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RUSSIA LOCAL SCHOOL DISTRICT

A MASTER AGREEMENT BETWEEN

THE RUSSIA BOARD OF EDUCATION

AND

THE RUSSIA EDUCATION ASSOCIATION

EFFECTIVE:

JULY 1, 2024

THROUGH

JUNE 30, 2027

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ARTICLE I - AGREEMENT/RECOGNITION

AGREEMENT

This agreement made and entered into Russia, Ohio, this 24th day of April 2024 by and between the Board of Education (herein after referred to as the "Board") and the Russia Education Association affiliated with OEA/NEA (herein after referred to as the "Association"), for and on behalf of the employees in the bargaining unit set forth in this agreement.

RECOGNITION

A. Bargaining Unit

For the purpose of collective negotiations, the Board recognizes the Association as the sole and exclusive representatives of all regular full-time certificated/licensed teachers/counselors and all part-time certificated/licensed teachers/counselors, excluding the Superintendent, Principal, substitutes, and casual employees.

B. Other Agreements and Representation Election Procedures

The Board agrees not to enter into any agreements or contract with its employees, individually or collectively which in any way conflicts with the terms and provisions of this agreement. The Board also agrees not to negotiate with or recognize any employee organization other than the Association as representative of employees in the bargaining unit.

BOARD-ASSOCIATION RESPONSIBILITIES

A. Intent and Purposes

The Board and the Association each represents that the purpose and intent of this Agreement is to promote cooperation and harmony, to recognize mutual interests, to provide a channel through which information and problems may be transmitted from one to the other, and for the purpose of providing high quality education for the students in the Russia Local School District.

B. Board Rights

The Board is invested by the laws of the State of Ohio with the management and control of the Russia Local School District. The authority of the Board includes, but is not limited to, the right to hire, discharge or discipline employees; the determination of class schedules, hours of instruction, the duties, responsibilities, and assignments of teachers, the terms and conditions of employment as necessary for the government of the public schools, the employees of the Board, and the pupils of the schools. Except as provided in this Agreement, nothing herein shall constitute a derogation or transfer of the authority of the Board as established by the laws of the State of Ohio.

ARTICLE II - ASSOCIATION RIGHTS

A. Board Material

The Association president shall receive prior to each Board meeting all agendas, materials, and documents that are considered to be public information that are given to Board Members. This is to include the monthly treasurer's report.

B. Payroll Deductions

1. Paydays:

Each certificated/licensed staff member shall be paid every two (2) weeks subject to any legal requirements in regard to deduction of retirement contributions.

2. Deductions for Taxes:

All certificated/licensed staff members shall have automatic payroll deduction of their contributions in accordance with the procedures established by law from each paycheck.

3. Deduction for Retirement:

All certificated/licensed staff members shall have automatic payroll deduction of their contribution to the State Teachers Retirement System from each paycheck.

4. Deduction for Professional Dues:

Prior to the first payroll of the school year, all certificated/licensed staff members may authorize the treasurer to deduct from salary the association membership fees for the R.E.A., the O.E.A., and the N.E.A. Such deductions shall be in ten (10) installments, beginning the second pay after authorization and deducted in ten (10) payrolls as designated by the certificated/licensed staff member. Such authorization for deductions shall continue until said certificated/licensed staff member gives written notice to the treasurer to discontinue deductions, or employment with the Board terminates.

5. Deduction for Health Insurance Coverage:

Certificated/licensed staff members may authorize the treasurer to deduct from salary the necessary premium payment for the single or family health insurance coverage. This authorization will take place within thirty (30) days of the initial employment date, or during the designated open enrollment period. Certificated/licensed staff members may authorize the treasurer to deduct their portion of the health insurance premium through a pre-tax premium contribution. This shall be administered by electing a salary reduction equivalent to the amount of the employee's share of the health insurance premium.

A representative of the Association shall have access at reasonable times to the record of authorizations kept by the treasurer.

C. Agreement Printing

The Association president shall receive prior to each Board meeting all agendas, materials, and documents that are considered to be public information that are given to Board Members. This is to include the monthly treasurer's report.

A copy of the signed master agreement will be placed on a PDF file on the shared facility file for all staff to view.

D. Board Policy Book

The Board Policy Book will be given to the R.E.A. officers; one (1) will be placed in the principal's office, and the superintendent's office.

E. Academic Freedom

The Board and the Association recognize that a teacher has the right and responsibility to study, investigate, present, and interpret, assess and evaluate, and to generally discuss all relevant facts and ideas in the field of the teacher's professional competence. The administration and Board of Education reserves the right to have the final determination in all such matters where there is conflict.

