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NEGOTIATED AGREEMENT

BETWEEN THE

LORDSTOWN BOARD OF EDUCATION

AND THE

LORDSTOWN TEACHERS ASSOCIATION

EFFECTIVE

June 30, 2024

THROUGH

July 1, 2027

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ARTICLE I

RECOGNITION

A. Agreement

This Agreement is by and between the Lordstown Board of Education, hereinafter referred to as the "Board," and the Lordstown Teachers Association, OFT-AFT, hereinafter referred to as the "Association." This Agreement shall take effect at 12:01 AM on June 30, 2024, and expire at 12:00 AM on July 1, 2027.

B. Duration of Recognition

Recognition is for the duration of the contract. If there is no successful challenge to the Association in accordance with Chapter 4117 of the Ohio Revised Code, the Association shall be renewed as the sole and exclusive representative of the bargaining unit to bargain the next contract.

C. Unit

The Board recognizes the Association as the exclusive representative of all full and regular part-time certificated/licensed personnel employed by the Board under a regular teaching contract, as defined in ORC 3319.22 including all subject and grade level teachers, guidance counselors, librarians, nurses, speech and hearing therapists, tutors, and other certificated/licensed personnel who may be employed less than fifty percent (50%) of the time as an administrator -- all of whom shall be referred to as "teachers," "unit members," or "employees." The unit shall not include substitutes employed less than 60 consecutive days in a specific position, those positions specifically excluded under ORC 4117, the Superintendent, Assistant Superintendent, principals, and other supervisory personnel who are employed at least fifty percent (50%) of the time in an administrative/supervisory capacity and employees in the adult education program.

D. Building Advisory Committees

In order to facilitate communication and professionalism by and between members of the bargaining unit and the building administration, a Building Advisory Committee (BAC) will meet once per month consisting of representatives of the teachers selected by the LTA (a minimum of 4) and the building administrator and any other members of the administration and/or Board invited by the building administrator. Rules for the governance of the BAC's are to be developed and modified as needed by the Committees.

The meeting dates for the BAC shall be by mutual agreement and scheduled so as not to interfere with the teachers' day. Notice for meetings outside of those regularly scheduled as set forth above will be provided to all participants at least twenty-four (24) hours in advance with information as to the purpose of the meeting. At each meeting, matters of concern or requests shall be discussed.

ARTICLE II

BARGAINING PROCEDURES

A. Preamble

The Board and Association agree that the purpose of this Agreement is to establish an orderly procedure to govern the collective bargaining relationship between the parties.

B. Requests for Bargaining

1. If the Association or the Board desires to bargain changes in salaries or other terms and conditions of employment, it shall notify the other in writing no later than March 1, and not earlier than February 1, immediately prior to the expiration date of this contract. Notification in writing from the Association shall be served on the Superintendent and from the Board shall be served on the Association president.

2. Within fifteen (15) days after receipt of such notice, an initial meeting will be held at which the parties will submit in writing its proposals.

3. Proposals shall in form and detail specify that to which agreement is sought. Topical listings of items proposed for negotiation ("laundry lists") shall constitute a clear failure of compliance with this requirement and may be disregarded.

4. The items proposed shall constitute the total for negotiations. The remaining items of the then current contract shall remain in force and effect, and shall be part of any successor agreement.

5. Scope of Bargaining - Representatives of the Board and Association will bargain in good faith, all matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of the collective bargaining agreement.

C. Representation

1. Designated representatives of the Board and the Association shall meet to negotiate in good faith in accordance with the procedures set forth within this Agreement. ("Good Faith" means coming to the negotiating table for purposes of negotiating and interacting on proposals, not to dogmatically pursue preconceived stands. Good faith does not require either party to agree to a proposal or make a concession.) The Board's negotiating team and the Association's negotiating team shall be limited to not more than five members on each team. Neither party shall have control over the selection of the other party's team members.

2. The parties may call upon consultants, but the attendance of such consultants at the negotiation table shall not cause the maximum number of team members to exceed five. Cost of such consulting service shall be borne by the party requesting it.

3. At no time shall either team include more than two (2) members who are not employees of the District except by mutual agreement of the parties.

4. While no final agreement can be executed by the negotiators, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, make counter-proposals, consider counter-proposals, and reach compromises in the course of negotiations.

D. Bargaining Meetings

1. Bargaining meetings shall be scheduled at the request of the parties, and until bargaining is concluded, either party may require at each meeting a decision on the date, time, and place of a subsequent meeting.

2. Meetings shall be scheduled at reasonable intervals, places and times to avoid as nearly as practicable conflict and interference with school and employment schedules. Bargaining meetings shall be closed to the press and public.

3. Either party may recess for caucuses of reasonable length at any time (e.g., thirty (30) minutes).

4. Minutes of meetings shall be kept by each party only if it deems necessary, and only in such form and detail as it may determine advisable. Tape recording or transcribing meetings shall not be permitted unless mutually agreed to in writing.

5. Negotiations meetings shall last for a maximum of three (3) hours unless extended by mutual agreement.

E. News Releases

1. So long as impasse has not been declared, there will be no releases of information to the media or public unless agreed upon by both parties and in such instances releases are agreed upon, said releases shall be agreed to in writing and both parties shall approve of the release prior to its dissemination.

2. Both parties may issue progress reports to their constituents so as to keep them informed with respect to the progress of negotiations.

3. It shall be the responsibility of both parties to inform their respective constituents that all progress reports are confidential and any information derived from such reports shall not be disclosed to the general public or media during negotiations.

F. Exchange of Information

The parties agree during negotiations to provide each other, upon written request and within a reasonable time, regularly and routinely prepared information for development and evaluation of proposals. Access to such information in such form as it exists constitutes compliance with this

provision, and neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute, or otherwise develop data or information in other than its existing form.

G. Agreement

1. Tentative agreement on bargained items shall be reduced to writing and initialed by the representatives of each party, but such initialing shall not be construed as final agreement.

2. The final tentative agreement reached through negotiations shall be reduced to writing and reviewed by the parties for accuracy and submitted to the LTA for ratification and the Board for approval. The Association ratification meeting shall be held within one (1) week after accuracy of the final tentative agreement has been determined. The Board shall make the necessary arrangements for a regular or special meeting to be held within one (1) week following ratification by the Association at which it shall vote on the final tentative agreement package.

H. Disagreement

1. If agreement is not reached within sixty (60) days following commencement of negotiations, either party may at any time thereafter request the employment of a mediator, and the cost, if any, of such mediation services shall be shared equally by the Board and the Association. However, if after sixty (60) days from the commencement of negotiations should either side request that negotiations be extended before mediation and if both parties mutually agree to do so, negotiations before mediation will be extended.

2. The mediator shall be supplied by the Federal Mediation and Conciliation Service provided that such service is available. In the event that such service cannot be provided, the mediator shall be selected by the alternate strike method from a list of nine (9) proposed mediators from the American Arbitration Association.

3. It is agreed that the procedures set forth in this section constitute a mutually agreed dispute settlement procedure which supersedes the procedures contained in ORC 4117.14.

ARTICLE III

PROVISIONS CONTRARY TO LAW

If either party believes that any of the provisions of this Agreement are or have become contrary to law, that party shall bring the matter to the attention of the other party to seek resolution and may pursue such belief through a court of competent jurisdiction. If such party's belief is sustained, such provisions shall become null and void, but all remaining provisions shall remain in force and effect for the term of the Agreement. In such cases the Board and Association shall meet to make all necessary changes to make the provisions comply with law. Negotiations shall not be required by this provision nor shall meetings in accord with this provision be construed as negotiations, and neither contractual nor state impasse procedures are applicable.

ARTICLE IV

RIGHTS OF THE PARTIES

A. Association Rights

1. To facilitate communication with the unit members, concerning Association activities, the LTA shall have the right to post materials on teacher bulletin boards and place Association materials in teachers' mailboxes in each school. Such material shall not include promotions for any strike action by the members of the bargaining unit. For this purpose, agendas or minutes of meetings shall not be construed as promotional.

2. The Association President shall be provided a copy of the agenda and supporting documents of each Board meeting at the time it is provided to Board members.

3. The Association shall be permitted to make announcements at faculty meetings. Such announcements shall be made at the end of the regular meeting unless determined otherwise by the building principal. Announcements shall not exceed five (5) minutes in length and attendance at this portion of the meeting shall be voluntary in nature. Such announcements require prior notice to the building principal and shall be to provide information concerning upcoming Association meetings and events.

4. a. The Association President and building representatives may conduct conferences relating to Association responsibility as the bargaining agent and concerning matters arising under this Agreement with unit members outside of the teacher work day or during lunch so long as such meetings do not interfere with or interrupt normal instructional programs, or the duties and responsibilities of unit members involved in such conferences.

   b. In addition to the above, the Association President may conduct such conferences during his/her preparation time.

5. The President of the LTA shall be permitted to work on the business of his/her office during non-student contact time including time when students are at assemblies, pep rallies, or other such activities provided he/she does not have duties to perform in relation to such activities. Assignments to such duties shall not be arbitrary or capricious. The LTA President may not interrupt classes/assemblies while in session.

B. Strike Prohibition

1. The Association, its members and members of the bargaining unit shall not strike against the Board of Education, the schools or school program during the life of this contract in accordance with the provisions of ORC 4117.

2. The Board of Education shall not lockout any or all members of the bargaining unit during the life of this contract in accordance with the provisions of ORC 4117.

C. Management Rights

Except as specifically limited by this contract, the Board, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio, and/or of the United States.

D. Dues Deductions

1. Bargaining unit members shall be provided payroll deductions for Association dues. Deductions shall be in equal amounts from ten (10) consecutive paychecks beginning in October.

2. The Association shall provide a list of its members to the Treasurer of the Board and individual written authorization for the purposes of dues deduction.

3. Each year by September 15th, the Association President or Treasurer shall certify to the Board Treasurer the amount of individual dues to be deducted.

4. Dues, which are deducted, shall be transmitted to the LTA Treasurer with a list of unit members for whom dues were deducted within ten (10) school days from the payday deductions were made.

5. Payroll deductions of dues shall be continuous from year to year unless revoked in writing by the unit member. It is the responsibility of that unit member to notify the Association that such revocation has been made.

E. Exclusivity

All of the rights and privileges granted to the Association in this Article shall be exclusive of any other teacher organization, which may be eligible to challenge the Association as representative of the bargaining unit under the provisions of ORC 4117.

F. Hold Harmless Clause

The Association hereby agrees to hold the employer and its agents harmless from any and all liabilities or damages which may arise from the performance of its obligations under this Article and the Association shall indemnify and hold harmless the employer and its agents for any such liabilities or damages that may arise.

ARTICLE V

GRIEVANCE PROCEDURE

A. Purpose

This grievance procedure is designed to insure fair and orderly discussion of grievances without fear of reprisal, to promote open communication between the administration and staff, and to secure resolution of disputes at the lowest possible level.

B. Definitions

1. A "grievance" is an alleged violation, misapplication or misinterpretation of a specific term of this Agreement.

2. The "grievant" is the employee or group of employees filing the grievance.

3. "Days" means actual days school is in session.

4. "Immediate Supervisor": In most situations, building principals shall be considered "immediate supervisors." In those cases where employees are not directly responsible to one building principal, such as, but not limited to psychologists, nurses, specialized-area teachers and teachers with multi-building assignments, the immediate supervisor shall be that supervisor to whom the employee or group of employees is directly responsible.

C. Rights of the Grievant and LTA

1. A grievance may be filed only by (1) an employee who personally has been directly affected by the alleged violation, misapplication or misinterpretation of this Agreement or (2) the LTA on behalf of employees who have been affected by the alleged violation, misapplication or misinterpretation of this Agreement. Whenever two or more bargaining unit members have the same grievance, a class action may be filed by the LTA. Such grievances shall have arisen from identical circumstances and affect each employee in a similar manner. Such grievances shall be signed by at least two (2) members of the bargaining unit.

2. If a teacher files a grievance, such fact cannot be used against that teacher in any recommendation for re-employment or for other employment; nor shall the teacher or the LTA be placed in jeopardy or be the subject for reprisal or discrimination for having followed this grievance procedure. Also, grievance records are to be kept separate from permanent file records.

D. Informal Procedure

The teacher shall discuss the grievance informally with the immediate supervisor for the purpose of resolving the issue prior to filing a formal grievance. When the alleged violation is caused by the immediate supervisor the member(s) may advance the informal procedure to the appropriate administrator (e.g. superintendent). Such a meeting shall be announced as such by the informal grievant and take place within the twenty (20) days specified in Formal Step One of Section E of

this Article.

E. Formal Procedure

1. Formal Step One:

The aggrieved may file a grievance in writing on the approved form (Appendix C) with the building principal or immediate supervisor, with a copy to the LTA building representative or any member of the LTA Grievance Committee. If such grievance is not filed within twenty (20) days following the act or condition upon which said grievance is based, or became known, or should have become known, the grievance shall no longer exist. The grievance form shall set forth the date of the alleged grievance and the informal grievance meeting, the precise action or inaction that is claimed to be a violation, misinterpretation or misapplication of the Agreement, a reference to the specific contract provision(s) involved, and the relief sought by the grievant. The principal or immediate supervisor shall, within ten (10) days after receipt of the grievance, give the aggrieved a written answer including the reasons for the decision, with a copy to the LTA building representative and the Superintendent of Schools.

2. Formal Step Two:

If the aggrieved and/or the LTA, where the grievance is filed under Section C., 1. (2.) of this Article, believes that the grievance has not been resolved satisfactorily, the aggrieved or the LTA may, within five (5) days after receipt of the written answer as required in Formal Step One, refer it in writing to the Superintendent. The Superintendent shall within five (5) days after receipt of the grievance, meet with the aggrieved to discuss the grievance. Within five (5) days after such meeting, the Superintendent shall give to the aggrieved, the principal or immediate supervisor and the LTA a written answer. This answer, in the event that all or part of the redress sought by the grievance is denied, shall indicate the Superintendent's reasons for the denial and shall indicate any legal or contractual citations deemed by the Superintendent to be pertinent to the reason for the denial.

3. Formal Step Three:

The grievant and/or the LTA, where the grievance is filed under Section C., 1., (2.) of this Article, believes that the grievance has not been resolved satisfactorily, the grievant or the LTA may, within five (5) days after receipt of the written answer as required in Formal Step Two, refer the grievance in writing to the Board President for a hearing. The Step Three hearing shall be before the Board of Education or a committee of the Board consisting of not less than three (3) Board members and shall take place on the date of the Board's next scheduled regular meeting or within ten (10) days of the request. Whichever is later, but in no instance shall the hearing be later than thirty (30) days after the request, unless mutually extended by agreement of the parties. The Board may, in its sole discretion, decline to hear a grievance at this step, in which event the Board shall, within ten (10) days of the written referral of the grievance to the Board President, indicate its decision not to hear the grievance to the grievant or the LTA and in which event the grievant or the LTA may appeal the matter to arbitration pursuant to Step Four. If the Board elects to hear the grievance, the Board or its designee shall, within five (5) days after such meeting, write a disposition of the grievance

and return a copy to the grievant and the LTA. This disposition, in the event that all or part of the redress sought by the grievance is denied, shall indicate the reasons for the denial and shall indicate any legal or contractual citations pertinent to the reason for the denial.

4. Formal Step Four:

   a. The grievant and/or the LTA, where the grievance is filed under Section C., 1., (2.) of this Article, may appeal from Formal Step Three to arbitration by submitting a demand for arbitration to the Federal Mediation and Conciliation Service (FMCS) within ten (10) days of receipt of the Formal Step III disposition.

   b. Copies of the demand will be mailed to the Superintendent at the same time as to the FMCS with return receipt requested or hand delivered with date of receipt noted. The date of the mailing or the date of hand delivery will comply with the ten (10) day limit for submission to arbitration.

   c. The FMCS shall supply to the parties a list of nine (9) possible arbitrators who have experience in resolving school matters. Either party may reject the list and request an additional list of nine (9). The request for an additional list must be made within five (5) days of receipt of the initial list from the FMCS. Only one (1) additional list may be requested. Within ten (10) days of receipt of the first list (or second list if it is requested), the Superintendent or the Superintendent's designee and the grievant or his/her/their representative shall meet and by alternately striking names from the list arrive at a selection. The arbitrator shall be the person whose name remains after eight (8) names have been struck. A coin shall be tossed to determine who shall strike first. The parties shall meet with the arbitrator at the earliest possible date after he/she has been selected. The parties shall provide the arbitrator with the proper materials and information for the arbitration process. The arbitrator shall have no power to alter, add to, or subtract from the terms of the contract or make any decision contrary to law or the contract. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching his/her decision.

   d. The decisions and awards of the arbitrator shall be final and binding on the parties.

   e. The cost of the arbitrator and the services of the FMCS shall be borne by the losing party. However, in the event the arbitrator renders a decision in which neither party is clearly identified as the loser, such costs shall be borne by both parties according to a distribution of costs recommended by the arbitrator. Otherwise, each party shall be responsible for its own cost associated with the presentation of his/her case.

F. General Provisions

1. The grievant's failure to comply with any time limit or procedure specified in this Article shall constitute a waiver of his/her right to pursue the grievance at the next step.

2. All notices, answers, and decisions shall be sent to all parties involved at each step.

3. The failure of the administration or Board to comply with any time limit or procedure specified in this Article shall permit the lodging of the grievance at the next step.

4. If a grievance arises from the action of authority higher than the principal or immediate supervisor, the aggrieved or LTA may present such grievance initially at Formal Step Two.

5. At any stage of the grievance procedure, the grievant shall be permitted, for meetings with any administrator and/or with the Board, to be accompanied by LTA representatives, including representatives of the LTA's affiliate on the state and/or national level. The Board and any of its administrators may also have representatives at any stage of the grievance procedure.

6. Time limits of this Article shall be considered as maximums but may be extended in writing by mutual agreement of the parties.

7. Arbitration hearings shall be scheduled and conducted so as to minimize the disruption to the educational process. However, such hearings may be held during the workday upon mutual agreement of the Board and the LTA.

8. If a transcript of an arbitration hearing is made, the parties agree to freely exchange copies of same.

ARTICLE VI

WORKING CONDITIONS

A. School Activities

Teacher participation in school-related activities that take place outside of this contract is voluntary. Both the Board and the LTA agree that these activities are an integral part of the total teaching-learning process and encourage all teachers to participate as much as possible in the total school program.

B. Vacancies

Whenever a vacancy occurs that the Board determines to fill or a new position is created, the Board shall do the following in the order listed:

First: A teacher whose contract has been suspended by way of "Reduction In Force" who holds proper certification/licensure shall be called back to work in accordance with the recall provisions of the R.I.F. procedure.

Second: The Board shall post all vacancies internally, which it determines to fill, and new positions at least ten (10) calendar days prior to being filled from outside of the bargaining unit. Such posting shall be in a conspicuous location in each building and a copy shall be emailed to bargaining unit

members at the same time. During the summer months when school is not in session, the Board shall, additionally, send a copy to each teacher on the date of posting via electronic mail.

Third: Teachers who wish to voluntarily transfer, and who have made proper written application, shall be given priority consideration by being granted an interview for the position before employing an individual from outside of the District. This shall not require the Board to fill the vacancy with such applicants. However, the Board shall not be arbitrary or capricious in the decision not to transfer internal applicants. Administration will provide written justification to an LTA member explaining the reason(s) for declining the transfer to a position within 5 business days of their decision.

C. Transfers and Assignment

1. Voluntary Transfers

A teacher, who wishes to transfer to a new building, or wishes to be assigned to a new or different teaching position or grade level, shall make the request to the Superintendent on a form supplied by the Board (Appendix C). Such request forms shall be kept on file in the Superintendent's office for twelve (12) months unless removed at any time by the teacher.

2. Involuntary Transfer

Transfers will be on a voluntary basis normally. However, when the Superintendent chooses to make such transfers on an involuntary basis, the wishes of the individual teacher will be considered to the extent that these considerations do not conflict with the instructional requirements, needs, or best interests of the District, building(s), or pupils. Before making an involuntary transfer, the Superintendent will first consider available and interested volunteers as set forth above and meet with the LTA President.

If the teacher so elects, involuntary transfers will be made only after a conference between the teacher, principal, and/or Superintendent. Such conference must be made by written request to the principal within seventy-two (72) hours following receipt of notification of the transfer. This section refers to transfers from one building or subject area to another.

