorized by the SBC.

i. Days may not be received from the Bank for absences due to disabilities which qualify the Member for Workers Compensation personal benefits, unless the Member has exhausted all such benefits and his/her own accumulated sick days.

j. Whenever the total number of available days in the Sick Leave Bank falls below thirty (30), the SBC will require the Sick Leave Bank enrollees to donate up to one (1) additional day of their accumulated sick days to the Sick Leave Bank.

ARTICLE TEN - DISABILITY ABSENCE

10.01 Disability Leave

A. A leave of absence without pay due to personal ill health or disability which prevents the Teaching Staff Member from performing normal teaching duties due to sickness, illness, accident, or personal maternity (includes the state of being pregnant, miscarriage, abortion, childbirth, and the recovery there from), or due to the ill health or disability of a Member of the Teaching Staff Member's direct family (parents, current spouse, or

child) shall be granted. An application for such leave must be filed with the Superintendent or designee, accompanied by a statement from the attending physician stating that the leave of absence is required, the nature of the disability from performing work, and the probable length of the disability. As permitted by Section 3319.141, Ohio Revised Code, the Teaching Staff Member may use his/her accrued and unused sick leave or unpaid disability leave, or any combination thereof.

B. Disability leave shall be granted for the length of time necessary to satisfy the period of disability, but in no event for more than two (2) school years (except as provided in O.R.C. 3307.44) in accordance with the application filed by the Teaching Staff Member and the statement of the attending physician. An earlier termination of the leave shall be granted provided two (2) weeks' notice is given to the Director of Human Resources. Any request for extension of leave for disability must be accompanied by a physician's statement as described in Section 10.01A above.

C. If granted a leave of absence for personal illness or disability based on a physician's statement, a medical release authorized by the attending physician shall be considered one of the conditions for returning to active duty.

10.02 Disability Retirement

In accordance with Ohio Revised Code 3307.44, a Teaching Staff Member who qualifies as a disability retirement under the State Teachers' Retirement System who was under contract at the time disability retirement was granted by the State Teachers' Retirement System who has not resigned is deemed to be on leave of absence during the first five (5) years while on disability retirement. If disability retirement is terminated by the State Teachers' Retirement Board within this five (5) year period, the Teaching Staff Member is entitled to be reinstated to active employment status by the first (1st) day of the next succeeding school year in his/her previous position and salary or to a position and salary similar thereto.

ARTICLE ELEVEN - TEACHING STAFF MEMBER ABSENCE

11.01 Attendance at Professional Conferences

Teaching Staff Members may attend professional conferences provided for in ARTICLE TWO of this AGREEMENT.

11.02 Visiting Days

A. A Teaching Staff Member, who submits a written request to do so,

may, with the approval of the Director of Human Resources be authorized to be absent from assigned teaching duties without loss of pay, for the purpose of visitation of other school buildings within the Centerville City School System.

B. A Teaching Staff Member, who submits a written request to do so, may, with the approval of the Director of Human Resources with the written approval (on a form provided by the Administration), in advance, of the Principal of the school involved, be authorized to be absent from assigned teaching duties without loss of pay, for the purpose of visitation of school buildings in other school districts, or for the purpose of visitation of school buildings operated by private schools.

C. If a substitute is needed, an effort shall be made by the Administration to secure a substitute for the Teaching Staff Members visiting other schools as provided in 11.02(A) and (B).

11.03 Personal Leave

A. Three (3) work days of personal leave with no loss of compensation are available to each Teaching Staff Member during each school calendar year. In the event that any of these days are not utilized during a school calendar year they will be credited to the Teaching Staff Member's sick leave balance.

B. A form shall be provided by the Teaching Staff Member's immediate supervisor for use of Personal Leave. (See Appendix B).

C. Personal leave shall not be taken on:

1. The first ten (10) days of the school year;

2. The last student day of the school year;

3. A day that school is closed for a professional inservice;

4. School days preceding or following a school holiday or vacation;

5. School days preceding or following a day that school is

closed for professional inservice (exclusive of parent/teacher conference days);

6. The Mondays and Fridays after April 30th.

Exceptions to 1-6 above include:

1. Extreme extenuating circumstances, as determined by the Director of Human Resources, such as child to/from college; child games, tournaments, performances; graduations requiring travel; weddings.

2. An emergency, defined as a very unusual and critical combination of circumstances which demand immediate action and cannot be preplanned.

D. The following procedure shall be used:

1. The personal leave form shall be completed and signed by the Teaching Staff Member at least five (5) work days prior to the leave and submitted to the Supervisor or Principal.

2. The Principal or Supervisor shall sign the form and forward it to the Human Resources Director. The Principal or Supervisor shall arrange for a substitute if appropriate.

3. The Director of Human Resources shall review these forms and notify the Teaching Staff Member and Supervisor or Principal immediately if some problem exists relative to 11.03C. If the Teaching Staff Member and supervisor are not contacted, approval can be assumed.

4. If the occasion should arise where five (5) work days' notice is not possible, approval may be granted by telephone with submission of the personal leave form as soon as is reasonable.

5. It is the responsibility of each Teaching Staff Member to record the number of personal leave days used each school year.

11.04 Funeral Leave

A maximum of two (2) days of funeral leave not chargeable to sick leave will be granted to Teaching Staff Members for making necessary arrangements, travel to and from, and attendance at the funeral of an immediate family member as defined in Article 9.01 A. For the funeral of

persons not defined as immediate family, Teaching Staff Members may utilize two (2) days of sick leave. A form shall be provided by the Teaching Staff Member's immediate supervisor for the use of sick leave. (See Appendix C) for funeral leave form.

11.05 Appearance in Court

A. Absence in response to subpoena or jury summons:

1. A Teaching Staff Member who is not party to a court case or administrative hearing who is subpoenaed to appear in a court or administrative hearing during normal teaching hours will be granted a leave of absence from normal teaching duties to permit compliance with the subpoena, provided the Teaching Staff Member meets the following:

a. Notifies the Building Principal of the building to which the Teaching Staff Member is assigned within two (2) days after receipt of a subpoena of its issuance.

b. Submits a statement signed by the Teaching Staff Member to the Treasurer stating:

(1) The date(s) and time in attendance at the proceeding.

(2) The actual amount of compensation which was received as a result of the appearance or, if no compensation was received, a statement so stating.

c. The amount of compensation, except that which is paid specifically for expenses incurred by reason of the summons, must be remitted by the Teaching Staff Member to the office of the Treasurer before the end of the pay period in which the absence occurred or the pay period in which such monies are received, whichever is the later. Adherence to this regulation will result in no loss of salary. If this regulation is not followed, the absence will be deemed non-paid leave absence, and any overpayment to the Teaching Staff Member may be withheld from the Teaching Staff Member's next paycheck.

B. Absence in response to jury duty demand:

1. Teaching Staff Member who is summoned for jury duty during

normal teaching hours will be granted a leave of absence from normal teaching duties to permit compliance with the summons, provided the Teaching Staff Member meets the following:

a. Notifies his/her Building Principal of such fact within two (2) days of receipt of the jury summons.

b. Submits a statement signed by the Teaching Staff Member to the Treasurer stating:

(1) The date(s) and time in attendance at the proceeding.

(2) The actual amount of compensation which was received as a result of the appearance or, if no compensation was received, a statement so stating.

c. The amount of any witness fee or other compensation, except that which is paid specifically for expenses incurred by reason of the subpoena, must be remitted by the Teaching Staff Member to the office of the Treasurer before the end of the pay period in which the absence occurred or the pay period in which such monies are received, whichever is the later. Adherence to this regulation will result in no loss of salary. If this regulation is not followed, the absence will be deemed non-paid leave of absence, and any overpayment to the Teaching Staff Member may be withheld from the Teaching Staff Member's next paycheck.

C. Absence in response to reporting of work-related incident:

1. A Teaching Staff Member who is the victim of a work-related threat or assault by a student or their guardian/family member, or as otherwise determined by the Superintendent or their Designee, will be granted a leave of absence, from normal teaching duties with pay for one day to report the threat or assault to law enforcement/court and for one day to appear in court for a protection order hearing resulting from that report, provided the Teaching staff Member meets the following:

a. Notifies the Building Principal of the building to which the Teaching Staff Member is assigned prior to the reporting or court appearance.

b. Submits a statement signed by the Teaching Staff Member to the Treasurer stating the date(s) and time and attendance for the reporting in any court proceeding.

c. In the event of an extraordinary circumstance relating to this form of leave, additional days may be granted at the discretion of the Superintendent or their designee.

D. Neither the BOARD nor its representatives and/or agents shall cause a Teaching Staff Member's name to be removed from any list to appear in court, nor interfere with that Teaching Staff Member's constitutional right to perform such duty.

11.06 Leaves of Absence General Provisions

A. The following general provisions shall be applicable to all leaves of absence, compensated or uncompensated, granted under this ARTICLE unless the specific language in the section of this ARTICLE relating to such leave of absence contains contrary provisions.

All Teaching Staff Members are encouraged to confer with the Director of Human Resources before submitting a written application for a leave for the purpose of reviewing the appropriate leave provisions.

1. With the exception of military leave, a Teaching Staff Member may neither request nor be granted a leave of absence from the Centerville City Schools if he/she will be otherwise employed or becomes employed during the time of such leave of absence, unless such employment is approved in advance of its acceptance by the Superintendent. Evidence of such concurrent employment shall be grounds for immediate termination of such leave.

2. Request for such leaves must be submitted in writing. Failure to meet the specified conditions for which a leave has been granted will be grounds for termination of the leave. A person returning from leave of absence without pay will be placed on the salary step held prior to the leave if the leave commences during a school year, unless otherwise stated in this AGREEMENT, or will be placed on the next salary step to the salary step held prior to the leave if the leave commences after completion of a year of teaching credit one hundred twenty (120) days but prior to the commencement of the next school year, unless otherwise stated in this AGREEMENT.

3. In the event the leave of a Teaching Staff Member is terminated, the Teaching Staff Member must return to active teaching status in the next opening in an available position for which the Teaching Staff Member is certificated/licensed. Such a Teaching Staff Member may be recalled to a position as a substitute teacher under a regular teaching contract if such a substitute position, may in the

opinion of the Superintendent, evolve into a regular teaching position for the remainder of the school year.

4. Teaching Staff Members shall have the right to return to active teaching status only at the expiration of the leave. No early termination of the leave shall be permitted without the specific approval of the Superintendent. All Teaching Staff Members returning from a leave of absence granted under this ARTICLE must either: (a) give written notice to the Director of Human Resources of their intent to return to work prior to the March 30th of the calendar year in which the leave expires, or (b) give written notice to the Director of Human Resources of their desire to return to work if any early return from the leave is desired, such notification to be served at least thirty (30) days prior to the date the Teaching Staff Member desires to return to active working status. Requests for an early return will be honored only in the event a position is or becomes available for which the Teaching Staff Member is certified and qualified. If no such position becomes available the return of the Teaching Staff Member will not take place prior to the scheduled end of the leave of absence. In the event such notice is not received, the Teaching Staff Member shall be deemed to have resigned.

5. Except as provided in Article 11.06 A.3 above, a Teaching Staff Member returning to active working status following any leave of absence shall be: (a) returned to the position held prior to the absence if the absence is for not more than sixty (60) consecutive school days, or (b) returned to a position with status comparable (excluding supplemental contract status) to that held before the absence if the absence was for more than sixty (60) consecutive school days; provided, however, if organizational problems require it, the Teaching Staff Member may be assigned to any other position for which he or she is qualified.

6. Unless otherwise stated in this ARTICLE, all leaves of absence shall be granted in either semester or school calendar year increments. In no event shall the total continuous period of time off due to any leave of absence or combination of leaves of absence, excluding sick leave, be for longer than two (2) full school calendar years, if the leave commences at the start of a school calendar year, or extends into the third school calendar year after the school calendar year in which the leave commenced, if the leave commences during a school calendar year.

7. Teaching Staff Members returning from leaves of absence pursuant to Sections 11.06, 11.08, 11.09, 11.10 and 11.13 shall be obligated

to remain in active teaching status for the amount of time equal to the length of their recently completed leave of absence before being again eligible to apply for any other leave of absence except a disability leave of absence.

11.07 Child Care Leave

A. A leave of absence without pay for the care of a child (natural born or adopted) will be granted to a Teaching Staff Member who has completed three (3) continuous and complete years of service in the Centerville City Schools and has been granted a contract for the fourth (4th) consecutive year and who requests the leave for postnatal care of a child up to the age of one (1) year. In the case of an adopted child, this age level shall be increased to the child's age at the time of adoption plus one (1) year or up to the age of six (6) years whichever is the lesser age.

B. Child care leave shall be granted in either semester or school calendar year increments only; provided, however, the initial granting of the leave may occur any time during a school calendar year, but in no event shall the total period of time off work due to child care leave, disability leave or sick leave combined permit the Teaching Staff Member to be off for more than one (1) full school calendar year after the school calendar year in which the child was delivered or adopted.

C. All Teaching Staff Members returning from a child care leave must either: (a) give written notice to the Director of Human Resources of their intent to return to work prior to the March 30th calendar year in which the leave expires or (b) give written notice to the Director of Human Resources of their desire to return to work if an early return from the leave is desired, such notification to be served at least thirty (30) days prior to the date the Teaching Staff Member desires to return to active working status. Request for an early return will be honored only in the event a position is or becomes available for which the Teaching Staff Member is certified and qualified. If no such position becomes available the return of the Teaching Staff Member will not take place prior to the scheduled end of the leave of absence. In the event such notice is not received, the Teaching Staff Member shall be deemed to have resigned.

11.08 Family Care Leave

A Teaching Staff Member who has completed three (3) years of full time employment with the Centerville City Schools and has been granted a contract for the fourth (4^{th}) year may be granted a leave of absence from full time employment to assume a vacant part-time position. Such leave will be granted for the care of a family member.

A Family Care Leave of Absence will be approved on an annual basis and will be for a maximum of two (2) years. Disputes over the granting of this leave shall be resolved by the Superintendent and his/her decision is final. This leave cannot be used to extend any other leave outlined in the Agreement.

Employment in a part-time position will be in accordance with that job description and at that rate of pay. Examples of such part-time positions are: Tutors, Proficiency Intervention teachers and Substitute teachers.

Return to full time employment upon the expiration of the Family Care Leave of Absence shall be in accordance with Article 11.05.

11.09 Military Leave

A. In accordance with the provisions of Section 3319.14, Revised Code of Ohio, military leave of absence will be granted to any eligible Teaching Staff Member who is drafted or recalled to active duty with any branch of the Armed Services of the United States.

B. A Teaching Staff Member returning from military service will be returned to a position comparable to that held before leave and given full credit on the salary schedule for such service in accordance with Section 3319.14 of the Ohio Revised Code.

C. Voluntary reenlistment immediately terminates military leave granted by the BOARD.

11.10 Leave of Absence for Study or Research

A. Eligibility

Any Teaching Staff Member who has completed three (3) complete years of service in the Centerville City Schools, and who has been granted a contract for the fourth (4th) year of service, may, at the sole discretion of the BOARD, be granted a leave of absence without pay for study or research for a full school calendar year.

B. Leave for professional study will be granted only in units of full school calendar years.

C. Application for Leave

All applications for study or research leave shall be submitted in writing by May 15th of the school year, prior to the beginning of such requested leave for approval to the Superintendent before being submitted to the

BOARD. The application for such leave shall outline the program of study or research to be pursued which in general shall include a full college load or its equivalent and shall show clearly how such study will contribute directly to improve classroom instruction or improved professional service.

D. Reinstatement

All Teaching Staff Members returning from a leave of absence for study or research must either: (a) give written notice to the Director of Human Resources of their intent to return to work prior to March 30th of the calendar year in which the leave expires or (b) give written notice to the Director of Human Resources of their desire to return to work if an early return from the leave is desired, such notification to be served at least thirty (30) days prior to the date the Teaching Staff Member desires to return to active working status. Requests for an early return will be honored only in the event a position is or becomes available for which the Teaching Staff Member is certified and qualified. If no such position becomes available the return of the Teaching Staff Member will not take place prior to the scheduled end of the leave of absence. In the event such notice is not received, the Teaching Staff Member shall be deemed to have resigned.

E. Credit on Salary Schedule

Upon the recommendation of the Superintendent, credit on the salary schedule may be granted for time spent in approved study and research.

11.11 Political Leave

A. A Teaching Staff Member has the right to become a candidate for public office and to serve in such elective office unless there is specific legal prohibition.

B. A leave of absence without pay in order to serve in one term of public office will be granted. Notwithstanding the provisions of Section 11.01, such leave of absence shall terminate with the commencement of the school calendar year immediately after the term of office of the public office; provided, however, the Teaching Staff Member must no later than March 30th before the commencement of the school calendar year he/she desires to return to teaching in the Centerville City Schools, notify the Director of Human Resources of his/her desire to return to teaching as a condition of being eligible to return to active employment. In the event such notice is not received the Teaching Staff Member shall be deemed to have resigned.

11.12 National and State Officers Leave

A. Upon request of the ASSOCIATION, a Teaching Staff Member who has completed three (3) years of full-time employment with the Centerville Board of Education, who is elected to a state or national office of an affiliated professional organization will be granted a leave of absence.

B. Such leave will be granted only in units of a full school calendar year and shall not exceed two (2) school calendar years.

11.13 Sabbatical Leave

A. A Teaching Staff Member who has completed five (5) years of full time employment with the Centerville Board of Education, at the discretion of the BOARD and the Superintendent may be entitled to the taking of a sabbatical leave of absence for a period not to exceed one (1) school year. Sabbatical leave shall be granted only in units of a full semester or a full school year.

B. All sabbatical leaves are to be granted for the purpose of permitting study by the certificated/licensed Teaching Staff Member which will benefit the pupils of the District.

C. All applications for sabbatical leave shall be submitted for approval through to the Superintendent prior to being submitted to the BOARD. The application must specify the nature and purpose of the leave of absence

and the plan for professional growth on the part of the Teaching Staff Member.

D. Not more than five percent (5%) of the total Teaching Staff Members of the School District may be on sabbatical leave at the same time. Leaves will not be granted unless a satisfactory substitute or replacement teacher is available.

E. Teaching Staff Members on a one year sabbatical leave shall receive as compensation the difference between the salary they would have received in continued regular service and the following:

Years of Experience	Computation Basis
5-10 years	BA 0 Step
11 years or more	BA 3rd Step

The selection and employment of the replacement shall be the exclusive prerogative of the BOARD.

F. Teaching Staff Members participating in the sabbatical leave program will submit a written report of their professional activities upon their return.

G. The compensation shall be paid to the certificated/licensed Teaching Staff Member on sabbatical leave in the same manner as if the Teaching Staff Member were teaching in the District.

H. In order that a satisfactory substitute may be employed, it is recommended that the application for sabbatical leave be filed in the office of the Director of Human Resources by February 10th of the school year prior to the school year in which the sabbatical leave is to be taken. Applications filed later than the regular March meeting of the BOARD may be denied consideration on that ground alone.

I. All contract year sabbatical leaves are to start with the fall semester.

J. The BOARD OF EDUCATION of the School District and the School District itself are not liable for the payment of any compensation or damages provided by law for the injury or death of any certificated/licensed Teaching Staff Member when the injury or death occurs while on sabbatical leave.

K. It shall be the responsibility of the certificated/licensed Teaching Staff Member requesting the sabbatical leave to consult the State Teachers' Retirement System regarding the effect of such leave on his/her retirement program.

L. All provisions of Section 3319.131 of the Ohio Revised Code shall be followed in all cases of requests for sabbatical leave.

M. All Teaching Staff Members will, as a condition for approval for a sabbatical leave of absence for professional growth, sign a written statement to return to service in the Centerville City Schools for a period of at least one (1) year immediately following satisfactory completion of the program for professional improvement within the specified time, or to refund to the BOARD all of the sums paid by the BOARD to or on behalf of the Teaching Staff Member during the period of the leave.

N. In the event the Teaching Staff Member fails to return and/or fails to complete a full year of teaching immediately following completion of the sabbatical leave, all sums paid by the Centerville City Schools to or on behalf of the Teaching Staff Member during the sabbatical leave shall be refunded to the Centerville Schools. The refund requirement will not apply in case of death of the Teaching Staff Member while on leave or during the year immediately following the completion of the program if then under contract to the BOARD; in cases of illness, injury or disability

retirement, the obligation will be deferred until the Teaching Staff Member can resume employment.

O. Upon the recommendation of the Superintendent of Schools credit on the salary schedule may be granted for time spent on sabbatical leave.

11.14 Short Term Leave of Absence Without Pay

The continuity which the classroom teacher provides through regular attendance is highly valued in the educational development of students. However, situations occur when it is in the best interest of the teacher and the school system that said teacher be granted non-paid leave. The following guidelines are established to provide for equitable granting of non-paid leave:

A. The Teaching Staff Member requesting non-paid leave should submit a written request in duplicate justifying how this leave will benefit the Teaching Staff Member one copy to the Building Principal and the other to the Director of Human Resources. The two administrators will work in conjunction to render a decision. The decision of the administrators to accept or deny the request shall be final.

B. Such requests must be submitted at least two (2) weeks prior to the beginning of the leave. Earlier submission of these requests will be appreciated. Acceptance or denial will be forwarded as quickly as possible and no later than five (5) work days prior to the beginning of the leave.

C. The maximum leave which may be taken off during any school calendar year as non-paid leave is ten (10) total work days.

D. It is required that a suitable substitute will be available and willing to work the days of the Teaching Staff Member's leave. The substitute must be approved by the Principal.

E. If a Teaching Staff Member is to be on non-paid leave in excess of two (2) consecutive days, the Principal and/or the Director of Human Resources may employ the approved substitute to spend one entire day with the regular Teaching Staff Member immediately prior to the regular Teaching Staff Member's leave.

F. It is required, as in daily substitute procedures, that the regular Teaching Staff Member will provide helpful items for aiding the substitute teacher (i.e., student names, available resources and plans for student activities and learning).

G. Deductions from pay will be made at the Teaching Staff Member's per diem rate for the number of days a Teaching Staff Member is on non-paid

leave.

H. This procedure is in no way to supersede or be in conflict with the provisions of paid sick leave and/or personal days.

I. In the event a Teaching Staff Member takes leave without pay, without permission, such conduct constitutes a basis for action (including termination) against the Teaching Staff Member.

11.15 Long Term Leave of Absence Without Pay

A. Any Teaching Staff Member who has completed five (5) complete years of service in the Centerville City Schools and who has been granted a contract for the sixth (6th) or later years of service, may at the sole discretion of the BOARD, be granted a special long term leave of absence for not less than six (6) weeks but not more than a full school year for any of the following reasons: (1) extended continuous travel, (this does not cover the situation when a spouse is relocated by his/her employer for a temporary period of time); (2) teaching in a foreign country; (3) participation in a teacher exchange program; (4) religious, charitable or cultural commitments; or (5) for purposes related to securing education or training for a career change. Such leave of absence must be applied for at least sixty (60) days prior to the date the leave is desired to commence. Such leave of absence shall be without pay and without the BOARD providing any benefits during the period of the leave of absence, provided, however, the Teaching Staff Member on such leave of absence may continue all insurance coverage

provided by the BOARD pursuant to the provisions of ARTICLE EIGHTEEN, Sections 18.08, 18.14 and 18.22.

B. No leave of absence will be granted under this section if the Teaching Staff Member is eligible for a leave under another provision of this ARTICLE or for any reason other than the specific reasons indicated in paragraph (A) above.

C. No more than five (5) total Teaching Staff Members in the system may be granted a long term leave of absence in any school year.

11.16 Reserve Duty Leave

Any Teaching Staff Member who is a Member of the Ohio National Guard or any other military entity covered by Section 5923.05, Ohio Revised Code, who is called up to active or field duty shall be entitled to a leave of absence while on such duty with no loss in pay during such period of duty, not to exceed thirty-one (31) days in any calendar year.

11.17 School Year Definition

The term "school year" is defined to refer to a one (1) year period commencing on July 1.

11.18 School Calendar Year Definition

The term "school calendar year" is defined to refer to the school term as set forth on the adopted school calendar of the Centerville City School District.

11.19 Grandfather Clause Leaves of Absence

All leaves of absence granted prior to the effective date of this AGREEMENT shall continue to be governed by the Teacher Absence Provisions in the AGREEMENT in effect at the time such leave was granted.

11.20 Family and Medical Leave

A. Teaching Staff Members who: (1) have been continuously employed for at least one (1) year; and (2) have either: (a) worked for at least 1250 hours during the twelve (12) month period immediately preceding the date when the application to take this leave is filed, or (b) were employed under a "full time" contract during the twelve (12) month period immediately preceding the date when the application to take this leave is filed, shall be eligible for "Family and Medical Leave" in accordance with the Family and Medical Leave Act of 1993.

B. Family and Medical Leave may be taken by Teaching Staff Members who are temporarily unable to work due to:

(1) birth of a child where the Teaching Staff Member is needed to care for such newborn;

(2) placement of a child with the Teaching Staff Member for adoption or foster care;

(3) the need for the Teaching Staff Member to care for a qualifying spouse, son, daughter or parent with a serious health condition;

(4) serious health conditions of the Teaching Staff Member that make the Teaching Staff Member unable to perform essential functions of his/her job (with or without reasonable accommodations for the disability, if such is required); or

(5) qualifying military exigencies or to care for a covered injured military service member.

C. Leave for the birth of a child or placement of a child for adoption or foster care taken under this section as Family and Medical leave may commence at any time during the one (1) year period following the date of birth or date of placement. An eligible Teaching Staff Member may apply their accrued sick leave to FMLA leave taken for this reason.

D. No more than twelve (12) weeks of Family and Medical Leave, as such, will be granted in any twelve (12) calendar month period.

E. Where the necessity for this leave is foreseeable, the Teaching Staff Member must give notice by requesting this Leave, in writing, at least thirty (30) days prior to the onset of the leave. In those situations where the Teaching Staff Member is unable to give this thirty (30) day notice, notice of the request for the leave must be given at the earliest time possible, considering all the circumstances present.

When leave is needed for the serious health condition of a Teaching Staff Member or their qualifying family member, based on planned medical treatment, the Teaching Staff Member should try to schedule such planned medical treatment during non-assigned duty time.