As a professional, the teacher shall strive to maintain a spirit of free inquiry, open-mindedness, and impartiality in his/her classroom.

F. Association Meeting/Membership Drive

The Association shall be given an hour on the first teacher day of each new school year for the purpose of conducting a general meeting and membership drive.

G. Association Leave

The Association shall be granted paid leave in the amount of three (3) days to be used to represent teacher interests. The Association president shall notify the Superintendent three (3) days in advance of the person (s) who will be using Association leave and the date (s) on which it will be taken.

H. Personnel File

1. The only official personnel file for each teacher shall be maintained in the office of the Superintendent

2. No anonymous letters or materials shall be placed in any teacher's file, nor shall they be made a matter of record.

3. Teachers shall be entitled to receive a copy of material in their files, except for material supplied prior to employment.

4. Teachers may review their personnel files in the presence of an administrator or treasurer.

5. Teachers have access to any and all files in the district pertaining to him/her. A Teacher shall be notified if anyone other than an administrator accesses his/her file.

ARTICLE III - NEGOTIATION PROCEDURES

A. Scope of Negotiations

Negotiations shall be conducted as to salaries, fringe benefits, working conditions, personnel policies, grievance procedures, negotiation procedures, and such other matters as are mutually agreed upon as a proper subject for negotiations.

B. Negotiation Procedures

1. Request to Negotiate

The request for negotiations shall be submitted at the regular March or April School Board meeting by the initiating party. The other party shall reply within a week from the regular March or April School Board meeting. All requests to negotiate shall be in writing by the president of the Association, to the superintendent, and the Board or by the Board to the president of the Association.

2. Negotiation Meetings

a. The professional negotiation meetings shall be for a period not to exceed thirty (30) days. All meetings shall be completed within this time period unless extended by mutual agreement.

b. The first professional negotiation meeting shall be held within thirty (30) days of the date listed on the initial request for negotiations.

3. At the first negotiations session, the negotiating teams will present their negotiations proposal. No new items may be added during the negotiating period except by mutual agreement of the parties.

4. Negotiation team members shall be released from their normal school duties to attend professional negotiation meetings with the Board of Education without loss of pay with no reprisal or punitive action.

5. Professional negotiation meetings shall be a closed session.

6. During the course of negotiations, items tentatively agreed to shall be reduced in writing and initialed by representatives of each negotiation team and set aside.

7. Each negotiation team shall have no more than five (5) members unless mutually agreed upon.

8. Each negotiation team may use consultants in addition to the above five (5) members as they feel essential in the course of negotiations.

9. No other person or persons shall be present during the professional negotiation meetings unless mutually agreed upon by members of both negotiation teams.

10. Either team may declare a recess when it appears that meaningful progress cannot be attained. A recess can only commence after mutual agreement for the time and place for the continuation of the negotiations has been determined and item agreement (see para. #6) has been followed. A recess shall be for no more than seventy-two (72) hours, unless extended by mutual consent.

11. Either team may call for a caucus at any time. A caucus shall not be for longer than twenty (20) minutes unless an extension is mutually agreeable to both teams.

12. Prior to and during the period of the professional negotiation meetings, the Board and Association agree to provide to the other upon written request and in a reasonable time period, essential information available concerning financial resources of the district and such other information as will assist the respective negotiation teams in developing intelligent, accurate, and constructive programs that will be in the best interest of all parties concerned with a quality educational program.

13. Members of the respective negotiation teams have the power and authority to negotiate. Such power shall include the authority to make proposals, counterproposals, and tentative agreement.

14. Both parties agree to conduct negotiations in "good faith" through their designated representative. "Good Faith," for purposes of this agreement, means a mutual willingness to bargain to agreement, consider concessions, and an obligation to respond to proposals advanced by the other party with a reason or reasons for the position taken. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons or offer a counterproposal.

15. While negotiations are in process, news releases shall be made only with mutual agreement of the negotiating teams. Said releases shall be in writing and each team shall have a copy of the statement prior to release.

16. No action to coerce, censor, intimidate, or penalize any negotiating participant shall be taken or implied by any school-affiliated personnel as a result of participation in the negotiation process.

C. Negotiation Agreement

When agreement is reached through negotiating, it shall be reduced to writing and submitted to the Association and Board for their consideration. If ratified by the Association, the Board may adopt a resolution setting forth the agreement. When the agreement is ratified and adopted, it shall then be signed by the parties and shall become part of the official minutes of the Board.

The resulting agreement shall be binding on both parties until renegotiated or terminated. No provisions of the resulting agreement shall discriminate against any certificated/licensed staff member in regard to membership or non-membership in the Association.