3. General Provisions for B and C Above

a. Transfer of unit members and filling of vacancies shall, except as restricted by this contract, be vested solely in the Superintendent.

b. Transfer of unit members and filling of vacancies shall not violate State Department of Education certifications/licensure standards.

c. Whenever a vacancy occurs or new position is created after the start of a school year (defined as August 15th) for which there is no eligible teacher on the R.I.F. list, the Superintendent shall have the right to fill such vacancy with a temporary employee as defined in paragraph U. below until the end of the school year.

4. Enrollment Fluctuations in Elementary Grades

Prior to making transfers which are precipitated by fluctuations in enrollment at the elementary level and, prior to any posting, the administration will meet with the teachers in the affected grade level(s) to attempt to obtain volunteers. In the absence of volunteers, the least senior teacher(s), utilizing the District seniority list, in the affected grade level with the appropriate certification will be transferred unless the Superintendent determines, after careful consideration of the staffing needs of the District, that another transfer be made. Such determination shall not be arbitrary or capricious.

5. Staff Input on Hiring Decisions

The parties believe that staff input on new hires to the District can be invaluable when assessing qualifications, capabilities, and compatibility of applicants for positions remaining open after transfers, if any, have been made as set forth above. The extent of such input on the building level shall be ultimately determined by the building administrator and will depend upon the nature of the open position, time constraints, and the availability of appropriate staff members to participate in the hiring process. However, given those variables, when a new teacher is being hired by the District, at least one (1) teacher selected by the building principal from the department (pending availability) where the vacancy is occurring should participate in at least the first level of the interview process.

6. Assignment and Salary Notification

Bargaining unit members will receive salary and assignment notice no later than July 1. The assignment notification will include grade level(s), subject area(s) assigned to, if available. For any adjustments after July 1 that would result in a transfer, the Superintendent will follow the provisions of Paragraph 2, above.

D. Seniority

System seniority shall be defined as continuous years of service to the District (inclusive of paid leave) from the teacher's most recent date of hire. Seniority will be affected by leaves as follows:

1. For the purposes of seniority, years of absence in the service of the armed services of the United States shall be counted as though teaching service had been performed during such time where return to the District subsequent to such service is in accord with 3319.14 of the Ohio Revised Code. (Salary schedule credit for such service is granted as per Article IX, G.)

2. Time on Board-approved paid leaves of absence and pregnancy leave (pregnancy leave refers to a teacher who is pregnant upon the effective date of this Agreement or has come to term no more than six (6) weeks prior to the effective date of this Agreement) shall count toward seniority.

3. Board-approved unpaid leaves of absence or time of contract suspension in accordance with R.I.F. shall not disrupt continuous service for purposes of seniority, but such time shall not be credited as service time in computing seniority.

E. Individual Contracts

1. Except as otherwise set forth below, the Board will comply with statutory requirements for issuing individual contracts and for issuing annual salary notices.

2. Continuing Contract

Any teacher anticipating becoming eligible for a continuing contract must notify the Building Principal in writing, with a copy to the Superintendent, by October 15 of the school year in which the teacher becomes eligible. The teacher must have on file by March 1 of the school year of tenure eligibility either:

A. A Professional, Permanent or Life teacher's certificate issued upon application submitted to the State Board of Education prior to September 1, 1998 or renewed or upgraded subsequent to September 1, 1998 in accordance with Ohio Revised Code 3319.22; or

B. A Professional Educator's License issued after October 29, 1996 and proof of either of the following:

1. If a master's degree was not held at the time of initially receiving a teaching certificate or an educator's license, thirty (30) semester hours of course work in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license; or
2. If a master's degree was held at the time of initially receiving a teaching certificate or an educator's license, six (6) semester hours of graduate course work in the area of licensure or in an area related to the teaching field since the initial issuance of the teaching certificate or license

C. For teachers initially licensed after January 1, 2011, continuing contract eligibility is met if the teacher:

1. Holds a professional, senior professional or lead professional license;
2. Has held an educator's license for at least seven (7) years; and
3. Has completed either of the following;

(i) If the teacher did not hold a master's degree at the time of initially receiving an educator license, thirty (30) semester hours of coursework in the areas of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt;
(ii) If the teacher held a master's degree at the time of initially receiving an educator license, six (6) semester hours or graduate coursework in the area

of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt.

D. The March 1 deadline for either option listed above in Paragraphs A-C will be deemed satisfied if the teacher provides verification on or before that date that necessary coursework has been satisfactorily completed and/or that licensure information sufficient to meet these requirements has been submitted to the Ohio Department of Education.

The teacher must have taught for at least three of the last five years in the Lordstown Local School District (for example, if a teacher has applied in September of his/her third year of teaching in the District, he/she will be eligible for tenure consideration in the Spring of that year assuming all other criteria have been met). If the teacher attained continuing contract status in another school district, the teacher must have served at least two years in the Lordstown Local School District in order to be eligible for tenure, unless upon recommendation of the Superintendent and approval of the Board, tenure is approved prior to the expiration of this two-year period.

E. Teachers who have met the March 1 deadline and all of the legal requirements to become eligible for an extended continuing contract may be recommended by the Superintendent for a limited contract not to exceed two (2) years, provided that written notice of the intention has been given to the teacher with reasons directed at professional improvement of the teacher on or before the first day of June. The Board shall provide written notice to the teacher of its action on the Superintendent's recommendation on or prior to June 1. At the expiration of and extended limited contract (1 or 2 years), if re-employed, a teacher will be granted a continuing contract. The parties intend and agree that to the extent this procedure differs from that set forth in ORC 3319.11 for the granting of an extended limited contract, this agreement and procedure shall supersede and take the place of the law.

F. A teacher who becomes eligible for a continuing contract during the term of a multi-year contract will be granted a continuing contract only upon the recommendation of the Superintendent and approval of the Board of Education. If the Superintendent does not recommend the teacher for a continuing contract during the term of a multi-year contract, and/or the Board does not approve same, the multi-year contract will stay in effect. Such continuing contract shall take effect immediately upon re-employment by the Board, unless one additional extended limited contract is granted pursuant to paragraph b above.

3. The Superintendent or his/her designee shall send each teacher a written notice before the first day of July stating the teacher's initial building and subject and/or grade level assignment(s) provided such notice shall not restrict the right to make a different assignment if unexpected vacancies arise. Teachers hired after July 1 will be provided such notice as soon as possible.

F. Supplemental Contracts

1. The Board shall issue supplemental contracts for each activity listed on the supplemental salary schedule (Appendix B) providing the Board determines that there is adequate interest by students and adequate funding is available. Such determinations shall not be arbitrary or capricious. The individual contract will state the position, the approximate starting and ending date of the activity, which shall include post-season activities such as play-offs, banquets, and league meetings. The job description for both academic and athletic positions will be attached to the individual contract and will also be available in the office of each building. Supplemental contract holders will have to make a report at the end of the year for year-long supplemental contracts, or after the last event for seasonal supplemental contracts. The criteria for this report are in the job description of the supplemental contract.

2. Bargaining unit members holding seasonal activity positions (i.e., coaches, etc.) shall choose to receive supplemental salary in two equal payments at the designed mid-point and ending date patrols, or in lump sum designated ending date payroll.

3. All supplemental contracts shall be one-year limited and shall be automatically non-renewed at their expiration. A supplemental contract may be suspended during its term when participation drops below Board established limits stated within the individual supplemental contract. If a supplemental contract is suspended for this reason, the employee will receive prorated compensation for the portion of the contract completed.

4. Supplemental contracts shall first be offered to qualified regular classroom teachers employed by the Board. In making a selection between two or more qualified employees for a position, the decision of the Board shall not be arbitrary, capricious, or unreasonable. If no such employee accepts the position, the Board may offer the position to a person other than regular classroom teachers in accordance with State rules and regulations.

5. Any individual holding a supplemental prior to July 1, 2016 will be given credit on the new tiered schedule for the number of years they have held the supplemental.

6. In the event a break in service occurs for a supplemental, individuals previously holding that supplemental (or a similar supplemental) will be given credit for previous years of service.

7. In the event a coach or advisor holds a supplemental position similar or comparable to a previously held supplemental position, he/she would be given credit for previous years of service. (For instance, if the Boys' High School Basketball Coach decides to coach Junior High School Basketball, he/she will be given credit for past years of service as a basketball coach. In addition, if a Freshman Class Advisor moves to the Sophomore, Junior or Senior Class Advisor, credit will be given for past years of service as Class Advisor.)

8. Board action to fill supplemental contracts must be prior to the commencement of duties except when a vacancy occurs during the term of the activity. In the event of such vacancy, the Board may fill the position temporarily until the provisions of this contract can be fulfilled. Verification of required credentials (BCI,PAP, etc.) shall be the responsibility of the Board office.

9. Whenever the LTA or a teacher(s) wish to have a new area added to the supplemental salary schedule, a request shall be made to the Superintendent and LTA. A meeting of the parties

shall be convened to discuss such requests. The request and any pertinent information shall be given to the Supplemental Contract Committee who shall make a recommendation to the Board of Education. If the Board agrees to add the new area to the supplemental list, the amount of salary shall be negotiated with the LTA.

10. Any employee who has entered into a supplemental contract and who is unable or unwilling to substantially complete the responsibilities of that contract shall forfeit the contract. Such forfeiture will not occur in those instances wherein an employee is unable to perform supplemental duties during periods of absence on approved paid leave. In the case of forfeiture of a supplemental contract, the employee forfeiting the contract may only be paid the pro rata portion of the contract for work completed, and the remaining portion of the supplemental contract may be reissued for a corresponding prorated amount to the individual awarded the remainder of the contract. Prior to taking action on its intention to "dock" or otherwise not pay part or all the salary of a supplemental contract, the Board will meet with the LTA to discuss the matter.

11. Supplemental Contract Committee - The membership on this committee shall include the Superintendent or designee, District Treasurer, building principal(s), assistant principal(s), the LTA President or designee, Athletic Director, and three members appointed by the LTA. The committee shall be responsible for making recommendations to the Board with a copy to the LTA on:

- adding to the supplement contract areas.
- removing supplemental contract areas.
- salary percentages for new contract areas.
- salary percentages for existing contract areas.
- procedures for reporting off from duty.
- general procedures.
- structuring the titles of athletic areas.
- the instrument for evaluating the performance of contract holders.
- criteria for use in "Year / Event end reports.

12. Trip chaperones will be reimbursed their full cost (after estimated taxes/other deductions) after the trip is completed.

13. School counselor(s) may be required to work up to ten (10) extended days at his/her daily rate.
    a. The school counselor may work up to five (5) of the ten (10) days between June 20 and August 20 as mutually agreed upon by school counselor(s) and administration no later than April 30.

    b. The remaining five days can be taken at the discretion of the school counselor(s) with approval of administration.

    c. High School Counselor will be the District Test Coordinator and will be paid an additional stipend of fifteen hundred dollars ($1500.00).

G. Termination of Contracts

Termination of contracts shall be in accordance with Ohio Revised Code Section 3319.16.

H. Non-Renewal Procedure

For non-reappointment of teachers on limited contracts, the following procedures will prevail:

1. When the performance of a teacher may possibly result in the future non-renewal of the teacher's contract, the situation shall be brought to the attention of the employee involved through the evaluation procedure set forth in Paragraph L., below. Such notice shall occur no later than at the post observation conference of the second observation, unless relevant circumstances occur or first become known to the administration after such date. Nothing in this section shall preclude an evaluation given prior to the non-renewal where there is insufficient time to provide aid to the teacher prior to Board action for such non-renewal.

3. If, in accordance with the above, a teacher's employment shall not be continued after the expiration of the teacher's current contract, then the Superintendent shall send the employee written notice and written reasons for his/her recommendation ten (10) days prior to the meeting at which the Board is scheduled to act on the teacher's re-employment. Teachers being so notified for non-renewal of contract shall be given the opportunity to discuss the decision with the Superintendent, with representation, prior to any official action of the Board.

4. If the Board determines to non-renew a limited contract teacher, it shall provide such teacher with written notice of its intention not to reemploy the teacher on or before the first (1st) day of June. Service of such notice shall be deemed effective upon hand delivery and/or certified mailing of the written notice on or before that date.

5. With the exception of probationary employees, upon notification of non-renewal as set forth above, a teacher notified of the Board's intention not to reemploy as set forth above will be entitled to challenge the non-renewal as provided in Ohio Revised Code Section 3319.11 (G).

6. Upon initial employment in the District, a unit member shall be termed a probationary employee for the first two (2) full school years of employment. Probationary employees are subject to all the rights, responsibilities and protections of this Agreement during the term of their probationary employment. Probationary employees may be observed more than three (3) times per year and may be required to provide more detailed lesson plans upon request of the building administrator; however, nothing herein shall be construed so as to provide a probationary employee with an expectation of continued employment or to prevent their non-renewal, without recourse under law or this Agreement, upon the effective service of the written notice of the Board's intention not to re-employ as set forth in paragraph 3 above.

7. The parties intend and agree that to the extent these non-renewal provisions differ from state law, they shall supersede and take the place of those provided in ORC Section 3319.11.

I. School Calendar

Recommendations for the school calendar shall be developed through the Calendar Committee as set forth in Article I, Paragraph D and presented to the Superintendent no later than January 31.

J. Job Descriptions

1. Job descriptions for positions within the bargaining unit shall be developed which are commensurate with certification/licensure. Job descriptions for supplemental contracts will also be developed.

2. Such job descriptions shall provide requirements for certification/licensure and nature and duties of the work.

3. An opportunity for input into development of the job descriptions shall be provided to the bargaining unit prior to approval of the descriptions by the Board.

4. An attempt will be made by administration to deliver individual teacher schedules no later than June 30 of each school year.

5. Each January, a scheduling committee comprised of members of each department/grade level will work with the building principal in the creation of the building schedule for the following school year.

K. Reduction In Force

The reduction in the number of bargaining unit members may be made due to decline in enrollment, return to duty of regular teachers after leaves of absence, by reason of suspension of schools or territorial changes affecting the District, and financial reasons in accordance with Ohio Revised Code Section 3319.17. Furthermore, contracts may be suspended for those bargaining unit members involved in providing services to students if there is a loss of grant funds used to provide those services due to the state or federal government failing to approve such grant. Such reduction shall be by suspension of contracts based upon the recommendations of the Superintendent in accordance with the above. The determination of whose contracts, if any, will be suspended shall be in compliance with the following:

1. Initially, the Board should avoid or minimize any need for the suspension of teaching contracts by not employing replacements insofar as practical for unit members who retire, resign or have their limited contracts non-renewed.

2. If the suspension of teaching contracts cannot be avoided by attrition as set forth above, within each teaching field affected, reduction shall be accomplished in accordance with the following:

   A. Effect of Seniority and Certification/Licensure

1. With respect to OTES/OSCES bargaining unit members, the Board shall not use seniority in determining contract suspensions except in circumstances when choosing between teachers with comparable evaluations.

2. For the transition period ending on August 31, 2017, all evaluations above "ineffective" on the teacher performance standards of the evaluation shall be deemed comparable.

3. When the position(s) to be eliminated or reduced in part to accomplish RIF has been determined, the following order shall be followed to determine the order of suspending contracts of bargaining unit employees:

    a. Bargaining unit members employed as retired/rehired Lordstown teachers.

    b. Limited contract teachers shall be reduced in the affected teaching fields (certification/licensure) utilizing the following order:

        i. Comparable evaluations as defined in accordance with the Board's standards based teacher/counselor evaluation policy.

        ii. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field the first to be suspended.

    c. Should the necessary reduction of staff required exceed the number of limited contract teachers in the affected field, continuing contract teachers be reduced in the affected teaching fields (certification/licensure) utilizing the following order:

        i. Comparable evaluations as defined in accordance with provisions of this agreement.

        ii. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior continuing contract teacher in the affected teaching field the first to be suspended.

4. For bargaining unit members not subject to the Board's standards-based evaluation policy (non-OTES/OSCES teachers).

    a. Certification and system-wide seniority shall be the exclusive criteria of any layoff.

    b. Unit members who are subject to being laid off have the right to bump unit members with less seniority in other teaching areas subject to the following stipulations:

        i. The unit member who bumps must be properly certificated/licensed in the teaching area which he/she intends to bump into.

        ii. The unit member who bumps must bump the least senior unit member in

the teaching area which he/she intends to bump into.

5. Displacement (OTES/OSCES teachers)

Any OTES/OSCES teacher who is subject to contract suspension by virtue of a reduction in force may displace another (less senior) member in an area of the suspended teacher's certification/licensure as follows:

a. Displacement must be of the least senior teacher with a lower effectiveness rating, when available; then

b. Displacement of the least senior teacher in the same effectiveness rating category, if available.

B. Procedure for Recall

1. All unit members who contracts were suspended as a result of a layoff shall be placed on a recall list stating their seniority in each teaching field for which they are certified to teach. Teachers shall remain on the recall list for two (2) years, unless holding a continuing contract, in which case length of time on the list is unlimited, subject to a forfeiture of that right as set forth below.

2. As positions become available, unit members whose contracts have been suspended in whole or in part shall be rehired to positions for which they are properly licensed and qualified to teach. Seniority shall not be a factor in recalling any bargaining unit member, unless the decision is between teachers with comparable evaluations. In addition, teachers with continuing contracts will be given preference in recall.

Unit members on the recall list shall be offered reemployment to full-time positions, as they become available, for which they are certified/licensed in the reverse order of layoff; last laid off, first recalled.

3. A unit member who is recalled to a position shall resume the contract status he/she held prior to the layoff and shall be credited with sick leave accumulation and years of service for salary schedule placement he/she had prior to being laid off.

4. The seniority of a recalled unit member shall be calculated as if service were not interrupted.

5. When an opening(s) occurs, the Board shall send a certified letter to all unit members certified/licensed for the position to their last known address to advise them of such position. It is the unit member's responsibility to keep the Board informed of his/her whereabouts. The unit member shall, within fifteen (15) days from the postmark date of the letter, indicate availability and desire for such position. If after being offered reinstatement, a unit member fails to notify the Board within the specified period of time, or if a unit member rejects the offered full-time position, said unit member shall be considered to have rejected the position and to have forfeited his/her right to recall to

service in the District.

If a teacher on the recall list accepts full time employment as a regular teacher for a full school year with another school district; the teacher shall so notify the Superintendent immediately and will be removed from the recall list; thereafter a teacher must make application in accordance with established procedures if he/she desires to be considered for employment by the Lordstown School System.

6. No teachers new to the District shall be employed until all properly certified/licensed unit members on the recall list have been offered a contract for the position in accordance with the provisions of this procedure.

7. Transfers of unit members employed but not affected by the layoff shall be limited to positions not affected by said program. If a position(s) is established, the position(s) will be staffed first from the recall list, assuming there are qualified and properly licensed members on the list. Transfers may be made to a position affected by the layoff after the position(s) has been offered to all properly certified/licensed unit members on the recall list.

8. Unit members remaining laid off will be given preferential consideration as substitute teachers and part-time teachers. However, employment or non-employment as a substitute or part-time shall not affect that unit member's placement or continued placement on the recall list for full-time employment.

9. Laid off unit members shall have the right to maintain insurance coverage by making appropriate COBRA payments not later than the completion of the first month of effective layoff.

10. No unit member who is laid off shall have his/her limited contract non-renewed during the term of the layoff.

C. Notification

Bargaining unit members whose contracts are to be suspended by reason of a RIF shall be notified in writing at least one (1) month prior to the date of Board action regarding such suspension. Said notice will state that the action is a suspension of the individual contract, the reason for the RIF, the effective date of the suspension, and will include a description of layoff and recall rights of the teacher. Teachers serving under continuing contracts will be placed at the top of the list in descending order of seniority. Teachers serving under limited contracts will be placed on the list under continuing contract teachers, also in descending order of seniority.

1. When utilizing seniority (i.e., when evaluations are comparable) system seniority will apply. A year of service for purposes of RIF is defined as the completion of a full school year of at least one hundred twenty (120) days of teaching and/or Board-paid leaves. Seniority is affected as follows:

a. Board approved unpaid leaves of absence or suspension of contracts due to a RIF will not disrupt continuous service but will not be credited as service time in the computation of seniority.

b. Teachers on Board paid leaves of absence shall continue to accrue seniority for purposes of continuous service under this Article.

c. If two (2) or more teachers have the same number of years of continuous service, seniority will be determined by:

(1) the date of the Board meeting at which the teacher was hired, and then by

(2) lot.

2. A seniority list and a recall status list shall be prepared and made available to the LTA no later than March 1st of each year. The list will be updated in accordance with certifications/licensures on file in the Treasurer's office.