F. Requests for leave to care for a qualifying family member having a serious health condition must be supported by a health care provider certification verifying that a serious health condition exists and that the Teaching Staff Member is needed to care for the family member and the estimated time needed for such care.
Requests for leave for a Teaching Staff Member's own serious health condition must be applied for as set forth in Article Ten, Disability Leave, above, and must be supported by medical verification as required by that article.

Requests for intermittent or reduced schedule leave must be further supported by medical certification as to the necessity and expected duration of the leave; and, for planned medical treatments, the dates and duration of each treatment.

G.

(1) The Teaching Staff Members covered by the medical insurance program set forth in Article Eighteen, at the onset of a leave secured under this section, notwithstanding the provisions of Article Eighteen, may continue to participate in the medical insurance program during the leave on the same terms and conditions that would have applied had no leave been taken. The premium portion payable by the Teaching Staff Member is due on the first day of the month.

(2) Teaching Staff Members covered by any other insurance programs set forth in Article Eighteen at the onset of a leave secured under this article may continue to participate in such programs during the leave on terms and conditions set forth in Article Eighteen for such program. The premium portion payable by the Teaching Staff Member is due on the first day of the month.

H. No other employment benefits accrue during a family and medical leave. No other paid leave benefits will be paid if such occur during a family and medical leave. The length of service of a Teaching Staff Member on an approved family medical leave of absence shall not be broken, and the time spent on such leave shall be counted as continuous service.

I. Where there is medical necessity for intermittent leave or reduced schedule leave due to the serious health condition of a Teaching Staff Member or their qualifying family member, such are available, subject to agreement between the BOARD and the Teaching Staff Member. However, the BOARD may require the Teaching Staff Member to transfer for the duration of the leave to an equivalent position that better accommodates the proposed intermittent or reduced leave schedule, if such a position exists within the Teaching Staff Member's area of certification/licensure. Teaching Staff Members on an intermittent or reduced leave schedule will have their salaries and/or hourly pay reduced to reflect the hours or days missed due to such leave.

J. Teaching Staff Members with accrued but unused personal days or sick leave days may use such paid leave first as part of any leave taken under this Section.

K. When returning from a leave under this Section, the Teaching Staff Member will be placed in the same or an equivalent position that he/she held before taking this leave. If the Teaching Staff Member was transferred to accommodate an intermittent leave or reduced hours leave, the Teaching Staff Member will be returned to the position he/she held before being transferred for accommodation of the intermittent leave or reduced hours leave. If family and medical leave is taken in conjunction with child care leave, as provided for in Section 11.07, or disability absence as provided in Article Ten, the provisions of Section 11.06 (A) (4) shall govern the return to work conditions for the Teaching Staff Member.

L. It is recognized that the provisions of Article Ten, Section 10.01 (B) (Disability Leave) and Article Eleven, Sections 11.06, 11.07 and 11.08 provide for leaves which may be of greater duration than the leave provided in this Section. Any leave granted under this Section in such

situations shall be concurrent with a leave granted under the other Sections and shall not be in addition to such other leaves.

11.21 ASSAULT LEAVE

A. An assault is any purposeful action by a student or school community member that results in medically-documented physical injury sustained by a Teaching Staff Member in the performance of their job duties.

B. A Teaching Staff Member who is absent due to a physical injury resulting from an assault shall be eligible to receive up to five (5) work days of paid assault leave for each assault, for a maximum of four (4) assaults per school year. The teacher's sick leave will not be charged for these days, but FMLA leave will be applied where applicable.

C. The Teaching Staff Member must immediately report the assault and complete an incident report as soon as possible following the assault on a form prescribed by the Board.

D. The Teaching Staff Member shall, upon request, provide the Superintendent or designee certification from a licensed physician stating the nature of the injury, its effects on the performance of their job duties, and the expected duration of any limitations or treatment.

E. The teacher must submit a written application for assault leave. (See Appendix A) The Superintendent or designee shall have discretion to determine whether an assault has occurred and whether assault leave applies. If assault leave is denied, the teaching staff member may apply other available eligible leave to the absence.

ARTICLE TWELVE - SEVERANCE PAY

12.01 Teaching Staff Members leaving the employ of the Centerville City Schools, who meet the following eligibility requirements may elect to be paid for their unused and accrued sick leave and personal leave as severance pay.

12.02 To be eligible to convert such sick leave and personal leave, the Teaching Staff Member must (1) certify, in writing, on a form provided by the Treasurer, (Appendix D) eligibility to receive severance pay; and (2) must either:

A. Have taught in the Centerville City Schools for five (5) years, retired from teaching, and within one hundred twenty (120) calendar days after his/her last day of paid service with the Centerville City Schools establish his/her retirement date with and be eligible to collect retirement from the State Teacher's Retirement System; or

B. Have taught at least twenty (20) years in the State of Ohio, at least ten (10) of which were in the Centerville City Schools; or

C. Have taught at least fifteen (15) years in the Centerville City Schools.

D. Have retired in or after the calendar year in which the employee is or will be age 55.

12.03 The formula for payment of unused accrued sick leave shall be: one-fourth (1/4) of accrued but unused sick leave credit. For the purposes of this article, the number of sick days possible for payment is capped at 90 days. Unused accrued personal leave shall be paid in full.

12.04 Severance pay payment shall be calculated by multiplying the per diem rate of the Teaching Staff Member's pay under the last salary notification issued by the BOARD to the Teaching Staff Member by the total number of days as determined by the formula in Section 12.03.

12.05 Payment for sick leave and personal leave on this basis shall be considered to eliminate all sick leave and personal leave credit accrued by the Teaching Staff Member at that time.

12.06 Effective July 1, 2024 the Board shall pay an eligible Teaching Staff Member's severance pay within sixty (60) calendar days following the last day of employment as follows:

A. Where the amount of the Teaching Staff Member's severance pay is $2,500 or less, the Teaching Staff Member may elect to either receive the payment via direct deposit or have the severance pay deposited in an account for the 403(b) Special Pay Plan established by the Board of Education.

B. Where the amount of the Teaching Staff Member's severance pay exceeds $2,500, the Teaching Staff Member shall be required to contribute their severance pay to an account for the 403(b) Special Pay Plan established by the Board of Education, with total contributions for the calendar year limited to those amounts prescribed by Internal Revenue Code Section 415(c). The Board shall deposit any excess amount to the Teaching Staff Member's 403(b) account the following January, with total contributions for the year limited to those amounts prescribed by Internal Revenue Code Section 415(c), and continuing thereafter for up to five years following the Teaching Staff Member's retirement, until the severance pay is fully deposited to the Teaching Staff Member's 403(b) account.

12.07 If a Teaching Staff Member who is eligible for severance pay in accordance with the provisions of Section 12.02 above deceases, completion of the required form certifying eligibility shall be waived and any severance pay he or she is eligible to

receive shall be paid to his or her estate upon receipt by the Treasurer of a certified copy of the death certificate.

12.08 Teaching Staff Members leaving the employ of the Centerville City Schools will be eligible for an early notification stipend equal to three days of pay at the teacher's per diem rate, who

1) establish his/her retirement date with the State Teachers' Retirement System;

2) are eligible to collect from STRS on that established date;

3) submit a letter of resignation to the Centerville Board of Education's Personnel Office no later than February 1, for a retirement date from February 1 through July 1 of that year.

The early notification stipend will be paid in the first month the Teaching Staff Member is retired.

ARTICLE THIRTEEN - HEALTH EXAMINATIONS

13.01 Health examinations, vaccinations and/or tests required by the Ohio Revised Code, required by the Montgomery County Health Commissioner or required by the BOARD must be provided without cost to the Teaching Staff Member. If a Teaching Staff Member elects to have a private examination, vaccination and/or test the Teaching Staff Member will pay the cost and provide a documented statement of satisfactory completion of the required examination, vaccinations and/or tests to the BOARD.

ARTICLE FOURTEEN - NONDISCRIMINATION POLICY STATEMENT

14.01 In accordance with and as limited by applicable law, the BOARD agrees to extend employment opportunity to qualified applicants on a nondiscriminatory basis without regard to race, color, creed, sex, sexual orientation, age, national origin, handicap or Membership or non-Membership in the ASSOCIATION.

14.02 In accordance with and as limited by applicable law, no Teaching Staff Member shall, on the basis of sex, be excluded from participation in, denied the benefit of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

ARTICLE FIFTEEN - PAYROLL

15.01 The number of days in each payroll period and the basic salaries for the Teaching Staff Members based upon their contractual year of service which shall be used

in payroll computations shall be as follows:

A. The contract year shall be divided into (26) equal pay periods. The first pay day will be the second (2nd) Friday of the regular school year unless modified by a Memorandum of Understanding. Subsequent paydays shall fall on alternate Fridays throughout the remainder of the school year.

B. All Teaching Staff Members shall participate in direct deposit. Teaching Staff Members may designate one (1) to four (4) depositories and direct automatic payroll deposits to banking, savings, and other eligible institutions. Paycheck stubs will be made available to Teaching Staff Members through a secure on-line website provided by the district. The paycheck stubs will be accessible on each pay date and will also contain a statement history for a one (1) year time period.

15.02 Normally, payroll deductions are made for federal income tax, state income tax, and city income tax (as required by law) and the State Teachers' Retirement System or School Employees' Retirement System. At the option of the Teaching Staff Member, deductions may be made for insurance, ASSOCIATION dues/fees, annuities, 457 Plans, United Way, purchase of service from qualified retirement systems, and up to four (4) banks or other eligible institutions. However, no Teaching Staff Member shall assign his/her salary or any portion thereof to secure a loan or guarantee payment of any bill or debt.

15.03 The BOARD agrees to withhold from any available wages earned by any ASSOCIATION Member commencing the first pay period after the first full month of school each year, and continuing thereafter for fifteen (15) consecutive pay periods the Membership dues/fees of such Member as certified to the BOARD Treasurer by the ASSOCIATION and transmit said dues/fees to the ASSOCIATION within ten (10) days after their withholding. A signed "Deduction of Association Dues Authorization and Direction" form voluntarily completed and executed by an ASSOCIATION Member and timely presented to the BOARD Treasurer is required. The "Deduction of Association Dues/Fees Authorization and Direction" may be on either an annual basis or on a continuous basis as elected by the Member on the form which is executed by such Member. In the event the Member elects the continuous deduction of dues/fees, such "Authorization and Direction" continues in full force and effect until revoked. Any "Authorization and Direction" signed by any Member may be revoked at any time by such Member upon written notice to the BOARD Treasurer. Upon receipt of such notice, the BOARD Treasurer will advise the ASSOCIATION of such revocation. The BOARD Treasurer will deduct Fair Share Fees in accordance with the provisions of Article 1.12.

15.04 The BOARD agrees to withhold from any available wages earned by any ASSOCIATION Member commencing the first pay period after presentation of the "Fund for Children and Public Education Committee Authorization and Direction"

form and continuing thereafter until revoked, the Fund for Children and Public Education Committee contribution of such Member and transmit the same to the ASSOCIATION. Said form shall be voluntarily completed and executed by an ASSOCIATION Member. It is specifically understood that this said authorization continues in full force and effect until revoked but is revocable at will by an ASSOCIATION Member upon written notice to the BOARD Treasurer. Upon receipt of such notice, the BOARD Treasurer will advise the ASSOCIATION of such revocation.

15.05 IRS 125 Plan

A. Section 125 of the Internal Revenue Code allows Teaching Staff Members to obtain certain selected fringe benefits with pretax dollars.

B. The fringe benefits currently available under the plan are:

1. Part A-Insurance premiums

2. Part B-Medical

3. Part C-Dependent Care

C. The forms shall be submitted to the Treasurer's office during the open enrollment period each year.

D. This plan will be available to Teaching Staff Members as long as it is made available by the Internal Revenue Service in its present form or until such time as it is negotiated to be removed from the AGREEMENT.

15.06 Any dispute which may arise as to whether an ASSOCIATION Member properly executed or revoked a "Payroll Deduction of Association Dues Authorization and Direction" form and/or a "Fund for Children and Public Education Committee Fund Authorization and Direction" form shall be subject to the grievance and arbitration procedures provided herein.

15.07 The ASSOCIATION agrees to indemnify and save the BOARD harmless against any and all claims that shall arise out of or by reason of any action taken by the BOARD in compliance with provisions of this ARTICLE with respect to the

deduction of either ASSOCIATION dues, fees or contributions to the Fund for Children and Public Education Committee.

15.08 The Treasurer of the BOARD will forward all monies withheld from employee paychecks for optional deductions, such as professional dues/fees, tax shelter annuities, credit union etc., for all designated agencies within ten (10) working

days of the original deduction.

ARTICLE SIXTEEN - TRANSFERS

16.01 Each Teaching Staff Member is assigned to a specific position, but may be transferred to any other position for which he or she is qualified and holds certification/licensure. The provisions of this ARTICLE will not be used to block the recall of a Teaching Staff Member who is on suspended contract status pursuant to the provisions of ARTICLE TWENTY.

16.02 A voluntary transfer for any open position in the District may be requested in writing to the Director of Human Resources by a Teaching Staff Member.

A. A request for transfer does not guarantee that a transfer will be made. Each request must be considered in terms of available vacancies, number of transfers requested, and numbers of transfers which have been affected. Before new employees are assigned, requests for transfers from qualified employees (appropriate certification, positive performance evaluations) shall be seriously considered, which shall include participation in the interview process.

B. Teaching Staff Members are encouraged to discuss transfers or their intention to make transfer applications with the appropriate administrator.

16.03 A. Involuntary transfer of a Teaching Staff Member may be initiated by the Superintendent or his designate. The Teaching Staff Member shall be informed in writing of the reason for the involuntary transfer. Involuntary transfers usually will be made for the following reasons:

1. When a surplus of Teaching Staff Members is created in a department, unit, or building or due to redistricting of individual school boundaries.

2. When a new school building is opened.

3. Due to reduction or elimination or curtailment of a program or programs.

4. Reduction of enrollment in a school building.

5. Return of a Teaching Staff Member from any leave of absence.

6. Administrative decision to rearrange team Staffing and/or to realign Staff.

This ARTICLE is not applicable to school Staff realignment within a building which may be made at the discretion of the Building Principal, provided such realignment does not block the recall of a Teaching Staff Member who is on suspended contract status pursuant to the provisions of ARTICLE TWENTY.

B. Involuntary transfers will usually not be affected if voluntary transfers are available to satisfy the need, if the individuals requesting voluntary transfer are, in the opinion of the Superintendent, qualified for the position. When effecting involuntary transfers for any of the reasons set forth in 16.03A, the administration shall first consider system seniority. The administration may also consider other factors including, but not limited to: building seniority; team unit department seniority; certification/licensure; prior grade and subject level teaching experience; and assignments made when a Staff Member returns from any leave or suspended contract. If an involuntary transfer is made other than on the basis of system seniority, written rationale for the involuntary transfer will be provided to the involuntarily transferred teacher.

C. When a Teaching Staff Member is being considered for an involuntary transfer, he or she will meet with the Principal. If possible, he or she will meet with the teaching team that will be working with the transferred Teaching Staff Member. These meetings will take place prior to the transfer, if possible.

16.04 Provided the provisions of this ARTICLE are followed, the decision of the Superintendent on transfers, voluntary or involuntary, shall be grieved at level 3 of the grievance procedure and shall not be subject to arbitration.

ARTICLE SEVENTEEN - ADEQUATE SUPPLY OF MATERIALS

17.01 The Instructional Improvement Committees, or their equivalent, in each school building, may make recommendations to their Building Principal regarding acquisitions of teaching materials and supplies to be budgeted for use within the building, department, or unit involved.

ARTICLE EIGHTEEN - INSURANCE PROGRAM

Preamble

For calendar 2018, it was agreed that the medical insurance platform would be comprised of a High Deductible Healthcare Plan (HDHP) and a Health Savings Account (HSA). The four tiers of premium (single, employee/spouse, employee/child(ren), family)

would also remain in effect. In addition the committee recommended a 3 year commitment with Delta Dental with the same four tiers of premium.

While the insurance committee has been replaced by the Discussion and Resolution Committee, the committee remains committed to vigilantly monitoring the insurance market in the interest of providing a high level of coverage in a cost efficient manner.

18.01 Medical, Dental and Life Insurance Programs

The following insurance programs shall be available for all Teaching Staff Members who have made application for such insurance, who are regular Teaching Staff Members employed by the BOARD, who either: (1) work at least thirty-six (36) weeks per year; or have an annual contract with the BOARD.

A. Medical Insurance Program

1. Effective January 1, 2008, the BOARD shall provide a High Deductible Health Plan (HDHP) with the following provisions.

	Network	Out-of-Network
Deductible		
Single	$2,000	$2,000
Employee+Spouse	$4,000	$4,000
Employee+Children	$4,000	$4,000
Family	$4,000	$4,000
Out-of-Pocket Maximum		
Single	$2,000	$4,000
Employee+Spouse	$4,000	$8,000
Employee+Children	$4,000	$8,000
Family	$4,000	$8,000
Coinsurance	None	30% employee paid

Deductibles for the HDHP shall be no less than the IRS minimum. Eligible health care expenses apply toward the deductibles and the out-of-pocket maximum including prescription drugs.

2. Effective January 1, 2008, a Health Savings Account (HSA) shall be available for each Teaching Staff Member who is a part of the

HDHP. The BOARD shall determine the custodian for the HSA. Any contribution by the Teaching Staff Member to her/his HSA up to the maximum limits provided by law may, at the member's discretion, be made either by payroll deduction or in a lump-sum payment. The HSA shall be maintained by the individual member for her/his exclusive benefit and that of her/his beneficiaries. Distributions of funds from this HSA may be made at any time upon the discretion of the member. The member is responsible for substantiating the distribution for qualified medical expenses.

3. For Teaching Staff Members who are less than 65 years of age, the BOARD will contribute to each participating members' HSA account, an amount equal to eighty-five percent (85%) of the annual in-network deductible amount applicable to that member's insurance plan (single or family). Effective January 1, 2025 seventy-five percent (75%) of the BOARD's share of the HSA will be deposited on the first banking day in January. The remaining twenty-five percent (25%) of the BOARD's share will be deposited on the first banking day in March, as long as the employee has not submitted their resignation or retirement. Any employee who has submitted notice of their upcoming resignation or retirement will forfeit any March Board contribution to their HSA. Members may make additional contributions consistent with IRS regulations by payroll deduction. Teaching Staff Members hired after January 1 shall receive a prorated BOARD contribution based on the number of months in District employment during the initial year.

B. Cost of Medical Insurance Program

1. The foregoing medical insurance program shall be provided to Teaching Staff Members employed on a full-time basis with fifteen-point-six percent (15.6%) of the cost being paid by the Teaching Staff Members and eighty-four-point-four percent (84.4%) of the cost of such insurance paid by the BOARD. The foregoing medical insurance shall be provided to Teaching Staff Members employed on a less than full-time basis but employed under a regular contract by the BOARD with the BOARD's portion of the premium cost as determined by taking the salary amount on the Teaching Staff Members contract as a percentage of a full-time teaching contract, such percentage being applied against the eighty-four-point-four percent (84.4%) of the premium cost. Such part-time Teaching Staff Member shall be responsible for the payment of all premium cost in excess of the BOARD's contribution toward such cost.

2. During the life of this Agreement, the BOARD will contribute eighty-five percent (85%) of the cost of the HSA to a covered eligible Teaching Staff Member's HSA account. The Board's portion of the HSA will be funded in accordance with Article 18.01 (A)(3). The employee's HSA will vest on the first day of the deposit.

The Association and the Board agree to meet annually to discuss renewal bids and cost containment.

C. Dental Insurance Program

1. The current Dental Expense Insurance program for Teaching Staff Members and dependents outlined in a Memorandum of Understanding, is incorporated into this Agreement and shall be in full force and effect until a successor program is negotiated by the Discussion and Resolution Committee. Effective January 1, 2025, the maximum coverage benefit shall increase to $3,000 per member per year.

2. The dental insurance provided pursuant to this Agreement shall be subject to the conditions set forth in any insurance contract secured by the BOARD, provided, however, if the BOARD elects to change carriers, any new insurance coverage secured shall be equivalent to the coverage described in a Memorandum of Understanding, including the conditions set forth in the insurance contract.

D. Cost of Dental Insurance Program

The foregoing dental insurance program shall be provided to Teaching Staff Members employed on a full-time basis with ten percent (10%) of the cost being paid by the Teaching Staff Member and ninety percent (90%) of the cost of such insurance paid by the BOARD.

E. Effective Date of Medical and Dental Insurance Programs

Upon completion and filing of the required insurance forms, coverage begins on the employee's start date as long as the paperwork is filed with the Treasurer's office within the first 30 days of employment. Unless a properly completed application for insurance is filed with the Treasurer of The BOARD within thirty (30) days of the date the Teaching Staff Member commences active working status, or returns to active working status from leave, whichever is applicable, coverage will not be available until the next open enrollment period.

F. Life Insurance Program

1. The following Life Insurance program shall be provided without cost to Teaching Staff Members covered by this AGREEMENT on the date they commence actual employment with the BOARD:

   a. Life Insurance in the amount of Ten Thousand Dollars ($10,000.00) or two (2) times the Teaching Staff Member's annual salary in September of each year (not including supplementals or extended time), whichever is the greater.

   b. Accidental Death and Dismemberment Insurance in the amount of Ten Thousand Dollars ($10,000.00) or nearest two (2) times the Teaching Staff Member's annual salary (not including supplementals or extended time), whichever is greater.

   c. At age 70 these coverages are reduced to the amount of Ten Thousand Dollars ($10,000) or one (1) times the Teaching Staff Member's annual salary in September of each year (not including supplementals or extended time), whichever is greater.

2. All life insurance provided pursuant to this AGREEMENT shall be subject to the conditions and provisions set forth in the insurance contract secured by the BOARD, provided, however, if the BOARD elects to change carrier, any new insurance coverage secured shall be equivalent to the coverage described in Section 18.01 F (1a), (1b), 1(c), including the conditions set forth in the insurance carrier.

18.02 General Provisions for all Insurance Programs

A. Appropriate information and application forms will be provided to all new Teaching Staff Members by the Treasurer at the time of pre-employment processing, and it is desirable that such applications be completed and filed at that time if the Teaching Staff Member desires insurance coverage. A notification regarding the annual open enrollment will be made.

B. In the event a Teaching Staff Member desires to change from one type of coverage to a different type of coverage (e.g., single to family), the Teaching Staff Member must file a new application with the Treasurer of the BOARD. For the changed coverage to be effective on the date of the change of status of the Teaching Staff Member, the new application must be on file with the Treasurer of the BOARD or after a qualifying event. The effective date of changed coverage for applications received after the 30 days of changed status will not be eligible until the next open

enrollment period.

C. All insurance programs shall be continued for any eligible Teaching Staff Member who pays the Teaching Staff Member's portion of the medical or dental insurance without cost for the life insurance during any period when such Teaching Staff Member is on the active working payroll, compensated sick leave, compensated leave of absence (except for any part-pay compensated leave of absence), or non-compensated or part-pay compensated approved leave of absence of less than thirty (30) days, disability leave of absence of less than ninety (90) days, or for Teaching Staff Members working only during the regular school year and not working during the summer break period, until such Teaching Staff Members either resign their employment status or fail to return to active working status at the commencement of the next school year. Teaching Staff Members on non-compensated approved leave of absence (except disability leave of absence) of over thirty (30) days' duration, who desire to continue insurance coverage past the period for which the BOARD has agreed to continue coverage for the Teaching Staff Member may do so by paying the full group premium for such insurance premium to the Treasurer of the BOARD on or before the seventeenth (17th) day of the month prior to any month such coverage is desired to be continued. Full time Teaching Staff Members on approved disability leave of absence of over ninety (90) days duration who desire to continue insurance coverage for the Teaching Staff Member may do so by paying one-half (1/2) of the full group insurance premium for such insurance to the Treasurer of the BOARD on or before the seventeenth (17th) day of the month prior to any month such coverage is desired to be continued for the remainder of the first year of the disability leave. In the case of Teaching Staff Members who work less than full-time the Board shall pay one-half (1/2) of the premium it pays when such Teaching Staff Member is on the active working payroll. In the event such part premium is timely paid by the Teaching Staff Member, the BOARD will be responsible for the remaining one-half (1/2) of the full group premium for the remainder of the first year of disability leave. In the event coverage is discontinued for any period, the Teaching Staff Members shall have the right to acquire insurance through the insurance carrier in accordance with its policies and coverage cannot be reacquired through the BOARD until the Teaching Staff Member returns to active working status.

D. For the purpose of this ARTICLE, the effective date of the resignation of any Teaching Staff Member shall be either: (1) the effective date of resignation as stated in the letter of resignation, if such effective date occurs during the regular instructional year, or, (2) the day prior to the commencement of the next school year where the instructional year has been completed by the resigning Teaching Staff Member.

E. Teaching Staff Members who exercise their right to pay any premium to continue any of the foregoing insurances either under provisions of this AGREEMENT or under provisions contained in Ohio law or under any such rights contained under Federal law shall in no event be required to pay more than one-hundred two percent (102%) of any premium of any insurance coverage.

ARTICLE NINETEEN - NOTIFICATION OF VACANCIES AND EMPLOYMENT OF RETIRED TEACHING STAFF MEMBERS

19.01 A vacancy shall be defined as an open position of employment for all or part of a school year for which the Administration has determined that there is a need to offer a regular teaching contract.

19.02 During the regular school calendar year, seven (7) days prior to the filling of any teaching, administrative, educational aide or supplementary anticipated openings for certificated/licensed Staff, the Director of Human Resources will use e-mail to attach a copy of the job posting. This e-mail will be sent to each Building Principal to post a "hard copy" in the school office. The e-mail will also be sent to the ASSOCIATION President and to each of the ASSOCIATION'S building representatives who will post a "hard copy" in the teachers' lounge and/or the teachers' workroom.

A. Any Teaching Staff Member desiring to be considered for any positions that may open in the summer, when schools are closed, should file a letter of intent with the Director of Human Resources.

19.03 Employment of Retired Teaching Staff Members

The following provisions will apply to the rehire of Teaching Staff Members who have retired from the Centerville City Schools, and expressly supersede all relevant provisions of the Ohio Revised Code, including but not limited to §§3319.11 and 3319.111, and all other applicable Ohio statutes.