These procedures shall not restrict any employee from communicating with the administration and/or the Russia Local Board of Education except on matters directly related to negotiations.

D. Impasse

Responsibility of the Bargaining Teams - The purpose of the bargaining procedure is to provide a means of obtaining agreement on issues submitted. In the event that agreement cannot be obtained on all issues submitted to the bargaining process, impasse may be declared by mutual agreement and any unresolved issues will be submitted to the impasse provisions of this article.

In the event agreement is not reached forty-five (45) days prior to the expiration of the collective bargaining agreement, the Association and the Board shall jointly request the services of a mediator from the Federal Mediation and Conciliation Service (FMCS) unless the parties agree to an alternative mediation service.

Pursuant to Section 4117.14 (C)(1) and 4117.14 (E) of the Ohio Revised Code, the parties have established this mutually agreed upon Negotiations and Dispute Resolution Procedures which supersede the procedures listed in Section 4117.14 (C) (2)-(6) and any other procedures to the contrary.

Nothing herein shall be construed as a waiver of the Association's rights provided in 4117.14 (D) (2) of the Ohio Revised Code.

ARTICLE IV - GRIEVANCE PROCEDURE

A. Definition

A grievance is a claim of a certificated/licensed staff member or group of certificated/licensed staff members that the bargained contract has been misinterpreted, violated, misapplied, or infringed upon.

A day as used in this procedure shall mean a school day.

Level 1: A certificated/licensed staff member should notify the principal within sixty working days of an alleged grievance, in writing (using a grievance form – Exhibit A), that he/she has a specified grievance. The problem should be settled, if possible, between the said certificated/licensed staff member and the principal within one (1) week (grievance decision form – Exhibit B).

Level 2: If this is not successful, the superintendent shall enter into the process in an attempt to solve the problem.

Level 3: If the problem cannot be settled between the certificated/licensed staff member and administration within two (2) weeks, either party has the alternative to ask for a meeting with the Board within two (2) weeks.

Level 4: If the matter does in fact go to the Board, and no agreement is reached within two (2) weeks, the Board and Association shall request the American Arbitration Association to submit a list of names, one (1) of which shall be selected to serve as Arbitrator. Expense for this service shall be shared equally by both parties. A date will be set for a meeting between the certificated/licensed staff member, the Board, and the Arbitrator. The decision made by the Arbitrator will be binding.

B. No reprisals of any kind may be made against the Association, the grievant, or any member who participates in this process.

ARTICLE V - ADMINISTRATION – ASSOCIATION MEETINGS

A. In order to provide a forum for improving communications between the Association and the Administration, selected members of the Association, Administration and Board of Education will meet to discuss matters other than pending grievances and negotiations. It is the goal of this group to solve problems at the lowest level possible and to mutually discuss and reach an understanding or agreement that will create a good professional atmosphere that will continue to enhance the educational programs for the students of the Russia Local School District.

B. The Administration-Association may meet as often as deemed necessary by the membership of the Administration and Association. Representatives of the Association and the superintendent, or his designee, will compose this group. The principal will

attend on an alternate meeting basis unless requested to attend by the superintendent or Association representative. Also, during the course of the year, Board Members may be invited to attend, share and listen to ideas and concerns from the Association. The time and date of the meetings will be mutually agreed upon by the two sides.

ARTICLE VI - EMPLOYMENT PRACTICES TEACHER EVALUATION SYSTEM

A. Committee Representation

A committee comprised of one (1) member from grades K-4, one (1) member from grades 5-8, one member from grades 9-12 to be selected by the membership and two (2) Russia Local School administrators shall convene annually to re-evaluate the teacher observation/evaluation forms (Exhibit C and D).

B. Purpose

The Teacher Evaluation System will be utilized by administrators and faculty members to reach and accomplish the following objectives:

1. To develop, maintain, and retain a highly qualified, competent, and professional staff.

2. To identify areas of appropriate supervisory assistance needed by classroom teachers in order to improve classroom instruction.

3. To monitor progress of teachers.

4. To assess performance and provide a format for guidance to teachers in areas of needed improvement.

C. Definitions

Terms are defined as follows:

1. Administrator/Evaluator – Most evaluations and classroom observations shall be conducted by the Russia Local School superintendent and school principal. County office personnel may be utilized for evaluations and observations if necessary.

2. Teacher/Certificated/licensed Staff – Classroom teachers and various certified/licensed staff members who will be evaluated by this system.

3. Classroom Observation – Classroom visitation by an administrator of at least thirty (30) consecutive minutes.

4. An evaluation consists of at least two (2) classroom observations.

5. The written evaluation form (exhibit D) or other mutually accepted form that meets the requirements of state statue will include areas of acceptable performance and areas in which improvement is needed, if any. If deficiencies are noted, the written report shall also have a specific written plan for improvement.