3. The parties intend and agree that this reduction in force procedure and the provisions set forth above shall supersede and take the place of those provided in ORC Section 3319.17, to the extent it does not conflict with the requirements of that statute.

L. Teacher/School Counselor Evaluation

I. OTES/OSCES Positions

In accordance with Ohio Revised Code Sections 3319.111 and 3319.113, the Board's adopted standards-based teacher and school counselor evaluation policies are included in the Negotiated Agreement, by reference, for application to OTES/OSCES teachers. Prior to the implementation of any changes to the policy for OTES/OSCES teachers, any effects of that policy on terms and conditions of employment must be bargained by the parties to the extent required by law.

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

The Board policies for teacher and counselor evaluation are attached in Appendix D and E. Additional guidelines are also accessible to bargaining unit members online.

A. The Evaluation Review Committee ("ERC")

1. The Association and the Board agree to maintain the Evaluation Review Committee ("ERC") for the purpose of recommending revisions to the Board's standards-based teacher and school counselor evaluation policies and related guidelines, and to regularly review the effectiveness of these policies and their related procedures and process, including forms, for the evaluation of teachers/school counselors in the District.

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

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

2. Committee Composition

   a. The Committee shall be comprised of up to five (5) Association members appointed by the Association president and up to three (3) administrators, including representative consultants from either the Trumbull Educational Service Center or the State Support Teams.

   b. Committee members shall be representative of elementary, middle school, secondary, and specialty areas (e.g., music, art, special education) and programs within the District.

3. Committee Operation

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

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

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

   d. Committee agendas will be developed by the Committee.

   e. All decisions of the Committee, as set forth herein, will be achieved by consensus.

   f. At the initial Committee meeting, the committee will develop the guidelines and ground rules by which the Committee will operate.

   g. Members of the Committee will receive necessary release time for Committee work and training as determined by the Committee.

   h. The Committee may establish sub-committees to assist with their work.

   i. Sub-committees will be jointly appointed by the Committee.

   j. The Committee shall be authorized to utilize consultant(s) (examples include, but are not limited to, educational consultants, software consultants, credentialing trainers, etc.) as it deems appropriate. The cost, if any, shall be borne by the Board.

4. Compensation/Release Time

In addition to any release time provided, any work authorized by the Committee and performed outside of the contractual work day will be paid at $30 per hour.

5. Committee Authority

a. The Committee is responsible for jointly reviewing and recommending changes to the Board policy for teacher evaluation.

b. The Committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment.

M. Leaving the Building

Teachers may leave the building during their lunch period provided they notify the principal's office before leaving.

N. Personnel Files

1. Official files of bargaining unit members shall be maintained in their entirety at the Board office. Such files are those used in maintaining personnel records and employment decisions. Documentation shall be placed in an employee's file within seven (7) calendar days from the date of summative assessment completion.

2. A unit member may, upon written request, view his/her personnel file within a reasonable time subsequent to such request during regular office hours when the unit member is not specifically assigned duties. Viewing of the file shall be permitted only in the presence of the Superintendent or his/her designee and shall exclude inspection not permitted by law.

3. Information placed in the file shall be accurate, timely, relevant, and complete. All information placed in the file with the exclusion of grade reports, transcripts, and certificates/licenses shall have the signature of the author. No information that reflects adversely on the teacher shall be placed in the teacher's personnel file until after the teacher has seen and, if desires, has attached a statement to it. The accuracy, timeliness, relevancy, and completeness shall not be grievable under the contract, but action may be pursued as provided in ORC Chapter 1347. Any material shall be removed after three (3) years upon mutual agreement between the teacher and the administration.

4. Access to unit member files shall be limited to District administrators, Board members and clerical workers for District-related or employment matters unless required otherwise by law.

5. Teachers shall not have access to file information that is prohibited by law.

O. School Year

The length of the school year shall not exceed one hundred seventy-seven (177) days. Included within the one hundred seventy-seven (177) are one hundred sixty-five (165) student days; one

(1) day at the end of the first three quarters for teacher records and preparation which will be remote working days; two (2) days for teacher in-service; one (1) day teacher room prep prior to the start of the year (during which the administration can hold a required one-hour meeting with staff or grade level teams); one half (1/2) day for Open House.

Provided all grades and records have been properly closed out, a building administrator will grant a teacher the last teacher day off, if the teacher has attended the Senior Graduation Ceremony The teacher shall email the building administrator within 48 hours of attendance at the event. The determination to allow this day off resides if the employee has attended Senior Graduation.

When school is canceled due to adverse weather conditions or otherwise, unit members shall not be required to be in attendance, but shall be paid for such days as though they had actually worked. Teachers will be required to update student work/assignments during calamity days by checking their school email account twice per day on a calamity day, once before 11 a.m. and once after 2 p.m. to facilitate communication with students during calamity days and to clarify any academic questions that students may have.

The Board shall not be required to compensate teachers for days made up in order for the Board to comply with the state mandated minimum school year; however, any changes or amendments to the school calendar will not result in a reduction in bargaining unit member compensation.

P. Work Day

1. The length of the workday shall not exceed seven and three-quarters (7 ¾) hours including a thirty (30) minute, duty-free uninterrupted lunch period. At the discretion of the building administrator, the starting and ending time of a particular teacher, who makes a request, may be adjusted to meet the individual's professional or personal needs.

2. The administration may extend the workday beyond the seven and three-quarters (7 ¾) hours day ten (10) times per year. Such extensions of the workday shall not exceed thirty (30) minutes.

3. Work hours shall be altered up to four (4) times a year to include evenings for parent-teacher conferences. Total semester teacher parent-teacher conference hours shall not exceed six and one-half (6 ½) hours. Appropriate compensatory time will be provided in the School Calendar.

4. Teachers shall attend open house once a year during evening hours as specified in Section O., School Year (above).

5. Teachers should make every effort to attend scheduled open house and parent teacher conferences. If scheduled parent-teacher conferences are missed, it is the responsibility of the teacher to promptly reschedule and conduct those conferences.

Q. District/Building Leadership

The Board of Education and the LTA agree that it is desirable that teachers remain actively involved in District and Building Leadership Teams (DLT and BLT). The DLT/BLT will work actively with the Ohio Improvement Process (OIP) but not limited to District data analysis, curriculum alignment, assessment analysis and other matters of educational and instructional planning.

With the prior approval of the administration, unit members assigned after school hours to attend meetings and/or for approved DLT/BLT will be paid at the rate of thirty dollars ($30) per hour.

Annually, the Superintendent and Principal(s) will request bargaining unit members to submit a letter of interest for available positions on the DLT/BLTs by September 15th. Guidelines and criteria for DLT/BLT composition are available from the Superintendent.

R. Travel Allowance

Unit members who use their personal automobile for school related activities in connection with their employment shall be reimbursed at IRS rate in effect at the time of travel per mile. The unit member shall submit reimbursement vouchers to the principal. Vouchers, which are accurate and complete, shall be paid as follows:

Vouchers submitted by:	Paid on or before:
10th of the month	20th of the month
20th of the month	Last day of the month
Last day of the month	10th of the month

There shall be no allowance for travel between the unit member's home and the school.

S. Planning Time

All certified/licensed instructors employed on a regular daily schedule as stipulated in Article VI, Section P., shall have at least the equivalence of one (1) period of planning time each day exclusive of the lunch time or the time after the students have completed the scheduled instructional day. When a teacher's planning time is interrupted for student, instructional or other responsibilities (including but not limited to IEP meetings, parent conferences, or other District directed activities, etc.) for more than two (2) occasions in any calendar month, he/she shall be compensated upon request and appropriate documentation at the rate of $30.00 per hour.

T. Early Dismissal

1. When due to a calamity one or more schools are cancelled or delayed in starting time for students, teachers whose work assignment is in such school shall also be released from duty for the same amount of time on those days. (Ex., school delayed one (1) hour for students -- teachers may arrive one (1) hour later than their normal arrival time.)

2. When due to a calamity one or more schools are dismissed early for students, teachers whose work assignments are in such schools shall also be released from duty upon fulfilling responsibilities as to their students in leaving the building.

U. Substitute Teaching

1. Internal Substituting

Except for study hall teachers, the administration shall first ask for a volunteer, if no volunteer the administration can assign a teacher to assume the responsibilities of another teacher who is absent or on leave during their scheduled planning period and/or lunch. Teachers who agree to accept such responsibilities during their scheduled planning period and/or lunch shall be paid at $40.00 per period.

2. Long-Term Substitutes

Long-term substitutes are defined as teachers hired to fill the temporary vacancy of a teacher on leave in the same assignment for more than sixty (60) days. The employment of all long-term substitutes shall automatically expire at the end of that period or upon return to duty of the teacher from an approved leave of absence without any action by the Board or further notice to the teacher.

a. Beginning with the 61st day of employment in the same assignment, a long-term substitute shall be placed on the BA column, step 0 of the salary schedule.

b. A long-term substitute shall be granted a year of service credit only if employed for a minimum of one hundred twenty (120) days (at least three and one-half [3 ½] hours per day) in any one school year.

c. The following contractual and statutory provisions shall not apply to long-term substitutes: Non-renewal rights as found in Article VI, paragraph H, and Section 3319.11 of the Ohio Revised Code; Evaluation Rights as found in Article VI, paragraph L, and Section 3319. 111 of the Ohio Revised Code (unless required by OTES); and Reduction in Force rights as found in Article VI, paragraph K, and Section 3319.17 of the Ohio Revised Code.

d. At any time, long-term substitutes may become regular teaching employees in accordance with normal hiring procedures. Subsequent continuous employment of a long-term substitute for the succeeding school year in the same assignment under another one-year limited contract shall allow the long-term substitute to move to step

one (1) of the BA column on the salary schedule. Thereafter, re-employment of the long-term substitute will be as a regular teaching employee of the District.

3. Temporary Employees

Employees hired to fill positions that become open after the start of the school year (August 15) for which no teacher is on a leave of absence may be employed by the Board as "temporary employees" and shall be subject to the provisions set forth above for long-term substitutes. Temporary employees may become regular teaching employees upon recommendation of the Superintendent and approval of the Board in accordance with normal hiring procedures.

V. Safety and Health

1. The Board shall make reasonable efforts to provide a safe and healthful work place for each teacher. All buildings should have a combination work center/language area where professional staff will have sufficient tables, desks and comfort facilities.

2. The procedure to be followed on matters pertaining to contagious and infectious disease as it relates to teachers shall be as agreed to by the teachers and the Board in a separate document.

3. The parties agree to the establishment of an ongoing Health and Safety Committee to address District safety, security, environmental and health concerns. The Committee shall be comprised of two (2) Board members, two (2) administrators appointed by the Superintendent and five (5) teachers appointed by the LTA, of which at least two (2) will be from each of the High School and Elementary Buildings. Meetings will be held on a monthly basis or as otherwise determined by the Committee, which shall also develop its own procedures and rules.

W. Class Size

The pupil-teacher ratio shall meet or exceed the state minimum standards. There shall be no fewer than forty (40) classroom teachers per 1,000 - Basic ADM and no less than five (5) Education Service Personnel (ESP) teachers per 1,000 students. For purposes of this section, classroom teachers and ESP shall be defined as per ORC 3317.023.

Teachers who consider the work load or size of their class(es) to be abnormally high may discuss potential remedies for the situation with the principal and/or Superintendent.

X. Release Time

Teachers who are required to write IEPs (Individual Education Plans) will be given one (1) day release time from regular duties for every five (5) IEP's on case load per teacher. This does not include IEPs for written for students with only speech goals and 504 Plans. These days shall be in the spring or fall on dates mutually agreeable to the teacher and the principal.

Y. Residency Requirement

Teachers shall not be bound by any residency requirement.

Z. Medical Examinations

Any medical exam required by the Board or the State of Ohio, with the exception of initial employment requirements, shall be paid by the Board.

AA. Reporting Off Procedure

Whenever a teacher is going to be absent under the conditions set forth in the sick leave policy, he/she shall call the designated phone number no later than 6:00 AM on the morning of the absence whenever possible.

BB. In-service / Professional Development

In-service and/or professional development programs offered by the Lordstown School District will be developed with input of unit members who are the potential beneficiaries of the information, which is the topic of the program.

CC. Medical/Custodial Services for Special Education Students

The Board agrees that it will meet with the union, if requested, to discuss the provision of instruction, medical procedures, or custodial care to disabled students.

DD. Administration of Prescription Medicine

No unit members, other than those who may be employed specifically for such purposes and who have proper certification/licensure, or as otherwise required by law shall administer any medication to a student, except for first aid.

EE. Local Professional Development Committee

The local professional development committee shall be governed by the guidelines found in Appendix C.

FF. Resident Educator/ Cooperating Teacher

Teacher mentors for District resident educators will be compensated according to the supplemental contract salary schedule (Appendix B).

Cooperating Teacher: A classroom teacher will be consulted and approve the assignment of a student teacher and/or practicum student in his/her class.

GG. Early Release Dates

The Board, on dates selected at its discretion, will implement at least three (3) early dismissals per year for grade reporting, staff in-service training, curriculum development, preparation for conferences and/or implementation, or continuation of educational models/ standards. The Board will consider recommendations from the LMC concerning the number of such early release dates, the topics to be addressed and the dates of same.

HH. Employment of Retired Teachers

1. These provisions apply to all teachers under service retirement of the State Teachers Retirement System. For the purpose of these provisions, a teacher who accepts service retirement from the Lordstown School District will be considered a retired Lordstown teacher even if reemployment does not occur immediately after such retirement.

2. The Board is under no obligation to employ any retired teacher and the parties hereto explicitly agree that there is no expectation of continued employment or reemployment when a teacher retires from the Lordstown Local School District. Reemployed retired teachers who previously worked in the District do not need to be interviewed by the Board for any vacant position(s) for which they apply.

3. Teachers who are eligible for, and wish to take service retirement under the rules of the State Teachers Retirement System and teachers who are already in the STRS, may apply for employment or reemployment in the District by making a written request to the Board of Education no later than March 1 immediately preceding the school year for which such reemployment is desired. However, this does not guarantee that the teacher will be assigned to any position that may be requested. The request may state the position desired. The contracts for reemployed retired teachers shall be one-year limited contracts. The applying teacher shall be notified, in writing, no later than April 15 of the Board's offer.

4. Reemployed retired teachers are not eligible for continuing contract status. Such contracts will expire automatically at the end of their term and such expiration of a contract shall not be subject to challenge through the grievance procedure. If renewed, the reemployment of such retired teachers shall likewise expire automatically at the end of the contract's term. For purposes of these teachers, the parties specifically agree that this provision differs from the rights of other teachers contained within the terms of the Collective bargaining agreement.

5. Salary placement for years of service granted to reemployed retired teachers not previously employed by the board shall be in accordance with article VII B. Such placement for the years of service granted for retired teachers previously employed by the Board shall be as if such teacher was a new teacher to the District (Step 0). However, additional years of experience may be granted based upon the needs of the District at the discretion of the Board. Salary placement for the appropriate education column shall be fully recognized. Any salary schedule placement determination as set forth herein shall not be subject to the grievance procedure or otherwise challengeable.

6. Subject to ERISA, a "retired" teacher eligible to receive health insurance benefits through STRS and who seeks employment or reemployment by the Board after retirement will be eligible for Board provided health insurance coverage on par with any other bargaining unit

member.

7. Reemployed retired teachers do not have an entitlement to the evaluation provisions of the collective bargaining agreement.

8. Seniority for reemployed retired teachers shall always be zero. However, reemployed retired Lordstown teachers shall have greater seniority than employed retired teachers from outside the District. Seniority applies only under appropriate provisions of the Agreement.

9. Notwithstanding the reduction force provisions of the Agreement, reemployed retired teachers shall not have their contracts suspended during the term of the contract even if a reduction in force occurs during the term of that contract.

10. In accordance with Article IX Section E, reemployed retired teachers shall earn sick leave at the rate of 1¼ days per month and are eligible for an advance of five (5) sick leave days. Sick leave for such reemployed retired teachers shall not be cumulative from year to year.

11. Reemployed retired teachers who, under Article XIII, elect not to take severance pay upon initial employment shall not be allowed to include unused sick leave days earned during reemployment to increase sick leave days for severance pay upon subsequent retirement. There will be no second severance pay available for reemployed retired teachers nor are they eligible to participate in retirement incentives of any kind.

12. In accordance with O.R.C. Section 3307.35, reemployed retired teachers may not accrue additional STRS credit as a result of their service following reemployment. Instead, the Board and the reemployed teacher shall make contributions to STRS that will fund a single life annuity with a reserve based on the reemployed teacher's accumulated contributions during his/her period of service as a regular teacher following reemployment.

13. The grievance procedure of this Agreement may not be applied to issues in this section for which the discretion is granted to the Board of Education.

14. The Board and the Association expressly intend this section of the Agreement (Employment of Retired Teachers) to supersede the provisions of O.R.C. 3317.13, 3317.14, 3319.11, 3319.111, 3319.141, 3319.11, and all other applicable laws that are in conflict with the provisions of this section.

II. Staff Communication

The administration will make every effort to notify staff of newsworthy events (district closure, curriculum decisions, etc.) prior to notifying the public.

ARTICLE VII

SALARY

A. Salary Schedule

1. The Board will pay employees covered under this contract in accordance with their training and experience at the annual rates specified in the salary schedule attached hereto (Appendix A).

2. Teachers assigned to perform additional duties listed on the attached Supplemental Salary Schedule in Appendix B shall be compensated in accordance with the base salary and index provided in Appendix B.

B. Years of Experience

The term "years' experience," as used in the Salary Schedule shall mean years employed as a regular full time teacher by the Board provided that the Board shall give new teachers credit for teaching experience in other districts of up to five (5) years and shall give credit to such teachers for up to five (5) years military service in accordance with Section 3317.13 of the Ohio Revised Code.

A year of teaching service consists of a year in which the teacher taught one hundred twenty (120) days under a teacher's contract. A partial year of eight or more full month's military service shall count as a year of service. The total years credited for military service and teaching in other districts shall not exceed ten (10) years on the Salary Schedule unless determined otherwise by the Board at the time the unit member is being hired. Changes in this section shall not affect unit members employed by the Board and provided service credit prior to the implementation of this Agreement.

C. College Credit Plus

College Credit Plus (CCP) instructors will be paid an additional $500 per year for teaching CCP courses.

ARTICLE VIII

INSURANCE

Every bargaining unit member is eligible to receive life insurance as set forth in Section A of this Article. Bargaining unit members working a minimum of thirty (30) hours per week are eligible to receive medical, dental, and vision insurance as set forth in Sections B, C, and D of this Article.

A. Life Insurance

The Board shall provide a group term life insurance policy in the amount of $50,000 for each

employee covered by this contract in Article I, Paragraph C. The Board shall pay the entire cost of providing such life insurance. Eligibility and/or continuation of coverage is subject to the requirements of the life insurance provider.

B. Dental Insurance

Effective September 1, 2016, the Board shall provide 100% of the cost of coverage through Delta Dental, with participating employees paying plan deductibles and co-pays. Until that date, the Board will continue the current levels of dental insurance. Effective September 1, 2018, coverage will be as follows:

Maximum Coverage	$3,000 per person total per benefit year
Maximum Orthodontic Coverage	$1,250 per person total per lifetime on ortho services

C. Vision Insurance

Effective September 1, 2016, the Board shall provide 100% of the cost of coverage through Medical Mutual with participating employees paying plan deductibles and co-pays. Until that date, the Board will continue the current levels of vision insurance.

D. Hospitalization and Major Medical Insurance/Prescription

The Board shall provide hospitalization and a Major Medical insurance policy, including prescription drug coverage, for employees and their dependent spouses and children, provided that the employee complies with the terms of the policy and the insurance company's procedures concerning matters such as eligibility and enrollment. However, the Board shall have no obligation to provide insurance for a dependent if the employee desiring dependent coverage fails to make written application to the Treasurer or to provide information reasonably requested by the Treasurer to establish the eligibility of dependents. The Board shall bear the entire cost of insurance premiums pursuant to this paragraph during the term of this contract.

Further, the Board shall provide the following coverage:

1. Schedule of Coverage:

   Effective January 1, 2017, the Board will provide coverage through the Trumbull County Consortium Plan. The current schedule of benefits for the Trumbull County Consortium is set forth in Appendix "F".