A. Re-Employment. The parties are committed to recruiting and hiring the best qualified teachers to fill vacancies. The rehiring of Teaching Staff Members who retire from the Centerville City Schools is not automatic. Retired Teaching Staff Members must apply for each vacancy for which they wish to be considered, and compete with other applicants as a part of the selection process.

B. Break in Service and Seniority. Retirement of a Teaching Staff Member from the Centerville City Schools will be considered a break in service, and a Teaching Staff Member who is then rehired will be considered a new hire with no system seniority.

C. Placement on Salary Schedule. This provision expressly supersedes Ohio Rev. Code §3317.13, Article 30 of this Agreement, and other applicable laws. A retired Teaching Staff Member who is rehired will be placed on Step 0 on the Bachelor Entry-Level Teacher Salary. The retired teacher will remain on Step 0 and not advance for years of experience.

D. Contract. This paragraph expressly supersedes Ohio Revised Code §§3319.08 and 3319.11 and other applicable laws.

1. A retired Teaching Staff Member who is rehired will be employed on a limited contract for a term of one (1) year. Such contract will expire automatically by its own terms at the end of the school year, without the necessity of a resignation from the Teaching Staff Member, or without the necessity of Board action. Such Teaching Staff Member shall not be deemed reemployed when notice of nonrenewal is not given. Any further employment of the Teaching Staff Member will be pursuant to Paragraph A of this Section.

2. A retired Teaching Staff Member who is rehired will not be eligible for continuing contract.

E. Evaluation. A retired Teaching Staff Member who is retired will be evaluated in the Professional Practice Program.

F. Severance Pay. If retiring from the Centerville City Schools, a Teaching Staff Member must take severance pay at the time of retirement, thereby extinguishing sick leave accumulation. A retired Teaching Staff Member who is rehired will be eligible to convert sick leave to severance pay upon separation from subsequent employment, if such Teaching Staff Member has completed five (5) years of employment as a retired/rehired Teaching Staff Member in the Centerville City Schools. A retired Teaching Staff Member who is rehired is not eligible for the early notification stipend pursuant to Section 12.08 of this Agreement, if such Teaching Staff Member retires a second time.

G. Sick Leave. A retired Teaching Staff Member who is rehired will begin employment with zero (0) days of accumulated sick leave, and will accrue and accumulate sick leave in accordance with the provisions of Article Nine of this Agreement.

H. Other Fringe Benefits. Retired Teaching Staff Members who are retired will receive retirement contributions, insurance, personal leave and all other fringe benefits in accordance with this Agreement.

I. Applicability of Other Contract Provisions. Except to the extent specifically

addressed in this Article, all provisions of this Agreement apply to retired Teaching Staff Members who are rehired.

ARTICLE TWENTY - REDUCTION OF TEACHING STAFF AND NON-RENEWAL AND TERMINATION OF TEACHING STAFF MEMBER CONTRACTS

20.01 If the BOARD determines that it is necessary to reduce the number of Teaching Staff Members for any school year to a number less than the school year before at either the elementary, middle, or high school level, and such reductions cannot be accomplished through normal attrition, the BOARD, after considering the recommendations of the Superintendent, may make reasonable reductions determined by the BOARD, in accordance with the following guidelines:

A. In making any such reduction, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent, who shall, within each teaching field affected, give preference to teachers on continuing contracts. During the term of this Agreement, such decisions will be based on teacher performance measures (professional performance scores) obtained through the teacher evaluation process. Teachers within each teaching field affected, whose most recent evaluation reflects an Ineffective rating, shall be laid off first, followed by teachers with a Developing rating, followed by teachers with either Accomplished or Skilled ratings. The Board shall give preference within each category to teachers with greater seniority.

B. Staff working in auxiliary service positions in non-Centerville City School Buildings shall be deemed employed in the auxiliary service positions only.

C. Seniority will begin to accrue on the first (1st) day of actual work on the Teaching Staff Member's first (1st) contract signed by the BOARD President. Part-time Teaching Staff Members shall accrue district seniority prorated on the basis of their part-time service. When two (2) or more Teaching Staff Members in the same certification area(s) have equal seniority, the first tie breaker shall be the calculation of the continuous seniority in the District as determined by the day, month, and year signed by the BOARD President on the Teaching Staff Member's first contract. If two (2) or more Teaching Staff Members in the same certification area(s) remain equal in seniority, the Superintendent shall determine which Teaching Staff Member(s) shall be retained and/or recalled, and shall provide the affected Teaching Staff Member(s) involved and the ASSOCIATION the rationale for the determination.

D. Suspension of contracts shall occur to tenured teachers only after all

non-tenured teachers in the given teaching field have been suspended. Suspension of tenured teachers, when necessary, shall occur in the same manner as non-tenured teachers above.

E. Displacement rights for Teaching Staff Members in active teaching status, who have received notice from the Superintendent that their contract may be recommended for suspension, shall be limited to areas of the teacher's present certification/licensure on file in the Human Resources Office at the beginning of each school year. A Teaching Staff Member on a suspended contract shall not have the right to bump/displace a Teaching Staff Member on active teaching status.

F. Leaves of absence shall not constitute an interruption in continuous service; however, the time that the Teaching Staff Member was on leave will not be counted in total years of service in determining district seniority rights.

G. Seniority shall be lost when a teacher resigns, retires, or leaves employment with the BOARD and is not re-employed prior to February 1st of the succeeding school year.

H. Teaching Staff Members whose contracts have been suspended because of Staff reductions and who have exhausted their displacement rights, shall be deemed to be on layoff and given the right of recall in inverse order of suspension of contracts. Recall rights shall be limited to openings in areas of the Teaching Staff Member's certification on file in the Personnel Office at the time of suspension of the Teaching Staff Member's contract, or additional areas of certification obtained after the time of suspension of the Teaching Staff Member's contract. Additional areas of certification obtained after the Teaching Staff Member commences a lay off may be added one time each year between June 1st and June 30th. Notification of recall shall be forwarded by certified mail, return receipt requested, to the Teaching Staff Member. A Teaching Staff Member shall have the right to refuse to accept recall to the first position recalled to for the remainder of that school year. In a subsequent school year, failure of the Teaching Staff Member to accept recall under a regular teaching contract to the second such position recalled to within fourteen (14) days of the receipt of the recall notice or first day of attempted delivery of recall notice shall relieve the BOARD's obligation to recall. Teaching Staff Members shall be responsible for notifying the Personnel Office, in writing, of address changes to which the recall notice is to be mailed. The recall notice shall be mailed to the last address of record on the records of the BOARD. The obligation of the BOARD to recall Teaching Staff Members whose contracts have been suspended because of Staff reductions is limited to three (3) calendar years after the date of the original suspension. The date of the suspension shall be at the end of the contract year in which it occurs.

I. The BOARD shall have the right to recall a Teaching Staff Member on suspended contract status to a position as a substitute teacher but employed under a regular teaching contract, if such a substitute position may, in the opinion of the Superintendent, evolve into a regular teaching position, said change will be for the remainder of the school year.

J. This reduction in force article will not apply to Teaching Staff Members who are employed for less than a fifty percent (50%) teaching contract and who have been employed by the BOARD for less than three (3) continuous years. The BOARD may non-renew said Teaching Staff Member's teaching contracts without recall rights.

20.02 Termination of a Continuing Contract or a Limited Contract During Its Term

The continuing contract of a Teaching Staff Member or the limited contract of a Teaching Staff Member during its term, may be terminated by the BOARD in accordance with provisions of Ohio Revised Code, Section 3319.16. During the term of this Agreement, the Board shall not base a decision to terminate a teacher's continuing contract or a limited contract during its term on value added data or student growth measures. Such decisions may be based on teacher performance measures (professional performance scores) obtained through the teacher evaluation process.

20.03 Non-renewal of a Limited Contract at the End of Its Term

The limited contract of a Teaching Staff Member may be non-renewed at the end of its term, by the BOARD in accordance with provisions of Ohio Revised Code, Section 3319.11. The Teacher Evaluation Program shall be as set forth in Appendix K of this Agreement. During the term of this Agreement, the Board shall not base a decision to non-renew a teacher's limited contract at the end of its term on value added data or student growth measures. Such decisions may be based on teacher performance measures (professional performance scores) obtained through the teacher evaluation process. Evaluations shall be used in making non-renewal decisions and may be determinative in those decisions.

20.04 When Staff reduction is anticipated, the Superintendent shall give notice of the intent to recommend the suspension of contracts to the ASSOCIATION at least thirty (30) days prior to BOARD action to reduce Staff. The Superintendent's central office Staff and the ASSOCIATION shall confer on the reasons for such reductions.

20.05 A list shall be prepared and updated annually ranking all tenured teachers in the district by seniority, giving areas of certification and present teaching and building assignments. A list shall be prepared and updated annually ranking all non-tenured teachers in the district by seniority, giving areas of certification and present teaching and building assignments. Twenty (20) copies of these lists

shall be given to the ASSOCIATION President by December 1 of each year.

20.06 The foregoing reduction of Teaching Staff policy shall not be applicable to reductions in the total Teaching Staff Members at either the elementary, middle or high school level employed if such reductions are effected through "normal attrition". The term "normal attrition" shall be defined to include only terminations, resignations, or retirements.

20.07 The provisions of ARTICLE 28.01 (B) notwithstanding, factual disputes concerning seniority, certification, and recall as they apply to this reduction in the Teaching Staff article may be made the subject of a grievance and shall be first grieved at Level 3 of the grievance procedure.

20.08 Calculation of Seniority for Reduction in Teaching Staff

A. Base of Calculation

1. Seniority shall be calculated using a base of one hundred eighty-seven (187) days for a school calendar year for regular teachers. A Staff Member cannot receive more than one (1) year of credit in any one (1) school calendar year.

2. Fractional years of seniority will be calculated on a percentage basis to be rounded out to the nearest one-hundredth (1/100) on the base year of one hundred eighty-seven (187) days. This calculation applies to teachers who began employment after the beginning of a school year, or who took approved leave during the school year for which there was no accrual of seniority.

3. Part-time teachers, teachers employed all one hundred eighty-seven (187) days but less than a full day, will calculate their seniority based upon the prorated salary listed on their contract.

4. Teachers with extended time will have their seniority calculated based upon the same one hundred eighty-seven (187) school calendar days as all other teachers. Only those days missed in 1, 2, or 3 of the above which fall during the one hundred eighty-seven (187) school calendar days will be deducted in the seniority calculation. Extended days will not be used in calculation of seniority.

B. Seniority Accrual

1. Seniority cannot be accrued when a teacher is on one (1) of the following leaves:

Child Care Leave (11.07)
Leave of Absence for Study or Research
(11.10) Political Leave (11.11)
National and State Officers (11.12)
Sabbatical Leave (11.13)
Long Term Leave of Absence Without Pay (11.15)

2. The use of unpaid disability leave of fifteen (15) days or less in any one (1) school calendar year will not result in the loss of seniority. If the use of unpaid disability leave exceeds fifteen (15) days, the total amount of time spent on unpaid disability leave will be deducted in seniority.

3. Staff Members hired after the beginning of the school calendar year will have their seniority begin to be calculated with their first day of work.

4. Teachers on suspended contracts shall neither lose seniority nor accumulate additional seniority during the time period of contract suspension. Teachers on suspended contract will lose all seniority if not recalled in the time limits set forth in ARTICLE TWENTY, Section 20.01(H).

ARTICLE TWENTY-ONE - SCHOOL CALENDAR

[current contract language with adjusted dates in 21.01 and New Appendix K]

21.01 The school calendar for 2024-2025 is reflected in Appendix J. The school calendar for the 2025-2026 and 2026-2027 school years shall be developed by the Administration through negotiations with the ASSOCIATION, which shall commence in the spring of 2024 and 2025 respectively. The representatives will negotiate in good faith with the object of reaching agreement on the school calendar; however, if agreement on a school calendar following negotiations for a reasonable period of time, not less than forty-five (45) calendar days, is not achieved, the Administration shall submit a proposed basic calendar to the BOARD; provided, however, the ASSOCIATION shall have the right to provide its input to the BOARD regarding the basic school calendar during the meeting when the Administration submits its proposed basic calendar to the BOARD. The BOARD shall have the right to adopt the school calendar, which shall be the basic school calendar for the school year.

21.02 In developing a school calendar, such calendar shall be:

A. No more than one hundred eighty-seven (187) total days of

required Teaching Staff Member attendance.

B. No more than one hundred eighty (180) total teaching days.

C. The breakdown of these days will be listed on the school calendar each year.

D. The last day for staff (records and reports day) will be one-half day in the morning to complete school business and the other one-half day in the afternoon at the teachers' discretion and for recognition of Public School Works Training.

21.03 In the event of an unforeseen emergency situation mandating the closing and/or the suspension of school operations, the BOARD shall have the right to change the school calendar; provided, however, no change shall increase the maximum days
set forth in Section 21.02, and before doing so, the ASSOCIATION shall be afforded notice and opportunity to discuss the matter with the Administration.

21.04 A copy of the school calendar shall be posted in each school within one (1) week after adoption by the BOARD, and the BOARD shall furnish each employee a copy of said calendar after adoption.

21.05 The Administration shall have the right to schedule additional in-service days, other than opening day in-service, parent-teacher conference days, early dismissal days, etc., within the basic adopted school calendar.

21.06 Within the framework of the negotiated calendar, the grades PreK-12 conferences for each school year will be held according to the following schedule:

A. There will be two (2) days designated for conferences each fall. Teachers will establish their conference schedule to include fifteen (15) hours over the two (2) days. At least six (6) of these hours are to occur after 4:00 pm on the two designated nights.

B. Kindergarten conferences will be held as follows:

Fall conferences will be scheduled per 21.06A

The second conference will be scheduled with,

- Two (2) days in the spring with substitute teachers being supplied, and - -
- Two (2) evenings of conferences

Kindergarten teachers will have one and one half (11/2) days of in-service obligation.

C. Conferences for Grade 2-5 will be held as follows:

Fall conferences in accordance with Article 21.06 (A). One evening conference will be scheduled after the beginning of the second semester. At least three (3) hours are to occur after 4:00 p.m.

D. Conferences for Grade 1 will be as follows:

Fall conferences in accordance with Article 21.06 (A). Two evening conference will be scheduled after the beginning of the second semester. At least three (3) hours are to occur after 4:00 p.m.

E. The Association and Administration will meet to determine a date for one evening conference for second semester for grades 1-5.

21.07 Within the framework of the negotiated calendar, the high school conferences will be held in the fall in accordance with Article 21.06

21.08 A. Centerville City Schools reading specialists in grades 1-5 elementary buildings will conduct parent-teacher conferences for one (1) extra day in the fall and one (1) extra day in the spring. Students will attend school on these days and remain in their regular classroom.

B. Teachers will establish their conference schedule to include twenty one (21) hours over the three (3) days, with at least six (6) of these hours are to occur after 4:00 pm on the two designated nights.

Conference schedules for each school year will be negotiated as part of the calendar.

ARTICLE TWENTY-TWO - TIME TO COMPLETE STUDENT PROGRESS REPORTS

22.01 Teaching Staff Members shall have three (3) school days to complete student progress reports after the end of each grading period as defined by the school calendar. Provision of three (3) days to complete reports shall assure that students are provided an opportunity to submit all work to be included in the assessment during the grading period, and that Teaching Staff Members shall have time to evaluate in a deliberative, professional manner. Teaching Staff

Members shall be allowed the equivalent of three (3) calendar days, one (1) of

which shall be the Records and Reports Day, to complete end-of-school-year progress reports.

22.02 In recognition of the fact that teachers of Kindergarten and Grade 1 students utilize a different format for student assessment that includes individual assessment data, analysis of running records, and the compilation, maintenance, and analysis of student assessment, the parties agree to compensate said teachers for completion of this work outside of the regular work day to a maximum of three and a half hours annually at the curriculum rate of pay.

22.03 In recognition of the fact that all teachers, pre-K through grade 12, are required to complete various assessments and reports, teachers will not report to school on the scheduled inservice day in the fall. An additional one-half (1/2) day of compensation, calculated on the employee's daily rate, will be provided with the addition of Day 187 in this Negotiated Agreement.

ARTICLE TWENTY-THREE - PLANNING TIME

23.01 Elementary Teaching Staff Members grades 2-5 shall have a minimum of Two Hundred Ten (210) minutes of planning time each full week of instruction. Planning times shall be daily in increments of thirty (30) to forty-five (45) minutes. Grades K-1 teachers will receive at least the same amount of planning time as other elementary teachers. K-1 **integrated arts times shall be in increments of forty-five (45) minutes for each session.**

Current coordinated fine arts teams will not serve more than two (2) buildings. IMC directors/counselors may be part of the Elementary Plan Time rotation schedule.

Art, music, PE, IMC and Special Education teachers will be provided Two Hundred Ten (210) minutes planning time per week.

23.02 Each middle school and high school Teaching Staff Member shall have one (1) period each day as planning time or the equivalent of five (5) periods of planning time each week.

23.03 Planning time shall be defined as duty-free time not less than thirty (30) minutes in length.

23.04 Planning time does not have to be used exclusively for planning, but may include parent telephone calls, parent conferences, meetings with the Building Principal, and other related tasks which facilitate Teaching Staff Member's duties.

23.05 The current high school schedule is one (1) advisory period, five (5) teaching/supervision periods, one (1) planning period, one (1) lunch period. Any proposed change in the high school schedule is a mandatory subject of

negotiations.

23.06 A joint committee of the high school teaching members of DARC, along with a fine arts representative, and an equal number or lesser of administrators, including high school administration, appointed by the superintendent, will study master schedule options for the high school. The committee will be provided release time to meet, research options, and visit other schools. This study will take place over three (3) years 2020-2023 and result in a collaborative recommendation regarding the High School master schedule. The first meeting of the committee will occur in the Fall of 2020 and will meet once per quarter. The final research findings will be brought back to DARC for review and negotiations.

ARTICLE TWENTY-FOUR - LENGTH OF WORK DAY/DUTY ASSIGNMENTS

24.01 The teachers' work day shall be seven and one-half (7 1/2) hours daily Monday through Friday with the exception of scheduled parent/teacher conferences, scheduled open house, and meetings called pursuant to ARTICLE FIVE of this AGREEMENT. Emergency situations such as fire, inclement weather, late buses, etc., can alter the seven and one-half (7 1/2) hour work day.

Notwithstanding the foregoing, teachers are expected to be prepared to teach classes and are expected to perform teacher duties such as planning, grading papers and other teaching activities in accordance with the graded courses of learning.

24.02 Teaching Staff Members have the responsibility to perform work assignments during the recognized teacher duty day.

24.03 In making such assignments, the Building Principal will take into consideration, among other factors, the teaching load of each Teaching Staff Member, including special subject teachers, and any losses in planning time which may have occurred, in order to equitably distribute all such assignments.

24.04 Supplemental duty assignments as listed in Appendix H shall be posted. There should be no obligation on the part of Teaching Staff Members to apply for or accept such supplemental assignments. Refusal of such supplemental assignment shall not be cause for discipline, reprimand or adverse evaluation.

24.05 High School Counselors and Evening Hours

A. It is understood that CHS Guidance Counselors will attend the following meetings:

1. Freshman Parent Orientation

2. College Information Night
3. Financial Aid Night
4. College and Career Fair

B. As an additional service to parents and students, Guidance Counselors will provide evening programs on a variety of topics. Up to one program per year per counselor will be offered. Counselors will be given time off proportional to the time worked beyond the work day as defined in the MASTER AGREEMENT.

C. Guidance Counselors will be given proportional time off for individual evening conference with parents as determined necessary by the high school principal and the Guidance Counselor involved.

ARTICLE TWENTY-FIVE - PRINCIPAL ABSENCE

25.01 This procedure shall be applicable to the absence of Building Principals in the elementary and middle schools, and to the absence of Unit Principals in the High Schools.

25.02 It may be necessary from time to time for a Building-Unit Principal to be absent from the building while school is in session. The Principal shall designate one (1) Teaching Staff Member in the building to act in his/her capacity during absence.

25.03 The Principal shall also designate another Teaching Staff Member in the building to act in this capacity in the event the Principal is absent and the first designated individual is also absent.

25.04 Such designations shall be made at the opening of school and will be applicable for the entire school year.

25.05 A substitute teacher shall be hired for the assignment of the Teaching Staff Member Principal designee, subject to the approval of the Superintendent or his/her representative, if the Principal:

A. Will be out of the District for an entire day;

B. Cannot be reached by telephone during his/her absence from the building;

C. Is on sick leave; or

D. Is on other extended absence approved by the Superintendent.

25.06 In the event of the Principal's absence from the building for any of the reasons stated in Section 25.05 the Principal designate should be notified by the Building

Principal or other authorized person.

ARTICLE TWENTY-SIX - SUMMER SCHOOL EMPLOYMENT

26.01 The provisions of this ARTICLE shall be applicable only to summer school employment for courses offered for credit (Carnegie Units).

26.02 On or about April 1, the summer school principals (and department chairpersons in high school) should confer to decide tentative summer school curriculum based upon students' needs and interests.

26.03 On or about May 1, a list of tentative courses to be offered and their location should be given to the student body.

26.04 Summer school principals should send a letter to all Teaching Staff Members employed in the regular school year in the levels in which summer school will be offered, on or about May 1, outlining the following:

A. Tentative course offerings;

B. Tentative location for classes;

C. Criteria for employment of faculty;

D. Financial remuneration;

E. Statement of desire to teach summer school to be signed by the Teaching Staff Member and returned to his/her Building Principal on or about May 10.

26.05 Employment criteria: Teaching Staff Members who submit a statement of desire to teach summer school shall be prioritized with consideration given to the following:

A. Hold valid teaching certificate.

B. Competence of Teaching Staff Members in the subject matter area as determined by the summer school principal (and department chairpersons in high schools).

C. Teaching Staff Members within the school system.

D. Teaching Staff Members within the academic department.

E. Teaching Staff Members teaching the particular subject during regular school year.

F. Consideration of:

1. Past experience in teaching summer school;
2. Department seniority; and
3. District seniority.

G. Intent to continue teaching in the Centerville City Schools.

26.06 The summer school principal should be prepared to explain to Teaching Staff Members why they are in the respective positions on the priority list.

26.07 The summer school principal shall recommend to the Director of Human Resources a list of Teaching Staff Members to teach summer school. The list will be submitted in priority sequence on or about June 1.

26.08 The Superintendent shall have the sole right to determine whether a program/class shall be conducted in the summer school, and whether a program/class once started will be discontinued, and his/her decision regarding such matters shall be final.

26.09 The hourly rate for summer school pay will paid at the Instructional Rate calculated in 30.03. In the event a program/class is commenced and is thereafter discontinued, the Teaching Staff Member shall be paid for the hours the program/class was in session before it was discontinued.

ARTICLE TWENTY-SEVEN - TEACHER EVALUATION

27.01 The teacher evaluation program outlined in Appendix L entitled Teacher Evaluation Program is incorporated into this Agreement and shall remain in full force and effect until a successor program is negotiated by the Discussion and Resolution Committee. The District Evaluation Committee will make recommendations to the Discussion and Resolution Committee regarding any changes.

27.02 In the event a Teaching Staff Member does not agree with any evaluation, the Teaching Staff Member may file a grievance concerning such evaluation; provided, however, such grievance shall not be appealable to arbitration.

27.03 Application Procedures for Continuing Contract Status are as follows:

A. A Teaching Staff Member (whether at the end or in the middle of a multiple

year contract) is eligible for continuing contract consideration if s/he meets the requirements of one of the following scenarios:

1. The teacher holds a professional, is on active teaching status, and has taught for at least three of the last five years in the District;

2. The teacher was initially issued a teacher's certificate or educator license prior to January 1, 2011, holds a professional educator license issued under section 3319.22 or 3319.222 or former section 3319.22 of the Revised Code or a senior professional educator license or lead professional educator license issued under section 3319.22 of the Revised Code, is on active teaching status, and has taught for at least three (3) of the last five (5) school years in the district, and completed the applicable one of the following:

   (a) If the teacher did not hold a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license; or
   (b) If the teacher held a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license.

3. The teacher never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011, holds a professional educator license, senior professional educator license, or lead professional educator license issued under section 3319.22 of the Revised Code, has held such educator license for at least seven years, is on active teaching status, has taught for at least three of the last five years in the District, and completed the applicable one of the following:

   a) If the Teaching Staff Member did not hold a master's degree at the time of initially receiving an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license;
   b) If the Teaching Staff Member held a master's degree at the time of initially receiving an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license.

4. A Teaching Staff Member who has taught in another Ohio school district is eligible for continuing contract consideration if he/she has taught under a continuing contract in another Ohio school district and has taught in Centerville for at least two (2) school years and meets the requirements of paragraphs 1, 2, and 3 of this section.

B. Teaching Staff Members who qualify for continuing contract status under Section 27.03A must have all necessary requirements on file with the Director of Human Resources and apply in writing for continuing contract consideration no later than October 1. These requirements supersede tenure eligibility under Revised Code 3319.11.

C. Teaching Staff Members eligible for a continuing contract will participate in the Professional Practice Evaluation Program as defined in Appendix K entitled Teacher Evaluation Program. The observations shall be completed by May 1 and the final evaluation report shall be completed by May 10.

D. Teaching Staff Members who meet the requirements in 27.03 A, B and C will be considered for continuing contract status for the following school year with contract status determination being made at the regular May BOARD meeting.

E. A Teaching Staff Member, if eligible for continuing contract under 27.03 A may apply for continuing contract consideration prior to October 1 at the start of year three (3) under 27.03A.1., at the start of year seven (7) under 27.03A.2., or at the start of year two (2) under 27.03A.3.

F. Upon the mutual agreement of a Teaching Staff Member and his/her Principal/Supervisor, a Teaching Staff Member may withdraw his/her request for a continuing contact and accept a one-year limited contract. (Appendix M)

27.04 Evaluation forms are posted on the Staff Intranet. The substance of the evaluation forms cannot be changed without negotiations but the design may be modified.