D. General Guidelines

1. Teachers on limited contracts that are up for renewal shall be observed at least four (4), but not more than six (6) times during the school year with two (2) written evaluations. Observations may be either announced or unannounced.

2. Tenured teachers, teachers who are not due for contract consideration, shall be observed at least two (2) times during the school year with one (1) evaluation. Observations may be either announced or unannounced.

3. Evaluations and observations shall be filed in the personnel file of certified staff members. Staff members retain the right to review files upon request. Staff members will receive a copy of the evaluation and the observations upon request.

4. All teachers have the right to attach a rebuttal to their evaluations.

5. A signature is needed for acknowledgement of receipt of the evaluation form. This should not be mistaken for agreement of the form.

6. See attachment for proper forms that are to be used. (Exhibits C and D)

7. All timelines stated in Article VI shall be extended one (1) day for each day of absence of either the teacher or administrator within the week prior to the stated deadlines for observation or evaluation completion.

   In the case of an absence for more than four (4) weeks by a teacher on Board approved leave, the timelines will be considered extended for an amount of time equal to the absence, but shall not exceed the end of the semester in which the leave was taken.

8. Observations must be separated by at least ten (10) working days.

E. Teacher Evaluation Procedure

The non-renewal and observation/evaluation time guidelines as outlined by ORC 3319.11 and 3319.111 are as follows:

January 15	First set of observations must be completed no later than January 15
January 25	Teacher must receive evaluation form no later than January 25.
Feb. 10 – Apr. 1	Second set of observations must be conducted and completed between February 10 and April 1.

April 10	Teacher must receive second evaluation results no later than April 10.
April 30	Teacher must receive written notice of non-renewal on or before April 30.
10 days	Teacher may demand written statement describing the circumstances that led to Board's intention not to reemploy within ten (10) days of receipt of non-renewal notice.
10 days	Treasurer must provide written statement to teacher within ten (10) days of receipt of demand.
5 days	Teacher may demand hearing within five (5) days of receipt of written statement.
10 days	Treasurer provides written notice to teacher of time, date, and place of hearing within ten (10) days of receipt of demand.
40 days	Hearing must be scheduled and concluded within forty (40) days of receipt of demand.
10 days	Board must provide written decision within ten (10) days of conclusion of hearing.
30 days	Teacher may appeal to the courts the order affirming non-renewal within thirty (30) days of receipt of notice.

INDIVIDUAL EMPLOYMENT CONTRACT

A. The certificated/licensed staff member contract and notification of appointment will be issued no later than June 15. Said contract shall contain the following:

1. Type of contract (limited or continuing)
2. Teacher's name
3. School year
4. Statement of agreement to abide by Board policy
5. Number of pay periods
6. Exact annual salary

B. Upon the completion of four school years of continuous service, and upon a Board decision to renew a staff member's limited teaching contract during the month of April as prescribed by Ohio Revised Code Section 3319.11, a two (2) year limited teaching contract shall be issued.

C. Upon the completion of six (6) school years of continuous service, and upon a Board decision to renew a staff member's limited teaching contract during the month of May as

prescribed by Ohio Revised Code Section 3319.11, a three (3) year limited teaching contract shall be issued.

D. Teachers are eligible for continuing contract status when they:

1. Coursework, and licensure set forth in ORC §3319.08(D) and

2. Length of time the teacher has held and education license, as set forth in ORC §3319.08(D); and

3. Have taught in the Russia Schools for three (3) years, unless they have taught in another school district under a continuing contract. If the teacher previously held a continuing contract, the Board may grant a continuing contract after two (2) years of employment with the Russia Board of Education.

4. A teacher will be considered for a continuing contract at the end of the year in which he/she becomes eligible upon written request by the employee.

E. A supplemental contract for extra assignment in accord with Section 3319.08 of the Revised Code will be enclosed with the regular contract for those certificated/licensed staff members who are to be given extra pay for extra services rendered. All supplemental contracts or extended day contracts will be automatically non-renewed on an annual basis. The holders of such contracts will not be notified of the non-renewal prior to or following the Board of Education meeting.

CERTIFICATED/LICENSED STAFF MEMBER COMPLAINT

A. Community and school relations should ideally reflect an attitude of mutual concern and cooperation in the constant attempt to provide the best possible learning situation for the students. However, complaints and misunderstandings are inevitable. Complaints against certificated/licensed staff members originating at levels other than with the immediate supervisor shall be handled as follows:

1. A complaint received by an individual Board member directed toward members of the certificated/licensed staff members shall be referred to the principal.