   Members will have the option of selecting from Plans 1, 2, or QHDP/HSA Option provided by the Trumbull County Consortium. Any member employed prior to July 1, 2008 will be eligible to select from any of the plans outlined below. Any member employed after July 1, 2008 will not be eligible to select plan 1.

   All bargaining unit members who participate in the District Insurance Plan will pay 10% of the monthly premium amount, which corresponds to their selected coverage.

The below chart will be modified to become the following, effective January 1, 2025.

		The NEW Flexible Spending Account		Health Savings Account	
Years	Percent	Single	Family	Single	Family
All Employees	100%	$2,500.00	IRS max.	$3,000.00	$6,000.00

Members who select any of the plans above shall receive, from the District, the corresponding amounts listed above funded into an FSA or HSA account on or before January 5 of each calendar year they select the plan.

Employees selecting these plans may alternatively exercise a cash option, with notification to the Treasurer by the end of the open enrollment period and receive $500 in lieu of an FSA deposit.

2. Spousal Exclusion for Spouses of Employees Hired on or after July 1, 2009

For all bargaining unit members hired on or after July 1, 2009, the following will apply:

If an employee's spouse is eligible to participate, as a current employee or retiree in group health insurance and/or prescription drug insurance sponsored by his/her employer or any public retirement plan, the spouse must enroll in such employer (or public retirement plan) sponsored group insurance coverage(s). Dependent children of the employee may remain on the Board's coverage.

Any employee's spouse who fails to enroll in any group insurance coverage sponsored by his/her employer or any public retirement plan, as required by this Section, shall be ineligible for benefits under group insurance coverage sponsored by the Board.

Every employee whose spouse participates in the Board of Education's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the Board, upon request, a written certification verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer or any public retirement plan. If any employee fails to complete and submit the certification form by the required date, such employee's spouse will be removed immediately from all health and prescription drug insurance coverage sponsored by the Board. Additional documentation may be required.

If an employee submits false information or fails to timely advise the Plan of a change in the employee spouse's eligibility for employer (or public retirement plan) sponsored group health insurance and/or prescription drug insurance, and such false information or such failure by an employee results in the Plan providing benefits to which the employee's spouse is not

entitled, the employee will be personally liable to the Plan for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the Plan. Any amount to be reimbursed by the employee may be deducted from the benefits to which the employee would otherwise be entitled. In addition, the employee's spouse will be terminated immediately from group health insurance and/or prescription drug insurance coverage under the Plan. If an employee submits false information, he/she may be subject to disciplinary action by the Board, up to and including termination of employment.

3. Insurance – Spousal Exclusion for Employees Hired Before July 1, 2009

Except as otherwise provided for employees hired on or after July 1, 2009 in Paragraph 2., above, for all other employees:

A. Any spouse (of a bargaining unit member) who has access to Medical Coverage through their current employer or has access to any State or Federal sponsored plan, he/she shall be excluded from the Lordstown Local School District health insurance plan unless he/she is required to pay $250.00 or more per month in premium contributions for single coverage.

B. Dependent children of eligible bargaining unit members with excluded spouses will be permitted to remain on the Lordstown Local School District plan in accordance with the requirements of that plan.

C. Spouses who have been excluded will nevertheless be permitted to remain on the Dental and Vision plan of the District.

D. If an excluded spouse involuntarily loses coverage described above, he/she will be permitted to enroll back into the District plan as soon as possible; however, if eligibility for the Lordstown Local School District plan is based upon the cost of cost of the excluded spouse's single coverage exceeding $ 250.00 per month (or as may be adjusted per E. below) during a spouse's exclusion, re-enrollment will be at the District's next enrollment period and the District will not be responsible for any additional costs to the spouse for such intervening period.

E. The $250.00 monthly threshold amount for exclusion set forth in A., above, will be tied to the annual STRS and SERS rates for single coverage to the extent that if those rates change by a certain percentage up or down, the $250.00 threshold amount will change accordingly, effective at the beginning of the coverage year.

F. Each member will be required to have an Employer Insurance Statement filled out and returned to the Treasurer's Office as soon as possible.

4. Payment "In Lieu" of Insurance

Effective with the 2009-2010 contract year, "in lieu of" compensation for those who opt out of District medical insurance coverage will be $2400 ($100 per pay, $200 per month), with payments made through the District's Qualified Section125 Plan.

ARTICLE IX

LEAVES

The LTA recognizes the importance of notification to the school administrators for the purpose of securing teacher replacements.

The Board recognizes that extraordinary circumstances may give cause for special consideration in the administration of the requirements for leaves of absence.

The parties mutually acknowledge the critical importance to the educational process of regular attendance by professional staff and further agree that the misuse of authorized leaves and/or falsification of leave documentation are simply unacceptable. To this end, the Association agrees to provide information and guidance to its membership on an annual basis concerning the joint commitment of the parties to sustaining regular attendance and the prudent and appropriate use of the authorized leaves provided for in this Agreement. In addition, the Board agrees to address any employee absence concerns with the Association leadership on an ongoing basis during the term of the Agreement.

An employee on unpaid leave may maintain at his/her own expense all or some of the insurance coverage provided by this contract. In such cases, the Board shall continue to provide such coverage for a period of time to include the entire month in which the employee begins his/her leave. The employee shall be responsible for such coverage at his/her own expense beginning with the first full month of his/her leave. Insurance coverage will not be separated beyond required premium packages.

A. Parental Leave

1. Pregnancy

A pregnant employee, with some restrictions, has two basic types of leaves available to her for pregnancy-related conditions: Unpaid maternity leave and paid sick leave. Under certain limitations, she may choose to use unpaid maternity leave alone, or to use paid sick leave alone, or to use both types of leaves in combination.

The pregnant employee herself shall determine the beginning date for such leave(s), although sick leave must be for illness or disability as provided herein.

a. Maternity Leave - Unpaid Leave

A pregnant employee shall be granted, upon request, unpaid leave not to exceed one (1) school year in addition to the remaining part of the school year in which she begins her leave. The employee shall notify the Superintendent at least thirty (30) days in advance of the beginning date of said leave.

b. Sick Leave for Pregnancy - Paid Leave

A pregnant employee shall be granted, upon request, all or some of her accumulated sick leave in accordance with R.C. 3319.141. In the absence of medical information to the contrary, the period of available sick leave for normal delivery shall be six (6) weeks.

c. Notification:

(1) A pregnant employee is expected to give notification to the Superintendent at least thirty (30) days in advance of the date she anticipates she will begin her leave. This notification shall specify the following: The exact date she anticipates she will begin her leave; her plan for using maternity leave and/or sick leave including the beginning and ending dates for such leaves; the name of her physician.

(2) If such notification to the Superintendent has already occurred and unforeseen circumstances warrant that the pregnant employee begin her leave earlier than she anticipated, she shall contact the Superintendent as soon as possible to request the necessary change in the beginning date of her leave.

(3) If such thirty (30) day advance notification has not occurred and unforeseen circumstances warrant that the pregnant employee begin her leave before a thirty (30) day advance notification is possible, she shall contact the Superintendent as soon as possible to request a waiver of the thirty (30) day notice.

2. Paternity Leave

Three (3) weeks of unpaid leave per school year shall be granted to any member of the bargaining unit whose spouse or partner has a child, or who adopts a child, during the school year.

3. Child Care

For the purpose of child care, an employee shall, upon request, be granted an unpaid leave of absence for the semester in which his spouse is to deliver a child and/or for the succeeding semester. The employee is expected to give notification to the Superintendent at least thirty (30) days in advance of the date he anticipates he will begin his leave.

Eligible employees may access paid insurance to the extent permitted under the FMLA.

4. Adoption

Upon request, an employee adopting a child under the age of six (6) years shall be granted an unpaid leave of absence not to exceed one (1) school year in addition to the remaining part of the school year in which the child is received. The employee is expected to give notification to the Superintendent at least thirty (30) days in advance of the earliest anticipated date for receipt of the adopted child.

Eligible employees may access paid insurance to the extent permitted under the FMLA.

5. General Conditions for Parental Leave:

   a. An employee who takes leave under this section and returns to work prior to the close of the same school year shall be returned to his/her original position.

   b. Notification shall be satisfied by the employee writing a letter to the Superintendent, although the employee may request a private conference with the Superintendent.

   c. A request for the extension of parental or any other leave to the succeeding school year shall be made by the employee, if at all possible, no later than the first (1st) of June of the school year preceding the proposed extension. A leave that extends into a second school year shall terminate at the end of a semester.

B. Jury/Court Duty

1. Any teacher who is required to be absent from duty to perform jury service during his/her scheduled work period will be paid his/her regular contractual salary.

2. In the event a unit member is requested to be a witness or is subpoenaed to appear on behalf of the Board, no deduction of salary will occur. Additionally, if a teacher is subpoenaed to testify at a court hearing the following will apply to granting of a leave for such appearance.

   a. The matter must be one specifically related to the teacher's responsibilities as an employee of the District and arise from a teacher-student relationship, (i.e., achievement levels or behavior of the student) and;

   b. The matter must specifically involve an action pertaining to custody of the student or a domestic relations matter.

   c. Paid leave shall not be provided if the matter is one brought against or involving the District as a defendant unless the teacher is appearing on behalf of the District.

   d. A unit member shall receive a maximum of two (2) days per year for such leave. Additional days may be granted at the discretion of the Superintendent as follows:

      (1) No loss of pay.

      (2) Payment shall be the difference between the unit member's per diem rate and daily rate of a substitute.

C. Personal Leave

1. All teachers covered by this contract shall be granted a paid personal leave of absence for up to four (4) days in any school year. All full time teachers with over ten (10) years' service with the Lordstown School District shall be eligible for one additional day of paid personal leave if they have sixty-five (65) days of sick leave accrued to their account. Personal leave may be used for personal business as determined by the teacher and requested in writing on the Personal Leave Request Form filed with the Superintendent. A teacher shall not be required to identify the specific reason for the leave.

2. No more than ten percent (10%) of bargaining unit members may use Personal Leave at any time, and personal leave may not be used for more than two (2) consecutive work days.

3. Except in the case of extenuating circumstances, the Personal Leave Request Form must be completed by the employee and submitted to the building administrator for acknowledgment at least five (5) days prior to the date of absence. This form may be secured from the office of the building administrator or the office of the Superintendent.

4. The Superintendent shall approve use of personal leave in units as small as one fourth (1/4) of a day.

5. Personal leave shall not be used for gainful employment.

D. Sabbatical Leave

1. Sabbatical leave may be granted for either one (1) semester or one (1) school year, or two (2) consecutive semesters.

2. Teachers shall submit applications for sabbatical leaves not later than January 10th if the sabbatical leave is requested for the following September, and not later than September 10th if the sabbatical leave is sought for the following January.

3. The Board shall approve a teacher's application for sabbatical leave if all of the following criteria are satisfied:

   a. Sabbatical leave shall be approved only for those employees who have taught in the Lordstown District for five (5) or more years. Subsequent sabbatical leaves may be granted after a minimum of five (5) years additional teaching in the Lordstown Schools provided other members of the staff have not filed requests for such leave. At no time shall the number of employees on sabbatical leave exceed five percent (5%) of the bargaining unit.

   b. The application for sabbatical leave shall include a detailed plan of how the leave is to be spent, including an explanation of how it will improve the teacher's professional effectiveness within the District and will contribute to the teacher's professional growth.

   c. No sabbatical shall be granted unless the Superintendent approves the plan submitted

with the application, determines that the sabbatical is in the best interests of the District, and recommends approval of the requested leave to the Board. The Superintendent shall recommend approval if it is the intent of the administration and the Board to re-employ the teacher and if the plan submitted is sufficient to establish that the leave in fact will improve the teacher's professional effectiveness within the District and will contribute to the teacher's professional growth. A plan, which contemplates a course of study in the teaching field to which the teacher is assigned in Lordstown, shall be deemed to meet this requirement.

4. Each teacher on sabbatical leave shall receive a salary equal to the difference between his/her expected salary and that of his/her substitute, assuming such expected salary is greater than that paid to the substitute.

   The teacher may continue retirement and insurance benefits and other fringe benefits included in this contract on the same terms as other teachers. For salary purposes, teaching credit will be given during the sabbatical period as if the teacher remained on the job in the School District.

5. A teacher who is granted a sabbatical leave is required to return to the staff of the Lordstown Local School District for at least one (1) year. This restriction does not apply to teachers with twenty-five (25) or more years of teaching in Ohio schools or to teachers whose employment is terminated by the Board. Further, a detailed written report of the sabbatical shall be submitted no later than two (2) months after return to regular employment. If the teacher fails to return to the District and/or to submit a written report which establishes that the leave was actually used for the purpose for which it was approved, the teacher is obligated to repay amounts received as part pay pursuant to 4. above.

E. Sick Leave

1. Each employee shall accumulate sick leave at the rate of one and one-quarter (1 1/4) days per month. The maximum accumulation shall be unlimited.

2. The administration shall approve use of sick leave in units as small as one-quarter (1/4) of a day.

3. Employees may use sick leave, upon approval of the responsible administrative officer of the School District, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which can be communicated to others, and for required absence as a caregiver due to illness, injury, or death in the employee's immediate family. The Board may request the voluntary release of medical or other healthcare provider information relating to an employee's use of sick leave. Any teacher utilizing sick leave for five (5) or more consecutive days, or ten (10) total days during a contract year, or where there is evidence of a pattern of absences shall, if requested by the Administration, provide medical verification for the absence and/or information concerning the prospects for return to work.

4. Immediate family is interpreted to mean father, mother, sister, brother, husband, wife, children, step-parents, step-children, wards, mother-in-law, father-in-law, grandparents,

grandchildren, or a person living in the same household for whom the employees has caretaking responsibilities.

5. All newly employed teachers who do not have transferable accumulated sick leave and any regularly employed teacher who has exhausted his/her accumulated sick leave shall be advanced up to five (5) days of sick leave each year to be charged against the sick leave he/she subsequently accumulates.

   If employment is terminated prior to earning five (5) days advanced sick leave, the Board is authorized to deduct from the employee's final salary payment an amount equal to the number of days paid in excess of the actual sick leave earned at the date of termination of services provided the employee has compensation due him/her as of such date. Sick leave credit shall not be advanced beyond the contract year.

   Nothing herein shall be considered to create an expectation that unpaid leave will be granted to any bargaining unit member who has exhausted all sick leave and advancements.

6. Falsification of the grounds for the use of sick leave may result in disciplinary action up to and including termination.

F. Assault Leave

A member of the bargaining unit who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment while on duty either on school grounds during school hours or where requested/required to be in attendance at a Board approved function, shall be eligible to receive assault leave.

Such leave shall be granted for a period not to exceed ten (10) days upon the member's delivering to the Treasurer a signed statement on forms prescribed by the Board and maintained by the Treasurer. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault, the facts surrounding the assault.

If medical attention is required, the member shall supply a certificate from a licensed physician stating the nature of the disability and its anticipated duration.

Full payment for assault leave, less Workers' Compensation, shall not exceed the member's per diem rate of pay (exclusive of supplementary pay) and will not be approved for payment unless and until the form and certificate, as provided above, are supplied to the Treasurer. In the event a delayed award of Workers' Compensation results in a total combined payment to the teacher in an amount equal to or more than the teacher's normal per diem rate, the excess payment will be returned to the Board. Falsification of either the signed statement or a physician's certificate is grounds for suspension or termination of employment under ORC 3319.16.

To be entitled to Assault Leave pay, the employee must file charges against the person(s) perpetrating the assault and cooperate with the prosecution and/or discipline of the individual. Upon the request of a bargaining unit member, this requirement can be waived by the Superintendent in special circumstances only, such as where an assault is perpetuated by a

special needs student and mitigating factors exist.

Psychological trauma in cases of rape shall suffice for purposes of assault leave.

The Board shall provide any teacher who has used assault leave with proper application forms for Workers' Compensation.

Upon return to service, the teacher shall resume the employment status held at the time leave began except as otherwise provided for in this contract.

G. Military Leave

Military leave shall be in accordance with state and federal law.

H. General Leave

Leave for up to two (2) consecutive years may be granted a teacher at the discretion of the Board for professional purposes and shall be granted for purposes of illness or disability as per ORC 3319.13. Teachers seeking unpaid leave for purposes of illness or disability must agree to provide verification that such leave is recommended by a physician.

It is understood that no employee shall have a right to such unpaid leave for sporadic or short-term absences, whether or not based upon illness (unless qualified under appropriate FMLA leave). For example, unpaid leave may or may not be granted for non-FMLA qualifying absence to extend the employment of an employee where such employee has exhausted all accumulated and/or advanced sick leave, unless the request is for long term unpaid leave and based upon legitimate medical reasons.

I. Leave Conversion

As an incentive to reduce use of sick and personal leave, the following will be applicable to bargaining unit members:

1. A unit member using no sick leave during the school year will receive a bonus of one thousand dollars ($1,000). Any unit member using only one (1) sick day during the school year will receive a bonus of seven hundred and fifty dollars ($750). Any unit member using only two (2) sick days during the school year will receive a bonus of five hundred dollars ($500).

2. Each day of unused personal leave at the end of the school year will be added as an additional day of sick leave to the unit member's sick leave accumulation.

J. LTA Business Leave

The LTA shall be granted a total of six (6) days of paid leave to be used by delegates or appointees to the convention or meetings of the Ohio Federation of Teachers, American Federation of Teachers, or the AFL-CIO. The Board shall only bear the cost of a substitute instructor.

K. Family and Medical Leave Act Leave

The Board and the LTA recognize that unit members are entitled to leave rights provided by the Family and Medical Leave Act. For purposes of this section, the "12-month period" shall be defined as the "12-month period measured forward from the date the employee's first FMLA leave begins." A unit member shall be entitled to twelve (12) weeks of FMLA leave during the 12-month period beginning on the first date that Family and Medical Leave is taken. A subsequent 12-month period for a unit shall commence the first time Family and Medical Leave is taken after the completion of any previous 12-month period.

L. Bereavement Leave

All teachers shall be granted a paid bereavement leave of absence for up to three (3) days in any school year, separate from sick and personal leave, for immediate family as defined in Article IX, Section E, Number 4. If additional days are needed, sick days may be used.

ARTICLE X

PAYROLL PROCEDURES AND DEDUCTIONS

A. Pay Periods

1. There shall be twenty-six (26) pay periods during each school pay year except in "skip" pay (27 pay) years.

2. Teachers who submit a written request approved by the Treasurer prior to July 1st may be paid on the basis of nineteen to twenty (19-20) pay periods during the school year beginning on the following September 1st. New teachers who are hired after July 1st may elect the nineteen to twenty (19-20) pay period option by informing the Treasurer in writing when they return their contracts to the Treasurer.

3. Teachers shall be paid on Thursday in accordance with the twenty-six (26) pay or nineteen to twenty (19-20) pay plan.

4. If the scheduled payday falls on a bank holiday, employee pay will occur on the day prior to the bank holiday, with the exception of paydays falling on January 1. For paydays falling on January 1, the Treasurer will post payroll for that date. At the beginning of each school year, the Treasurer shall provide a list of pay dates for the current school year as well as the starting, mid-contract and ending pay dates for fall, winter and spring sports.

5. Teachers who must leave the building early on days paychecks are issued may make arrangements to receive their paychecks prior to the regular disbursement time on payday by making prior arrangements with their building administrator.

6. During the school year all teachers' paychecks will be mailed at Board expense if the scheduled pay day falls during a scheduled vacation time that has at least one (1) day without

scheduled classes preceding the payday.

7. During the summer months when school is not in session, all unit members' paychecks will be mailed at Board expense except for those unit members who have placed on file in writing with the Treasurer's office, prior to the end of the last scheduled work day in the school year, a notice that he/she will pick up his/her paycheck each pay day during the summer months. Any unit member who has made the provision to have his/her paycheck mailed and who calls the Treasurer's office prior to his/her check having been mailed can pick up his/her check on payday. Checks will be picked up in the Treasurer's office between the hours of 9:00 AM and noon on payday. After these hours, checks will be available whenever the Treasurer's office is open.

8. Employees on supplemental contracts will be paid as set forth in Article VI, Section F, paragraph 2.

B. Retirement Deductions

The Board shall "pick-up" each teacher's full contribution to the State Teachers Retirement System as authorized by State Teachers Retirement System Rule 3307-1-23, Internal Revenue Ruling No. 77-462, and Ohio Attorney General Opinion 82-097. Under these provisions, the Board, upon proper application with the State Teachers Retirement System, shall not deduct state or federal taxes on the amount of the teacher's total required contribution to the State Teachers Retirement System. The method used shall present no additional cost to the Board. Under this provision, individual teachers continue to pay their contribution to the State Teachers Retirement System and the Board eliminates the income tax deductions.