27.05 If Ohio statutory law relating to continuing contracts, evaluation, due process or termination of limited contract holders whose contracts are not expiring or continuing contract holders changes during the life of this collective bargaining agreement, the parties agree to: (a) meet in effects bargaining at the call of either party to determine how, if at all, the evaluation procedure will be changed; and (b) to utilize the law to the effect it relates to limited contract holders whose contracts are not expiring or continuing contract holders whose contracts are not expiring or continuing contract holders until such time as an agreement is

reached via the effects bargaining.

ARTICLE TWENTY-EIGHT - GRIEVANCE PROCEDURE

28.01 A "grievance" is defined as any question or controversy between any professional Teaching Staff Member or the ASSOCIATION with the BOARD and/or the Administration concerning the interpretation, application of, compliance with, or noncompliance with the provisions of this AGREEMENT; provided,

A When a Teaching Staff Member submits a matter to a specific administrative agency provided for by the Statutes of the State of Ohio or the United States for review or redress of a specific matter (such as Worker's Compensation, Unemployment Compensation, E.E.O.C., Civil Rights Commission, SERB, etc.), such matter may not be made the subject of a grievance and may not be processed as such.

B. Any decision by the BOARD or any recommendation of the Superintendent to terminate or not to renew the contract of any professional Teaching Staff Member, whether such professional Teaching Staff Member is under a limited contract or continuing contract (See O.R.C., Section 3319.16) with the BOARD, may not be made the subject of a grievance and may not be processed as such.

C. If a specific Section of this AGREEMENT states that a particular decision is "final" and/or that a particular matter is not subject to the grievance procedure, issues regarding such decisions and/or such matters shall not be made the object of a grievance and may not be processed as such.

28.02 The limits in days under each section shall be counted as calendar days. The number of days indicated at each level shall be considered as maximum. The time limits may, however, be extended by mutual agreement of the parties concerned, expressed in writing.

28.03 If any grievance is not initiated at Level Two within thirty (30) days after the Teaching Staff Member knew of the event or condition upon which it is based, or with reasonable diligence should have known of such event or condition, the grievance shall be considered waived, shall no longer be deemed a grievance, and may not be processed as such.

28.04 Nothing required by this formal grievance procedure shall be construed as limiting the privilege of any Teaching Staff Member having a complaint or problem, to
discuss the matter informally with the appropriate representative of the

Administration and having such matter adjusted without intervention and/or consultation of the ASSOCIATION; provided the adjustment does not conflict with the terms of the AGREEMENT.

28.05 The ASSOCIATION may designate its representative for processing grievances. Any Teaching Staff Member may consult this representative for assistance; provided, however, any activity of this type shall be conducted at times which will not interfere with the pupil contact duties and/or faculty meetings involving the Teaching Staff Members involved.

28.06 All grievances shall be processed as follows:

A. Level One-Informal Procedure

Grievances should first be discussed with the lowest level administrator appearing to have the authority to resolve the grievance.

B. Level Two-Formal Procedure

1. In the event the Grievant is not satisfied with the disposition of the grievance at Level One or if no timely disposition has been rendered, the grievance may be formally filed with the same administrator.

Such filing in writing or Appendix I shall be not later than thirty (30) days after the Grievant knew of the event or condition upon which it is based, or with reasonable diligence should have known of such event or condition.

2. The administrator shall hold a hearing on the grievance within seven (7) days after receipt of the written grievance and shall provide a written answer to the grievance. Such answer shall be forwarded to the grievant within seven (7) days of the hearing.

C. Level Three

1. In the event that the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within seven (7) days after the hearing, the grievance may be appealed to the Superintendent by filing such grievance with the Director of Human Resources. Said appeal must be filed within fourteen (14) days of the disposition at Level Two.

2. The Superintendent or his/her representative(s) shall, within seven (7) days of the receipt of the grievance, conduct a hearing of the

grievance. Within seven (7) days after the hearing, the Superintendent or his/her designee shall issue a written decision on the grievance along with the basis for such decision. Copies will be forwarded to the grievant.

3. The grievant shall give the ASSOCIATION a copy of any non-ASSOCIATION filed grievance that is filed within three (3) days after such filing. The administrator shall give the ASSOCIATION a copy of any and all answers to such a grievance.

28.07 If the ASSOCIATION determines to submit the grievance to arbitration, it may do so by filing a demand for arbitration with the American Arbitration Association (AAA) according to AAA Rules. Such notice must be served within ten (10) days after the Level Three answer was issued. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this AGREEMENT. The arbitrator shall be without authority to add to, subtract from, or modify the terms of this AGREEMENT and may only issue his/her decision with respect to the limited issue presented to him/her. The arbitrator's decision shall be in writing and set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator is binding on all parties. The costs for the services of the arbitrator, including per diem expenses, shall be borne equally by the BOARD and the ASSOCIATION.

28.08 Right to Representation: Any grievant may be represented by the ASSOCIATION in any grievance processed pursuant to the provisions of this AGREEMENT.

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

28.10 The ASSOCIATION, as such, shall have the right to utilize the grievance procedure. Such grievances shall be initiated at Level Two Formal Procedure, by the ASSOCIATION within thirty (30) days after the ASSOCIATION knew, or with reasonable diligence should have known, of the event or condition upon which the grievance is based. In the event the grievance affects Teaching Staff Members in more than one building, such grievance shall be filed with the Director of Human Resources rather than any lower level administrator.

28.11 Upon mutual written agreement of the parties to this AGREEMENT, and further upon joint submission to AAA, grievances may be arbitrated according to the expedited rules of the AAA.

28.12 All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

ARTICLE TWENTY-NINE - PROFESSIONAL GROWTH CREDITS AND

TUITION REIMBURSEMENT

29.01 A. Professional Growth Credits for Teaching Staff Members may be earned in the following areas:

1. Graduate College Training;
2. Travel;
3. Workshops and Professional Meetings;
4. Undergraduate College Training;
5. Other equivalent activities for licensure candidates per C.P.D.C. guidelines

B. In order to be counted toward credit on the salary schedule Professional Growth Credits must be on file in the HR Office in the form of a transcript, or temporarily, an official grade report by September 15 of the school year.

C. Midyear (second semester) advancement on the salary schedule will be granted for Teaching Staff Members who complete the necessary professional growth requirements. Teaching Staff Members should request midyear advancement to the Director of Human Resources no later than January 15.

D It shall be the Staff Member's responsibility to request salary adjustments in writing to the HR Office. The District shall not be liable for retroactive pay to staff members who fail to request salary adjustments within the established time frame(s) of Article 29.01(B) and (C).

A midyear advancement will be in the amount of one-half (1/2) of the annual professional growth increment and shall be payable over the remaining payroll of the Teaching Staff Member.

29.02 Definition of Areas

A. Graduate College Training

Each semester hour of college credit granted by a recognized graduate school after a Teaching Staff Member has earned a Bachelor's Degree shall be one (1) credit.

B. Travel

Tentative approval must be received from the Superintendent before travel should be undertaken for professional growth credit. The applicant must document that such travel will contribute to the cultural and/or professional training of the Teaching Staff Member in the area for which he/she

presently is assigned teaching responsibilities.

Upon completion of the travel experience, the Teaching Staff Member must submit a written report to the Superintendent citing their experiences and how they have contributed to his/her cultural and/or professional training. The Superintendent will then evaluate these experiences and reach a recommended decision to the BOARD as to whether or not they may apply toward professional growth.

Commencing with the 1999-2000 school year one-third (1/3) credit shall be awarded for each week of travel. No credit is permitted for fractions of weeks. A maximum of one (1) travel credit per Class V and a maximum of one (1) travel credit per Class III is all that will be permitted.

C. Workshops and Professional Meetings

Credit for attendance at workshops and professional meetings which would apply toward professional growth credit shall be of a nature for which college or university credit is not secured, and which contributes directly to the teaching effectiveness of the Teaching Staff Member. The Teaching Staff Member should secure tentative approval from the Superintendent before attending the workshop or professional meeting if he/she hopes to receive professional growth credit for such attendance. Upon completion of the workshop or professional meeting experience, the Teaching Staff Member must submit a written report to the Superintendent citing his/her experiences and indicating in what manner these experiences have contributed to his/her own individual professional growth. The Superintendent will then make an evaluation of these experiences and reach a recommended decision to the BOARD as to whether or not they may apply toward professional growth. One-third (1/3) credit toward professional growth shall be awarded for each ten (10) hours workshop or professional meeting experience. There shall be no limit to the number of credits earned per growth block.

D. Undergraduate College Training

Each semester hour of undergraduate college training shall be worth one-half (1/2) credit. To receive professional growth credit, this college work must have been done after the Teaching Staff Member has received his/her first initial provisional teaching certificate. This work must be applicable toward a recognized college degree or other certification requirement whether the Teaching Staff Member is seeking a degree or not. A transcript must be on file in the Personnel Office just as in the case of graduate credit, if such hours are to count toward a professional growth block. There shall be no limit to the number of credits earned in this manner during a professional growth block.

E. Other Equivalent Activities for Licensure Candidates per C.P.D.C. guidelines

"Other equivalent activities" originated in Ohio legislation SB 230, Teacher Education and Licensure Standards, Chapter 330124 of the administrative Code. Other equivalent activities are to be related to classroom teaching and/or the area of licensure as approved by the local professional development committee (C.P.D.C. in Centerville). The C.P.D.C. has confirmed the equivalent activities category exists to encourage initiative, exploration, and professional leadership. A maximum of fifteen (15) other equivalent activities credit (semester hour) per Class V and a maximum of ten (10) other equivalent activities credit (semester hour) per Class III is all that will be accepted.

29.03 It is understood that in order for the items set forth in 29.02 A., B., and/or C., above to apply toward professional growth credit, no expenses for registration, tuition, texts, class materials, travel expenses, board or room will be incurred by the BOARD. Release time without loss of pay for professional meetings or workshops will be approved when less than or equivalent to two (2) working days (16 hours) are requested.

29.04 Projects funded by the State or Federal monies which are related to professional growth and require local matching of funds should be submitted to the Superintendent for review related to the granting of credit for participants. Approval by the Superintendent will allow the forwarding of the request to the BOARD for final disposition.

29.05 In the event a Teaching Staff Member does not agree with the recommendation of the Superintendent to the BOARD or the decision of the BOARD with respect to the granting of professional growth credits, the Teaching Staff Member may file a grievance concerning such matter; provided, however, such grievance shall not be appealable to arbitration.

29.06 Graduate Tuition Reimbursement

A. The Board will allocate a pool of $45,000 annually to be used by Teaching Staff Members on the Bachelor's Degree (Class III of the Salary Schedule) for graduate tuition reimbursement. Teaching Staff Members are eligible for reimbursement up to a maximum of $600 annually for graduate level course work leading to an initial Masters Degree in education or their area of certification/licensure. Reduced tuition through Summer Institute hours is not eligible for tuition reimbursement. If during a year, more than seventy-five (75) Teaching Staff Members are approved for reimbursement, the pool will be equally divided among all approved Teaching Staff Members.

B. Graduate tuition reimbursement shall be made to the Teaching Staff Member on the second pay in December for course(s) taken which conclude between September 1 and August 31 of the previous school year. Payment will be made for tuition expense only and will not include payment for such items as books, materials, laboratory fees, meals, parking fees, application fees, graduation fees, internet hookup, or other miscellaneous fees.

C. To be eligible for graduate tuition reimbursement, Teaching Staff Members meet the following criteria:

1. Graduate tuition reimbursement applies only to graduate level coursework taken after the Teaching Staff Member's employment by the Board.

2. Written application for reimbursement must be submitted to the Personnel office by September 15 of the reimbursement year accompanied by an official college transcript or temporarily, an official grade report indicating successful completion of the course(s) and a receipt showing payment to the university.

3. The Teaching Staff Member must take the coursework and be employed by the Board at the time of reimbursement.

D. The parties agree to delete Article 29.06 from the Agreement effective September 1, 2011 due to the elimination of the requirement to attain a Masters Degree for licensure. If the requirement to attain a Masters Degree for licensure should be reinstated by the Department of Education or a legislative body, Article 29.06 will immediately be reinstated as an active Agreement article.

ARTICLE THIRTY - COMPENSATION

30.01 The compensation of regular Teaching Staff Members covered by this AGREEMENT is reflected in Appendix G.

A. Longevity

A Teaching Staff Member employed in the Centerville City Schools will receive an increment equal to .0275 units for Class I, .04 units for Class III (based on the BA base), and .04 units for Class V (based on the MA base) upon the completion of the 15th, 19th, 23rd, 27th, 31st and 34th year of service in the Centerville City Schools.

B. Experience Credit

A Teaching Staff Member commencing employment with or being reemployed by the Centerville City Schools shall not be placed above Step 7 on the salary schedule.

In entering the Centerville City Schools, one hundred twenty (120) days of teaching within a regular school year ending June 30 as an elementary or secondary Teaching Staff Member shall count as a year of experience for placement on the salary schedule. For those who have been substitute teachers, the days substituted preceding placement on the regular salary schedule shall count as a part of the one hundred twenty (120) days required for determining a year's teaching experience.

Credit on the salary schedule shall be given for active military experience, not to exceed five (5) years; military service must be eight (8) continuous months of service to be recognized as a year of authorized experience.

Teaching experience in an overseas dependent school operated by one (1) of the U.S. Armed Forces or the U.S. State Department and an elementary or secondary school operated by a state agency, approved by the State Board of Education, may be counted as authorized experience.

One (1) year of credit on the salary schedule may be given for teaching experience at the college or university level if such experience is one hundred twenty (120) days or more in one (1) school year. Not more than seven (7) years of credit for college or university experience can be given to a Teaching Staff Member.

One (1) year of credit may be given for every year (ten [10] continuous months) of trade or business experience to an industrial arts, vocational shop, or related subject Teaching Staff Member employed in a vocationally funded position. Not more than seven (7) years of trade or business experience can be given to a Teaching Staff Member.

One (1) year of credit may be given for every year (ten [10] continuous months) of working experience to a school nurse, an occupational therapist or physical therapist, or a SLP, provided this work experience took place after the school nurse completed their bachelor’s degree and received their nursing license, the occupational therapist earned a bachelor's degree and completed the curriculum as required by the Council on Medical Education and

Hospitals of the American Medical Association in occupational therapy; and provided this work experience took place after the physical therapist earned a bachelor's degree and was the holder of an Ohio Medical Board License in physical therapy.

In addition to the above stated experience and/or work related credit the Superintendent may, at his/her discretion, grant additional credit if he/she deems it necessary.

C. Classification of Teaching Staff Members on Salary Schedule

Class I Teaching Staff Members who have not received a Bachelor's Degree.

Class III Teaching Staff Members with a Bachelor's Degree from a recognized college.

Class III +10 Professional Growth Credits
Teaching Staff Members who have a Bachelor's Degree from a recognized college and have ten (10) professional growth credits received after obtaining the Bachelor's Degree.

Class III + 20 Professional Growth Credits
Teaching Staff Members who have a Bachelor's Degree from a recognized college and have twenty (20) professional growth credits received after obtaining the Bachelor's Degree.

Class III + 30 Professional Growth Credits
Teaching Staff Members who have a Bachelor's Degree from a recognized college and have thirty (30) professional growth credits received after obtaining the Bachelor's Degree.

Class V Teaching Staff Members with a Master's Degree from a recognized college.

Class V + 10 Professional Growth Credits
Teaching Staff Members who have a Master's Degree from a recognized college and have ten (10) professional growth credits received after having obtained the Master's Degree.

Class V + 20 Professional Growth Credits
Teaching Staff Members who have a Master's Degree from a recognized college and have twenty (20) professional growth

credits received after having obtained the Master's Degree.

Class V + 30 Professional Growth Credits

Teaching Staff Members who have a Master's Degree from a recognized college and have thirty (30) professional growth credits received after having obtained the Master's Degree.

D. Salary Procedures Partial School Year Teaching Staff Members

Effective January 1, 1968, Teaching Staff Members employed in the Centerville City School System for at least one (1) semester of a given school year will, if tendered a contract for a subsequent school year, be awarded a year's credit on the Teaching Staff Member's salary schedule.

For Teaching Staff Members who leave the system and return, two (2) or more partial years of teaching experience in the Centerville City Schools will be added together to ascertain the number of full years of teaching experience when determining the proper placement on the salary schedule.

E. Teachers with less than seventy-five percent (75%) time who have advisory responsibilities will receive three (3) days of compensation at the teacher's daily rate.

F. The BOARD and the ASSOCIATION mutually agree that Teaching Staff Members at the elementary and middle school levels may be contracted as teachers for one (1) hour per day. The rate of reimbursement shall be calculated at one of seven and one-half hours (13.3%) of the appropriate placement on the teacher salary schedule provided for each hour contracted.

30.02 National Board Certification

Upon written verification of earning National Board Certification from the National Board for Professional Teaching Standards a one-time stipend of $3,500.00 will be awarded to the Teaching Staff Member who receives National Board Certification while in the employ of Centerville Schools.

30.03 Curriculum Rate, Instructional Rate, Home Instruction Rate and Nurse Extended Time

A. The compensation for teaching staff members who work outside of their regular workday for curriculum shall be $28.00 per hour. This curriculum rate will be in effect when a teaching staff member is not directly interacting with students outside of the school day.

B. The Instructional Rate shall be calculated at .0009 of the base B.A. minimum salary in effect at the start of the given school year. This Instructional Rate will be in effect when a staff member is directly interacting with students outside of the contracted school day.

C. Upon administrative approval, school nurses can work extended hours over the summer to prepare for the approaching school year. When this occurs, the nurse will be paid at his/her per diem rate for hours worked.

D. Home Instruction (HI) rate shall be .000968 of the base B.A. minimum salary in effect at the start of the given school year.

30.04 Department Head Stipend and Summer Compensation

The compensation for Department Heads of English, Math, Science and Social Studies will be $3,000.00. This compensation will be offered in the form of an extracurricular contract. This compensation is in addition and separate from the extra plan period of the High School Department Heads.

The compensation for summer work will be the maximum of fifty (50) hours per English, Math, Science, Social Studies department head at the curriculum hourly rate for that school year.

30.05 Counselor Additional Extended Time and Summer Compensation

The extended days for Counselors will be provided as outlined below. This compensation will be offered in the form of a supplemental contract.

High School Department Head Counselor	15 days
High School Counselor	12 days
Middle School Counselor	10 days
Elementary School Counselor	5 days
Prevention Counselor/Social Worker	10 days
Intervention Counselor	15 days
Career Pathways Coordinator/Counselor	15 days

Counselors who were compensated at the per diem rate at some time in the past will again be compensated at the per diem rate for the appropriate number of days as listed above.

Counselors not compensated at the per diem rate will be paid at the Curriculum Rate or the Instructional Rate as delineated in 30.03 for the appropriate number of days as listed above.

THIRTY-ONE - CIVIL DISTURBANCES

31.01 In the event of a civil disturbance in or near school buildings when school is in session, the following procedures shall be followed:

A. The first Teaching Staff Member to recognize such a potential civil disturbance shall immediately notify the Building Principal of such disturbance.

B. The Superintendent shall determine whether classes will continue as scheduled.

C. If the matter of the disturbance is such that in the opinion of the Building Principal, students might be in some degree of physical danger, the Teaching Staff Member responsible for such students will be directed to move them to an appropriate, safe area inside the school building and to remain with the students.

31.02 Teaching Staff Members whose rooms or teaching stations adjacent to or otherwise close to a building entrance or exit should attempt to lock such entrance or exit from the inside of the building during any civil disturbance.

31.03 Teaching Staff Members are responsible for the students who are under their charge until such time as students are dismissed from the building.

31.04 Within the limitations of this ARTICLE, each Building Principal will develop a procedure for his or her school building, which procedure, after approval by the Superintendent, shall be provided each Teaching Staff Member in the building at the beginning of the school year. If any changes are made in this procedure during the school year, such changes shall also be provided to each Teaching Staff Member in the building at the time of adoption.

ARTICLE THIRTY-TWO - COOPERATING TEACHER

No Teaching Staff Member shall be assigned a student teacher without the Teaching Staff Member's consent.

ARTICLE THIRTY-THREE - S.T.R.S. TAX DEFERRED PLAN

A. Effective July 1, 1983, the BOARD agrees to provide a tax deferred plan on employee contributions to STRS.

B. It is understood that it is the responsibility of each individual teacher to make any necessary adjustment(s) in any other tax sheltered annuities he/she has in order to be in compliance with IRS laws and regulations.

C. The BOARD is not liable nor will it be held responsible for any related legal, IRS, STRS, or any other agencies' penalties or decisions concerning this plan now or in the future.

D. The ASSOCIATION agrees to indemnify and save the BOARD harmless against any and all claims that shall arise out of or by reason of any action taken by the BOARD in compliance with provisions of this ARTICLE.

ARTICLE THIRTY-FOUR - TRAVEL REIMBURSEMENT

34.01 Any Teaching Staff Member required in the course of his/her employment to drive a personal automobile will be reimbursed for such usage at the rate established by the BOARD for use of vehicles for all employees of the Centerville City Schools for mileage as approved by the Superintendent.

34.02 Reimbursement shall be made by check separate from payroll checks and shall not be reported as income on the Internal Revenue Form W2.

34.03 Travel expense reports must be kept. Entries should be posted promptly and reports turned in at the end of each calendar month to the Superintendent.

34.04 In requesting travel expense, the Teaching Staff Member should indicate the date of travel, destination, and mileage.

34.05 Travel expense between a Teaching Staff Member's home and the school building or office to or from which he/she travels at the beginning and end of the school day will not be included in travel expense allowance.

ARTICLE THIRTY-FIVE - CLASS SIZE AND TEACHING LOAD

35.01 A timely effort will be made to balance, achieve and maintain equality in class size and teacher workload within grade level and/or subject area within each building.

The number of pupils assigned to any unit or classroom by the Administration shall not exceed the capacity of the teaching facilities. If either the ASSOCIATION or a Teaching Staff Member believes that there is an imbalance or overload in either an individual class size, or the total teaching load of a Teaching Staff Member, the following procedure will be used:

A. The ASSOCIATION shall refer the problem in writing to the Building Principal for resolution.

B. If the alleged imbalance or overload is not resolved, the ASSOCIATION shall refer the problem to the Superintendent or his designee for resolution.

C. The Superintendent's resolution of the alleged imbalance or overload is final.

35.02 Collaborative Process-Subject to Article 35.01 Above

A. Building principals will continue to involve Teaching Staff Members in a collaborative effort to develop building schedules.

B. Unresolved issues of class size, balance, loads and scheduling will be handled within the framework of the Discussion and Resolution Committee meetings.

C. Central office administrators will meet with the CCTA Building Representatives in the spring and fall of each year regarding class size projections.

D. For the High School the following process will also apply:

1. The Discussion and Resolution Committee will get information about the scheduling process from the High School Principal beginning in January.
2. The Discussion and Resolution Committee will meet to discuss the scheduling process after the department heads have turned in their departmental schedules.

3. The Discussion and Resolution Committee will meet to discuss the scheduling process when preliminary class rosters are available.

4. The Discussion and Resolution Committee will meet after school starts during either the last week in September or the first week in October to evaluate the scheduling process.

E. The Association and administration will meet and discuss new education delivery options and equate how they relate to class size, teaching load, student contact time, planning time and collaboration.

F. Teaching Staff Member load will also be addressed by the joint administration/association groups as outlined in Article 1.08 F.

ARTICLE THIRTY-SIX - RELEASED TIME FOR PARTICIPATION ON DISTRICT-WIDE COMMITTEES

36.01 The following shall hold their meetings on school time: Curriculum Committees, Textbook Adoption Committees, Assessment Committee. Members of these committees shall be provided released time to attend their meetings. The committee Members shall make necessary arrangements to assure that a substitute is provided to replace them when a committee meeting is held.

36.02 Due to the composition of the following committees, and the indeterminable nature of their tasks, Members of the Curriculum Advisory Council shall not be provided released time or compensation to attend meetings.

ARTICLE THIRTY-SEVEN - AIDES

37.01 It shall be the sole prerogative of the Superintendent to determine the allocation and utilization of aides. Building administrators and staff will be encouraged to collaborate regarding the utilization of aides in their buildings.

37.02 The Criteria which will be considered in determining such allocation and utilization shall be:

A. the type of program in the unit, school, or department,

B. the particular expectations of the position, and

C. the number of pupils to be served.

ARTICLE THIRTY-EIGHT — COLLEGE CREDIT PLUS

38.01 A. The instructional preparation for and teaching of courses offered through the CCP program shall be deemed bargaining unit work and shall be offered to bargaining unit members in accordance with the Master Agreement. If no bargaining unit member is properly credentialed to teach the course, no bargaining unit member chooses to participate in the CCP program, or the student(s) choose to participate in CCP off campus, the Board may arrange for such courses to be taught by non-bargaining unit members. Prior to offering in-District positions outside of the bargaining unit, the Board must first seek volunteers who would be willing to become properly credentialed.

B. No bargaining unit member shall be required to participate in the CCP program.

C. No evaluation conducted by an institution of higher education (IHE) will be utilized in the District evaluation of a bargaining unit member.

However, he/she may provide information from the College Credit Plus evaluation as evidence of competencies in his/her District evaluation. No employee shall be terminated, non-renewed, or otherwise disciplined based upon the results of the IHE evaluation.

D. The District shall not include student data collected in conjunction with CCP course offerings in the calculation of a teacher's Student Growth Measure or any other student performance measure used in the evaluation of a teacher, nor a School Counselor's Metric of Student Outcomes. If approved by the IHE an SLO could be used otherwise if the teacher has only CCP courses a full cycle would be required.

E. Prior to the beginning of each course, if the IHE requires attendance at an In-service, all bargaining unit members who participate in the CCP program shall be provided at least one (1) in-service day to visit the participating IHE to engage in planning with the cooperating college instructor. The bargaining unit member shall be paid his/her per diem rate of pay for the in-service day if it occurs on a non-contractual day and will be provided professional leave if it occurs on a contractual day. In addition to the applicable leave, the District shall reimburse the bargaining unit member for all necessary and actual expenses (e.g., mileage, meals, etc.). The Teacher assigned to a CCP shall receive 10 hours at curriculum rate each time there is a new text book adoption, to familiarize themselves with the new material.

F. No bargaining unit position shall be eliminated or reduced, and no bargaining unit member shall be displaced as a result of the District's participation in the CCP program.