2. The building principal will inform the certificated/licensed staff member of the complaint and offer an opportunity to settle the complaint. The administrator shall offer every possible assistance to the certificated/licensed staff member.

B. It is deemed most desirable that initial attempts to settle complaints against certificated/licensed staff members should be made informally through personal, private conferences at the school level among the certificated/licensed staff member, pupil, parent, principal, and other appropriate staff personnel. In the presence of parents and students, the principal and certificated/licensed staff member shall behave toward each other with the respect that one professional educator affords another. If the complaint cannot be settled informally, the following procedures shall be followed:

1. At the request of the complainant or certificated/licensed staff member, a meeting of the certificated/licensed staff member, principal, and the complainant will be arranged at a mutually convenient time to discuss the complaint.

2. If the complaint is not resolved at that level, it may be appealed to the superintendent of schools or his/her representative.

3. If it is still unresolved, it may be appealed to the Board of Education. The certificated/licensed staff member may be represented by any representative of his/her choice at this level.

C. No anonymous complaints or concerns, written or verbal, shall be placed in the teacher's or administrators personnel file or used for discipline, evaluation, or become a matter of record in any way, unless it involves a violation of a work rule or a criminal act, and the complaint or concern is substantiated by an investigation.

VACANCY, ASSIGNMENT, TRANSFER, AND DISPLACEMENT

A. Vacancies

The superintendent shall post all vacancies via staff email when they occur in the Russia Local School District. Vacancies are defined as positions open through resignation, retirement, non-renewal, addition, or termination.

1. If a vacancy occurs during the summer months, the superintendent shall send notification by means of email to each certificated/licensed staff member. Those not covered by this means will be notified by letter or phone by the superintendent.

2. A notice of vacancies shall be posted for a minimum of six (6) school days and existing certificated/licensed staff members will be given primary consideration as vacancies occur. Certificated/licensed staff will respond in writing within six (6) school days of the posting if they are interested in the position. The letter must be signed, dated and submitted to the superintendent. The hiring decision will not be made prior to the listed date six (6) school days after the end of the posting date).

3. In an emergency situation, the superintendent may fill a vacancy temporarily for a period of six (6) school days while a replacement is sought.

4. The vacancy policy refers to teaching as well as supplemental positions.

5. Decisions are based on the best interest of students, teachers, and the district.

Reasons will be given, upon written request by the staff member, only in the case of the administration's denial of a staff member's request for a voluntary transfer.

B. Assignment and Transfer

1. Involuntary Transfer

The superintendent shall assign certificated/licensed staff members as deemed necessary after consultation among superintendent, principal, and the certificated/licensed staff member.

2. Voluntary Transfer

A certificated/licensed staff member may request a transfer to another building, grade level, subject area, or a newly created position. Such request must be submitted in writing to the superintendent prior to April 15 of any year, and shall state the reasons for the request. A ruling on the request will be given in writing to the certificated/licensed staff member by June 1. If the request is denied, the reason or reasons for such denial will be stated in writing. The denial of such transfer will not be subject to review through the grievance procedures.

Should several applicants request the same position and all things equal seniority in the school district shall be one of the deciding criteria.

3. Decisions are based on the best interest of students, teachers, and the district.

Reasons will be given, upon written request of the staff member, only in the case of the administration's denial of a staff member's request for a voluntary transfer.

4. The Superintendent, Principal and representatives from the Association will engage in a discussion if the district experiences a high turnover rate in a teaching position, defined as consecutive years of the position being vacant, the administration shall have the option of placing candidates for this position up to three steps higher on the salary scale than their years of experience.

REDUCTION IN CERTIFICATED/LICENSED STAFF

A. When, in the judgement of the Board, it becomes necessary to reduce the certificated/licensed staff because of decreased enrollment of pupils, return to duty of regular certificated/licensed staff after leaves of absence, by reason of suspension of school or territorial changes affecting the district, grade or curriculum reorganization, or for financial reasons, such reduction will be made by suspension of contracts in accordance with the following procedure.

B. If the Board effects reduction of continuing or limited contracts by suspending certificated/licensed staff members' contracts, such contract suspensions shall comply with Section 3319.17 of the Ohio Revised Code

C. Upon implementation of the reduction in force policy, (RIF) contract suspensions will be made on a system-wide basis in accordance with the following procedure:

1. Contract suspensions shall occur to certificated/licensed staff members' limited contracts by certificated/licensed areas and the district shall take in consideration

to demonstrated proficiency, regular certificated/licensed staff members' evaluations, the needs of the district, and all things equal seniority.

2. Certificated/licensed areas must be on record in the certificated/licensed staff member's personnel file by March 1 of any school year.