C. Other Payroll Deductions

The Lordstown Board of Education shall provide within the available resources of the Computerized Payroll Package, a payroll deduction plan for the following items: Tax Sheltered Annuities; Life Insurance, Hospitalization/Major Medical Insurance, Dental Insurance, Vision Insurance, and Prescription Drug Insurance above the amount of such Board-paid insurance; the Trumbull County School Employees Credit Union; Professional Teaching Dues; and an approved employee income protection plan.

D. Purchase/Restoration of Service Credit

Upon written request and in accordance with the provisions of the State Teachers Retirement System Rule 3307-1-28, the Board shall make payroll deductions from the salary of the unit member for the purchase or restoration of service credit. It is understood that the employee is responsible to assume and pay for total cost of such purchase/restoration of service credit.

E. Direct Deposit

Unit members may elect to have their pay deposited directly (electronically) into a financial institution for which direct deposit is available. All unit members shall have their pay directly (electronically) deposited into a financial institution for which direct deposit is available.

ARTICLE XI

TUITION AND EMPLOYEE EXPENSE REIMBURSEMENT

Tuition Reimbursement

The Lordstown Board of Education shall reimburse an employee a maximum of twelve hundred and fifty dollars ($1,250) in each fiscal school year of this contract for the satisfactory completion of qualifying, pre-approved post baccalaureate coursework.

A general requirement for such reimbursement is that the employee complete and submit a purchase order upon registration and payment for the course, with an itemized receipt of the entire reimbursable costs (as stated in A.2). Once the purchase order is filed with the Treasurer's office, the Treasurer will return a photocopy of the purchase order indicating the amount of funds available for the employee. Also, the employee must complete the school year, for which reimbursement is being sought, in the employment of the Lordstown Schools.

As specified in this Article, tuition reimbursement is available only for qualifying, pre-approved college coursework from accredited post-secondary institutions. LPDC approval of coursework will satisfy the requirements for reimbursement, but is not required for teachers otherwise seeking course approval.

Definitions:

"Pre-approval" means that the course work is in compliance with A.1 below.

"Post-baccalaureate" means after the teacher has been conferred with a Bachelor's Degree.

A. Qualifying Course Work

1. Criteria

Under this section, the Board shall reimburse an employee for the approved costs associated with pre-approved college course work which fall into either of the two (2) following categories:

a. Credit post-baccalaureate courses taken by the employee in his/her area of certification or assignment.

b. Credit post-baccalaureate hours taken by the employee in an institutionally approved graduate degree program in education.

To be eligible for reimbursement, a grade of C or above, a grade of satisfactory or a grade of passing must be achieved. A grade of satisfactory or passing will be accepted if letter grades are not given for the course.

2. Reimbursable Costs

For eligible college course work, the costs for which the Board shall provide reimbursement shall include all of the following:

a. Tuition

b. General and/or matriculation fees

c. Seminar and workshop fees

d. Laboratory fees

e. Textbook expenses

Textbooks for which an employee receives reimbursement shall become property of the professional libraries in the Lordstown Schools.

3. Procedure

a. The employee shall complete a purchase order (as stated in the opening paragraph of this Article XI) upon registration for the course and file the purchase order with the Treasurer's office. The Treasurer will photocopy the purchase order and return it to the employee indicating the funds that are available to the employee.

b. After completing the coursework and within twenty (20) school days after receiving his/her grade sheet, submit to the Superintendent's office:

(1) The original copy of the grade sheet - upon request, the original may be returned to the employee after it is stamped by the Treasurer and a copy is made of it.

(2) The official receipts for all costs (tuition, fees, books) for which reimbursement is being sought.

(3) The course work reimbursement application. Note: The employee should exercise great care in advance to retain all required documentation of costs including such items as bookstore receipts for the purchase of textbooks.

c. Reimbursement will be in conjunction with the fiscal year, July 1 through June 30. The approval date of the purchase order determines which fiscal year funds are being encumbered.

B. Payment of Reimbursement

1. After the Treasurer's office has received all the properly endorsed forms and the receipts required under this Article, payment for the reimbursements approved herein shall be made to the employee within fifteen (15) working days of that date.

2. However, if, during the Treasurer's verification check, a question or obstacle arises concerning the processing of an employee's claims for reimbursement, then the Treasurer shall contact the employee involved. Following such contact, the fifteen (15) working days limit for payment shall be suspended until the matter is resolved with the employee. No change shall be made concerning claims on a reimbursement application without notification to the employee.

3. Whenever a teacher submits a transcript of credit hours earned, the Treasurer shall give a written verification to the teacher of having received the transcript. This verification shall include a statement of the Board's total of that teacher's number of previous credit hours earned beyond the master's degree, the number of additional hours and the total. Each teacher shall assume responsibility for assuring that his/her records are correct and complete.

C. Availability of Professional Growth Account Status

Upon request, the employee shall be appraised by the Treasurer of any balance in the employee's allocated annual tuition reimbursement amount.

ARTICLE XII

PROFESSIONAL MEETINGS AND EXPENSE REIMBURSEMENT

The Board shall reimburse an employee for approved costs associated with professional meetings. Employees must first apply for professional meeting leave with the Superintendent who will either approve or reject the request. If rejected, an employee may request that the professional leave request be reviewed by the Professional Meeting Leave Panel, comprised of the Superintendent, two (2) building principals and three members of the LPDC, selected by the President of the LTA. The Panel may affirm or deny the Superintendent's decision by majority vote (minimum of 4 votes).

A. Reimbursable Costs

For professional meetings, the costs for which the Board shall provide reimbursement shall include all of the following:

1. Registration fees.

2. Lodging - The reimbursed amount shall be at the rate for single occupancy; however, if the employee shares a room with another meeting attendee, the reimbursed amount shall be at that employee's shared rate. In order to avoid room tax, the employee must utilize the District's credit card to obtain the tax-exempt status. Employees using personal credit cards or cash will not be reimbursed for room taxes paid.

3. Meals - Exclusive of bar bills, not to exceed a total daily amount of $30.00

4. Transportation to and from meeting.

5. Transportation within locale of meeting (taxi, bus, etc.).

B. Procedure

1. Before attending the professional meeting, the employee shall submit to his/her principal/immediate supervisor the Professional Meeting Verification Request.

2. After attending the Professional Meeting, the employee shall, within ten (10) school days after his/her return to work, submit the following to his/her principal/immediate supervisor:

   a. The official receipts, wherever possible, for all costs for which reimbursement is being sought.

   b. The Professional Meeting Reimbursement Application.

C. Additional Expense Reimbursement

Upon presentation of appropriate documentation to the Treasurer's office for reimbursement of the costs associated with the following educational expenses:

A. Required criminal background checks/updates.

B. Educator license renewals (one license per year)

C. Pupil Activity License/Certificates (includes First Aid and CPR Training)

D. HQT Certification through Trumbull County ESC.

E. Third Grade Reading Guarantee Examination

Bargaining unit members wishing to be reimbursed for items not listed herein should inquire of the administration prior to incurring those costs. Requests for these other expenses and the disposition of such requests will be provided to the Association President via email.

D. Payment of Reimbursement

After the Treasurer's office has received all the properly endorsed forms and the receipts required under this Article, payment for the reimbursements approved herein shall be made to the employee within fifteen (15) working days of that date.

ARTICLE XIII

SEVERANCE PAY

A. Severance Amount

At the time of a qualifying service retirement, an employee who has at least five (5) years of service in the Lordstown School District may elect to be paid severance pay according to one of the following options:

1. Level 2: If an employee has accrued at least 270 days of unused sick leave and the employee has used 10 or less sick days in the final two years of employment with the district, severance will be equal to 90 days (⅓ of 270) multiplied by the daily rate achieved during the final year of employment.

2. Level 1: Otherwise, severance will be equal to ⅓ of the accrued, unused sick leave with a maximum of 70 days multiplied by the daily rate achieved during the final year of employment.

B. Rate Basis

The severance pay shall be based on the employee's base annual pay schedule converted to a daily rate at the time of retirement.

C. General Conditions

The Board will pay severance in one of the following ways:

1. No such severance payment shall be made until the Board receives notice that the employee has actually accepted service retirement benefits from the State Teachers Retirement System.

-OR-

2. The Board will pay the severance amounts set forth herein to employees who have worked for the district consecutively for the prior fifteen (15) years who determine to retire from public education and who meet the STRS age threshold at the time of resignation, but choose to delay receipt of STRS service benefits.

Acceptance of severance pay by the employee shall be considered to eliminate all of the employee's sick leave credit, and no employee may receive more than one such severance payment in the State of Ohio.

D. Definition of Retirement

1. For purposes of this section, an employee shall be deemed to "retire" if the employee becomes eligible for receipt of benefits from the State Teachers Retirement System at the time the employee terminates employment with the Lordstown Schools.

2. Any employee who submits a formal written intention to retire to the Superintendent by November 1 will be offered a retirement incentive of $2,500.

E. Severance for Disability Retirement Upon Teacher Resignation

Teachers on disability retirement shall, upon request, be paid severance by the Board as set forth above, regardless of eligibility for service retirement, upon severing all employment ties with the District through a written letter of resignation. In order to receive severance payment, such teacher must actually resign from employment and such resignation must occur within five (5) years from the first date of disability retirement.

ARTICLE XIV

EFFECTS, DISTRIBUTION

A. Effect

This Agreement constitutes the entire agreement between the parties, and it supersedes all prior and contemporaneous understanding (written or oral) not specifically incorporated herein. No change in a specific term of this Agreement shall be made during the life of this Agreement except by mutual agreement, but otherwise neither party shall have a duty to negotiate with respect to any matter during such period.

B. Distribution

Within thirty (30) days after this contract is signed, seventy (70) copies of this contract shall be reproduced, with the costs to be shared equally by the parties. The Board shall distribute copies to the Board members and school administrators, and the LTA shall distribute one copy to each teacher. Additional copies may be ordered at the expense of the party requesting the same.

IN WITNESS WHEREOF, the parties have set their hands by their duly authorized representatives on this 26th day of August, 2024.

Board of Education of the
Lordstown Local School District

President

Treasurer

Lordstown Teachers Association

President

Negotiations Chairperson

APPENDIX A

LORDSTOWN TEACHERS SALARY SCHEDULE

2024-2025 YEAR

BASE $38,854.94

STEP	B.A.	STEP	B.A. + 150	STEP	MASTERS	STEP	M.A. + 15	STEP	M.A. + 30	STEP	M.A. + 45
0	$38,854.94 1.000	0	$40,797.69 1.050	0	$43,128.98 1.110	0	$46,625.93 1.200	0	$50,122.87 1.290	0	$53,619.82 1.380
1	$40,603.41 1.045	1	$42,740.43 1.100	1	$45,460.28 1.170	1	$48,957.22 1.260	1	$52,454.17 1.350	1	$55,951.11 1.440
2	$42,351.88 1.090	2	$44,683.18 1.150	2	$47,791.58 1.230	2	$51,288.52 1.320	2	$54,785.47 1.410	2	$58,282.41 1.500
3	$44,100.36 1.135	3	$46,625.93 1.200	3	$50,122.87 1.290	3	$53,619.82 1.380	3	$57,116.76 1.470	3	$60,613.71 1.560
4	$45,848.83 1.180	4	$48,568.68 1.250	4	$52,454.17 1.350	4	$55,951.11 1.440	4	$59,448.06 1.530	4	$62,945.00 1.620
5	$47,597.30 1.225	5	$50,511.42 1.300	5	$54,785.47 1.410	5	$58,282.41 1.500	5	$61,779.35 1.590	5	$65,276.30 1.680
6	$49,345.77 1.270	6	$52,454.17 1.350	6	$57,116.76 1.470	6	$60,613.71 1.560	6	$64,110.65 1.650	6	$67,607.60 1.740
7	$51,094.25 1.315	7	$54,396.92 1.400	7	$59,448.06 1.530	7	$62,945.00 1.620	7	$66,441.95 1.710	7	$69,938.89 1.800
8	$52,842.72 1.360	8	$56,339.66 1.450	8	$61,779.35 1.590	8	$65,276.30 1.680	8	$68,773.24 1.770	8	$72,270.19 1.860
9	$54,591.19 1.405	9	$58,282.41 1.500	9	$64,110.65 1.650	9	$67,607.60 1.740	9	$71,104.54 1.830	9	$74,601.48 1.920
10	$56,339.66 1.450	10	$60,225.16 1.550	10	$66,053.40 1.700	10	$69,550.34 1.790	10	$73,047.29 1.880	10	$76,544.23 1.970
11	$58,088.14 1.495	11	$62,167.90 1.600	11	$67,996.15 1.750	11	$71,493.09 1.840	11	$74,990.03 1.930	11	$78,486.98 2.020
12	$59,836.61 1.540	12	$64,110.65 1.650	12	$69,938.89 1.800	12	$73,435.84 1.890	12	$76,932.78 1.980	12	$80,429.73 2.070
13	$61,585.08 1.585	13	$66,053.40 1.700	13	$71,881.64 1.850	13	$75,378.58 1.940	13	$78,875.53 2.030	13	$82,372.47 2.120
14	$63,333.55 1.630	14	$67,996.15 1.750	14	$73,824.39 1.900	14	$77,321.33 1.990	14	$80,818.28 2.080	14	$84,315.22 2.170
17	$65,276.30 1.680	17	$69,938.89 1.800	17	$75,767.13 1.950	17	$79,264.08 2.040	17	$82,761.02 2.130	17	$86,257.97 2.220
20	$67,219.05 1.730	20	$71,881.64 1.850	20	$77,709.880 2.000	20	$81,206.82 2.090	20	$84,703.77 2.180	20	$88,200.71 2.270
23	$69,161.79 1.780	23	$73,824.39 1.900	23	$79,652.63 2.050	23	$83,149.57 2.140	23	$86,646.52 2.230	23	$90,143.46 2.320
26	$71,104.54 1.830	26	$75,767.13 1.950	26	$81,595.37 2.100	26	$85,092.32 2.190	26	$88,589.26 2.280	26	$92,086.21 2.370
30	$73,047.29 1.880	30	$77,709.88 2.000	30	$83,538.12 2.150	30	$87,035.07 2.240	30	$90,532.01 2.330	30	$94,028.95 2.420

APPENDIX A

LORDSTOWN TEACHERS SALARY SCHEDULE

2025-2026 YEAR

BASE $40,214.86

STEP	B.A.	STEP	B.A. + 150	STEP	MASTERS	STEP	M.A. + 15	STEP	M.A. + 30	STEP	M.A. + 45
0	$40,214.86 1.000	0	$42,225.60 1.050	0	$44,638.49 1.110	0	$48,257.83 1.200	0	$51,877.17 1.290	0	$55,496.51 1.380
1	$42,024.53 1.045	1	$44,236.35 1.100	1	$47,051.39 1.170	1	$50,670.72 1.260	1	$54,290.06 1.350	1	$57,909.40 1.440
2	$43,834.20 1.090	2	$46,247.09 1.150	2	$49,464.28 1.230	2	$53,083.62 1.320	2	$56,702.95 1.410	2	$60,322.29 1.500
3	$45,643.87 1.135	3	$48,257.83 1.200	3	$51,877.17 1.290	3	$55,496.51 1.380	3	$59,115.84 1.470	3	$62,735.18 1.560
4	$47,453.53 1.180	4	$50,268.58 1.250	4	$54,290.06 1.350	4	$57,909.40 1.440	4	$61,528.74 1.530	4	$65,148.07 1.620
5	$49,263.20 1.225	5	$52,279.32 1.300	5	$56,702.95 1.410	5	$60,322.29 1.500	5	$63,941.63 1.590	5	$67,560.96 1.680
6	$51,072.87 1.270	6	$54,290.06 1.350	6	$59,115.84 1.470	6	$62,735.18 1.560	6	$66,354.52 1.650	6	$69,973.86 1.740
7	$52,882.54 1.315	7	$56,300.80 1.400	7	$61,528.74 1.530	7	$65,148.07 1.620	7	$68,767.41 1.710	7	$72,386.75 1.800
8	$54,692.21 1.360	8	$58,311.55 1.450	8	$63,941.63 1.590	8	$67,560.96 1.680	8	$71,180.30 1.770	8	$74,799.64 1.860
9	$56,501.88 1.405	9	$60,322.29 1.500	9	$66,354.52 1.650	9	$69,973.86 1.740	9	$73,593.19 1.830	9	$77,212.53 1.920
10	$58,311.55 1.450	10	$62,333.03 1.550	10	$68,365.26 1.700	10	$71,984.60 1.790	10	$75,603.94 1.880	10	$79,223.27 1.970
11	$60,121.22 1.495	11	$64,343.78 1.600	11	$70,376.01 1.750	11	$73,995.34 1.840	11	$77,614.68 1.930	11	$81,234.02 2.020
12	$61,930.88 1.540	12	$66,354.52 1.650	12	$72,386.75 1.800	12	$76,006.09 1.890	12	$79,625.42 1.980	12	$83,244.76 2.070
13	$63,740.55 1.585	13	$68,365.26 1.700	13	$74,397.49 1.850	13	$78,016.83 1.940	13	$81,636.17 2.030	13	$85,255.50 2.120
14	$65,550.22 1.630	14	$70,376.01 1.750	14	$76,408.23 1.900	14	$80,027.57 1.990	14	$83,646.91 2.080	14	$87,266.25 2.170
17	$67,560.96 1.680	17	$72,386.75 1.800	17	$78,418.98 1.950	17	$82,038.31 2.040	17	$85,657.65 2.130	17	$89,276.99 2.220
20	$69,571.71 1.730	20	$74,397.49 1.850	20	$80,429.720 2.000	20	$84,049.06 2.090	20	$87,668.39 2.180	20	$91,287.73 2.270
23	$71,582.45 1.780	23	$76,408.23 1.900	23	$82,440.46 2.050	23	$86,059.80 2.140	23	$89,679.14 2.230	23	$93,298.48 2.320
26	$73,593.19 1.830	26	$78,418.98 1.950	26	$84,451.21 2.100	26	$88,070.54 2.190	26	$91,689.88 2.280	26	$95,309.22 2.370
30	$75,603.94 1.880	30	$80,429.72 2.000	30	$86,461.95 2.150	30	$90,081.29 2.240	30	$93,700.62 2.330	30	$97,319.96 2.420

APPENDIX A

LORDSTOWN TEACHERS SALARY SCHEDULE

2026-2027 YEAR

BASE **$41,622.38**

STEP	B.A.	STEP	B.A. + 150	STEP	MASTERS	STEP	M.A. + 15	STEP	M.A. + 30	STEP	M.A. + 45
0	$41,622.38 1.000	0	$43,703.50 1.050	0	$46,200.84 1.110	0	$49,946.86 1.200	0	$53,692.87 1.290	0	$57,438.88 1.380
1	$43,495.39 1.045	1	$45,784.62 1.100	1	$48,698.18 1.170	1	$52,444.20 1.260	1	$56,190.21 1.350	1	$59,936.23 1.440
2	$45,368.39 1.090	2	$47,865.74 1.150	2	$51,195.53 1.230	2	$54,941.54 1.320	2	$58,687.56 1.410	2	$62,433.57 1.500
3	$47,241.40 1.135	3	$49,946.86 1.200	3	$53,692.87 1.290	3	$57,438.88 1.380	3	$61,184.90 1.470	3	$64,930.91 1.560
4	$49,114.41 1.180	4	$52,027.98 1.250	4	$56,190.21 1.350	4	$59,936.23 1.440	4	$63,682.24 1.530	4	$67,428.26 1.620
5	$50,987.42 1.225	5	$54,109.09 1.300	5	$58,687.56 1.410	5	$62,433.57 1.500	5	$66,179.58 1.590	5	$69,925.60 1.680
6	$52,860.42 1.270	6	$56,190.21 1.350	6	$61,184.90 1.470	6	$64,930.91 1.560	6	$68,676.93 1.650	6	$72,422.94 1.740
7	$54,733.43 1.315	7	$58,271.33 1.400	7	$63,682.24 1.530	7	$67,428.26 1.620	7	$71,174.27 1.710	7	$74,920.28 1.800
8	$56,606.44 1.360	8	$60,352.45 1.450	8	$66,179.58 1.590	8	$69,925.60 1.680	8	$73,671.61 1.770	8	$77,417.63 1.860
9	$58,479.44 1.405	9	$62,433.57 1.500	9	$68,676.93 1.650	9	$72,422.94 1.740	9	$76,168.96 1.830	9	$79,914.97 1.920
10	$60,352.45 1.450	10	$64,514.69 1.550	10	$70,758.05 1.700	10	$74,504.06 1.790	10	$78,250.07 1.880	10	$81,996.09 1.970
11	$62,225.46 1.495	11	$66,595.81 1.600	11	$72,839.17 1.750	11	$76,585.18 1.840	11	$80,331.19 1.930	11	$84,077.21 2.020
12	$64,098.47 1.540	12	$68,676.93 1.650	12	$74,920.28 1.800	12	$78,666.30 1.890	12	$82,412.31 1.980	12	$86,158.33 2.070
13	$65,971.47 1.585	13	$70,758.05 1.700	13	$77,001.40 1.850	13	$80,747.42 1.940	13	$84,493.43 2.030	13	$88,239.45 2.120
14	$67,844.48 1.630	14	$72,839.17 1.750	14	$79,082.52 1.900	14	$82,828.54 1.990	14	$86,574.55 2.080	14	$90,320.56 2.170
17	$69,925.60 1.680	17	$74,920.28 1.800	17	$81,163.64 1.950	17	$84,909.66 2.040	17	$88,655.67 2.130	17	$92,401.68 2.220
20	$72,006.72 1.730	20	$77,001.40 1.850	20	$83,244.760 2.000	20	$86,990.77 2.090	20	$90,736.79 2.180	20	$94,482.80 2.270
23	$74,087.84 1.780	23	$79,082.52 1.900	23	$85,325.88 2.050	23	$89,071.89 2.140	23	$92,817.91 2.230	23	$96,563.92 2.320
26	$76,168.96 1.830	26	$81,163.64 1.950	26	$87,407.00 2.100	26	$91,153.01 2.190	26	$94,899.03 2.280	26	$98,645.04 2.370
30	$78,250.07 1.880	30	$83,244.76 2.000	30	$89,488.12 2.150	30	$93,234.13 2.240	30	$96,980.15 2.330	30	$100,726.16 2.420

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APPENDIX B
SUPPLEMENTAL SALARY SCHEDULE

The base salary for the purposes of thisschedule shall be equal to the base salary for Step 0 in APPENDIX A for each school year.
Note: Head coaches will determine the assignment relative to grade level.