G. Should a CCP instructor be required to hold a yearlong class, after contractual hours, the CCP instructor will be paid a stipend of 1/5 BA Step Zero per year. The payment will be included in the staff member's regular paycheck. Bargaining unit members shall also be compensated, at their per diem rate, for participation in any in-service training that is required by the District or IHE to meet the requirements of the CCP program on non-contractual workdays.

H. Should the District deliver a CCP course electronically to other sites within the district (i.e. video conference, interactive TV, etc.), the District shall require that a Centerville Schools licensed educator be present in the primary classroom with the students receiving instruction.

I. The District shall prohibit the co-seating of CCP and non-CCP students in a

class where college credit is being granted.

J. No bargaining unit member shall be required to maintain or report attendance data for any CCP student that is not under their supervision.

K. Guidance counselors covered under this Agreement shall not be required to complete any work that is typically handled by the IHE including grade reporting or transcript creation.

L. The CCP Teacher Coordinator will be granted 12 days Extended time, paid at the Curriculum Rate or the Instructional Rate as delineated in 30.03.

M. The District shall adhere to the Ohio Revised Code, Ohio Administrative Code, ODE and ODHE guidelines regarding College Credit Plus requirements; however, the terms of this Contract shall prevail with regard to bargaining unit member rights and responsibilities when participating in the program.

ARTICLE THIRTY-NINE - COVERAGE FOR ABSENT STAFF MEMBERS

39.01 A. The Administration will make a diligent effort to provide a substitute whenever a Teaching Staff Member, school library Staff Member, or aide is absent. When a substitute cannot be secured (either a substitute aide or a substitute teacher) a Teaching Staff Member may be requested by the Building Principal to waive his/her planning period to assume the responsibilities of either an absent Teaching Staff Member, library Staff Member, or aides in lieu of a substitute. The Principal will keep a record of the times when each Teaching Staff Member has accepted such responsibilities. The purpose of this record shall be to assist in equitably rotating such requests among the available Teaching Staff Members in the building for the class period involved.

B. A teaching staff member who provides internal coverage will be remunerated for such coverage as follows:

1. A teaching staff member can receive payment at the hourly curriculum rate, recorded in minutes; or

2. A teaching staff member can accumulate one half (1/2) day sick leave for every one half (½) day, by level of coverage; and

C.. The teacher requesting remuneration is required to submit the required payroll or sick leave accumulation form documenting coverage for

administrator approval, who will notify the Treasurer's office. See Appendix A.

D. This coverage will be defined as an administrator requesting a teaching staff member to take on an additional responsibility to cover a group of students for a specified time period.

ARTICLE FORTY - DRUG FREE WORKPLACE

It is the policy of the Board of Education of the Centerville City Schools to maintain a drug-free workplace in full compliance with the Drug-Free Workplace Act of 1988. To ensure the health, safety and wellbeing of all employees of the Centerville City Schools, all employees will adhere to the following:

1. Unlawful manufacture, distribution, dispensation, possession, use or being under the influence of controlled substances (drugs) is prohibited any time, during working hours or after, when employees are on Centerville City Schools premises or while engaged in Centerville City Schools activities off school District premises.

2. No employee shall report to work, return from a break, drive any vehicle owned by Centerville City Schools, or drive any vehicle on business for Centerville City Schools while under the influence of alcoholic beverages or drugs.

3. The use, possession, transport, selling or purchase of alcoholic beverages while engaged in activities on Centerville City Schools premises or during a Centerville City Schools sponsored function is prohibited.

4. A) An employee who believes they have a substance abuse problem and who is not suspected of being under the influence of alcoholic beverages or drugs at work may voluntarily disclose their substance abuse problem to their building principal or the District Human Resources Director and elect to seek rehabilitation through an approved drug and alcohol treatment program. The District will immediately provide the employee all available paid and unpaid leave for which they are eligible for purposes of undergoing treatment and rehabilitation, and rehabilitation shall be entirely at the employee's expense except as may be covered by any applicable group health plan.

   The employee may return to work after successful completion of the treatment program and release by the program's medical director with no disciplinary consequence resulting from their disclosure. The employee will provide the Human Resources Director medical information relating to the treatment program and the employee's status thereunder upon request.

   B) Otherwise, an employee who violates this policy may be terminated for just cause.

1) An employee who is terminated for being at work under the influence of alcohol or drugs will be provided up to six months of Board-provided-and-paid health insurance through COBRA continuation, but without any HSA contribution from the Board, so long as:

a) the individual is actively participating in an approved drug and/or alcohol rehabilitation treatment program and any recommended follow-up, including continued counseling or twelve-step programs and provides proof of same; and

b) the individual is not employed elsewhere.

5. Violation of this policy will result in appropriate disciplinary measures being taken which may include termination.

For the purposes of this policy,

1. "Controlled Substance" shall be defined as narcotics, including opiates and opium derivatives, hallucinogenic substances, depressants, stimulants and any other substance included within the definition of "controlled substance" as set forth in ORC 3719.01;

2. "Distribution" shall include dealing in, shipping, transportation, or delivering a controlled substance;

3. "Dispensing" shall include selling, leaving with, giving away or delivering a controlled substance;

4. "Workplace" shall be defined as any school building, school property, school-owned vehicles or school-approved vehicle used to transport students to and from school or school activities, or off school property during any school-sponsored student-related activity, event or function.

In order to achieve and maintain a drug-free workplace, the Board hereby declares that, as a condition of employment with the District, each employee shall:

1. Abide by the terms of this policy; and

2. Notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction of school employee.

The Superintendent is further directed to take one of the following actions with respect to any employee who is so convicted within 30 days of receiving notice of such conviction:

1. Taking appropriate personnel action against such employee, up to and including termination; or

2. Requiring such employee to participate satisfactorily in a drug abuse intervention or rehabilitation program.

Centerville City Schools recognizes that chemical dependency is a disease which is a progressive but treatable condition from which a person can successfully recover and lead a productive life. Employees are encouraged to obtain drug abuse education or prevention information available on a voluntary, non-threatening and confidential basis that will not jeopardize an individual's status as an employee. Centerville City Schools support employees' intentions to obtain assistance for problems related to substance abuse in the following ways:

1. There will be available for all Centerville City Schools employees at least one educational opportunity per year to inform employees about the hazards of substance abuse, rehabilitation option, and Centerville City Schools' policies on substance abuse. Such may take the form of in-services, seminars, meetings or similar functions.

2. The Personnel Office will maintain information on employee benefits available to assist in resolving substance abuse problems as well as information on community resources for addressing such problems. This information will include alcohol and drug counseling, rehabilitation and reentry programs available to employees.
3. A copy of this policy will be distributed to all Staff annually through the Personnel Office.

Confidentiality

Information provided to administrative personnel as to any problem related to alcohol and other drug abuse or chemical dependency shall be considered part of the employee's medical record, and shall be CONFIDENTIAL. Except as may be required by law, no person may discuss or otherwise divulge any information concerning such matters.

Employees who have concerns regarding any employee’s use of drugs or alcohol in regard to their employment may report those concerns through the District’s tipline. The Superintendent or designee will contact the subject of the tip for purposes of discussing it.

ARTICLE FORTY-ONE — DISTANCE LEARNING AND ONLINE CLASSES

41.01 Development

Instructors who participate in the development of district online courses are expected to:

A. Each semester course must have 15 weekly modules that reflect the typical classroom and discussion time plus the common assignment and participation time expected as homework.

B. Each module is expected to include a module overview, learning activities and resources

C. Each semester course must have at least four to five face-to-face meetings with the students. Face-to-face meetings include but are not limited to video conferences, lab experiences, classroom lectures and testing, and or fieldtrips.

D. Each course must include a semester project or exam at the end of each semester.

41.02 Delivery

Instructors who participate in delivering an online course are expected to:

A. Manage and update learning activities and resources for weekly modules

B. Provide opportunities for students to ask questions and receive assistance with course materials and concepts

C. Monitor student weekly by providing feedback on assignments, posting points earned, and checking online logs

D. Schedule resources and materials needed for face-to-face meeting with students

E. Submit grade reporting to the high school for posting.

41.03 Compensation for the development of a course is:

Each new online course will have a one time initial development supplemental stipend of $1000 per semester of the course being written.

41.04 Compensation for the delivery of a course is:

District bargaining unit members who teach Distance Learning courses shall be compensated in the following manner:

Compensation is based on a semester course:

Teaching class size	Total compensation
1-6 students	$1,000
7-12 students	$2,000
13-18 students	$3,000

Bargaining unit members who participate in the Distance Learning and Online programs shall receive during the length of this memorandum a stipend that is based on a portion of an amount that approximates 1/5 of B.A. Step 1 for teaching a full year course. Semester courses and teaching loads will determine pay by the compensation statement.

Instructors develop and deliver the online course outside of the regular school day.

ARTICLE FORTY-TWO - DURATION, NEGOTIATIONS AND IMPLEMENTATION

42.01 The provisions of the AGREEMENT shall be effective from July 1, 2024, and shall continue in full force and effect through June 30, 2026.

42.02 If any provision of this AGREEMENT or any application of this AGREEMENT to any of the Teaching Staff Members who are covered by this AGREEMENT is found to be contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law, but all other provisions of this AGREEMENT shall continue in full force and effect.

42.03 The negotiation teams agree to meet prior to January 1, 2026, to discuss the negotiation process for a success or agreement.

CENTERVILLE CITY SCHOOLS

Board of Education of
Centerville City School District

Allison Durnbaugh, Board of Education President

Jon T. Wesney, Superintendent

Laura Sauber, Treasurer

Centerville Classroom
Teachers' Association

Brian Cayot, President

Nick Snyder, Vice President

Susan Taylor, Negotiator

Diane Beck, Negotiator

Chad Raisch, Negotiator

Tyler Hensley, Negotiator

Sherry Kim, Negotiator

Jody Otto, Negotiator

Kimberley Liston-Lake, Negotiator

Edited 5/28/24

Centerville City School District

APPLICATION FOR SICK LEAVE

Employee _____ School/Dept. _____Date Submitted _____

The undersigned person is hereby making application for the use of sick leave as provided in Revised Code 3319.141, and that the use of such sick leave is justified for the following reason:

1. Reason for Use of Leave

   A. ____ Personal Illness

   B. ____ Pregnancy

   C. ____ Personal Injury

   D. ____ Exposure to Contagious Disease

   E. ____ Assault Leave

   F. ____ Illness, Injury or Death in Immediate Family

   G. ____ Death of Other Relative(s)

2. If **A**, **B**, **C**, **D** or **E** is checked above, was medical attention required? Yes _____ No _____

3. If 'Yes', please state the name and address of the physician and the dates consulted.

   Physician's Name _____

   Address _____

   Date(s) consulted _____

4. If **F** or **G** is checked above, please give the name, address and relationship of such member(s) of your immediate family or other relative(s):

   Name _____

   Address _____

   Relationship to you _____

5. I hereby request _____day(s) of sick leave beginning _____AM/PM on

   _____and ending _____AM/PM on _____.
   (Date) (Date)

_____
Signature of Employee

OFFICE USE

Approved ☐ *Disapproved ☐ Date _____ Administrator _____

*Reason(s) for disapproval: _____

SECRETARY: Attach to Payroll Attendance Sheet

APPENDIX B

Centerville City School District

APPLICATION FOR PERSONAL LEAVE

Employee_____School/Dept. _____Date Submitted _____

The undersigned person is hereby making application for use of personal leave as provided in the AGREEMENT between the Centerville City Board of Education and the Centerville Classroom Teachers' Association, ARTICLE XI, Section 11.03 "Personal Leave."

I hereby request _____day(s) of personal leave, beginning_____A.M./P.M.

_____, 20 _____, and ending _____A.M./P.M._____,
(Date) *(Date)*

20 _____,

_____
Signature of Employee

The Director of Human Resources/Business shall review this form and notify the employee and supervisor or principal immediately if some problem exists relative to Article XI Section 11.03. If the employee and supervisor are not contacted, approval can be assumed.

OFFICE USE

_____
Administrator/Date

Approved ☐ **Disapproved* ☐ *by* _____
Director of Human Resources/Date

**Reason(s) for disapproval:* _____

_____

SECRETARY: *Route to Director of Human Resources*

Rev. 7/1/24

11.03 Personal Leave

A. Three (3) work days of personal leave with no loss of compensation are available to each Teaching Staff Member during each school calendar year. In the event that any of these days are not utilized during a school calendar year they will be credited to the Teaching Staff Member's sick leave balance.

B. A form shall be provided by the Teaching Staff Member's immediate supervisor for use of Personal Leave. (See Appendix B).

C. Personal leave shall not be taken on:

1. The first ten (10) days of the school year;

2. The last student day of the school year;

3. A day that school is closed for a professional inservice;

4. School days preceding or following a school holiday or vacation;

5. School days preceding or following a day that school is closed for professional inservice (exclusive of parent/teacher conference days);

6. The Mondays and Fridays after April 30th.

Exceptions to 1-6 above include:

1. Extreme extenuating circumstances, as determined by the Director of Human Resources, such as child to/from college; child games, tournaments, performances; graduations requiring travel; weddings.

2. An emergency, defined as a very unusual and critical combination of circumstances which demand immediate action and cannot be preplanned.

D. The following procedure shall be used:

1. The personal leave form shall be completed and signed by the Teaching Staff Member at least five (5) work days prior to the leave and submitted to the Supervisor or Principal.

2. The Principal or Supervisor shall sign the form and forward it to the Human Resources Director. The Principal or Supervisor shall arrange for a substitute if appropriate.

3. The Director of Human Resources shall review these forms and notify the Teaching Staff Member and Supervisor or Principal immediately if some problem exists relative to 11.03C. If the Teaching Staff Member and supervisor are not contacted, approval can be assumed.

4. If the occasion should arise where five (5) work days' notice is not possible, approval may be granted by telephone with submission of the personal leave form as soon as is reasonable.

5. It is the responsibility of each Teaching Staff Member to record the number of personal leave days used each school year.

Revised 7/1/2024

APPENDIX C

Centerville City School District

APPLICATION FOR FUNERAL LEAVE

_____ _____ _____

Employee School/Dept. Date Submitted

The undersigned person is hereby making application for the use of FUNERAL LEAVE as provided in Article 11.04 and the use of such funeral leave is justified for the following reason:

☐ **Death in Immediate Family ^**

Two (2) work days of funeral leave with no loss of compensation are available to each staff member upon the death of an immediate family member. The term 'immediate family' as used in the section refers to the teaching staff member's immediate family as defined in ARTICLE NINE, Section 9.01.

Please state the name and address of Immediate Family Member

Name_____

Address _____

Relationship to you _____

I hereby request _____ day(s) of funeral leave beginning _____ AM/PM on _____

and ending _____AM/PM on _____.

_____

Signature of Employee

Death of other, non-immediate family member ^^

Please fill out a SICK LEAVE FORM.

Staff Members can utilize two days from their accumulated sick leave. If a staff member does not have accumulated leave, they may borrow two (2) days against their balance.

OFFICE USE

Approved _____ Disapproved* _____ by _____

Administrator / Date

Approved _____ Disapproved* _____ by _____

Director of Human Resources

*Reason(s) for disapproval: _____

^ Immediate Family: The 'Immediate Family' includes the father, mother, current spouse, child, brother, sister, grandparents, grandchildren, stepparent, stepchild and in-laws bearing any of these relationships and any other person who is a permanent resident of the household of the Teaching Staff Member.

^^ Other Relatives: 'Other Relatives' include uncle, aunt, cousin, niece, nephew and in-laws bearing any of these relationships.

SECRETARY: Route to Director of Human Resources

Centerville City School District

APPLICATION FOR WORKPLACE INCIDENT

Employee_____ School/Dept._____ Date Submitted_____

I hereby request _____ day(s) of paid leave, beginning _____ AM/PM, on _____, 20 _____, and ending _____ AM/PM on_____, 20_____.
(Date) *(Date)*

_____
Signature of Employee

OFFICE USE

_____
Administrator/Date

_____
Director of Human Resources/Date

SECRETARY: Route to Director of Human Resources

Reference: 11.05-C1 of the Master Agreement
Absence in response to reporting of a work-related incident

Centerville City School District

APPLICATION FOR SEVERANCE PAY

NAME _____ DATE _____

I hereby apply for conversion of my unused and accrued sick leave pay and unused personal leave to severance pay. I understand that to be eligible to convert such sick leave I must either:

A. Have worked in the Centerville City Schools for five (5) years, retired from working, and within one hundred twenty (120) calendar days after my last day of paid service with the Centerville City Schools, established my retirement date and am eligible to collect retirement from the State Teachers Retirement System or the School Employees Retirement System; or,
B. Have been employed in the State of Ohio with "public employment" for at least twenty (20 years, at least ten (10) of which were in the Centerville City Schools; or,
C. Have been employed at least fifteen (15) years by the Centerville City Schools.

I hereby certify that I meet the eligibility requirements set forth in A___B___, or C___ above. (please check one)

I understand that severance allowance will be paid to me in one amount based on the following formula (Article 12.03):

The formula for payment shall be: one-fourth (1/4) of accrued but unused sick leave credit. For the purposes of this article, the number of sick days and personal days possible for payment is capped at 90 days.

I understand that acceptance of Severance Pay eliminates all sick leave and personal leave credit accrued by me while employed at the Centerville City Schools.

_____ _____

Signature Date

APPENDIX F

CENTERVILLE CITY SCHOOL DISTRICT

MENTOR TEACHER PROGRAM-GUIDELINES

I. RESIDENT EDUCATOR TEACHER

A. A resident educator teacher is defined as a teacher new to the Centerville City Schools who is teaching under a Resident Educator License or an Alternative Resident Educator License. Each resident educator teacher will be assigned a mentor teacher during residency.

B. Teachers with more experience who are new to the district and wish to participate in the mentor program may contact the Human Resources Office. Assignment of a mentor will be based on availability of resources. Teachers with more experience who are new to the district may be approached by the mentor committee to determine support needs for said teacher.

C. The resident educator teacher will complete all state and district required forms and processes and attend all required mentoring meetings.

II. MENTOR TEACHER

A. Mentor teachers should have five (5) years teaching experience including two (2) years in Centerville City Schools and preferably at least one (1) year in the building where they wish to be assigned as a mentor.

B. Mentors must complete pertinent ODE required training and/or any other meetings required by the mentor committee.

C. First year mentor teacher/resident educator teacher teams will have up to eight (8) days of released time available for mentoring activities, scheduled mentor and/or resident educator teacher meetings, professional development and other appropriate experiences. Release time may be scheduled as full day or half day sessions only. Requests must be made through the building principal. A written summary of how the time was spent may be part of the process.

D. Second year RESA Facilitator teacher/Resident Educator teacher teams will have up to three days a year for the Resident Educator and up to four days per year for the RESA Facilitator teacher. Release time is available for completing the Resident Educator Summative Assessment (RESA), all other Ohio Resident Educator Requirements, professional development, and other appropriate experiences. Released time may be scheduled as full day or half day sessions only. Requests must be made through the building principal. A written summary of how the time was spent may be part of the process.

E. Release time is only available to third or fourth year Resident Educators that still need to successfully complete Resident Educator Summative Assessment (RESA) Tasks. These resident educators will have up to one half day release time per RESA task that needs to be completed.

F. Two days of release time is available to teachers that are new to Centerville City Schools and are participating in the Traditional Mentor program, but are not participants in the Ohio Resident Educator Program. Release time is available for completing Ohio Teacher Evaluation System paperwork, professional development, and other appropriate experiences. Released time may be scheduled as full day or half day sessions only. Requests must be made through the building principal. A written summary of how the time was spent may be part of the process.

G. The mentor teacher will complete all state and district required forms and processes.

H. Compensation for the mentor teacher will be One Thousand Dollars ($1,000.00) for year one of the Resident Educator Program, compensation for the RESA Facilitator teacher for year 2 will be Seven-Hundred Fifty ($750) Dollars per resident educator. Compensation for a Traditional Mentor of a teacher not participating in Residency will be Five Hundred Dollars ($500.00). In order to qualify for the supplemental pay, the mentor must complete the school year as a mentor. In the event the mentor teacher completes only part of the year, payment to the mentor teacher will be pro-rated. The Director of Human Resources will evaluate the performance of the mentor teacher in meeting the requirements of the supplemental contract according to standard established by the District Mentor Committee.

III. PROCEDURES FOR MATCHING MENTORS AND RESIDENT EDUCATOR TEACHERS

A. Mentor teachers who have completed state and/or district approved mentor training have a professional commitment to serve as a mentor.

B. The Human Resources Office will supply the District Mentor Committee with a list of available mentors, and a list of new hires will be sent to the Chairperson of the District Mentoring Committee as they become available. The committee will meet as needed to complete the matching process. A quorum of four members of the committee is needed and must include an administrator.

C. The committee, with input from the building or unit principal, will determine the best possible "fit" between the resident educator teacher and the mentor. The following selection criteria will be used for matching with priorities considered:

1. Building Assignment
2. Certification/Licensure
3. Subject Matter/Grade Level
4. Previous Mentoring Assignment

D. A classroom teacher in the resident educator teacher's building shall receive preference over a teacher from another building. In the event that resident educator teacher has a split assignment (more than one building) a primary mentor teacher may be assigned and specific duties may be assigned to a secondary mentor and the payment will be pro-rated.

E. The name of the recommended mentor will be sent to the building principal for input. The committee will review the match and determine their final recommendations which will be forwarded to the Superintendent via the Human Resources Office.

F. Upon approval by the Superintendent, the mentor teacher selected by the committee will be recommended to the BOARD of Education for a supplemental contract. An appointment to a position as a mentor teacher shall be for one (1) year.

IV. APPEAL PROCESS

In the event an entry year teacher and the assigned mentor are not compatible, the following procedures shall be followed:

A. The resident educator teacher or the mentor teacher will contact a committee member to help resolve any problem that may exist. All

contacts with the consultant and/or the committee member will remain confidential.

B. If attempts by the resident educator teacher and/or mentor to resolve the problem are not successful, the resident educator teacher and/or mentor teacher may submit a Request for Re-assignment to the District Mentoring Committee who will recommend approval or develop a plan of action.

C. In the event there is no satisfactory resolution of the problem, the District Mentoring Committee will recommend to the Superintendent that the supplemental contract be revoked. The committee will choose another mentor from the available mentor teachers using the same criteria and procedures outlined in the matching process.

V. DISTRICT MENTOR COMMITTEE

A. The District Mentor Committee consists of the following:

1. Elementary teacher representative
2. Middle school teacher representative
3. High school teacher representative
4. At-Large teacher representative
5. Chair Teacher Representative
6. Building principal
7. At Large District Administrator
8. Director of Human Resources

B. Teacher representatives to the mentor committee will have completed state or district required training and will be elected by CCTA. Mentor experience preferred.

C. Administrators will be appointed by the Superintendent. Administrators with mentor training program are preferred.

D. The salary for Teacher Members of the Committee is $1,500 per year and $2,000 per year for the Chair Teacher Representative.