D. Seniority

When used in this section, seniority is defined as years of continuing employment within the school district. Where seniority among two (2) or more affected certificated/licensed staff members is equal under this definition, preference shall be given in priority as follows:

1. Date and time of employment as determined by Board minutes.

2. Total number of years of teaching experience.

3. Additional ties in seniority shall be broken by lot.

4. Continuous employment shall include all time on sick leave, all time on Board-approved paid leave of absence, all time on disability, retirement to a maximum of five (5) years, and all time during suspension or non-renewal for reduction in certificated/licensed staff reasons if the certificated/licensed staff member is reinstated.

5. Unpaid leaves of absence shall not constitute an interruption in continuous service. However, the time that the certificated/licensed staff member was on such unpaid leave will not be counted in total years of service in determining seniority right hereunder.

6. Seniority shall be lost when a certificated/licensed staff member resigns or leaves the employment of the Board due to non-renewal for reasons other than reduction of staff.

7. Seniority for part-time certificated/licensed staff members will be accumulated based on the actual percentage of continuous full and part-time employment in the district. For example, certificated/licensed staff member A teaches full time for one year, then teaches 75% of the second year, 50% the third year, and 60% the fourth year. Certificated/licensed staff member A would accumulate 2.85 years of seniority.

E. Recall Rights

Certificated/licensed staff members whose contracts have been suspended due to a reduction in force reasons shall have rights to recall as follows:

1. Recall rights shall be limited to twenty-four (24) months from end of the last contract year.

2. Certificated/licensed staff members whose contracts were suspended shall be recalled to a vacancy in the inverse order of contract suspension, as positions

become available in their area of certification at the time of recall. Certificated/licensed staff members shall notify the district of any changes in their area of certification.

3. A certification staff member refusing a recall position shall have his/her name removed from the recall list.

4. Certificated/licensed staff members on recall status shall have the responsibility for keeping the superintendent informed of their current address, name change, and telephone number. Notification of recall shall be by certified mail at the certificated/licensed staff member's last known address. Failure to contact the superintendent to accept such recall within ten (10) calendar days of the date of such mailing shall be considered a refusal of recall and shall remove the certificated/licensed staff member from recall status.

5. RIF'd certificated/licensed staff members have substitute privileges over regular substitutes.

F. Notice of Contract Suspension

No certificated/licensed staff member covered hereunder shall have his/her contract suspended unless the affected certificated/licensed staff member (s) has been given at least a fourteen (14) day notice of the superintendent's intention to recommend such suspension to the Board.

G. Nothing contained herein shall abridge the Board's right to non-renew a limited contract certificated/licensed staff member for reasons other than a reduction in force in accordance with Ohio Revised Coded Section 3319.11.

ARTICLE VII - LEAVES OF ABSENCE

A. Sick Leave

1. Each full-time certificated/licensed member of the bargaining unit shall receive sick leave in the amount of one and one-fourth (1¼) days per calendar month of employment or fifteen (15) days per year.

2. Each part-time certificated/licensed staff member of the bargaining unit who works under contract shall receive sick leave comparable to the percentage of time he/she works, at the rate of one and one-fourth (1¼) days per month.

3. An employee may accumulate up to 220 days of sick leave credit.

B. Use of Sick Leave

1. Teachers may use sick leave for absences due to personal illness, pregnancy, recovery from childbirth, injury, exposure to contagious disease which could be communicated to other employees or to students, medical or dental

appointments (when such cannot be scheduled during non-working hours), and to illness, injury or death in the employee's immediate family.

a. The immediate family shall be defined as the teacher's biological, adopted, legal guardian, step and/or foster; mother, father, brother, sister, father-in-law, mother-in-law, husband, wife, child, grandchild, grandparent, or other blood relative living as a permanent resident of the teacher's household.

2. An employee will receive a maximum of eight (8) weeks leave immediately after the birth of a child. Leave will be extended only with a physician's statement. After the expiration of approved sick leave, the employee may apply for Family Medical Leave.

3. The Board may require an employee to furnish a written signed statement on forms prescribed by the Board to justify the use of Sick Leave.

C. Exhaustion of Sick Leave

An employee who has exhausted his/her sick leave may be advanced up to five (5) days sick leave. Unearned sick leave days charged to an employee will result in loss of pay if the employee is not re-employed, or shall be charged to sick leave to be accumulated in the ensuing school year.

If a teacher is ill or disabled and has exhausted his/her accumulated sick leave, and is not entitled to further advancement of sick leave under the provisions of this contract or Board policies, such teacher is entitled to an unpaid leave of absence for a period of not more than two years. This leave may be renewed at the option of the Board of Education.