This supplemental salary schedule is effective for the 2024-2025 school year.

2024-2025 Base = $38,855

****ATHLETICS:**		YEARS 1-2		YEARS 3-4		YEARS 5-6		YEAR 7		YEARS 8 +	
		BASE %	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**
Athletic Director		25.00%	$9,714	25.91%	$10,067	26.87%	$10,440	27.88%	$10,833	28.93%	$11,241
Athletic Director	Assistant	8.75%	$3,400	9.19%	$3,571	9.65%	$3,750	10.13%	$3,936	10.64%	$4,134
Baseball	Varsity	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Baseball	Varsity Assistant	7.50%	$2,914	7.88%	$3,062	8.27%	$3,213	8.68%	$3,373	9.12%	$3,544
Basketball, Boys	Head Coach	16.00%	$6,217	16.80%	$6,528	17.64%	$6,854	18.52%	$7,196	19.45%	$7,557
Basketball, Boys	Varsity Assistant/JV	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Basketball, Boys	8th Grade	8.00%	$3,108	8.40%	$3,264	8.82%	$3,427	9.26%	$3,598	9.72%	$3,777
Basketball, Boys	7th Grade	8.00%	$3,108	8.40%	$3,264	8.82%	$3,427	9.26%	$3,598	9.72%	$3,777
Basketball, Girls	Head Coach	16.00%	$6,217	16.80%	$6,528	17.64%	$6,854	18.52%	$7,196	19.45%	$7,557
Basketball, Girls	Varsity Assistant/JV	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Basketball, Girls	8th Grade	8.00%	$3,108	8.40%	$3,264	8.82%	$3,427	9.26%	$3,598	9.72%	$3,777
Basketball, Girls	7th Grade	8.00%	$3,108	8.40%	$3,264	8.82%	$3,427	9.26%	$3,598	9.72%	$3,777
Basketball Elementary K-6	Coordinator	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Bowling	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Bowling	Varsity Assistant	7.50%	**$2,914**	7.88%	**$3,062**	8.27%	**$3,213**	8.68%	**$3,373**	9.12%	**$3,544**
Cheerleader	High School	6.75%	$2,623	7.09%	$2,755	7.44%	$2,891	7.81%	$3,035	8.20%	$3,186
Cheerleader Asst. Coach	High School	3.00%	$1,166	3.15%	$1,224	3.31%	$1,286	3.47%	$1,348	3.65%	$1,418
Cheerleader	Junior High	4.00%	$1,554	4.20%	$1,632	4.41%	$1,714	4.63%	$1,799	4.86%	$1,888
Cross Country	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Cross Country	Junior High	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Golf	Head Coach	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Indoor Track, Boys	Head Coach	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Indoor Track, Girls	Head Coach	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Soccer, Boys	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Soccer, Girls	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Soccer	Varsity Assistant	7.50%	$2,914	7.88%	$3,062	8.27%	$3,213	8.68%	$3,373	9.12%	$3,544
Softball	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Softball	Varsity Assistant	7.50%	$2,914	7.88%	$3,062	8.27%	$3,213	8.68%	$3,373	9.12%	$3,544
Tennis, Boys	Head Coach	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Tennis, Girls	Head Coach	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Track, Boys	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Track, Girls	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Track	Varsity Assistant	7.50%	$2,914	7.88%	$3,062	8.27%	$3,213	8.68%	$3,373	9.12%	$3,544
Track, Boys	Junior High	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Track, Girls	Junior High	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Volleyball	Head Coach	11.00%	$4,274	11.55%	$4,488	12.13%	$4,713	12.73%	$4,946	13.37%	$5,195
Volleyball	Varsity Assistant	7.50%	$2,914	7.88%	$3,062	8.27%	$3,213	8.68%	$3,373	9.12%	$3,544
Volleyball	8th Grade	8.00%	$3,108	8.40%	$3,264	8.82%	$3,427	9.26%	$3,598	9.72%	$3,777
Volleyball	7th Grade	8.00%	$3,108	8.40%	$3,264	8.82%	$3,427	9.26%	$3,598	9.72%	$3,777
Weight Training Coordinator	High School 2Days/Wk		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr

**ACADEMICS:		YEARS 1-2		YEARS 3-4		YEARS 5-6		YEAR 7		YEARS 8 +	
		Base %	Pay	Base %	Pay	Base %	Pay	Base %	Pay	Base %	Pay
ACT Prep	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
After School Study Table	High School/Elem.		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Art Club	Elementary	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Art Club	High School	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Camping Director	Elementary	3.00%	$1,166	3.15%	$1,224	3.31%	$1,286	3.47%	$1,348	3.65%	$1,418
Camp Fitch Assistant (1)	Elementary	1.25%	$486	1.31%	$509	1.38%	$536	1.45%	$563	1.52%	$591
Camp Fitch Assistant (2)	Elementary	1.25%	$486	1.31%	$509	1.38%	$536	1.45%	$563	1.52%	$591
Challenge 24	Elementary	1.50%	$583	1.58%	$614	1.65%	$641	1.74%	$676	1.82%	$707
Class Sponsor	12th Grade	7.50%	$2,914	7.88%	$3,062	8.27%	$3,213	8.68%	$3,373	9.12%	$3,544
Class Sponsor	11th Grade	6.75%	$2,623	7.09%	$2,755	7.44%	$2,891	7.81%	$3,035	8.20%	$3,186
Class Sponsor	10th Grade	1.50%	$583	1.58%	$614	1.65%	$641	1.74%	$676	1.82%	$707
Class Sponsor	9th Grade	1.50%	$583	1.58%	$614	1.65%	$641	1.74%	$676	1.82%	$707
Data Analyst	District	1.50%	$583	1.58%	$614	1.65%	$641	1.74%	$676	1.82%	$707
Detention-After School	Elementary		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Detention-After School	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Detention-Saturday	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Drama Club	Elementary	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Drama Club	High School	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Drone/Robotics	High School	3.25%	$1,263	3.41%	$1,325	3.58%	$1,391	3.76%	$1,461	3.95%	$1,535
English Festival	High School	3.75%	$1,457	3.94%	$1,531	4.13%	$1,605	4.34%	$1,686	4.56%	$1,772
English Festival	Junior High	3.75%	$1,457	3.94%	$1,531	4.13%	$1,605	4.34%	$1,686	4.56%	$1,772
Esports Advisor	High School	6.75%	$2,623	7.09%	$2,755	7.44%	$2,891	7.81%	$3,035	8.20%	$3,186
Fun Day Coordinator	Elementary	1.40%	$544	1.47%	$571	1.54%	$598	1.62%	$629	1.70%	$661
Key Club	High School	7.50%	$2,914	7.88%	$3,062	8.27%	$3,213	8.68%	$3,373	9.12%	$3,544
Mentor (Lead)		1.85%	$719	1.94%	$754	2.04%	$793	2.14%	$831	2.25%	$874
Mentor (Per Res Educator)		1.85%	$719	1.94%	$754	2.04%	$793	2.14%	$831	2.25%	$874
Music/Band	High School	6.75%	$2,623	7.09%	$2,755	7.44%	$2,891	7.81%	$3,035	8.20%	$3,186
Music/Band	Elementary	3.75%	$1,457	3.94%	$1,531	4.13%	$1,605	4.34%	$1,686	4.56%	$1,772
National Honor Society	High School	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Pep Club	High School	2.50%	$971	2.63%	$1,022	2.76%	$1,072	2.89%	$1,123	3.04%	$1,181
Power of the Pen	High School	3.75%	$1,457	3.94%	$1,531	4.13%	$1,605	4.34%	$1,686	4.56%	$1,772
Prep Bowl	High School	3.75%	$1,457	3.94%	$1,531	4.13%	$1,605	4.34%	$1,686	4.56%	$1,772
Prep Bowl	Junior High	3.75%	$1,457	3.94%	$1,531	4.13%	$1,605	4.34%	$1,686	4.56%	$1,772
Prep Bowl	Elementary	3.75%	$1,457	3.94%	$1,531	4.13%	$1,605	4.34%	$1,686	4.56%	$1,772
5th/6th Grade STEM Club	Elementary	6.00%	$2,331	6.30%	$2,448	6.62%	$2,572	6.95%	$2,700	7.29%	$2,833
Student Council	Elementary	2.50%	$971	2.63%	$1,022	2.76%	$1,072	2.89%	$1,123	3.04%	$1,181
Student Council	High School	6.75%	$2,623	7.09%	$2,755	7.44%	$2,891	7.81%	$3,035	8.20%	$3,186
Washington D.C. Trip Advisor	High School	3.00%	$1,166	3.15%	$1,224	3.31%	$1,286	3.47%	$1,348	3.65%	$1,418
Yearbook	High School	8.00%	$3,108	8.40%	$3,264	8.82%	$3,427	9.26%	$3,598	9.72%	$3,777
Yearbook	Elementary	3.25%	$1,263	3.41%	$1,325	3.58%	$1,391	3.76%	$1,461	3.95%	$1,535

APPENDIX B
SUPPLEMENTAL SALARY SCHEDULE

The base salary for the purposes of thisschedule shall be equal to the base salary for Step 0 in APPENDIX A for each school year.
Note: Head coaches will determine the assignment relative to grade level.

This supplemental salary schedule is effective for the 2025-2026 school year.

2025-2026 Base = $40,215

****ATHLETICS:**		YEARS 1-2		YEARS 3-4		YEARS 5-6		YEAR 7		YEARS 8 +	
		BASE %	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**
Athletic Director		25.00%	$10,054	25.91%	$10,420	26.87%	$10,806	27.88%	$11,212	28.93%	$11,634
Athletic Director	Assistant	8.75%	$3,519	9.19%	$3,696	9.65%	$3,881	10.13%	$4,074	10.64%	$4,279
Baseball	Varsity	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Baseball	Varsity Assistant	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Basketball, Boys	Head Coach	16.00%	$6,434	16.80%	$6,756	17.64%	$7,094	18.52%	$7,448	19.45%	$7,822
Basketball, Boys	Varsity Assistant/JV	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Basketball, Boys	8th Grade	8.00%	$3,217	8.40%	$3,378	8.82%	$3,547	9.26%	$3,724	9.72%	$3,909
Basketball, Boys	7th Grade	8.00%	$3,217	8.40%	$3,378	8.82%	$3,547	9.26%	$3,724	9.72%	$3,909
Basketball, Girls	Head Coach	16.00%	$6,434	16.80%	$6,756	17.64%	$7,094	18.52%	$7,448	19.45%	$7,822
Basketball, Girls	Varsity Assistant/JV	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Basketball, Girls	8th Grade	8.00%	$3,217	8.40%	$3,378	8.82%	$3,547	9.26%	$3,724	9.72%	$3,909
Basketball, Girls	7th Grade	8.00%	$3,217	8.40%	$3,378	8.82%	$3,547	9.26%	$3,724	9.72%	$3,909
Basketball Elementary K-6	Coordinator	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Bowling	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Bowling	Varsity Assistant	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Cheerleader	High School	6.75%	$2,715	7.09%	$2,851	7.44%	$2,992	7.81%	$3,141	8.20%	$3,298
Cheerleader Asst. Coach	High School	3.00%	$1,206	3.15%	$1,267	3.31%	$1,331	3.47%	$1,395	3.65%	$1,468
Cheerleader	Junior High	4.00%	$1,609	4.20%	$1,689	4.41%	$1,773	4.63%	$1,862	4.86%	$1,954
Cross Country	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Cross Country	Junior High	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Golf	Head Coach	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Indoor Track, Boys	Head Coach	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Indoor Track, Girls	Head Coach	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Soccer, Boys	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Soccer, Girls	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Soccer	Varsity Assistant	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Softball	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Softball	Varsity Assistant	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Tennis, Boys	Head Coach	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Tennis, Girls	Head Coach	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Track, Boys	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Track, Girls	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Track	Varsity Assistant	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Track, Boys	Junior High	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Track, Girls	Junior High	9.50%	$3,820	9.98%	$4,013	10.47%	$4,211	11.00%	$4,424	11.55%	$4,645
Volleyball	Head Coach	11.00%	$4,424	11.55%	$4,645	12.13%	$4,878	12.73%	$5,119	13.37%	$5,377
Volleyball	Varsity Assistant	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Volleyball	8th Grade	8.00%	$3,217	8.40%	$3,378	8.82%	$3,547	9.26%	$3,724	9.72%	$3,909
Volleyball	7th Grade	8.00%	$3,217	8.40%	$3,378	8.82%	$3,547	9.26%	$3,724	9.72%	$3,909
Weight Training Coordinator	High School 2Days/Wk		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr

**ACADEMICS:		YEARS 1-2		YEARS 3-4		YEARS 5-6		YEAR 7		YEARS 8 +	
		Base %	Pay	Base %	Pay	Base %	Pay	Base %	Pay	Base %	Pay
ACT Prep	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
After School Study Table	High School/Elem		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Art Club	Elementary	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Art Club	High School	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Camping Director	Elementary	3.00%	$1,206	3.15%	$1,267	3.31%	$1,331	3.47%	$1,395	3.65%	$1,468
Camp Fitch Assistant (1)	Elementary	1.25%	$503	1.31%	$527	1.38%	$555	1.45%	$583	1.52%	$611
Camp Fitch Assistant (2)	Elementary	1.25%	$503	1.31%	$527	1.38%	$555	1.45%	$583	1.52%	$611
Challenge 24	Elementary	1.50%	$603	1.58%	$635	1.65%	$664	1.74%	$700	1.82%	$732
Class Sponsor	12th Grade	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Class Sponsor	11th Grade	6.75%	$2,715	7.09%	$2,851	7.44%	$2,992	7.81%	$3,141	8.20%	$3,298
Class Sponsor	10th Grade	1.50%	$603	1.58%	$635	1.65%	$664	1.74%	$700	1.82%	$732
Class Sponsor	9th Grade	1.50%	$603	1.58%	$635	1.65%	$664	1.74%	$700	1.82%	$732
Data Analyst	District	1.50%	$603	1.58%	$635	1.65%	$664	1.74%	$700	1.82%	$732
Detention-After School	Elementary		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Detention-After School	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Detention-Saturday	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Drama Club	Elementary	4.50%	$1,810	4.73%	$1,902	4.96%	$1,995	5.21%	$2,095	5.47%	$2,200
Drama Club	High School	4.50%	$1,810	4.73%	$1,902	4.96%	$1,995	5.21%	$2,095	5.47%	$2,200
Drone/Robotics	High School	3.25%	$1,263	3.41%	$1,325	3.58%	$1,391	3.76%	$1,461	3.95%	$1,535
English Festival	High School	3.75%	$1,508	3.94%	$1,584	4.13%	$1,661	4.34%	$1,745	4.56%	$1,834
English Festival	Junior High	3.75%	$1,508	3.94%	$1,584	4.13%	$1,661	4.34%	$1,745	4.56%	$1,834
Esports Advisor	High School	6.75%	$2,715	7.09%	$2,851	7.44%	$2,992	7.81%	$3,141	8.20%	$3,298
Fun Day Coordinator	Elementary	1.40%	$563	1.47%	$591	1.54%	$619	1.62%	$651	1.70%	$684
Key Club	High School	7.50%	$3,016	7.88%	$3,169	8.27%	$3,326	8.68%	$3,491	9.12%	$3,668
Mentor (Lead)		1.85%	$744	1.94%	$780	2.04%	$820	2.14%	$861	2.25%	$905
Mentor (Per Res. Educator)		1.85%	$744	1.94%	$780	2.04%	$820	2.14%	$861	2.25%	$905
Music/Band	High School	6.75%	$2,715	7.09%	$2,851	7.44%	$2,992	7.81%	$3,141	8.20%	$3,298
Music/Band	Elementary	3.75%	$1,508	3.94%	$1,584	4.13%	$1,661	4.34%	$1,745	4.56%	$1,834
National Honor Society	High School	4.50%	$1,810	4.73%	$1,902	4.96%	$1,995	5.21%	$2,095	5.47%	$2,200
Pep Club	High School	2.50%	$1,005	2.63%	$1,058	2.76%	$1,110	2.89%	$1,162	3.04%	$1,223
Power of the Pen	High School	3.75%	$1,508	3.94%	$1,584	4.13%	$1,661	4.34%	$1,745	4.56%	$1,834
Prep Bowl	High School	3.75%	$1,508	3.94%	$1,584	4.13%	$1,661	4.34%	$1,745	4.56%	$1,834
Prep Bowl	Junior High	3.75%	$1,508	3.94%	$1,584	4.13%	$1,661	4.34%	$1,745	4.56%	$1,834
Prep Bowl	Elementary	3.75%	$1,508	3.94%	$1,584	4.13%	$1,661	4.34%	$1,745	4.56%	$1,834
5th/6th Grade STEM Club	Elementary	6.00%	$2,413	6.30%	$2,534	6.62%	$2,662	6.95%	$2,795	7.29%	$2,932
Student Council	Elementary	2.50%	$1,005	2.63%	$1,058	2.76%	$1,110	2.89%	$1,162	3.04%	$1,223
Student Council	High School	6.75%	$2,715	7.09%	$2,851	7.44%	$2,992	7.81%	$3,141	8.20%	$3,298
Washington D.C. Trip Advisor	High School	3.00%	$1,206	3.15%	$1,267	3.31%	$1,331	3.47%	$1,395	3.65%	$1,468
Yearbook	High School	8.00%	$3,217	8.40%	$3,378	8.82%	$3,547	9.26%	$3,724	9.72%	$3,909
Yearbook	Elementary	3.25%	$1,307	3.41%	$1,371	3.58%	$1,440	3.76%	$1,512	3.95%	$1,588

APPENDIX B
SUPPLEMENTAL SALARY SCHEDULE

The base salary for the purposes of thisschedule shall be equal to the base salary for Step 0 in APPENDIX A for each school year.
Note: Head coaches will determine the assignment relative to grade level.

This supplemental salary schedule is effective for the 2026-2027 school year.