APPENDIX G

Teacher Salary Schedule for Fiscal Year Ending 2025 and 2026 - Bachelor Scale

BA			BA + 10			BA + 20			BA + 30		
Step	Index	Pay	Step	Index	Pay	Step	Index	Pay	Step	Index	Pay
0	1.0000	45,074.00	0	1.0375	46,764.00	0	1.0750	48,455.00	0	1.1125	50,145.00
1	1.0500	47,328.00	1	1.0875	49,018.00	1	1.1250	50,708.00	1	1.1625	52,399.00
2	1.1000	49,581.00	2	1.1375	51,272.00	2	1.1750	52,962.00	2	1.2125	54,652.00
3	1.1500	51,835.00	3	1.1875	53,525.00	3	1.2250	55,216.00	3	1.2625	56,906.00
4	1.2000	54,089.00	4	1.2375	55,779.00	4	1.2750	57,469.00	4	1.3125	59,160.00
5	1.2500	56,343.00	5	1.2875	58,033.00	5	1.3250	59,723.00	5	1.3625	61,413.00
6	1.3000	58,596.00	6	1.3375	60,286.00	6	1.3750	61,977.00	6	1.4125	63,667.00
7	1.3500	60,850.00	7	1.3875	62,540.00	7	1.4250	64,230.00	7	1.4625	65,921.00
8	1.4000	63,104.00	8	1.4375	64,794.00	8	1.4750	66,484.00	8	1.5125	68,174.00
9	1.4500	65,357.00	9	1.4875	67,048.00	9	1.5250	68,738.00	9	1.5625	70,428.00
10	1.5000	67,611.00	10	1.5375	69,301.00	10	1.5750	70,992.00	10	1.6125	72,682.00
11	1.5600	70,315.00	11	1.5975	72,006.00	11	1.6350	73,696.00	11	1.6725	75,386.00
12	1.6400	73,921.00	12	1.6775	75,612.00	12	1.7150	77,302.00	12	1.7525	78,992.00
13	1.7200	77,527.00	13	1.7575	79,218.00	13	1.7950	80,908.00	13	1.8325	82,598.00
14	1.7400	78,429.00	14	1.7775	80,119.00	14	1.8150	81,809.00	14	1.8525	83,500.00
15	1.7600	79,330.00	15	1.7975	81,021.00	15	1.8350	82,711.00	15	1.8725	84,401.00
17	1.7800	80,232.00	17	1.8175	81,922.00	17	1.8550	83,612.00	17	1.8925	85,303.00
19	1.8000	81,133.00	19	1.8375	82,823.00	19	1.8750	84,514.00	19	1.9125	86,204.00
21	1.8200	82,035.00	21	1.8575	83,725.00	21	1.8950	85,415.00	21	1.9325	87,106.00
23	1.8400	82,936.00	23	1.8775	84,626.00	23	1.9150	86,317.00	23	1.9525	88,007.00
25	1.8600	83,838.00	25	1.8975	85,528.00	25	1.9350	87,218.00	25	1.9725	88,908.00
27	1.8800	84,739.00	27	1.9175	86,429.00	27	1.9550	88,120.00	27	1.9925	89,810.00
29	1.9000	85,641.00	29	1.9375	87,331.00	29	1.9750	89,021.00	29	2.0125	90,711.00
31	1.9200	86,542.00	31	1.9575	88,232.00	31	1.9950	89,923.00	31	2.0325	91,613.00
32	1.9400	87,444.00	32	1.9775	89,134.00	32	2.0150	90,824.00	32	2.0525	92,514.00
34	1.9600	88,345.00	34	1.9975	90,035.00	34	2.0350	91,726.00	34	2.0725	93,416.00

Longevity Steps

(Continuous service with Centerville City Schools)

Longevity Steps				Additional Per Yr
Teacher Bachelors	After	15 yrs.	Continuous Service	1,803.00
	After	19 yrs.	Continuous Service	3,606.00
	After	23 yrs.	Continuous Service	5,409.00
	After	27 yrs.	Continuous Service	7,212.00
	After	31 yrs.	Continuous Service	9,015.00
	After	34 yrs.	Continuous Service	10,818.00

APPENDIX G

Teacher Salary Schedule for Fiscal Year Ending 2025 and 2026 - Masters Scale

MA			MA + 10			MA + 20			MA + 30		
Step	Index	Pay	Step	Index	Pay	Step	Index	Pay	Step	Index	Pay
0	1.1500	51,835.00	0	1.1875	53,525.00	0	1.2250	55,216.00	0	1.2625	56,906.00
1	1.2050	54,314.00	1	1.2425	56,004.00	1	1.2800	57,695.00	1	1.3175	59,385.00
2	1.2600	56,793.00	2	1.2975	58,484.00	2	1.3350	60,174.00	2	1.3725	61,864.00
3	1.3150	59,272.00	3	1.3525	60,963.00	3	1.3900	62,653.00	3	1.4275	64,343.00
4	1.3700	61,751.00	4	1.4075	63,442.00	4	1.4450	65,132.00	4	1.4825	66,822.00
5	1.4250	64,230.00	5	1.4625	65,921.00	5	1.5000	67,611.00	5	1.5375	69,301.00
6	1.4800	66,710.00	6	1.5175	68,400.00	6	1.5550	70,090.00	6	1.5925	71,780.00
7	1.5350	69,189.00	7	1.5725	70,879.00	7	1.6100	72,569.00	7	1.6475	74,259.00
8	1.5900	71,668.00	8	1.6275	73,358.00	8	1.6650	75,048.00	8	1.7025	76,738.00
9	1.6450	74,147.00	9	1.6825	75,837.00	9	1.7200	77,527.00	9	1.7575	79,218.00
10	1.7000	76,626.00	10	1.7375	78,316.00	10	1.7750	80,006.00	10	1.8125	81,697.00
11	1.7650	79,556.00	11	1.8025	81,246.00	11	1.8400	82,936.00	11	1.8775	84,626.00
12	1.8500	83,387.00	12	1.8875	85,077.00	12	1.9250	86,767.00	12	1.9625	88,458.00
13	1.9350	87,218.00	13	1.9725	88,908.00	13	2.0100	90,599.00	13	2.0475	92,289.00
14	1.9580	88,255.00	14	1.9955	89,945.00	14	2.0330	91,635.00	14	2.0705	93,326.00
15	1.9810	89,292.00	15	2.0185	90,982.00	15	2.0560	92,672.00	15	2.0935	94,362.00
17	2.0040	90,328.00	17	2.0415	92,019.00	17	2.0790	93,709.00	17	2.1165	95,399.00
19	2.0270	91,365.00	19	2.0645	93,055.00	19	2.1020	94,746.00	19	2.1395	96,436.00
21	2.0500	92,402.00	21	2.0875	94,092.00	21	2.1250	95,782.00	21	2.1625	97,473.00
23	2.0730	93,438.00	23	2.1105	95,129.00	23	2.1480	96,819.00	23	2.1855	98,509.00
25	2.0960	94,475.00	25	2.1335	96,165.00	25	2.1710	97,856.00	25	2.2085	99,546.00
27	2.1190	95,512.00	27	2.1565	97,202.00	27	2.1940	98,892.00	27	2.2315	100,583.00
29	2.1420	96,549.00	29	2.1795	98,239.00	29	2.2170	99,929.00	29	2.2545	101,619.00
31	2.1650	97,585.00	31	2.2025	99,275.00	31	2.2400	100,966.00	31	2.2775	102,656.00
32	2.1880	98,622.00	32	2.2255	100,312.00	32	2.2630	102,002.00	32	2.3005	103,693.00
34	2.2110	99,659.00	34	2.2485	101,349.00	34	2.2860	103,039.00	34	2.3235	104,729.00

Longevity Steps

(Continuous service with Centerville City Schools)

Longevity Steps				Additional Per Yr
Teacher Masters	After	15 yrs.	Continuous Service	2,073.00
	After	19 yrs.	Continuous Service	4,147.00
	After	23 yrs.	Continuous Service	6,220.00
	After	27 yrs.	Continuous Service	8,294.00
	After	31 yrs.	Continuous Service	10,367.00
	After	34 yrs.	Continuous Service	12,440.00

APPENDIX H

EXPLANATION OF SALARY SCHEDULES

2024-2025

- 0% Base Salary Increase with Implementation of the Hybrid Step Schedule attached as Appendix F; and

- Each Employee will receive a non-recurring stipend of 1% of their teaching contract salary not to exceed $1000.00 in a separate pay with payment made on a date agreed upon by the Board and the Association.

2025-2026

- 0% Base Salary Increase with Implementation of the Hybrid Step Schedule attached as Appendix F; and

- Each Employee will receive a non-recurring stipend of 1% of their teaching contract salary not to exceed $1000.00 in a separate pay with payment made on a date agreed upon by the Board and the Association.

APPENDIX I

SUPPLEMENTAL DUTY STIPENDS

During the term of this AGREEMENT, the following compensation schedule shall be in effect for the supplemental duties indicated.

I. INothing in this AGREEMENT shall obligate the BOARD to offer any or all of the supplemental duty contracts.

Elementary/Middle School and High School incremental steps for interscholastic and High School co-curricular.

A. Effective 1992-93 school year, an incremental step equal to 10% of the supplemental contract will be available to a supplemental contract holder who has completed five (5) years of experience in that program area in grades six through twelve. Experience from one program is not transferable to another. Experience in a comparable public or private school 6-12 program may count toward the five years of experience.

B. Effective the 1993-94 school year, a second incremental step equal to 10% of the supplemental contract will be available to a supplemental contract holder after ten (10) complete years of experience in that program area in grades six through twelve. Experience in one program area is not transferable to another program. Experience in a comparable public or private school 6-12 program may count toward a maximum of five (5) years of experience.

C. Increments do not apply to club activities at any level, middle school interschool/intramural activities or elementary/middle school co-curricular, theater, chorus or musical activities.

II. The Superintendent agrees to meet with the CCTA in the fall, winter and spring to review the supplemental contracts the district will advertise. The Superintendent agrees to have follow-up meetings with the CCTA as needed to accommodate changes in the supplemental contract list. The Superintendent agrees to provide a listing of the supplemental contract opportunities at the high school, middle school, and elementary school to the CCTA leadership.

The Negotiation Team agrees to review the tentative Supplemental Contracts for the next school year at a Discussion and Resolution Committee meeting. Any supplemental contracts which are added or deleted after that date will be discussed at a Discussion and Resolution Committee meeting prior to the issuance of a contract.

III. All supplemental duty positions not held by Teaching Staff Members will be considered vacant and posted in accordance with the Agreement. In filling supplemental duty positions, preferential consideration shall be given to qualified Teaching Staff Members in the district. All supplemental duty positions will be filled with the most qualified applicant(s).

Supplemental *High School Athletics **

Position	% of Base	Total	+5 Years	+10 Years	Base Salary		2024-2025
Athletic Event Supervision / Fall, Winter, Spring	0.04250	$1,916	$2,108	$2,299	$45,074		
Athletic Trainer - **Vacant**	0.17659	$7,960	$8,756	$9,552	1.1		
Baseball, Head Coach	0.14029	$6,323	$6,955	$7,588	1.2		
Baseball, Varsity Assistant	0.07245	$3,266	$3,593	$3,919			
Baseball, Reserve Coach	0.07245	$3,266	$3,593	$3,919			
Baseball, Freshman Coach	0.06005	$2,707	$2,978	$3,248			
Basketball (B or G), Head Coach	0.17099	$7,707	$8,478	$9,248			
Basketball (B or G), Varsity Assistant	0.10306	$4,645	$5,110	$5,574			
Basketball (B or G), Reserve Coach	0.11942	$5,383	$5,921	$6,460			
Basketball (B or G), Freshman Coach	0.10306	$4,645	$5,110	$5,574			
Bowling (B or G), Head Coach	0.08592	$3,873	$4,260	$4,648			
Cross Country (B or G), Head Coach	0.08895	$4,009	$4,410	$4,811			
Football Coach, Head Coach	0.17659	$7,960	$8,756	$9,552			
Football Coach, Assistant Coach	0.11942	$5,383	$5,921	$6,460			
Football Coach, Freshman Head Coach	0.11942	$5,383	$5,921	$6,460			
Football Coach, Freshman Assistant Coach	0.09854	$4,442	$4,886	$5,330			
Golf (B or G), Head Coach	0.08895	$4,009	$4,410	$4,811			
Golf (B or G), Assistant Coach	0.05662	$2,552	$2,807	$3,062			
Gymnastics, Head Coach	0.14029	$6,323	$6,955	$7,588			
Gymnastics, Assistant Coach	0.07245	$3,266	$3,593	$3,919			
Ice Hockey, Head Coach	0.14029	$6,323	$6,955	$7,588			
Lacrosse (B or G), Head Coach	0.10633	$4,793	$5,272	$5,752			
Lacrosse (B or G), Varsity Assistant	0.06005	$2,707	$2,978	$3,248			
Lacrosse (B or G), Head JV Coach	0.06005	$2,707	$2,978	$3,248			
Lacrosse (B or G), Assistant JV Coach	0.05429	$2,447	$2,692	$2,936			
Scoreboard, Video Board Operator	0.04115	$1,855	$2,041	$2,226			
Soccer (B or G), Head Coach	0.17099	$7,707	$8,478	$9,248			
Soccer (B or G), Assistant Coach	0.10306	$4,645	$5,110	$5,574			
Softball, Head Coach	0.14029	$6,323	$6,955	$7,588			
Softball, Reserve Coach	0.07245	$3,266	$3,593	$3,919			
Softball, Freshman Coach	0.06005	$2,707	$2,978	$3,248			
Sports Assistant	0.05429	$2,447	$2,692	$2,936			
Swimming (C), Head Coach	0.10633	$4,793	$5,272	$5,752			
Swimming (C), Assistant Coach	0.07245	$3,266	$3,593	$3,919			
Tennis (B or G), Head Coach	0.08592	$3,873	$4,260	$4,648			
Tennis (B or G), Assistant Coach	0.05662	$2,552	$2,807	$3,062			
Tennis (B or G), Freshman Coach	0.05662	$2,552	$2,807	$3,062			

Supplemental *High School Athletics **

Position	% of Base	Total	+5 Years	+10 Years	Base Salary	2024-2025
Track (B or G), Head Coach *	0.14029	$6,323	$6,955	$7,588		*B & G contracts x 2
Track (B or G), Assistant Coach	0.07245	$3,266	$3,593	$3,919		check MOU effective 14-15
Volleyball (B or G), Head Coach	0.10633	$4,793	$5,272	$5,752		
Volleyball (B or G), Reserve Coach	0.06005	$2,707	$2,978	$3,248		
Volleyball (B or G), Freshman Coach	0.05429	$2,447	$2,692	$2,936		
Weight Training / Football (Summer) - **Vacant**	0.01625	$732	$805	$878		
Wrestling (B & G), Head Coach	0.15740	$7,095	$7,805	$8,514		
Wrestling (B & G), Reserve Coach	0.10633	$4,793	$5,272	$5,752		
Wrestling (B & G), Freshman Coach	0.08592	$3,873	$4,260	$4,648		
Wrestling (B & G), Freshman Assistant Coach	0.05662	$2,552	$2,807	$3,062		

* INCREMENTAL STEPS FOR HIGH SCHOOL ATHLETICS, MIDDLE SCHOOL INTERSCHOLASTICS and HIGH SCHOOL CO-CURRICULAR

After completing five (5) years of experience in that program area in grades six through twelve, an incremental step equal to **10%** of the base supplemental amount will be added to a supplemental contract amount.

After completing ten (10) years of experience in that program area in grades six through twelve, an incremental step equal to **20%** of the base supplemental amount will be added to a supplemental contract amount.

Experience in a comparable public or private school 6-12 program may count towards a maximum of five (5) years of experience.

Position	% of Base	Total	+5 Years	+10 Years	Base Salary	2024-2025
Cheerleader Advisor, Coordinator	0.05684	$2,562	$2,818	$3,074	$45,074	
Cheerleader Advisor, Squad	0.02409	$1,086	$1,195	$1,303	1.1	
Class Advisor, Coordinator (Commencement)	0.01625	$732	$805	$878	1.2	
Class Advisor, Coordinator (Homecoming Dance)	0.00957	$431	$474	$517		
Class Advisor, (Freshman, Sophomore, Junior, Senior)	0.02714	$1,223	$1,345	$1,468		
Coeds, Head Coach (new 23-24)	0.14029	$6,323	$6,955	$7,588		
Coeds, Varsity Assistant Coach (new 23-24)	0.07245	$3,266	$3,593	$3,919		
Coeds, Reserve Coach (new 23-24)	0.07245	$3,266	$3,593	$3,919		
Diversity, Equity, Inclusion (new 20-21)	0.01986	$895	$985	$1,074		
~~Drama Club - **Vacant**~~	~~0.02584~~	~~$1,165~~	~~$1,282~~	~~$1,398~~		
Fall Musical, Director (new 08-09)	0.05662	$2,552	$2,807	$3,062		
Fall Musical, Choreographer (new 08-09)	0.02739	$1,235	$1,359	$1,482		
Fall Musical, Costumer (new 08-09)	0.01081	$487	$536	$584		
Fall Musical, Set Design & Construction Director (new 08-09)	0.05290	$2,384	$2,622	$2,861		
Fall Musical, Vocal Director (new 08-09)	0.05107	$2,302	$2,532	$2,762		
Fall Musical, Orchestra Director (new 13-14)	0.01663	$750	$825	$900		
Fall Play, Director	0.05662	$2,552	$2,807	$3,062		
Fall Play, Set Design & Construction Director	0.05290	$2,384	$2,622	$2,861		
Fall Play, Costumer	0.01081	$487	$536	$584		
Forensics, Debate Director	0.13286	$5,989	$6,588	$7,187		
Forensics, Speech Director	0.13286	$5,989	$6,588	$7,187		
Forensics, Assistant Director	0.10306	$4,645	$5,110	$5,574		
Jazz Band, Director	0.17659	$7,960	$8,756	$9,552		
Jazz Band, Assistant Director	0.10632	$4,792	$5,271	$5,750		
Jazz Band, Color Guard Director	0.10632	$4,792	$5,271	$5,750		
Jazz Band, Percussion Director	0.10632	$4,792	$5,271	$5,750		
Jazz Ensemble I, II, III, IV, Combo & Pep Band	0.02104	$948	$1,043	$1,138		
~~PAC Manager & Sound/Lighting Specialist (new 08-09) ^~~		~~$15,000~~	~~$15,000~~	~~$15,000~~		
Radio Broadcast, Coordinator	0.06463	$2,913	$3,204	$3,496		
Spring Musical, Director	0.06288	$2,834	$3,117	$3,401		
Spring Musical, Choreographer	0.02739	$1,235	$1,359	$1,482		
Spring Musical, Costumer	0.01197	$540	$594	$648		
Spring Musical, Orchestra Director	0.02739	$1,235	$1,359	$1,482		
Spring Musical, Set Design & Construction Director	0.05919	$2,668	$2,935	$3,202		
Spring Musical, Vocal Director	0.05107	$2,302	$2,532	$2,762		
Talent Show	0.01206	$544	$598	$653		
~~Theater Lighting Director~~	~~0.10425~~	~~$4,699~~	~~$5,169~~	~~$5,639~~		

Position	% of Base	Total	+5 Years	+10 Years	Base Salary	2024-2025
~~Theater, Make-up Director - **Vacant**~~	~~0.01708~~	~~$770~~	~~$847~~	~~$924~~		
Theater, Producer	0.01658	$747	$822	$896		
Theater, Program Marketing Director	0.03737	$1,684	$1,852	$2,021		
Theater, Program Coordinator (new 13-14)	0.02584	$1,165	$1,282	$1,398		
~~Theater Props and Prop Room Director - DELETE~~	~~0.02163~~	~~$975~~	~~$1,073~~	~~$1,170~~		
~~Theater Sound/Video Director~~	~~0.05213~~	~~$2,350~~	~~$2,585~~	~~$2,820~~		
Theater, **House Manager** / Ticket Sales Coordinator	0.01708	$770	$847	$924		
Winter Guard, Director	0.10632	$4,792	$5,271	$5,750		
~~Winter Guard, "A Class" Director - **Vacant**~~	~~0.08138~~	~~$3,668~~	~~$4,035~~	~~$4,402~~		
Winter Percussion Ensemble, Director	0.10632	$4,792	$5,271	$5,750		
~~Winter Percussion Ensemble, "A Class" Drumline - **Vacant**~~	~~0.08138~~	~~$3,668~~	~~$4,035~~	~~$4,402~~		
Winter Play, Costumer	0.01081	$487	$536	$584		
Winter Play, Director	0.05662	$2,552	$2,807	$3,062		
Winter Play, Set Design & Construction Set Director (Combined)	0.05290	$2,384	$2,622	$2,861		
^ ~~$5000 from General Funds; $10,000 from PAC Revenues~~						
* INCREMENTAL STEPS FOR HIGH SCHOOL ATHLETICS, MIDDLE SCHOOL INTERSCHOLASTICS and HIGH SCHOOL CO-CURRICULAR						
After completing five (5) years of experience in that program area in grades six through twelve, an incremental step equal to **10%** of the base						
supplemental amount will be added to a supplemental contract amount.						
After completing ten (10) years of experience in that program area in grades six through twelve, an incremental step equal to **20%** of the base						
supplemental amount will be added to a supplemental contract amount.						
Experience in a comparable public or private school 6-12 program may count towards a maximum of five (5) years of experience.						

Position	% of Base	Total	+5 Years	+10 Years	Base Salary	2024-2025
Academic Quiz Club	0.01625	$732	N/A	N/A	$45,074	
~~Animal Outreach - **Vacant**~~	~~0.01625~~	~~$732~~			1.1	
Book Club	0.01625	$732			1.2	
Chess Club	0.01625	$732				
Class Officers Assembly Coordinator	0.01625	$732				
Creative Ties - 12th Grade	0.01625	$732				
Destination Imagination, Coach	0.00400	$180				
Destination Imagination, Building Coordinator	0.00400	$180				
Diversity Council	0.01625	$732				
Enviornmental Club	0.01625	$732				
~~Film Club - **Vacant**~~	~~0.01625~~	~~$732~~				
Foreign Language Club (French, German, Spanish)	0.01625	$732				
~~Hockey Stat Keepers - **Vacant**~~	~~0.01625~~	~~$732~~				
Interact Club	0.01625	$732				
International Student Club	0.01625	$732				
~~Jazz Combo - **Vacant**~~	~~0.01625~~	~~$732~~				
~~Junior States of America~~	~~0.01625~~	~~$732~~				
Key Club	0.01625	$732				
Kids Voting	0.01625	$732				
Math Club	0.01625	$732				
Mock Trial Club	0.02584	$1,165				
Muse Machine	0.01625	$732				
National Honor Society, Advisor	0.03250	$1,465				
Octagon Club	0.01625	$732				
Ohio Model United Nations	0.01625	$732				
Poetry Club	0.01625	$732				
S.A.D.D. (Students Against Destructive Decisions)	0.01625	$732				
Science Academic Club	0.01625	$732				
Science Olympiad	0.01625	$732				
Spirit Club	0.01625	$732				
~~Technology Club - **Vacant**~~	~~0.01625~~	~~$732~~				
~~We the People Competition (formerly Junior States of America) - **Vacant**~~	~~0.01625~~	~~$732~~				
Wrestling Statistician	0.01625	$732				

Supplemental *Middle School Interscholastics **

Position	% of Base	Total	+5 Years	+10 Years	Base Salary			2024-2025
Basketball (B or G) 8th Grade, Head Coach	0.05698	$2,568	$2,825	$3,082	$45,074			
Basketball (B or G) 7th Grade, Head Coach	0.05698	$2,568	$2,825	$3,082	1.1			
Cross Country	0.02501	$1,127	$1,240	$1,352	1.2			
Football 7th or 8th Grade, Head Coach	0.06682	$3,012	$3,313	$3,614				
Football 7th or 8th Grade, Assistant Coach	0.06227	$2,807	$3,088	$3,368				
Golf (C)	0.02925	$1,318	$1,450	$1,582				
Lacrosse (C)								
MS Athletic Coordinator New for 20-21		$10,000						
Softball, Head Coach	0.03624	$1,633	$1,796	$1,960				
Softball, Assistant Coach Reinstated 18-19	0.02501	$1,127	$1,240	$1,352				
Tennis (C) Booster Paid								
Track, Head (C)	0.03624	$1,633	$1,796	$1,960				
Volleyball (G), 7th or 8th Grade, Head Coach	0.03624	$1,633	$1,796	$1,960				
Wrestling Coach	0.05698	$2,568	$2,825	$3,082				

* INCREMENTAL STEPS FOR HIGH SCHOOL ATHLETICS, MIDDLE SCHOOL INTERSCHOLASTICS and HIGH SCHOOL CO-CURRICULAR

After completing five (5) years of experience in that program area in grades six through twelve, an incremental step equal to **10%** of the base supplemental amount will be added to a supplemental contract amount.

After completing ten (10) years of experience in that program area in grades six through twelve, an incremental step equal to **20%** of the base supplemental amount will be added to a supplemental contract amount.

Experience in a comparable public or private school 6-12 program may count towards a maximum of five (5) years of experience.

Position	% of Base	Total	+5 Years	+10 Years	Base Salary				2024-2025
Interschool					$45,074				
Bowling, Coach or Coordinator	0.02429	$1,095	N/A	N/A	1.1				
Golf	0.02429	$1,095			1.2				
Volleyball, Coach or Coordinator	0.02429	$1,095							
Intramural									
Basketball	0.01359	$613							
Cross Training	0.01359	$613							
Track, Coach or Coordinator	0.01359	$613							

Position	% of Base	Total	+5 Years	+10 Years	Base Salary	2024-2025
Music Related					$45,074	
A Capella - Summitt, Novae, Prime	0.02104	$948	NA	NA	1.1	
Elementary Honors Orchestra, Director	0.04206	$1,896			1.2	
Elementary Honors Orchestra, Assistant Director	0.02584	$1,165				
EL, MS, HS Extended Choral-Instrumental & Group Experience (Concert time)	0.02584	$1,165				
Middle School Honors, Director	0.05182	$2,336				
Band, Ensembles, Youth Wind, Percussion, Orchestra, Choir	0.05182	$2,336				
Middle School Dramas, Musicals, Talent Show OR	0.01625	$732				
Middle School Dramas, Musicals, Talent Show	0.02584	$1,165				
Strings Extended Group Exp, Alternative Strings, String Quartet, Chamber	0.02584	$1,165				
Miscellaneous						
~~Building System Operators (SYSOPS, Web and Gradebook Specialists)~~	~~0.03582~~	~~$1,615~~				
Destination ImagiNation, District Coordinator	0.06954	$3,134				

Supplmental *EL MS Club Contracts and DI*

Position	% of Base	Total	+5 Years	+10 Years	Base Salary			2024-2025
Club Contract	0.01625	$732	N/A	N/A	$45,074			
Destination Imagination, Coach	0.00400	$180			1.1			
Destination Imagination, Buildling Coordinator	0.00400	$180			1.2			
Elementary Intervention Assistance Team	0.01625	$732						

Supplemental *Hourly Rate*

MAY 22, 2024

Position	Hourly Rate	Base Salary					2024-2025
CHS Study Table	$40.57	$45,074					
~~First Aid and CPR Training~~	~~$40.57~~	**0.0009**					
~~K-1 Enrichment~~	~~$40.57~~						
~~MS Band / Noontime Activity~~	~~$40.57~~						
SAT & ACT Prep Classes	$40.57						

Position	% of Base	Total	+5 Years	+10 Years	Base Salary		2024-2025
Athletic Event / Site Supervision (Site: new 23-24)	0.03638	$1,640	$1,804	$1,968	$45,074		
Cheerleader Advisor, Coordinator	0.03200	$1,442	$1,586	$1,730	1.1		
Cheerleader Advisor, Squad	0.01345	$606	$667	$727	1.2		

* INCREMENTAL STEPS FOR HIGH SCHOOL ATHLETICS, MIDDLE SCHOOL INTERSCHOLASTICS and HIGH SCHOOL CO-CURRICULAR

After completing five (5) years of experience in that program area in grades six through twelve, an incremental step equal to **10%** of the base supplemental amount will be added to a supplemental contract amount.

After completing ten (10) years of experience in that program area in grades six through twelve, an incremental step equal to **20%** of the base supplemental amount will be added to a supplemental contract amount.

Experience in a comparable public or private school 6-12 program may count towards a maximum of five (5) years of experience.

APPENDIX J

GRIEVANCE LEVEL TWO/THREE

Name of Grievant: _____ Date of Filing: _____

Statement of Grievance: _____

_____

_____

_____

Specific Contract Section(s) allegedly violated: _____

_____

Request for Relief: _____

_____

_____

Grievant's Signature

Received by Date: _____

Level Two Response

_____

Respondent's Signature / Date

Centerville City Schools
EMPOWER · CHALLENGE · SUPPORT

2024-25 District Calendar

Approved by the Centerville Board of Education on 6/24/2024

AUGUST 2024

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

JULY 2025

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

School not in session

Teacher work day (no school for students)

Schools closed due to holiday

1st quarter: 40 days
2nd quarter: 44 days
3rd quarter: 46 days
4th quarter: 46 days
Total student days: *176*

August 2024

5-9	New Teacher Academy
12	Teacher in-service day *(no students)*
13	Teacher work day *(no students)*
14	First day for K-12 students
21	First day for PreK students

September 2024

2	Schools closed for Labor Day
13	Teacher in-service day *(no students)*

October 2024

11	End of 1st quarter
14	Teacher in-service day *(no students)*
23-24	Parent-teacher conferences at all levels
24-25	Schools closed due to conferences *(teachers do not report on Friday)*

November 2024

15	Teacher in-service day *(no students)*
27-29	Schools closed for Thanksgiving Break

December 2024

20	End of 2nd quarter
23-Jan 3	Schools closed for Winter Break

January 2025

17	Teacher in-service day *(no students)*
20	Schools closed for MLK Jr. Day

February 2025

14	Teacher work day *(no students)*
17	Schools closed for Presidents Day

March 2025

14	End of 3rd quarter
21-28	Schools closed for Spring Break

April 2025

25	Teacher work day *(no students)*

May 2025

24	Class of 2025 Graduation
26	Schools closed for Memorial Day
29	Last day of school & end of 4th quarter
30	Teacher in-service day *(no students)*

The Ohio Revised Code requires each grade level to complete a minimum number of hours in a school year. Centerville Schools will waive up to five calamity days without making them up. Any additional calamity days will be made up, with dates to be announced by the Superintendent's office.