D. Sick Leave Bank

1. The SAC (Staff Administrative Communications) committee will function as the Sick Leave Bank Committee. The committee will meet to review requests and grant days as they are requested. The SAC committee's ruling shall not be grievable or appealable.

2. The Chairperson of the SAC shall solicit (on or about July 1 of each year) the donation of unused sick leave days from members to establish and maintain a sick leave bank. Each member may donate up to a total of three days annually. Unused days remaining in the sick leave bank at the end of the school year will accumulate for the following year (year ends June 30 each year) to be added to the new donations. The SAC Chairperson shall provide the Board Treasurer with a list of members who have donated days and the number of days they have donated by September 30 of each year.

3. Quarterly reports on the status of the sick leave bank, including the number of days remaining, will be provided to the Association by the Board Treasurer.

4. In the event that, in the judgment of a physician, an employee of the bargaining unit has exhausted his/her sick leave (including available days of advancement)

for the remainder of the school year due to catastrophic illness or injury (such as cancer, stroke, heart attack, major surgery, complications from surgery, etc.) to the employee, afflicted employees of the bargaining unit may make application to the SAC Chairperson to utilize sick leave bank day(s) up to a maximum of 20 days per year per afflicted individual. (Exhibit E) Utilization of sick leave bank shall be for the same purposes as personal sick days found in Article VII (B) (1) of the collective bargaining agreement.

5. At the time of donation, the Board Treasurer shall deduct such days from the employee's accumulation and place the days in the sick bank.

6. The SAC Chairperson shall announce the need for additional days to the bargaining unit when the balance falls below twenty (20) days.

E. Personal Leave

1. At the beginning of each school year, every certificated/licensed staff member shall be credited with three (3) days of unrestricted personal leave. Such leave shall be subjected to the following provisions:

   a. Personal leave may be used for any purpose at the discretion of the certificated/licensed staff member.

   b. A personal leave day cannot be taken one school day immediately preceding or following extended vacations (Thanksgiving, Christmas, and Easter). Personal days may be used preceding or following three (3) day weekends.

   c. A personal leave day shall not be approved for the first day of school, the last day of school, or a certificated/licensed staff member meeting day.

   d. Personal leave must be requested upon the proper form (Exhibit F) provided by the Board of Education, signed by the certificated/licensed staff member, and presented to the principal at least five (5) school days in advance.

   e. No more than three (3) certificated/licensed staff members may be granted personal leave on the same day. In case of conflict, requests will be honored on a first-come, first-serve basis.

   f. Exception of these guidelines may be made at the discretion of the superintendent.

   g. Bargaining unit members may elect to carry-over one (1) unused personal day per year from the previous year. Bargaining unit members can only have four (4) personal days in any given year, which includes any carry-over day. Such personal days will be non-cumulative.

F. Professional Leave

The Professional leave policy of the Russia Local School will be subject to the following provisions:

1. All certificated/licensed staff members shall be provided opportunities for the development of increased competence beyond that which they may obtain through the performance of their assigned duties, through attendance at professional meetings.

2. For purposes of this policy, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of Russia Local School certificated/licensed staff members as determined by the superintendent of schools.

3. Any certificated/licensed staff member may, after approval of the superintendent and meeting all other necessary conditions as described below be absent without loss of pay for attendance at such professional meetings or conferences.

4. The cost of attendance to approved professional meetings or conferences shall be paid in whole or in part by the Board of Education with prior approval of the superintendent. This includes items such as mileage, registration fees, and hotel accommodations.

5. The following conditions must be met for a certificated/licensed staff member attending a professional meeting:

    a. Discuss the conference or meeting with the building principal and obtain and complete a professional leave request form.

    b. Return any request for professional leave form to the building principal at least two (2) weeks prior to the meeting or event for which the approval is sought, unless waived by the superintendent. (Exhibit G)

    c. When such request is received by the building principal, it will be forwarded to the superintendent who will approve or disapprove the request.

    d. If the superintendent disapproves the request he will contact the staff member to indicate reasons for disapproval.

    e. Upon returning from the conference or meeting, a brief written summary of such meeting or conference shall be submitted to the superintendent upon request for possible distribution to members of the Board of Education.

    f. Reimbursement requests for approved professional meetings or conferences shall be submitted on the approved school expense form to the superintendent. Receipts must be submitted. (Exhibit H)

G. Assault Leave

An employee who is absent due to physical injury resulting from an unprovoked attack upon said employee when the assault occurs on Board premises or while in attendance at an official school function and in the course of said employee's employment, or when the assault occurs when said employee is attempting to stop an attendee's inappropriate behavior at an official school function, an employee will be granted up to ten (10) working days of assault leave. During such assault leave, said employee shall be maintained on full pay basis. Assault leave shall not be charged to the employee's accumulated sick leave or personal leave.