2026-2027 Base = $41,622

**ATHLETICS:		YEARS 1-2		YEARS 3-4		YEARS 5-6		YEAR 7		YEARS 8 +	
		BASE %	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**	**BASE %**	**PAY**
Athletic Director		25.00%	$10,406	25.91%	$10,784	26.87%	$11,184	27.88%	$11,604	28.93%	$12,041
Athletic Director	Assistant	8.75%	$3,642	9.19%	$3,825	9.65%	$4,017	10.13%	$4,216	10.64%	$4,429
Baseball	Varsity	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Baseball	Varsity Assistant	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Basketball, Boys	Head Coach	16.00%	$6,660	16.80%	$6,992	17.64%	$7,342	18.52%	$7,708	19.45%	$8,095
Basketball, Boys	Varsity Assistant/JV	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Basketball, Boys	8th Grade	8.00%	$3,330	8.40%	$3,496	8.82%	$3,671	9.26%	$3,854	9.72%	$4,046
Basketball, Boys	7th Grade	8.00%	$3,330	8.40%	$3,496	8.82%	$3,671	9.26%	$3,854	9.72%	$4,046
Basketball, Girls	Head Coach	16.00%	$6,660	16.80%	$6,992	17.64%	$7,342	18.52%	$7,708	19.45%	$8,095
Basketball, Girls	Varsity Assistant/JV	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Basketball, Girls	8th Grade	8.00%	$3,330	8.40%	$3,496	8.82%	$3,671	9.26%	$3,854	9.72%	$4,046
Basketball, Girls	7th Grade	8.00%	$3,330	8.40%	$3,496	8.82%	$3,671	9.26%	$3,854	9.72%	$4,046
Basketball Elementary K-6	Coordinator	9.50%	$3,691	9.98%	$3,878	10.47%	$4,068	11.00%	$4,274	11.55%	$4,488
Bowling	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Bowling	Varsity Assistant	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Cheerleader	High School	6.75%	$2,809	7.09%	$2,951	7.44%	$3,097	7.81%	$3,251	8.20%	$3,413
Cheerleader Asst. Coach	High School	3.00%	$1,249	3.15%	$1,311	3.31%	$1,378	3.47%	$1,444	3.65%	$1,519
Cheerleader	Junior High	4.00%	$1,665	4.20%	$1,748	4.41%	$1,836	4.63%	$1,927	4.86%	$2,023
Cross Country	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Cross Country	Junior High	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Golf	Head Coach	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Indoor Track, Boys	Head Coach	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Indoor Track, Girls	Head Coach	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Soccer, Boys	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Soccer, Girls	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Soccer	Varsity Assistant	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Softball	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Softball	Varsity Assistant	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Tennis, Boys	Head Coach	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Tennis, Girls	Head Coach	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Track, Boys	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Track, Girls	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Track	Varsity Assistant	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Track, Boys	Junior High	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Track, Girls	Junior High	9.50%	$3,954	9.98%	$4,154	10.47%	$4,358	11.00%	$4,578	11.55%	$4,807
Volleyball	Head Coach	11.00%	$4,578	11.55%	$4,807	12.13%	$5,049	12.73%	$5,298	13.37%	$5,565
Volleyball	Varsity Assistant	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Volleyball	8th Grade	8.00%	$3,330	8.40%	$3,496	8.82%	$3,671	9.26%	$3,854	9.72%	$4,046
Volleyball	7th Grade	8.00%	$3,330	8.40%	$3,496	8.82%	$3,671	9.26%	$3,854	9.72%	$4,046
Weight Training Coordinator	High School 2Days/Wk		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr

**ACADEMICS:		YEARS 1-2		YEARS 3-4		YEARS 5-6		YEAR 7		YEARS 8 +	
		Base %	Pay	Base %	Pay	Base %	Pay	Base %	Pay	Base %	Pay
ACT Prep	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
After School Study Table	High School/Elem.		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Art Club	Elementary	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Art Club	High School	4.50%	$1,748	4.73%	$1,838	4.96%	$1,927	5.21%	$2,024	5.47%	$2,125
Camping Director	Elementary	3.00%	$1,249	3.15%	$1,311	3.31%	$1,378	3.47%	$1,444	3.65%	$1,519
Camp Fitch Assistant (1)	Elementary	1.25%	$520	1.31%	$545	1.38%	$574	1.45%	$604	1.52%	$633
Camp Fitch Assistant (2)	Elementary	1.25%	$520	1.31%	$545	1.38%	$574	1.45%	$604	1.52%	$633
Challenge 24	Elementary	1.50%	$624	1.58%	$658	1.65%	$687	1.74%	$724	1.82%	$758
Class Sponsor	12th Grade	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Class Sponsor	11th Grade	6.75%	$2,809	7.09%	$2,951	7.44%	$3,097	7.81%	$3,251	8.20%	$3,413
Class Sponsor	10th Grade	1.50%	$624	1.58%	$658	1.65%	$687	1.74%	$724	1.82%	$758
Class Sponsor	9th Grade	1.50%	$624	1.58%	$658	1.65%	$687	1.74%	$724	1.82%	$758
Data Analyst	District	1.50%	$624	1.58%	$658	1.65%	$687	1.74%	$724	1.82%	$758
Detention-After School	Elementary		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Detention-After School	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Detention-Saturday	High School		$40/hr		$40/hr		$40/hr		$40/hr		$40/hr
Drama Club	Elementary	4.50%	$1,873	4.73%	$1,969	4.96%	$2,064	5.21%	$2,169	5.47%	$2,277
Drama Club	High School	4.50%	$1,873	4.73%	$1,969	4.96%	$2,064	5.21%	$2,169	5.47%	$2,277
Drone/Robotics	High School	3.25%	$1,263	3.41%	$1,325	3.58%	$1,391	3.76%	$1,461	3.95%	$1,535
English Festival	High School	3.75%	$1,561	3.94%	$1,640	4.13%	$1,719	4.34%	$1,806	4.56%	$1,898
English Festival	Junior High	3.75%	$1,561	3.94%	$1,640	4.13%	$1,719	4.34%	$1,806	4.56%	$1,898
Esports Advisor	High School	6.75%	$2,809	7.09%	$2,951	7.44%	$3,097	7.81%	$3,251	8.20%	$3,413
Fun Day Coordinator	Elementary	1.40%	$583	1.47%	$612	1.54%	$641	1.62%	$674	1.70%	$708
Key Club	High School	7.50%	$3,122	7.88%	$3,280	8.27%	$3,442	8.68%	$3,613	9.12%	$3,796
Mentor (Lead)		1.85%	$770	1.94%	$807	2.04%	$849	2.14%	$891	2.25%	$936
Mentor (Per Res. Educator)		1.85%	$770	1.94%	$807	2.04%	$849	2.14%	$891	2.25%	$936
Music/Band	High School	6.75%	$2,809	7.09%	$2,951	7.44%	$3,097	7.81%	$3,251	8.20%	$3,413
Music/Band	Elementary	3.75%	$1,561	3.94%	$1,640	4.13%	$1,719	4.34%	$1,806	4.56%	$1,898
National Honor Society	High School	4.50%	$1,873	4.73%	$1,969	4.96%	$2,064	5.21%	$2,169	5.47%	$2,277
Pep Club	High School	2.50%	$1,041	2.63%	$1,095	2.76%	$1,149	2.89%	$1,203	3.04%	$1,265
Power of the Pen	High School	3.75%	$1,561	3.94%	$1,640	4.13%	$1,719	4.34%	$1,806	4.56%	$1,898
Prep Bowl	High School	3.75%	$1,561	3.94%	$1,640	4.13%	$1,719	4.34%	$1,806	4.56%	$1,898
Prep Bowl	Junior High	3.75%	$1,561	3.94%	$1,640	4.13%	$1,719	4.34%	$1,806	4.56%	$1,898
Prep Bowl	Elementary	3.75%	$1,561	3.94%	$1,640	4.13%	$1,719	4.34%	$1,806	4.56%	$1,898
5th/6th Grade STEM Club	Elementary	6.00%	$2,497	6.30%	$2,622	6.62%	$2,755	6.95%	$2,893	7.29%	$3,034
Student Council	Elementary	2.50%	$1,041	2.63%	$1,095	2.76%	$1,149	2.89%	$1,203	3.04%	$1,265
Student Council	High School	6.75%	$2,809	7.09%	$2,951	7.44%	$3,097	7.81%	$3,251	8.20%	$3,413
Washington D.C. Trip Advisor	High School	3.00%	$1,249	3.15%	$1,311	3.31%	$1,378	3.47%	$1,444	3.65%	$1,519
Yearbook	High School	8.00%	$3,330	8.40%	$3,496	8.82%	$3,671	9.26%	$3,854	9.72%	$4,046
Yearbook	Elementary	3.25%	$1,353	3.41%	$1,419	3.58%	$1,490	3.76%	$1,565	3.95%	$1,644

APPENDIX C

FORMS

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(revised 6/06)
LORDSTOWN LOCAL SCHOOLS
GRIEVANCE REPORT FORM

Name of Grievant _____

Phone _____

Address _____ City _____

Zip _____

Building Assignment _____

Date Grievance Filed _____

Date of Informal Meeting _____

Date Alleged Grievance Occurred _____

Statement of Grievance: (Include a description of precisely what occurred including the action or inaction that is claimed to be a violation, misinterpretation or misapplication of the Agreement):

_____

_____

_____

_____

Article(s) and Section(s) of the Agreement alleged to have been misrepresented, misapplied, or violated:

Relief Sought:

Signature of Grievant _____

Date _____

Date appealed from Step
One_____ Signature_____

Date appealed from Step
Two_____ Signature_____

Date appealed from Step
Three_____ Signature_____

A copy of this sheet is to accompany any written statements or responses.

(revised 6/06)

LORDSTOWN LOCAL SCHOOLS

GRIEVANCE DISPOSITION FORM

(Multiple Steps)

To:_____ Date_____

This is to inform you that your grievance processed at Formal Step _____ was disposed of as follows:

_____

_____

_____

_____

_____

_____

Date of Hearing: _____

Participants in Hearing:

_____ _____

_____ _____

_____ _____

Principal/Superintendent/Designee's

Signature _____ Date _____

Received by Grievant/Representative _____ Date _____

Signature

(revised 7/24)

CERTIFICATED EMPLOYEE ABSENCE REPORT

Complete this form carefully and return to building administrator.

Employee's Name: _____

Date(s) of Absence: _____

Number of days absent: _____

(Must be taken in units of not less than ¼ day)

Be sure to check below the reason for your absence. (*Unless otherwise noted, one reason covers all days listed as absent.*)

____1. Sick Leave
- _____A. Personal Illness
- _____B. Illness of Member of Immediate Family*
- _____C. Death in Immediate Family*

*(*Immediate family includes: father, mother, sister, brother, husband, wife, children, step-parents, step-children, wards, mother-in-law, father-in-law, grandparents, grandchildren, or person living in the same household for whom the employee has caretaking responsibilities.)*

____2. Vacation (*Twelve (12) month employee only*)
____3. Sabbatical Leave
____4. Military Leave
____5. Jury/Court Duty Pay
____6. Calamity Payment (*School Closed*)
____7. Personal Leave (*To check this category, an approved Personal Leave Request Form must be on file in the Superintendent's office.*)
____8. Leave without pay (*any unpaid leave*)
____9. Compensatory Time (*Twelve-month Employee Only)*
(Document dates for which time is being granted.)
____10. Professional Meeting
____11. Administrative Assignment
____12. Assault Leave
____13. Bereavement Leave

I understand that when I designate number 1, Sick Leave, as the reason for absence, the day(s) absent will be charged against my current balance of accumulated sick leave.

I further understand that the filing and signing of this report shall be a certification by me that the facts and statements contained here are true and correct as provided in R.C. 3319.141 (...Falsification of a statement is grounds for suspension or termination of employment...).

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.

_____ _____

(*Signature of Employee*) (*Date of Report*)

*see back side of copy

****

--OFFICE USE ONLY--

SUBSTITUTES	DATES
_____	_____
_____	_____
_____	_____
_____	_____

I have reviewed this form and verify that the employee was absent on the date(s) listed and that the individual(s) listed did substitute for this employee on the date(s) of absence.

_____ _____

(*Signature of Director, Principal or Supervisor*) (*Date*)

(revised **2018**)

TUITION REIMBURSEMENT APPLICATION

(Submit in Duplicate)

EMPLOYEE SECTION

A general requirement for tuition reimbursement is that the employee complete and submit a purchase order upon registration and payment for the course, with an itemized estimate receipt of the entire reimbursable costs

Name _____ Date Submitted _____

Article XI of the Agreement between the Lordstown Board of Education and the Lordstown Teachers Association states that reimbursement shall be made to an employee for college credit courses in his/her area of certification or assignment or in an institutionally approved graduate program in education.

Give below, the title of the course(s) taken and the information required to confirm compliance with the criteria stated in the agreement. A single course may comply with the criteria in more than one category. If more than two courses are involved, attach statement with additional information.

Title of course(s)	In area of:	In area of:	A part of:
	☐ Certification	☐ Assignment	☐ Degree Program
_____	_____ Specify Subject	_____ Specify Duty	_____ Specify Program
	☐ Certification	☐ Assignment	☐ Degree Program
_____	_____ Specify Subject	_____ Specify Duty	_____ Specify Program

REIMBURSABLE COSTS

The employee must attach to this form (1) The official receipts for all costs for which reimbursement is being sought and (2) The original copy of the grade sheet for the courses taken. An employee who seeks reimbursement for textbook expenses must submit the pertinent textbooks to the professional library in his/her building. Also, the original grade sheet may, upon request, be stamped and returned to the employee by the Treasurer's office.

Tuition	$_____
General and/or Matriculation Fee	$_____
Seminar and Workshop Fees	$_____
Laboratory Fees	$_____
Textbooks Expenses	$_____
Total of above lines	$_____
Amount to be Reimbursed	$_____

Signature of Employee _____

*see back side of copy

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.

****

ADMINISTRATIVE SECTION

Date Received _____

_____
(Signature of Superintendent)

Date Received _____

_____
(Signature of Treasurer)

(revised 3/21)

PROFESSIONAL MEETING REIMBURSEMENT APPLICATION

EMPLOYEE SECTION

This application, with the required receipts attached, is to be submitted to the building administrator within ten (10) school days after an employee's return to work following his/her attendance at a professional meeting. The employee must complete lines 1. through 11. and, in addition, must complete the itemized transportation costs section on the reverse side. Also on the reverse side is additional information to aid in the completion of this form.

1. Name_____ Date Submitted _____

2. Building _____ Job Assignment _____
   (*High School, Elementary*) (*Teacher, Prin., Etc.*)

3. Meeting _____

4. Location_____
   (*City*) (*State*) (*ZIP*)

5. Date(s) in Attendance_____

   Reimbursable Costs:

6. Registration Fee..... $ _____

7. Lodging ..... $ _____

8. Meals..... $ _____

9. Transportation (Total from Itemized Section on Reverse Side) ..... $ _____

10. TOTAL..... $ _____

11. Signature of Employee_____

****

BUILDING ADMINISTRATOR SECTION

This signature verifies that the employee was not at work on the meeting date(s).

Signature of Building Administrator_____ Date_____

****

TREASURER SECTION

_____ Date Received by Treasurer's Office.

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.

*see back side of copy

ADDITIONAL INFORMATION

The following clarifications are to aid in the completion of this form. Further questions may be directed to your building administrator.

RECEIPTS: The original receipts for the expenses listed in items 6. through 9. are to be attached to this form. However, if you wish to keep the original, bring it to the Treasurer's office, get it stamped, then attach a copy of the stamped original to this form.

ITEM 6. REGISTRATION FEE: List the approved registration fee for the meeting. If no official receipt is available, attach some verification such as ticket stub, meeting brochure, or other literature showing amount of registration fee.

ITEM 7. LODGING: Show the cost of your hotel or motel room. If you share a room with another meeting attendee, show your portion of the expense on the receipt. If your spouse attends, the lodging receipt must show the single rate you would have paid.

ITEM 8. MEALS: Show the total expense for up to three meals per day. No bar bills will be reimbursed. Tips may not be shown on receipts as separate entities. All available receipts must be attached. Attach a signed statement listing the amount and date for each meal not documented by a receipt.

ITEM 9. TRANSPORTATION: Give the total; however, you must show a breakdown of transportation expenses in the itemized transportation costs section below. You are to attach all available receipts for public transportation and for parking and turnpike fees. Mileage to and from the locale of the meeting is to be computed from and to the school.

ITEMIZED TRANSPORTATION COSTS SECTION

TRANSPORTATION TO AND FROM LOCALE OF MEETING. This section covers transportation costs between Lordstown and the city where the meeting is held. When an overnight stay is involved, it covers the costs between Lordstown and the place of lodging.

PUBLIC TRANSPORTATION Type (Bus, Train, Plane, Taxi, Etc.)

_____ ..... $

_____ ..... $

_____ ..... $

PRIVATE VEHICLE Parking and Turnpike Fees ..... $_____

Mileage ____ x Federal Mileage Rate ..... $_____

TRANSPORTATION WITHIN LOCALE OF MEETING This section is generally used only when an overnight stay is involved and it covers transportation costs between the place of lodging and the meeting site.

PUBLIC TRANSPORTATION Type (Taxi, Bus, Auto Rental, Etc.)

_____ ..... $

_____ ..... $

_____ ..... $

PRIVATE VEHICLE Parking Fees ..... $_____

Mileage ____ x Federal Mileage Rate ..... $_____

Total Cost $_____

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.

(revised 7/24)

PERSONAL LEAVE REQUEST FORM

(*Submit in Triplicate*)

EMPLOYEE INSTRUCTIONS: Please submit this form to the building administrator. Five (5) days prior notice is required, except for emergencies.

Name: _____ Date Submitted: _____
(*Print*)

DATE(S) OF ABSENCE _____ Whole Day Half Day/1/4 A.M. Half Day/1/4 P.M.

_____ Whole Day Half Day/1/4 A.M. Half Day/1/4 P.M.

The principal or his/her designee shall stamp this completed form with the date and time it was submitted by the teacher, and a copy shall be given to the teacher.

****

The signature of the building administrator indicates acknowledgment of the requested date(s).

_____ _____
(*Date*) (*Building Administrator's Signature*)

_____ Approved _____ Disapproved

Comments by Superintendent:

_____ _____
(*Date*) (*Superintendent's Signature*)

(revised 6/06)

REQUEST FOR RECONSIDERATION OF INVOLUNTARY TRANSFER

(*Submit in Duplicate*)

NOTE: This form must be filed within 72 hours after being notified by the Superintendent of an involuntary transfer. (See Article VI, Section C.)

TEACHER:_____ SCHOOL:_____

Present Position/Assignment:_____

Position to which you were REASSIGNED: _____

Date you received notification from Superintendent: _____

STATE REASON(S) YOU DESIRE RECONSIDERATION:

TEACHER'S SIGNATURE:_____DATE:_____

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.

****

FOR ADMINISTRATIVE USE ONLY:

Date Teacher/Superintendent Conference was held: _____

Action of Superintendent:

Principal and/or Superintendent's Signature:_____ Date:_____

(revised 6/06)

TEACHER TRANSFER REQUEST

(*Submit in Duplicate*)

NOTE: The applicant should read Article VI, Section B., C., & D., of the Master Agreement prior to filing this form. Please make a duplicate copy and submit to your building principal for each request.

Date: _____ School Building: _____

Applicant's Name: _____

Present Position/Teaching Assignment: _____

Number of years teaching experience in Lordstown Local Schools: _____

PRESENT CONTRACT STATUS: (*Check one area below.*)

A. ___ Continuing Contract

B. ___ One-Year Limited

C. ___ Two-Year Limited

D. ___ Three-Year Limited

My present contract expires: _____

APPLICANT'S STATEMENTS REGARDING REQUEST FOR TRANSFER:

A. Position Desired: _____

B. School Location: _____

Reason(s) for Transfer Request (Please write brief, concise statement below.):

Teacher's Signature: _____

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.

****

FOR ADMINISTRATIVE USE ONLY

Date request filed with Superintendent: _____ _____

(*Date*) (*Signature*)

NOTE: This shall be kept on file for a period of one (1) year from the date submitted unless removed at the teacher's request.

(revised 6/06)

DUES DEDUCTION AUTHORIZATION FOR MEMBERSHIP

LORDSTOWN TEACHERS ASSOCIATION

OFT/AFT, AFL-CIO

Effective Date: _____

Name:_____ Social Security #:_____

Address: _____

City: _____ State:_____ Zip:_____

School:_____

I hereby authorize and direct the Board of Education of Lordstown Local Schools, through its Treasurer, to deduct from the portion of my salary due me each month the amount as certified by the Lordstown Teachers Association as the current rate of dues.