Centerville City Schools
EMPOWER · CHALLENGE · SUPPORT

2025-26 District Calendar

Approved by the Centerville Board of Education on 6/24/2024

AUGUST 2025

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER 2025

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY 2026

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH 2026

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE 2026

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JULY 2026

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School not in session
Teacher work day (no school for students)
Schools closed due to holiday

1st quarter: 41 days
2nd quarter: 43 days
3rd quarter: 46 days
4th quarter: 46 days
Total student days: *176*

August 2025

4-8	New Teacher Academy
11	Teacher in-service day *(no students)*
12	Teacher work day *(no students)*
13	First day for K-12 students
20	First day for PreK students

September 2025

1	Schools closed for Labor Day
12	Teacher in-service day *(no students)*

October 2025

10	End of 1st quarter
13	Teacher in-service day *(no students)*
22-23	Parent-teacher conferences at all levels
23-24	Schools closed due to conferences *(teachers do not report on Friday)*

November 2025

14	Teacher in-service day *(no students)*
26-28	Schools closed for Thanksgiving Break

December 2025

19	End of 2nd quarter
22-Jan 2	Schools closed for Winter Break

January 2026

16	Teacher in-service day *(no students)*
19	Schools closed for MLK Jr. Day

February 2026

13	Teacher work day *(no students)*
16	Schools closed for Presidents Day

March 2026

13	End of 3rd quarter
20-27	Schools closed for Spring Break

April 2026

24	Teacher work day *(no students)*

May 2026

23	Class of 2026 Graduation
25	Schools closed for Memorial Day
28	Last day of school & end of 4th quarter
29	Teacher in-service day *(no students)*

The Ohio Revised Code requires each grade level to complete a minimum number of hours in a school year. Centerville Schools will waive up to five calamity days without making them up. Any additional calamity days will be made up, with dates to be announced by the Superintendent's office.

MEMORANDUM OF UNDERSTANDING

APPENDIX L

TEACHER EVALUATION PROGRAM

The Teacher Evaluation Program will be the Ohio Teacher Evaluation System 2.0 (OTES 2.0). The program will be governed by the rules set forth by ORC/ODE and in combination with the joint teacher and administration Evaluation Committee. These rules will be published on the district Evaluation website and provide specific dates and specific requirements for OTES 2.0 being used in Centerville City Schools.

Guidance Counselors will follow the OCES Evaluation process in accordance with the ORC/ODE and follow guidelines set for by the Evaluation Committee and published on the district Evaluation website.

Resident Educators and "New-to-District Teachers" will participate in the Full Observation Cycle. A Resident Educator is any teacher who holds an Ohio Resident Educator License and has not completed the Ohio Resident Educator Program. Resident Educators *initially hired* by the District will reside in the Full Observation Cycle for a minimum of three (3) years or the duration of their residency, whichever is greater. New-to-District Teachers will be defined as any teacher who is a new employee of the District and has spent one (1) or more years teaching under a five (5) year Ohio Professional License. New-to-District Teachers will participate in the Full Observation Cycle process during their first two (2) years of employment with the district, and then follow the guidelines set forth by OTES 2.0

In accordance with Ohio Revised Code all other teachers will have Full Cycle and Short Cycle observations as delineated in OTES 2.0

Teaching staff members being considered for a Continuing Contract should refer to Article 27.03 in the Master Agreement.

Evaluations conducted under this evaluation program shall be used in making retention and promotion decisions and may be determinative in those decisions.

APPENDIX M

WITHDRAWAL OF REQUEST FOR CONTINUING CONTRACT, WAIVER AND ACCEPTANCE OF ONE YEAR LIMITED CONTRACT

I, _____ am eligible for continuing contract status in the Centerville City School District as of May,____

I withdraw my request for continuing contract, and waive continuing contract status at this time. I waive the normal requirement that the Centerville Board of Education first vote publicly to reject a continuing contract for me. I agree to accept a one-year limited contract for the school year.

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

I understand that the Superintendent will be recommending to the Board at a meeting in May, that I be re-employed for the school year on a one-year limited contract. I understand that I will be eligible for consideration of a continuing contract status again in September.

Name _____

Date
Signed _____

CENTERVILLE CITY SCHOOL DISTRICT
MEDICAL INSURANCE RATES
Effective 1/1/2024 - 12/31/2024

MEDICAL		HIGH DEDUCTIBLE HEALTHCARE PLAN			HEALTH SAVINGS ACCOUNT			TOTAL		
		Total Premium	Board Share	Employee Share	Total HSA	Board Share	Employee Share	Employee Share (26 pays)	Board Share	Employee Share
100%	**Single**	$9,247.69	$7,805.05	$1,442.64	$2,000.00	$1,700.00	$300.00	**$87.02**	84.4%	15.6%
95%	Single	$9,247.69	$7,414.80	$1,832.89	$2,000.00	$1,615.00	$385.00	$85.30	80.2%	19.8%
93%	Single	$9,247.69	$7,258.70	$1,988.99	$2,000.00	$1,581.00	$419.00	$92.62	78.5%	21.5%
92%	Single	$9,247.69	$7,180.65	$2,067.04	$2,000.00	$1,564.00	$436.00	$96.27	77.6%	22.4%
90%	Single	$9,247.69	$7,024.55	$2,223.14	$2,000.00	$1,530.00	$470.00	$103.58	76.0%	24.0%
85%	Single	$9,247.69	$6,634.29	$2,613.40	$2,000.00	$1,445.00	$555.00	$121.86	71.7%	28.3%
84.6%	Single	$9,247.69	$6,603.07	$2,644.62	$2,000.00	$1,438.20	$561.80	$123.32	71.4%	28.6%
82%	Single	$9,247.69	$6,400.14	$2,847.55	$2,000.00	$1,394.00	$606.00	$132.83	69.2%	30.8%
80%	Single	$9,247.69	$6,244.04	$3,003.65	$2,000.00	$1,360.00	$640.00	$140.14	67.5%	32.5%
77%	Single	$9,247.69	$6,009.89	$3,237.80	$2,000.00	$1,309.00	$691.00	$151.11	65.0%	35.0%
75%	Single	$9,247.69	$5,853.79	$3,393.90	$2,000.00	$1,275.00	$725.00	$158.42	63.3%	36.7%
70%	Single	$9,247.69	$5,463.54	$3,784.15	$2,000.00	$1,190.00	$810.00	$176.70	59.1%	40.9%
67%	Single	$9,247.69	$5,229.38	$4,018.31	$2,000.00	$1,139.00	$861.00	$187.67	56.5%	43.5%
65%	Single	$9,247.69	$5,073.28	$4,174.41	$2,000.00	$1,105.00	$895.00	$194.98	54.9%	45.1%
62.5%	Single	$9,247.69	$4,878.16	$4,369.53	$2,000.00	$1,062.50	$937.50	$204.12	52.8%	47.3%
60%	Single	$9,247.69	$4,683.03	$4,564.66	$2,000.00	$1,020.00	$980.00	$213.26	50.6%	49.4%
55%	Single	$9,247.69	$4,292.78	$4,954.91	$2,000.00	$935.00	$1,065.00	$231.54	46.4%	53.6%
50%	Single	$9,247.69	$3,902.53	$5,345.16	$2,000.00	$850.00	$1,150.00	$249.81	42.2%	57.8%
40%	Single	$9,247.69	$3,122.02	$6,125.67	$2,000.00	$680.00	$1,320.00	$286.37	33.8%	66.2%
100%	**Employee + children**	$18,117.52	$15,291.19	$2,826.33	$4,000.00	$3,400.00	$600.00	**$131.78**	84.4%	15.6%
95%	Employee + children	$18,117.52	$14,526.63	$3,590.89	$4,000.00	$3,230.00	$770.00	$167.73	80.2%	19.8%
93%	Employee + children	$18,117.52	$14,220.80	$3,896.72	$4,000.00	$3,162.00	$838.00	$182.10	78.5%	21.5%
92%	Employee + children	$18,117.52	$14,067.89	$4,049.63	$4,000.00	$3,128.00	$872.00	$189.29	77.6%	22.4%
90%	Employee + children	$18,117.52	$13,762.07	$4,355.45	$4,000.00	$3,060.00	$940.00	$203.67	76.0%	24.0%
85%	Employee + children	$18,117.52	$12,997.51	$5,120.01	$4,000.00	$2,890.00	$1,110.00	$239.62	71.7%	28.3%
84.6%	Employee + children	$18,117.52	$12,936.34	$5,181.18	$4,000.00	$2,876.40	$1,123.60	$242.49	71.4%	28.6%
82%	Employee + children	$18,117.52	$12,538.77	$5,578.75	$4,000.00	$2,788.00	$1,212.00	$261.18	69.2%	30.8%
80%	Employee + children	$18,117.52	$12,232.95	$5,884.57	$4,000.00	$2,720.00	$1,280.00	$275.56	67.5%	32.5%
77%	Employee + children	$18,117.52	$11,774.21	$6,343.31	$4,000.00	$2,618.00	$1,382.00	$297.13	65.0%	35.0%
75%	Employee + children	$18,117.52	$11,468.39	$6,649.13	$4,000.00	$2,550.00	$1,450.00	$311.50	63.3%	36.7%
70%	Employee + children	$18,117.52	$10,703.83	$7,413.69	$4,000.00	$2,380.00	$1,620.00	$347.45	59.1%	40.9%
67%	Employee + children	$18,117.52	$10,245.10	$7,872.42	$4,000.00	$2,278.00	$1,722.00	$369.02	56.5%	43.5%
65%	Employee + children	$18,117.52	$9,939.27	$8,178.25	$4,000.00	$2,210.00	$1,790.00	$383.39	54.9%	45.1%
62.5%	Employee + children	$18,117.52	$9,556.99	$8,560.53	$4,000.00	$2,125.00	$1,875.00	$401.37	52.8%	47.3%
60%	Employee + children	$18,117.52	$9,174.71	$8,942.81	$4,000.00	$2,040.00	$1,960.00	$419.34	50.6%	49.4%
55%	Employee + children	$18,117.52	$8,410.15	$9,707.37	$4,000.00	$1,870.00	$2,130.00	$455.28	46.4%	53.6%
50%	Employee + children	$18,117.52	$7,645.59	$10,471.93	$4,000.00	$1,700.00	$2,300.00	$491.23	42.2%	57.8%
40%	Employee + children	$18,117.52	$6,116.47	$12,001.05	$4,000.00	$1,360.00	$2,640.00	$563.12	33.8%	66.2%
100%	**Employee + spouse**	$19,518.34	$16,473.48	$3,044.86	$4,000.00	$3,400.00	$600.00	**$140.19**	84.4%	15.6%
95%	Employee + spouse	$19,518.34	$15,649.81	$3,868.53	$4,000.00	$3,230.00	$770.00	$178.41	80.2%	19.8%
93%	Employee + spouse	$19,518.34	$15,320.34	$4,198.00	$4,000.00	$3,162.00	$838.00	$193.69	78.5%	21.5%
92%	Employee + spouse	$19,518.34	$15,155.60	$4,362.74	$4,000.00	$3,128.00	$872.00	$201.34	77.6%	22.4%
90%	Employee + spouse	$19,518.34	$14,826.13	$4,692.21	$4,000.00	$3,060.00	$940.00	$216.62	76.0%	24.0%
85%	Employee + spouse	$19,518.34	$14,002.46	$5,515.88	$4,000.00	$2,890.00	$1,110.00	$254.84	71.7%	28.3%
84.6%	Employee + spouse	$19,518.34	$13,936.56	$5,581.78	$4,000.00	$2,876.40	$1,123.60	$257.90	71.4%	28.6%
82%	Employee + spouse	$19,518.34	$13,508.25	$6,010.09	$4,000.00	$2,788.00	$1,212.00	$277.77	69.2%	30.8%
80%	Employee + spouse	$19,518.34	$13,178.78	$6,339.56	$4,000.00	$2,720.00	$1,280.00	$293.06	67.5%	32.5%
77%	Employee + spouse	$19,518.34	$12,684.58	$6,833.76	$4,000.00	$2,618.00	$1,382.00	$315.99	65.0%	35.0%
75%	Employee + spouse	$19,518.34	$12,355.11	$7,163.23	$4,000.00	$2,550.00	$1,450.00	$331.28	63.3%	36.7%
70%	Employee + spouse	$19,518.34	$11,531.44	$7,986.90	$4,000.00	$2,380.00	$1,620.00	$369.50	59.1%	40.9%
67%	Employee + spouse	$19,518.34	$11,037.23	$8,481.11	$4,000.00	$2,278.00	$1,722.00	$392.43	56.5%	43.5%
65%	Employee + spouse	$19,518.34	$10,707.76	$8,810.58	$4,000.00	$2,210.00	$1,790.00	$407.71	54.9%	45.1%
62.5%	Employee + spouse	$19,518.34	$10,295.92	$9,222.42	$4,000.00	$2,125.00	$1,875.00	$426.82	52.8%	47.3%
60%	Employee + spouse	$19,518.34	$9,884.09	$9,634.25	$4,000.00	$2,040.00	$1,960.00	$445.93	50.6%	49.4%
55%	Employee + spouse	$19,518.34	$9,060.41	$10,457.93	$4,000.00	$1,870.00	$2,130.00	$484.15	46.4%	53.6%
50%	Employee + spouse	$19,518.34	$8,236.74	$11,281.60	$4,000.00	$1,700.00	$2,300.00	$522.37	42.2%	57.8%
40%	Employee + spouse	$19,518.34	$6,589.39	$12,928.95	$4,000.00	$1,360.00	$2,640.00	$598.81	33.8%	66.2%
100%	**Family**	$30,888.17	$26,069.62	$4,818.55	$4,000.00	$3,400.00	$600.00	**$208.41**	84.4%	15.6%
95%	Family	$30,888.17	$24,766.13	$6,122.04	$4,000.00	$3,230.00	$770.00	$265.08	80.2%	19.8%
93%	Family	$30,888.17	$24,244.74	$6,643.43	$4,000.00	$3,162.00	$838.00	$287.75	78.5%	21.5%
92%	Family	$30,888.17	$23,984.05	$6,904.12	$4,000.00	$3,128.00	$872.00	$299.08	77.6%	22.4%
90%	Family	$30,888.17	$23,462.65	$7,425.52	$4,000.00	$3,060.00	$940.00	$321.75	76.0%	24.0%
85%	Family	$30,888.17	$22,159.17	$8,729.00	$4,000.00	$2,890.00	$1,110.00	$378.42	71.7%	28.3%
84.6%	Family	$30,888.17	$22,054.89	$8,833.28	$4,000.00	$2,876.40	$1,123.60	$382.96	71.4%	28.6%
82.0%	Family	$30,888.17	$21,377.08	$9,511.09	$4,000.00	$2,788.00	$1,212.00	$412.43	69.2%	30.8%
80%	Family	$30,888.17	$20,855.69	$10,032.48	$4,000.00	$2,720.00	$1,280.00	$435.10	67.5%	32.5%
77%	Family	$30,888.17	$20,073.60	$10,814.57	$4,000.00	$2,618.00	$1,382.00	$469.10	65.0%	35.0%
75%	Family	$30,888.17	$19,552.21	$11,335.96	$4,000.00	$2,550.00	$1,450.00	$491.77	63.3%	36.7%
70%	Family	$30,888.17	$18,248.73	$12,639.44	$4,000.00	$2,380.00	$1,620.00	$548.44	59.1%	40.9%
67%	Family	$30,888.17	$17,466.64	$13,421.53	$4,000.00	$2,278.00	$1,722.00	$582.44	56.5%	43.5%
65%	Family	$30,888.17	$16,945.25	$13,942.92	$4,000.00	$2,210.00	$1,790.00	$605.11	54.9%	45.1%
62.5%	Family	$30,888.17	$16,293.51	$14,594.66	$4,000.00	$2,125.00	$1,875.00	$633.45	52.8%	47.3%
60%	Family	$30,888.17	$15,641.77	$15,246.40	$4,000.00	$2,040.00	$1,960.00	$661.78	50.6%	49.4%
55%	Family	$30,888.17	$14,338.29	$16,549.88	$4,000.00	$1,870.00	$2,130.00	$718.46	46.4%	53.6%
50%	Family	$30,888.17	$13,034.81	$17,853.36	$4,000.00	$1,700.00	$2,300.00	$775.13	42.2%	57.8%
40%	Family	$30,888.17	$10,427.85	$20,460.32	$4,000.00	$1,360.00	$2,640.00	$888.47	33.8%	66.2%

Your Summary of Benefits

Anthem

Your Plan: Anthem Blue Access PPO HRA with National Rx Formulary

Centerville City Schools

Your Network: Blue Access

Effective 01/01/2024

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

Overall Deductible *See notes section to understand how your deductible works. Your plan may also have a separate Prescription Drug Deductible. See Prescription Drug Coverage section.*	$2,000 person / $4,000 family	$2,000 person / $4,000 family
Out-of-Pocket Limit *When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. See notes section for additional information regarding your out of pocket maximum.*	$2,000 person / $4,000 family	$4,000 person / $8,000 family
Preventive care/screening/immunization *In-network preventive care is not subject to deductible, if your plan has a deductible.*	No charge	30% coinsurance after deductible is met
Preventive Care for Chronic Conditions *per IRS guidelines*	No charge	30% coinsurance after deductible is met
Doctor Home and Office Services		

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Primary Care Visit to treat an injury or illness	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Specialist Care Visit	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prenatal and Post-natal Care *In-Network preventive prenatal services are covered at 100%.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Other Practitioner Visits:		
Retail Health Clinic	0% coinsurance after deductible is met	30% coinsurance after deductible is met
On-line Visit *Includes Mental/Behavioral Health and Substance Abuse*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Manipulation Therapy *Coverage is limited to 12 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Other Services in an Office:		
Allergy Testing	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Chemo/Radiation Therapy	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Dialysis/Hemodialysis	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prescription Drugs *For the drugs itself dispensed in the office through infusion/injection.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Diagnostic Services		
Lab:		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
X-Ray:		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Advanced Diagnostic Imaging (for example, MRI/PET/CAT scans):		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Freestanding Radiology Center	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Emergency and Urgent Care		
Urgent Care (Office Setting)	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Urgent care(Facility Setting)		
Urgent Care: Facility fees	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Urgent Care: Doctor and other services	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Emergency Room Facility Services	0% coinsurance after deductible is met	Covered as In-Network
Emergency Room Doctor and Other Services	0% coinsurance after deductible is met	Covered as In-Network
Ambulance (Air, Ground, and Water)	0% coinsurance after deductible is met	Covered as In-Network
Outpatient Mental/Behavioral Health and Substance Abuse		
Doctor Office Visit	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Facility visit:		
Facility Fees	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor Services	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Outpatient Surgery		
Facility Fees:		
Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Freestanding Surgical Center	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor and Other Services:		
Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Freestanding Surgical Center	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Hospital Stay (all inpatient stays including Maternity, Mental / Behavioral Health, and Substance Abuse)		
Facility fees (for example, room & board) *Coverage for Inpatient physical medicine and rehabilitation including day rehabilitation programs is limited to 60 days combined per benefit period. Limit is combined In-Network and Non-Network.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Human Organ and Tissue Transplants *Acquisition and transplant procedures, collection and storage. Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor and other services	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Recovery & Rehabilitation **Home Health Care** *Coverage is unlimited per benefit period. Limit is combined In-Network and Non-Network.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Rehabilitation services (for example, physical/speech/occupational therapy): Office *Limit is combined for rehabilitative and habilitative services. Coverage for Occupational Therapy is limited to 30 visits per benefit period, Physical Therapy is limited to 30 visits per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for In-Network and Non-Network. Benefits for Autism Spectrum Disorders for members up to age 14 includes unlimited visits for speech and language therapies, unlimited visits for occupational therapy, and unlimited for Clinical Therapeutic Intervention services.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital *Limit is combined for rehabilitative and habilitative services. Coverage for Occupational Therapy is limited to 30 visits per benefit period, Physical Therapy is limited to 30 visits per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for In-Network and Non-Network. Benefits for Autism Spectrum Disorders for members up to age 14 includes unlimited visits for speech and language therapies, unlimited visits for occupational therapy, and unlimited for Clinical Therapeutic Intervention services.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Cardiac rehabilitation Office *Coverage is limited to 36 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Outpatient Hospital *Coverage is limited to 36 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Pulmonary rehabilitation		
Office *Coverage is limited to 20 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital *Coverage is limited to 20 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Skilled Nursing Care (in a facility) *Coverage for skilled nursing services is limited to 180 days combined per benefit period. Limit is combined In-Network and Non-Network.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Hospice	0% coinsurance after deductible is met	0% coinsurance after deductible is met
Durable Medical Equipment	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prosthetic Devices	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Your summary of benefits

Covered Prescription Drug Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Pharmacy Deductible	Combined with medical deductible	Combined with medical deductible
Pharmacy Out of Pocket	Combined with medical out of pocket maximum	Combined with medical out of pocket maximum
Prescription Drug Coverage *Cost shares for drugs included on the National drug list appear below. Your plan uses the Base Network..*		
Home Delivery Pharmacy *Maintenance medication are available through IngenioRx Home Delivery Pharmacy. You will need to call us on the number on your ID card to sign up when you first use the service.*		
Tier 1 - Typically Generic *Covers up to a 30 day supply (retail pharmacy). No coverage for non-formulary drugs.*	0% coinsurance after deductible is met (retail and home delivery)	30% coinsurance after deductible is met (retail) and Not covered (home delivery)
Tier 2 – Typically Preferred Brand *Covers up to a 30 day supply (retail pharmacy). No coverage for non-formulary drugs.*	0% coinsurance after deductible is met (retail and home delivery)	30% coinsurance after deductible is met (retail) and Not covered (home delivery)
Tier 3 - Typically Non-Preferred Brand *Covers up to a 30 day supply (retail pharmacy). No coverage for non-formulary drugs.*	0% coinsurance after deductible is met (retail and home delivery)	30% coinsurance after deductible is met (retail) and Not covered (home delivery)

Your summary of benefits

This benefit overview is for illustrative purposes and some content may be pending Ohio Department of Insurance approval.

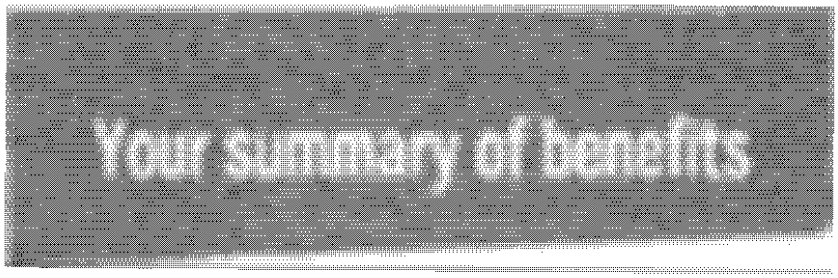
This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Dete 12/12/2023
Underwriting signature (if applicable)	Date

12/12/23

Anthem Blue Cross and Blue Shield is the trade name of Community Insurance Company. Independent licensee of the Blue Cross and Blue Shield Association. ® ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.



Notes:

- The family deductible and out-of-pocket maximum are non-embedded meaning the cost shares of all family members apply to one shared family deductible and one shared family out-of-pocket maximum. The individual deductible and individual out-of-pocket maximum only apply to individuals enrolled under single coverage.
- Network and Non-network deductibles are combined. Network and non-network copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent age: to end of the calendar year in which the child attains age 26.
- No charge means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- Certain diabetic and asthmatic supplies are available at Network pharmacies, diabetic test strips paid same as any other drug.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.
- Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.
- All medical and prescription drug deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services).
- If office visit is a coinsurance, the coinsurance also applies to allergy injections.
- Certain diabetic and asthmatic supplies are covered subject to applicable prescription drug copayments/coinsurance when you get them from an In network pharmacy. These supplies are covered as medical supplies and durable medical equipment if you get them from an Out of network pharmacy. Diabetic test strips are covered subject to applicable prescription drug copayment/coinsurance. Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.
- DME - 0% coinsurance for network/30%non-network Durable Medical Equipment and Medical Supplies. Excludes Diabetic Supplies, Asthmatic Supplies, and Mastectomy Prostheses which will apply the plan's cost share.
- Benefit period = calendar year
- Private Duty Nursing = Unlimited
- Hospital stay for Maternity Coverage will not be limited to less than 48 hours for a vaginal delivery or 96 hours for a caesarean section.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, geriatrics or any other Network provider as allowed by the plan.

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Your summary of benefits

Anthem

Your Plan: Anthem Blue Access PPO HSA with National Formulary

Centerville City Schools

Your Network: Blue Access
Effective 01/01/2024

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible *See notes section to understand how your deductible works. Your plan may also have a separate Prescription Drug Deductible. See Prescription Drug Coverage section.*	$2,000 person / $4,000 family	$2,000 person / $4,000 family
Out-of-Pocket Limit *When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. See notes section for additional information regarding your out of pocket maximum.*	$2,000 person / $4,000 family	$4,000 person / $8,000 family
Preventive care/screening/immunization *In-network preventive care is not subject to deductible, if your plan has a deductible.*	No charge	30% coinsurance after deductible is met
Preventive Care for Chronic Conditions *per IRS guidelines*	No charge	30% coinsurance after deductible is met
Doctor Home and Office Services		
Primary Care Visit to treat an injury or illness	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Specialist Care Visit	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prenatal and Post-natal Care *In-Network preventive prenatal services are covered at 100%.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Other Practitioner Visits:		
Retail Health Clinic	0% coinsurance after deductible is met	30% coinsurance after deductible is met
On-line Visit *Includes Mental/Behavioral Health and Substance Abuse*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Manipulation Therapy *Coverage is limited to 12 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Other Services in an Office:		
Allergy Testing	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Chemo/Radiation Therapy	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Dialysis/Hemodialysis	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prescription Drugs *For the drugs itself dispensed in the office through infusion/injection.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Diagnostic Services		
Lab:		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
X-Ray:		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Advanced Diagnostic Imaging (for example, MRI/PET/CAT scans):		
Office	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Emergency and Urgent Care		
Urgent Care (Office Setting)	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Urgent care(Facility Setting)		
Urgent Care: Facility fees	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Urgent Care: Doctor and other services	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Emergency Room Facility Services	0% coinsurance after deductible is met	Covered as In-Network
Emergency Room Doctor and Other Services	0% coinsurance after deductible is met	Covered as In-Network
Ambulance (Air, Ground, and Water)	0% coinsurance after deductible is met	Covered as In-Network
Outpatient Mental/Behavioral Health and Substance Abuse		
Doctor Office Visit	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Facility visit:		
Facility Fees	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor Services	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Surgery		
Facility Fees:		
Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Freestanding Surgical Center	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor and Other Services:		

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Hospital	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Freestanding Surgical Center	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Hospital Stay (all inpatient stays including Maternity, Mental / Behavioral Health, and Substance Abuse)		
Facility fees (for example, room & board) *Coverage for Inpatient Rehabilitation services is limited to 60 days combined per benefit period. Limit is combined In-Network and Non-Network.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Human Organ and Tissue Transplants *Acquisition and transplant procedures, collection and storage. Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Doctor and other services	0% coinsurance after deductible is met	30% coinsurance after deductible is met

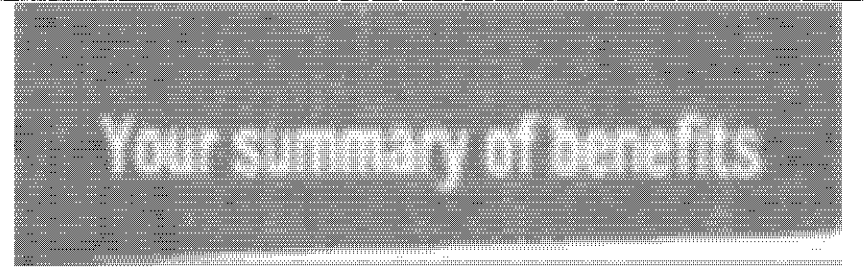
Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Recovery & Rehabilitation		
Home Health Care *Coverage is unlimited per benefit period. Limit is combined In-Network and Non-Network.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Rehabilitation services (for example, physical/speech/occupational therapy):		
Office *Limit is combined for rehabilitative and habilitative services. Coverage for Occupational Therapy is limited to 30 visits per benefit period, Physical Therapy is limited to 30 visits per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for In-Network and Non-Network. Benefits for Autism Spectrum Disorders for members up to age 14 includes unlimited visits for speech and language therapies, unlimited visits for occupational therapy, and unlimited for Clinical Therapeutic Intervention services.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital *Limit is combined for rehabilitative and habilitative services. Coverage for Occupational Therapy is limited to 30 visits per benefit period, Physical Therapy is limited to 30 visits per benefit period and Speech Therapy is limited to 20 visits per benefit period. Limit is combined for In-Network and Non-Network. Benefits for Autism Spectrum Disorders for members up to age 14 includes unlimited visits for speech and language therapies, unlimited visits for occupational therapy, and unlimited for Clinical Therapeutic Intervention services.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Cardiac rehabilitation		
Office *Coverage is limited to 36 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Outpatient Hospital *Coverage is limited to 36 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Pulmonary rehabilitation		
Office *Coverage is limited to 20 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Outpatient Hospital *Coverage is limited to 20 visits per benefit period. Limit is combined In-Network and Non-Network. Visit limits are combined both across outpatient and other professional visits.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Skilled Nursing Care (in a facility) *Coverage for Inpatient rehabilitation and skilled nursing services is limited to 180 days combined per benefit period. Limit is combined In-Network and Non-Network.*	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Hospice	0% coinsurance after deductible is met	0% coinsurance after deductible is met
Durable Medical Equipment	0% coinsurance after deductible is met	30% coinsurance after deductible is met
Prosthetic Devices	0% coinsurance after deductible is met	30% coinsurance after deductible is met

Your summary of benefits

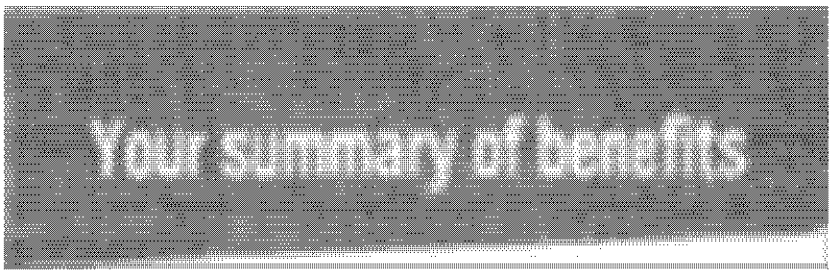
Covered Prescription Drug Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Pharmacy Deductible	Combined with medical deductible	Combined with medical deductible
Pharmacy Out of Pocket	Combined with medical out of pocket maximum	Combined with medical out of pocket maximum
Prescription Drug Coverage *Cost shares for drugs included on the National drug list appear below. Your plan uses the Base Network.*		
Home Delivery Pharmacy *Maintenance medication are available through IngenioRx Home Delivery Pharmacy. You will need to call us on the number on your ID card to sign up when you first use the service.*		
Tier 1 - Typically Generic *Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program). Covers up to 90 day supply (retail maintenance pharmacy). No coverage for non-formulary drugs.*	0% coinsurance after deductible is met (retail and home delivery)	30% coinsurance after deductible is met (retail) and Not covered (home delivery)
Tier 2 – Typically Preferred Brand *Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program). Covers up to 90 day supply (retail maintenance pharmacy). No coverage for non-formulary drugs.*	0% coinsurance after deductible is met (retail and home delivery)	30% coinsurance after deductible is met (retail) and Not covered (home delivery)
Tier 3 - Typically Non-Preferred Brand *Covers up to a 30 day supply (retail pharmacy). Covers up to a 90 day supply (home delivery program). Covers up to 90 day supply (retail maintenance pharmacy). No coverage for non-formulary drugs.*	0% coinsurance after deductible is met (retail and home delivery)	30% coinsurance after deductible is met (retail) and Not covered (home delivery)



Notes:

- The family deductible and out-of-pocket maximum are non-embedded meaning the cost shares of all family members apply to one shared family deductible and one shared family out-of-pocket maximum. The individual deductible and individual out-of-pocket maximum only apply to individuals enrolled under single coverage.
- Network and Non-network deductibles are combined. Network and non-network copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent age: to end of the calendar year in which the child attains age 26.
- No charge means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- Certain diabetic and asthmatic supplies are available at Network pharmacies, diabetic test strips paid same as any other drug.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.
- Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.
- All medical and prescription drug deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services).
- If office visit is a coinsurance, the coinsurance also applies to allergy injections.
- Certain diabetic and asthmatic supplies are covered subject to applicable prescription drug copayments/coinsurance when you get them from an In network pharmacy. These supplies are covered as medical supplies and durable medical equipment if you get them from an Out of network pharmacy. Diabetic test strips are covered subject to applicable prescription drug copayment/coinsurance. Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.
- DME - 0% coinsurance for network/30% non-network Durable Medical Equipment and Medical Supplies. Excludes Diabetic Supplies, Asthmatic Supplies, and Mastectomy Prostheses which will apply the plan's cost share.
- Benefit period = calendar year
- Hospital stay for Maternity Coverage will not be limited to less than 48 hours for a vaginal delivery or 96 hours for a caesarean section.
- Private Duty Nursing = unlimited
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, geriatrics or any other Network provider as allowed by the plan.
- Benefit limits for speech and language therapy and occupational therapy for the treatment of autism are in addition to the separate listed occupational and speech therapy benefit limits. Behavioral analysis provided by or under the supervision of a professional who is licensed, certified, or registered by an appropriate agency of the state of Ohio to perform the services in accordance with a treatment plan is unlimited for members up to age 14.

Anthem Blue Cross and Blue Shield is the trade name of Community Insurance Company. Independent licensee of the Blue Cross and Blue Shield Association. ® ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.



This benefit overview is for illustrative purposes and some content may be pending Ohio Department of Insurance approval.

This summary of benefits is intended to be a brief outline of coverege. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selectad as of the effective date indicated.

Authorized group signature (if applicable)	Date 12/12/2023
Underwriting signature (if applicable)	Date

Anthem Blue Cross and Blue Shield is the trade name of Community Insurance Company. Independent licensee of the Blue Cross and Blue Shield Association. ® ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

Questions: (833) 639-1634 or visit us at www.anthem.com

Get help in your language

Curious to know what all this says? We would be too. Here's the English version:
If you have any questions about this document, you have the right to get help and information in your language at no cost. To talk to an interpreter, call (833) 639-1634

Separate from our language assistance program, we make documents available in alternate formats for members with visual impairments. If you need a copy of this document in an alternate format, please call the customer service telephone number on the back of your ID card.

(TTY/TDD: 711)

Arabic (العربية): إذا كان لديك أي استفسارات بشأن هذا المستند، فيحق لك الحصول على المساعدة والمعلومات بلغتك دون مقابل. للتحدث إلى مترجم، اتصل على 1634-639 (833) .

Armenian (հայերեն). Եթե այս փաստաթղթի հետ կապված հարցեր ունեք, դուք իրավունք ունեք անվճար ստանալ օգնություն և տեղեկատվություն ձեր լեզվով: Թարգմանչի հետ խոսելու համար զանգահարեք հետևյալ հեռախոսահամարով՝ (833) 639-1634:

Chinese(中文)：如果您對本文件有任何疑問，您有權使用您的語言免費獲得協助和資訊。如需與譯員通話，請致電(833) 639-1634。

Farsi (فارسی): در صورتی که سؤالی پیرامون این سند دارید، این حق را دارید که اطلاعات و کمک را بدون هیچ هزینه ای به زبان مادری‌تان دریافت کنید. برای گفتگو با یک مترجم شفاهی، با شماره 1634-639 (833) تماس بگیرید.

French (Français) : Si vous avez des questions sur ce document, vous avez la possibilité d'accéder gratuitement à ces informations et à une aide dans votre langue. Pour parler à un interprète, appelez le (833) 639-1634.

Haitian Creole (Kreyòl Ayisyen): Si ou gen nenpòt kesyon sou dokiman sa a, ou gen dwa pou jwenn èd ak enfòmasyon nan lang ou gratis. Pou pale ak yon entèprèt, rele (833) 639-1634.

Italian (Italiano): In caso di eventuali domande sul presente documento, ha il diritto di ricevere assistenza e informazioni nella sua lingua senza alcun costo aggiuntivo. Per parlare con un interprete, chiami il numero (833) 639-1634.

Japanese (日本語):この文書についてなにかご不明な点があれば、あなたにはあなたの言語で無料で支援を受け情報を得る権利があります。 通訳と話すには、(833) 639-1634 にお電話ください。

Korean (한국어): 본 문서에 대해 어떠한 문의사항이라도 있을 경우, 귀하에게는 귀하가 사용하는 언어로 무료 도움 및 정보를 얻을 권리가 있습니다. 통역사와 이야기하려면(833) 639-1634로 문의하십시오.

Language Access Services:

Navajo (Diné): Dii naaltsoos bíká'igíí łahgo bína'idílkidgo ná bohónéedzą́ dóó bee ahóót'i' t'áá ni nizaad k'ehjí bee níl hodoonih t'áadoo bą́ą́h ílínígóó. Ata' halne'igíí ła' bich'į' hadeesdzih nínízingo koji' hodíílnih (833) 639-1634.

Polish (polski): W przypadku jakichkolwiek pytań związanych z niniejszym dokumentem masz prawo do bezpłatnego uzyskania pomocy oraz informacji w swoim języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer: (833) 639-1634.

Punjabi (ਪੰਜਾਬੀ): ਜੇ ਤੁਹਾਡੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਹੁੰਦੇ ਹਨ ਤਾਂ ਤੁਹਾਡੇ ਕੋਲ ਮੁਫ਼ਤ ਵਿੱਚ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਅਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ। ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ, (833) 639-1634 ਤੇ ਕਾਲ ਕਰੋ।

Russian (Русский): если у вас есть какие-либо вопросы в отношении данного документа, вы имеете право на бесплатное получение помощи и информации на вашем языке. Чтобы связаться с устным переводчиком, позвоните по тел. (833) 639-1634.

Spanish (Español): Si tiene preguntas acerca de este documento, tiene derecho a recibir ayuda e información en su idioma, sin costos. Para hablar con un intérprete, llame al (833) 639-1634.

Tagalog (Tagalog): Kung mayroon kang anumang katanungan tungkol sa dokumentong ito, may karapatan kang humingi ng tulong at impormasyon sa iyong wika nang walang bayad. Makipag-usap sa isang tagapagpaliwanag, tawagan ang (833) 639-1634.

Vietnamese (Tiếng Việt): Nếu quý vị có bất kỳ thắc mắc nào về tài liệu này, quý vị có quyền nhận sự trợ giúp và thông tin bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Để trao đổi với một thông dịch viên, hãy gọi (833) 639-1634.

It's important we treat you fairly

That's why we follow federal civil rights laws in our health programs and activities. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people with disabilities, we offer free aids and services. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed to offer these services or discriminated based on race, color, national origin, age, disability, or sex, you can file a complaint, also known as a grievance. You can file a complaint with our Compliance Coordinator in writing to Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279. Or you can file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201 or by calling 1-800-368-1019 (TDD: 1- 800-537-7697) or online at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf. Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.

DELTA DENTAL

Delta Dental PPO™ (Point-of-Service)
Summary of Dental Plan Benefits
For Group# 0936-0001, 0002, 0099
Centerville City Schools

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the Dentist's network participation.*

Control Plan - Delta Dental of Ohio

Benefit Year - January 1 through December 31

Covered Services -

	Delta Dental PPO™ Dentist	Delta Dental Premier® Dentist	Nonparticipating Dentist
	Plan Pays	Plan Pays	Plan Pays*
Diagnostic & Preventive			
Diagnostic and Preventive Services - exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Emergency Palliative Treatment - to temporarily relieve pain	100%	100%	100%
Brush Biopsy - to detect oral cancer	100%	100%	100%
Radiographs - X-rays	100%	100%	100%
Basic Services			
Sealants - to prevent decay of permanent teeth	80%	80%	80%
Minor Restorative Services - fillings and crown repair	80%	80%	80%
Endodontic Services - root canals	80%	80%	80%
Periodontic Services - to treat gum disease	80%	80%	80%
Oral Surgery Services - extractions and dental surgery	80%	80%	80%
Major Restorative Services - crowns	80%	80%	80%
Other Basic Services - misc. services	80%	80%	80%
Relines and Repairs - to prosthetic appliances	80%	80%	80%
Major Services			
Prosthodontic Services - bridges and dentures	80%	80%	80%
Orthodontic Services			
Orthodontic Services - braces	60%	60%	60%
Orthodontic Age Limit -	No Age Limit	No Age Limit	No Age Limit

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. This amount may be less than what the Dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her Dentist about treatment.
- Fluoride treatments are payable twice per calendar year with no age limit.
- Space maintainers are payable once per area per lifetime for people age 18 and under.
- Bitewing X-rays are payable once per calendar year and full mouth X-rays (which include bitewing X-rays) or a panorex are payable once in any three-year period.
- Sealants are payable once per tooth per three-year period for first and second permanent molars for people age 18 and under. The surface must be free from decay and restorations.
- Veneers are payable on incisors and cuspids once per tooth per five-year period for children ages 8 through 19 when necessary due to fracture or decay.
- Composite resin (white) restorations are payable on posterior teeth.
- Porcelain and resin facings on crowns are Covered Services on posterior teeth.
- Implants and implant related services are not Covered Services.

- Crowns over implants and their related services are not Covered Services.
- People with special health care needs may be eligible for additional services including exams, hygiene visits, dental case management, and sedation/anesthesia. Special health care needs include any physical, developmental, mental, sensory, behavioral, cognitive, or emotional impairment or limiting condition that requires medical management, healthcare intervention, and/or use of specialized services or programs. The condition may be congenital, developmental, or acquired through disease, trauma, or environmental cause and may impose limitations in performing daily self-maintenance activities or substantial limitations in a major life activity.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of Dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our website or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment - $1,500 per Member total per Benefit Year on all services except orthodontic services. $1,000 per Member total per lifetime on orthodontic services.

Payment for Orthodontic Service - When orthodontic treatment begins, your Dentist will submit a payment plan to Delta Dental based upon your projected course of treatment. In accordance with the agreed upon payment plan, Delta Dental will make an initial payment to you or your Participating Dentist equal to Delta Dental's stated Copayment on 30% of the Maximum Payment for Orthodontic Services as set forth in this Summary of Dental Plan Benefits. Delta Dental will make additional payments as follows: Delta Dental will pay 60% of the per month fee charged by your Dentist based upon the agreed upon payment plan provided by Delta Dental to your Dentist.

Deductible - $25 Deductible per Member total per Benefit Year limited to a maximum Deductible of $50 per family per Benefit Year. The Deductible does not apply to diagnostic and preventive services, emergency palliative treatment, brush biopsy, X-rays and orthodontic services.

Waiting Period - Enrollees who are eligible for Benefits are covered on the date of hire.

Eligible People - All employees currently on active pay status who choose the dental plan (0001), Washington Centerville Public Library (0002) and COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) enrollees (0099).

Also eligible are your Spouse and your Children to the end of the calendar year in which they attain the age of 26 or to the end of the calendar year in which they no longer qualify as a Dependent, whichever occurs sooner.

Enrollees and dependents choosing this plan are required to remain enrolled for a minimum of 12 months. Should an Enrollee or Dependent choose to drop coverage after that time, he or she may not re-enroll prior to the date on which 12 months have elapsed. Dependents may only enroll if the Enrollee is enrolled (except under COBRA) and must be enrolled in the same plan as the Enrollee. An election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

Coordination of Benefits - If you and your Spouse are both eligible to enroll in This Plan as Enrollees, you may be enrolled together on one application or separately on individual applications, but not both. Your Dependent Children may only be enrolled on one application. Delta Dental will not coordinate Benefits between your coverage and your Spouse's coverage if you and your Spouse are both covered as Enrollees under This Plan.

Benefits will cease on the last day of the month in which your employment is terminated.

Centerville City Schools

Proposed Benefits

EyeMed Vision Care in conjunction with Fidelity Security Life Insurance Company

Option Access 4

Materials Only

Access Network

Fully Insured

Employee Paid

Funded Benefits

Vision Care Services	Member Cost In-Network	Out of Network Member Reimbursement up to:
Frames *Any available frame at provider*	$0 Copay; $130 allowance, 20% off balance over $130	$91
Contact Lenses *(Contact Lens allowance includes materials only)*		
Conventional	$0 Copay, $130 allowance, 15% off balance over $130	$130
Disposable	$0 Copay, $130 allowance, plus balance over $130	$130
Medically Necessary	$0 Copay, Paid-In-Full	$210
Standard Plastic Lenses		
Single Vision	$10 Copay	$30
Bifocal	$10 Copay	$50
Trifocal	$10 Copay	$70
Lenticular	$10 Copay	$70
Standard Progressive	$75 Copay	$50
Premium Progressive	$75 Copay, 20% off charge less $120 Allowance	$50

Frequency

Examination
Not Covered

Lenses (in lieu of contact lenses)
Once every 12 months

Contacts (in lieu of lenses)
Once every 12 months

Frame
Once every 24 months

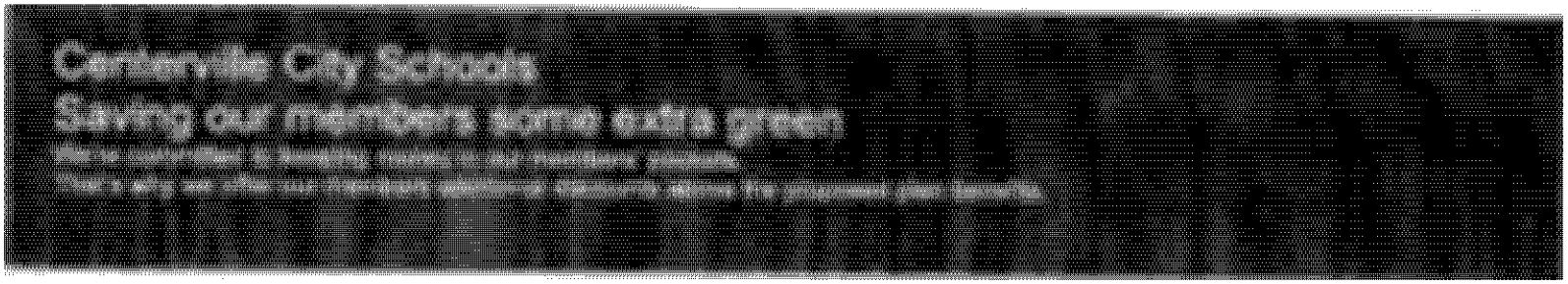
Monthly Rate	
Subscriber	$4.93
Subscriber + Spouse	$9.37
Subscriber + Child(ren)	$9.87
Subscriber + Family	$14.51

All plans are based on a 48-month contract term and 48-month rate guarantee
Monthly Rate is subject to adjustment even during a rate guarantee period in the event of any of the following events: changes in benefits, employee contributions, the number of eligible employees, or the imposition of any new taxes, fees or assessments by Federal or State regulatory agencies

EyeMed Vision Care reserves the right to make changes to the products available on each tier. All providers are not required to carry all brands on all tiers. For current listing of brands by tier, visit http://www.discovereyemed.com

Plan Details
Quote for group situsd in the State of OH and will be valid until the 1/1/2018 implementation date. Date Quoted 10/11/2017. Benefit allowances provide no remaining balance for future use within the same benefit frequency. Rates are valid only when the quoted plan is the sole stand-alone vision plan offered by the group. Percentage discounts are not part of the insurance benefit. Insured benefits are underwritten by Fidelity Security Life Insurance Company. Policy Number VC-19; Policy Form No. M-9083

Plan Exclusions
No benefits will be paid for services or materials connected with or charges arising from:
-orthoptic or vision training, subnormal vision aids and any associated supplemental testing; Aniseikonic lenses;
-medical and/or surgical treatment of the eye, eyes or supporting structures;
-any Vision Examination, or any corrective eyewear required by a Policyholder as a condition of employment;safety eyewear;
-services provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof;
-plano (non-prescription) lenses;
-non-prescription sunglasses;
-two pair of glasses in lieu of bifocals;
-services or materials provided by any other group benefit plan providing vision care;
-services rendered after the date an Insured Person ceases to be covered under the Policy, except when Vision Materials ordered before coverage ended are delivered, and services rendered to the Insured Person are within 31 days from the date of such order; or
-lost or broken lenses, frames, glasses, or contact lenses will not be replaced except in the next Benefit Frequency when Vision Materials would next become available.



Additional Discounts

40% off
additional pairs of glasses and a 15% discount on conventional lenses once funded benefit is used – an industry exclusive

20% off
any item not covered by the plan, including non-prescription sunglasses

Lasik
Lasik or PRK from US Laser Network
15% off retail price or 5% off promotional price

Hearing Care
Amplifon Hearing Health Care Network
40% off hearing exams and a low price guarantee on discounted hearing aids

Vision Care Services	Member Cost In-Network
Discounted Lens Options	
Photochromic (Plastic)	20% off Retail
Standard Anti - Reflective Coating	$45
Tint (Solid & Gradient)	$15
UV Treatment	$15
Standard Plastic Scratch Coating	$15
Standard Polycarbonate - age 19 and over	$40
Standard Polycarbonate - under age 19	$40
Other Add-on Services and Materials	20% off Retail Price

Discount Details
Member receives a 20% discount on items not covered by the plan at EyeMed In-Network locations. Discount does not apply to EyeMed Provider's professional services, or contact lenses.
Plan discounts cannot be combined with any other discounts or promotional offers.
In certain states members may be required to pay the full retail rate and not the negotiated discount rate with certain participating providers. Please see EyeMed's online provider locator to determine which participating providers have agreed to the discounted rate.
Discounts on vision materials may not be applicable to certain manufacturers' products
EyeMed Vision Care reserves the right to make changes to the products on each tier and the member out-of-pocket costs. Fixed pricing is reflective of brands at the listed product level. All providers are not required to carry all brands at all levels.
Service and amounts listed above are subject to change at any time

The secret is out

5 ways we challenge the status quo

EyeMed

We want every person to see life to the fullest. That's why we're doing things differently and providing you with more of what's best, not more of the same. And that includes the network employees want with vision benefits that redefine expectations, all while making the experience easy. After all, it takes vision to see beyond the status quo.

1

Network

We offer so many options for care

Your employees can choose a provider on their terms, not ours. That's because we have the right mix of independent, national retail and regional retail providers.

2

Network

In-network means online, too

Now our members can use GlassesCom and ContactsDirect as in-network providers.

3

Benefits

Members love even more perks

With us, members receive an industry-leading 40% off additional pairs of glasses* and special offers for additional savings can always be found on our website.

*At participating, in-network providers only

4

Easy

We're all about providing user friendly tools

We have the resources to help your employees when they need it: open enrollment support, our enhanced provider search tool and the industry's first mobile vision app for members.

5

Easy

Service that barely sleeps

We offer award-winning service,† even on Sundays! Our live agents are available to assist you until the wee hours of the night – an average of 15 hours per day.

†Purdue University Benchmark Portal Independent assessment of call centers nationwide, 2015.

Tangible results you see. Performance we're proud to guarantee.

97% member satisfaction
97% client satisfaction
99% client retention

†Results are based upon EyeMed's internal satisfaction surveys conducted by Convergys and Walker 2014