I further authorize and direct you to transfer and pay such sum so deducted to the Treasurer of the Lordstown Teachers Association.

This authorization is revocable by me upon written notice in accordance with the provisions of the Master Agreement (contract) between the Board and the Association.

This completed form shall be stamped by the principal or his/her designee with the date and time it was submitted by the teacher and a copy shall be given to the teacher.

Employee Signature_____

(revised 6/06)

PROFESSIONAL MEETING VERIFICATION REQUEST

Submit Before Attending Meeting (*Submit in Triplicate*)

EMPLOYEE SECTION

The employee must complete this form and submit it to his/her building administrator prior to attendance at a professional meeting. Please print clearly.

Name_____ Date Submitted_____

Building_____ Job Assignment_____
(*High School, Elementary School*) (*Teach.-Prin.-Cust.*)

Meeting_____

Location: (*City*)_____ (*State*)_____ (*Zip*)_____

Date(s) in Attendance_____
(*Specify Day of Week and Calendar Date*)

Reminder to Employee: An employee who intends to seek reimbursement for the approved costs associated with attendance at a professional meeting (1) must retain receipts for registration fees, for lodging expenses (single rate is to be shown unless sharing room with meeting attendee in which case shared rate is to be shown), for costs of meals (neither bar bills nor separately listed tips are reimbursable), for public transportation costs, for turnpike and parking fees; (2) must keep a record of mileage if a privately owned vehicle is used.

Signature of Employee:_____

* * * \

(revised 6/06)

FORM FOR VERIFICATION OF INTERNAL SUBSTITUTION

This is to certify that _____

Is entitled to be paid for taking:

Class _____

Study Hall _____

Period _____

Date _____

Reason _____

Regular Teacher _____

The principal or his/her designee shall stamp this completed form with the date and time it was submitted by the teacher, and a copy shall be given to the teacher.

(revised 3/21)

LORDSTOWN LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE GUIDELINES

The following shall constitute the guidelines for the Lordstown Local Professional Development Committee (LPDC).

1. Structure

   There shall be one (1) LPDC for the Lordstown School District.

2. Membership

   This committee shall consist of three (3) members of the LTA, each representing one of the schools if possible, and chosen by the LTA, and two (2) administrators identified by the Board of Education.

3. Terms of Office

   Charter members of the LPDC shall serve terms in the following manner:

   Every two (2) years, beginning in September of 2021, LPDC positions will be open to any active LTA member wishing to fulfill the positions.

   - Member will submit his/her request to fill said position to the LTA President by September 30.

   Rotation placement of the original charter members shall be determined by lot. This rotation of membership insures that at any one time the LPDC will consist of experienced members.

   a. A Chairperson shall be elected by a majority vote of the LPDC.

   b. A Secretary/Recorder shall be elected by a majority vote of the LPDC.

   d. All members may opt to succeed themselves in new terms.

4. Vacancies

   a. If any LTA vacancy exists, it shall be filled by the LTA in accordance with procedures found within the LTA's Constitution and By-laws.

   b. If an Administrative vacancy exists, it shall be filled by the Board of Education.

5. Removal

   a. LTA members of the LPDC shall be removed from the Committee in accordance with procedures found within the LTA's Constitution and By-laws.

   b. The Administrative members of the LPDC shall be removed according to procedures established by the Board of Education.

6. Meetings and Remuneration

   a. The LPDC will meet during non-working hours monthly.

      1) Each LPDC member shall be compensated at a flat rate of $100 and the LPDC chairperson at a flat rate of $200 to be paid at the conclusion of the school year.

   b. Meetings shall not be held whenever the Chairperson determines that scheduled business does not dictate the need for a meeting.

   c. Release time in lieu of compensation will be granted to committee members if it is determined by the LPDC attendance at meetings is required or LPDC business must be conducted during the regular work day.

7. Training

   a. Each LPDC member may also participate in professional development designed to prepare them for their role within the LPDC.

   b. This professional development may be legitimately used by the LPDC member as a part of his/her own Individual Professional Development Plan.

8. Collaboration

   The Lordstown School District's LPDC will have the opportunity to work collaboratively with other districts to develop procedures, forms, and policies to create efficient and effective opportunities for professional development for educators within the district.

9. LPDC Operational Guide

   a. Additional mechanisms and procedures for the operation of the LPDC within the district will be created by the committee as necessary and communicated to all district educators.

   b. It is recognized that the district LPDC will operate according to law and that the committee does not have authority to alter any law affecting the certification or licensure of educators.

APPENDIX D

3220 - **STANDARDS-BASED TEACHER EVALUATION**

The Board of Education is responsible for a standards-based teacher evaluation policy which conforms to the framework for evaluation of teachers as approved by the State Board of Education and aligns with the "Standards for the Teaching Profession" as set forth in State law.

The Board adopts the Ohio Teacher Evaluation System ("OTES") model as approved by the State Board of Education.

The Board believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved teaching performance and student growth, as well as promotion and retention decisions for teachers.

This policy shall be implemented as set forth herein and shall be included in the collective bargaining agreement with the Lordstown Teacher Association, and in all extensions and renewals thereof.

This policy has been developed in consultation with teachers employed by the Board.

The Board authorizes the Superintendent to establish and maintain an ongoing Lordstown Teacher Association, with continuing participation by District teachers represented by the Lordstown Teacher Association, for the express purpose of recommending necessary changes to the Board for the appropriate revision of the policy.

Definitions

"OTES" - Stands for the Ohio Teacher Evaluation System as adopted by the Ohio State Board of Education in 2020, or as otherwise modified by the State Board of Education.

"Teacher" - For purposes of this policy, "teacher" means licensed instructors who spend at least fifty percent (50%) of his/her time providing content-related student instruction and who is working under one (1) of the following:

A. A license issued under R.C. 3319.22, 3319.26, 3319.222 or 3319.226; or

B. A permanent certificate issued under R.C. 3319.222 as it existed prior to September 2003; or

C. A permanent certificate issued under R.C. 3319.222 as it existed prior to September 2006; or

D. A permit issued under R.C. 3319.301.

Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy.

The Superintendent, Treasurer, Business Manager, and any "other administrator" as defined by R.C. 3319.02 are not subject to evaluation under this policy.

"Credentialed Evaluator" - means the appropriately qualified individual, assigned by the District, who is responsible for completing the evaluation process for a teacher. For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:

A. meets the eligibility requirements under R.C. 3319.111(D); and

B. holds a credential established by the Ohio Department of Education (ODE) for teacher evaluation; and

C. has completed State-sponsored evaluation training and has passed an online credentialing assessment.

The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

"High-Quality Student Data" – means locally-determined data that provides evidence of student learning attributable to the teacher who is being evaluated. When applicable to the grade level or subject area taught, High-Quality Student Data (HQSD) shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may also include data obtained from the list of Ohio Department of Education approved student assessments.

High-quality student data may not include student learning objectives (SLOs) or shared attribution measures.

"Value-Added" - refers to the EVAAS Value-Added methodology provided by SAS, Inc., which provides a measure of student progress at the District and school level based on each student's scores on State-issued standardized assessments.

"Evaluation Cycle" - means the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when performance assessments are conducted for the current school year and the teacher is assigned a final holistic rating.

"Evaluation Framework" - means the document created and approved by the Ohio Department of Education (ODE) in accordance with R.C. 3319.111(A) that establishes the standards-based framework for the evaluation of teachers developed under R.C. 3319.112.

"Evaluation Instruments" - refers to the forms developed by the ODE, including the "Teacher Performance Evaluation Rubric".

"Evaluation Procedure" - refers to the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.111 and R.C. 3319.112 and to conform to the framework for the evaluation of teachers developed under R.C. 3319.112.

"Final Evaluation Rating" - means the final holistic evaluation rating that is assigned to a teacher pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle.

Standards-Based Teacher Evaluation

Teacher evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each teacher and assigning an effectiveness rating based upon teacher performance, student growth, and other locally determined criteria.

Each teacher evaluation will result in an evaluation rating of:

A. Accomplished;

B. Skilled;

C. Developing; or

D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually cause to be filed a report to the Ohio Department of Education (ODE) the number of teachers for whom an evaluation was conducted as well as the number of teachers assigned each rating as set forth above, aggregated by teacher preparation programs from which and the years in which the teachers graduated. The Board will utilize the ODE's guidelines for reporting this information.

The Board may elect not to evaluate a teacher who was on leave from the School District for fifty percent (50%) or more of the school year.

The Board may elect not to evaluate a teacher who has submitted a notice of retirement that was accepted by the Board no later than December 1st of the year the teacher was scheduled to be evaluated.

The Board may elect not to evaluate a teacher who is participating in the Ohio teacher Resident Educator program in the year during which the teacher takes at least half of the performance-based assessment as prescribed by the State Board of Education for the first time.

Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual teacher evaluation, each teacher must develop either a professional growth plan or be placed on a professional improvement plan as follows:

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

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

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

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

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

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

Board Professional Development Plan

In accordance with the Ohio State Board of Education's State-wide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of teachers covered by this policy. The plan will be reviewed annually.

Assessment of Teacher Performance

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

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

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

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

D. planning and delivering effective instruction that advances individual student learning;

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

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

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

Formal Observation and Classroom Walkthrough Sequence

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

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

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

B. A teacher new to the District or any teacher on a limited contract who is under consideration for renewal/nonrenewal shall receive at least three (3) formal observations in addition to periodic (at least two (2)) classroom walkthroughs unless the Superintendent waives the third observation.

A teacher who has been granted a continuing contract by the Board and who receives a rating of "Accomplished" on his/her most recent evaluation may be evaluated once every three (3) years. The teacher will be required to submit a self-directed professional growth plan to the evaluator, and the evaluator will determine if the teacher is making progress on the plan. The professional growth plan will focus on the most recent evaluation of the teacher. The teacher will be provided with at least one (1) formal or informal observation and post-conference in any year that such teacher is not formally evaluated.

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

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

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

Each teacher evaluated under this policy shall annually complete a "Self-Assessment" utilizing the Self-Assessment Summary Tool.

Formal Observation Procedure

A. All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed.

B. A post-observation conference shall be held after each formal observation.

Informal Observation/Classroom Walkthrough Procedure

A walkthrough is an informal observation in which an evaluator may assess one or more areas in the Teacher Performance Evaluation Rubric.
Evaluators may but are not limited to collecting evidence in any identified focus area(s). Walkthroughs may be announced or unannounced. The walkthrough should be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

A walkthrough shall consist of at least fifteen (15) consecutive minutes, but not more than thirty (30) consecutive minutes in duration. The walkthrough should be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

Data gathered from the walkthrough will inform the final evaluation.

Feedback from a walkthrough shall be provided after the walkthrough. The teacher and/or administrator may request a face to face meeting to discuss observations relative to the identified focus of the walkthrough.

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

Use of High-Quality Student Data

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

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

A. aligns to learning standards

B. measures what is intended to be measured

C. is directly attributable to the teacher being evaluated for course(s) and grade level(s) taught

D. demonstrates evidence of student learning (achievement and/or growth)

E. follows protocols for administration and scoring

F. provides trustworthy results; and

G. is fair and unbiased

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

A. critically analyze and reflect upon results to support improvement and enhancement of student learning

B. assess student learning needs and styles, including the strengths and weaknesses of an entire class as well as individual students in each class

C. inform and adapt instruction to meet student needs; and

D. measure student learning achievement and growth, as well as progress toward achieving state and local standards.

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

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

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

Final Evaluation Procedures

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

The evaluator shall submit the final written evaluation using the reporting system prescribed by the Ohio Department of Education (ODE). The teacher will confirm receipt of the same.

Retention and Promotion Decisions/Removal of Poorly Performing Teachers

It is the purpose of this Standards-Based Teacher Evaluation Policy to improve the quality of instruction, enhance student learning, and strengthen professional competence through meaningful feedback and targeted professional development.

In addition, the evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of teachers, renewal of teaching contracts, and the removal/nonrenewal of poorly performing teachers.

Definitions:

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

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

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

"Comparable Evaluations" - since seniority may not be the basis for teacher retention or other employment decisions, except when deciding between teachers who have comparable evaluations, this refers to teachers within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished."

Removal of Poorly Performing Teachers

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

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

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Legal
R.C. 3319.02, 3319.11, 3319.111, 3319.112, 3319.114, 3319.22, 3319.222
R.C. 3319.223, 3319.226, 3319.26, 3333.0411
A.C. 3301-35-03(A)
Sub. 216 (2018), H.B. 362
H.B. 64 (2015)

APPENDIX E

3223 - STANDARDS-BASED SCHOOL COUNSELOR EVALUATION

The Board of Education is responsible for a standards-based school counselor evaluation policy which conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and aligns with the "Standards for School Counselors" as set forth in State law.

The Board of Education adopts the Ohio School Counselor Evaluation System (OSCES) as approved by the State Board of Education.

The Board believes school counselors play a critical role in supporting student learning and success and maintaining a positive school environment. The standards based system of school counselor evaluations is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

This policy shall be implemented as set forth herein and shall be included in the collective bargaining agreement with the Lordstown Teachers Association (LTA), and in all extensions and renewals thereof.

Definitions

"OSCES" - Stands for the Ohio School Counselor Evaluation System as adopted by the Ohio State Board of Education, or as otherwise modified by the State Board of Education.

"School Counselor" – For purposes of this policy, "school counselor" means an employee who holds a license issued pursuant to O.A.C. 3301-24-05 by the Ohio Department of Education in the area of school counseling and who is assigned to a position in that capacity.

Teachers and other employees who do not meet this definition are not subject to evaluation under this policy. Full time bargaining unit members who do not meet the definition will be evaluated in accordance with Board policy and/or utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the Lordstown Teachers Association (LTA).

"Credentialed Evaluator"- For purposes of this policy, each counselor subject to evaluation will be evaluated by a person who has completed the OSCES training as required by the Ohio Department of Education.

The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

"Evaluation Cycle" – is the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when selected student metrics are combined with the counselor performance ratings resulting from performance assessments on the standards that are conducted for the current school year to assign a summative evaluation rating.

"Evaluation Factors"– refers to the multiple measures that are required by law to be used in the school counselor evaluation procedures, including performance on all six (6) areas identified by the standards and

the ability to produce positive outcomes using student metrics selected by the Board. School counselors will receive a score in each of the six (6) standards and the student metrics, which shall be weighted equally (1/7 of the final summative score).

"Evaluation Framework" – means the standards-based framework adopted by the State Board of Education for the evaluation of school counselors in accordance with R.C. 3319.113.

"Evaluation Instruments" – refers to the forms used by the school counselor's evaluator as developed locally.

"Evaluation Procedure" – the procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.113 and to conform to the framework for the evaluation of school counselors developed under R.C. 3319.113.

"Evaluation Rating" – means the final summative evaluation level that is assigned to a school counselor pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle when the school counselor performance rating is combined with the results of student metrics. Each completed evaluation will result in the assignment of one (1) of the following evaluation ratings to Accomplished, Skilled, Developing, or Ineffective.

"High Performing School Counselor" - is a school counselor who earns a summative rating of "Accomplished" or "Skilled" on his/her most recent evaluations.

"School Counselor Performance" – is the assessment of a school counselor's performance on each of the six State-adopted standards, resulting in a performance rating. As an evaluation factor, the school counselor performance dimension is based on direct observations of a counselor's practice by a credentialed evaluator. Performance results are reported as a performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.

"Student Metrics" - the locally determined measure(s) that assess a school counselor's ability to produce positive student outcomes.

Standards-Based School Counselor Evaluation

School Counselor evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each school counselor and assigning an effectiveness rating based upon school counselor performance and the counselor's assessment on selected student metrics.

A. Accomplished;

B. Skilled;

C. Developing; or

D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually cause to be filed a report to the Ohio Department of Education (ODE) in accordance with requirements mandated by ODE. The Board will utilize the ODE's guidelines for reporting this information.

Assessment of School Counselor Performance

School Counselor performance will be evaluated during formal observations and periodic informal observations. Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following Ohio Standards for School Counselors:

A. Comprehensive School Counseling Program Plan;

B. Direct Services for Academic, Career and Social/Emotional Development;

C. Indirect Services: Partnerships and Referrals;

D. Evaluation and Data;

E. Leadership and Advocacy; and

F. Professional Responsibility, Knowledge and Growth.

Formal and Informal Observations

A. School Counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and informal observations each school year.

B. A high performing school counselor will be evaluated less frequently as follows.

1. A school counselor who receives a rating of "Accomplished" on his/her most recent evaluation may be evaluated every three (3) years, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every three (3) years, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

2. A school counselor who receives a rating of "Skilled" on his/her most recent evaluation may be evaluated every other year, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "skilled" or higher. If the determination is made to evaluate every other year, the counselor will nevertheless be provided with at least one (1) observation and conference in any year that such counselor is not formally evaluated.

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

Each school counselor evaluated under this policy shall annually complete a "Self-Assessment" utilizing the Self-Assessment Summary Tool approved by the Board.

Formal Observation Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed.

Informal Observation/Walkthrough Procedure

The observations will not be conducted when school counselors are engaged in counseling activities with students that require confidentiality.

An informal observation is a formative assessment process that focuses on one (1) or more of the components included in the State-adopted standards.

An informal observation should be of sufficient duration to allow the evaluator to assess the focus of the observation.

Data gathered from the observation must be placed on the appropriate designated form. Written feedback from observations shall be provided after the observation. The school counselor and/or evaluator may request a face to face meeting to discuss observations relative to the identified focus of the informal observation.

A. Informal observations shall not unreasonably disrupt and/or interrupt the work day.

B. A final debriefing and completed form must be shared with the employee within a reasonable amount of time.

Assessment of Student Metrics

The Board will select student metrics that will be utilized for school counselor evaluations in the areas of academics, career, and social emotional development. Any modifications to the metrics that will be used in school counselor evaluations will be adopted before the start of the school year.

Data from these approved measures of student growth will be scored on four (4) levels, with a score of "1" being the lowest and "4" being the highest.

Final Evaluation Procedures

Each school counselor's performance rating for each of the six (6) standards will be combined with the assessment of student metrics to produce the final summative.

The evaluator shall provide that each evaluation is submitted to the school counselor for his/her acknowledgement by written receipt. If signed by the employee, the receipt is to be sent to the Superintendent as soon as received.

Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual evaluations conducted in accordance with this policy, each school counselor must develop either a professional growth plan or professional improvement plan as follows:

A. School counselors with a final summative rating of "Accomplished" will develop a professional growth plan.

B. School counselors with a final summative rating of "Skilled" will develop a professional growth plan collaboratively with their evaluator.

C. School counselors with a final summative rating of "Developing" will develop a professional growth plan collaboratively with their evaluator. A building administrator must approve the professional growth plan.

D. School counselors with a final summative rating of "Ineffective" will develop an improvement plan with their evaluator. A building administrator must approve the improvement plan.

Professional growth and improvement plans must be completed each school year. The Board retains the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

Board Professional Development Plan

In accordance with the State Board of Education's Statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of school counselors covered by this policy. The plan will be reviewed annually.

Retention and Promotion Decisions/Removal of Poorly Performing School counselors

The evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of school counselors, renewal of employment contracts, and the removal/nonrenewal of poorly performing school counselors.

Definitions:

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

"Promotion"- as used in this context is of limited utility given the fact that school counselors covered by this policy are not currently employed in any discernible hierarchy. Nevertheless, when making decisions relative to such matters as determining employee assignments, the Board will consider school counselor performance as indicated by evaluations.

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

"Comparable Evaluations"- since seniority may not be the basis for school counselor retention or other employment decisions, except when deciding between counselors who have comparable evaluations, this refers to counselors within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished."

Removal of Poorly Performing School Counselors

Poorly performing school counselors may be removed, upon recommendation of the Superintendent, either through nonrenewal or termination, when the receipt of an "Ineffective" rating by a school counselor has been demonstrated.

Removal of poorly performing school counselors will be in accordance with the nonrenewal and termination statutes of the Ohio Revised Code and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the Lordstown Teachers Association (LTA).

Nothing in this policy will be deemed to prevent the Board from exercising its rights to non-renew, terminate, or suspend a school counselor contract as provided by law and the terms of the collective bargaining agreement in effect between it and the Lordstown Teachers Association (LTA). The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for employees on a limited contract that are evaluated under this policy. The Board reserves the right to non-renew a school

counselor evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the school counselor's final summative rating.

R.C. 3319.02, 3319.11, 3319.113, R.C. 3319.16
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