Assault leave may not be granted under this policy unless the employee in question:

1. Has signed a written statement justifying the granting and use of assault leave.

2. Provides a certificate from a licensed physician stating the nature and duration of the physical injury and the necessity of absence from regular employment.

3. The Administration and Board will give their fullest support to the affected employee by prosecuting the perpetrator of an assault against an employee to the fullest extent of the law and applicable Board and building discipline procedures.

H. Bereavement Leave

1. Funeral leave without loss of pay or deduction from sick leave to attend and to plan funerals that occur on days schools are in session shall be granted to a bargaining unit member upon request to the Superintendent as follows:

2. Immediate family – up to three (3) bereavement days. The immediate family will include the following: a spouse, a parent or child of the employee or the employee's spouse, sister or brother, grandparent, grandchild, father-in-law, sister-in-law, mother-in-law, brother-in-law, or spouse of a child.

3. Secondary family members – up to three (3) sick days. Secondary family members will include the following: aunt, uncle, niece, nephew. Also included are grandparents of a bargaining unit member's spouse, aunt of a bargaining unit member's spouse and uncle of a bargaining unit member's spouse.

4. Other Relatives/Close Family Friends- one (1) day of sick leave per contract year.

I. Jury Duty

When a certificated/licensed staff member has been selected for jury duty, he/she shall notify the building principal so that arrangements may be made for the time of absence. The money received from jury duty shall be subtracted from the regular school pay or signed over to the treasurer with no pay deduction. This leave of absence will not be deducted from the certificated/licensed staff member's sick leave, personal leave, or other leaves of absence. While on jury duty, the certificated/licensed staff member's sick

leave, severance pay, and all other benefits shall accrue the same as any other regularly employed certificated/licensed staff member.

J. Uncompensated Leave

The Board recognizes that in certain instances an employee may wish extended leave for personal reasons and that the district could benefit from the return of said employee. For that purpose, the Board will promulgate policy for the award of uncompensated leaves of absence for reasons other than those specified by statute. The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

Guidelines

1. Purpose

Uncompensated leave may be taken for the following purposes, study, travel, special work assignment in a related area, public service commitment, restoration of health, and maternity leave.

2. Eligibility

Uncompensated leave may be granted to an employee who has completed at least three (3) years of service with the district.

3. Application

Request for uncompensated leave shall be made to the superintendent at least ninety (90) days in advance of the desired start date.

Consideration will be given to emergencies, but in no case will leave be permitted to start at any time except at the start of a semester. (Health and Maternity exempted)

All applications are subject to final approval by the Board and any applications may be refused without comment at the Board's discretion.

4. Period of Leave

An uncompensated leave may be granted for a period of one school year with extension for one additional school year for a two (2) year maximum which shall be considered upon proper application. Renewal shall require clear evidence that the district's interests will not be adversely affected.

5. Commitment of Employee

The employee granted an uncompensated leave shall inform the Board at least six (6) months before the scheduled return date as to his/her intentions. If said notification is not received, action may be taken to terminate employment.

Upon return from leave for health reasons, the employee will furnish a physician's certificate stating that he/she is able to resume his/her normal duties.

6. Commitment of Employer

At the expiration of the uncompensated leave, the employee shall be offered a position for which he/she is certified. Time on uncompensated leave shall not count as time on the job. Course credit obtained during uncompensated leave may be applied toward credit on the salary schedule. While on uncompensated leave, an employee and/or covered dependents are entitled to continued insurance coverage as prescribed by the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

7. Sabbatical Leave (Educational Leave)

A staff member who has completed five (5) years of service may, with the permission of the Board of Education and Superintendent, be entitled to take a leave of absence without pay for one or two semesters, subject to the requirements that:

a. Ninety (90) days prior to the proposed leave, the staff member shall present to the superintendent for approval a plan for taking educational leave and at the conclusion of the leave provide evidence that the plan was followed. All plans must be in writing.

b. A satisfactory substitute must be obtained.

c. The staff member on such leave shall notify, in writing, the superintendent of his/her intention to return sixty (60) days prior to his/her return to service.

d. The teacher, upon return and proof that the plan was followed, will be assigned to a position for which he/she is certified, only at the beginning of a semester. If a staff member did not follow the plan, the staff member's contract will be terminated.

e. Health and life insurance will be paid to current percentage levels by the Board of Education.

f. Seniority and sick days will be accrued during the absence.

ARTICLE VIII - COMPENSATION

A. Salary Schedule

The minimum salary approved for the 2024-2025 school year shall be $39,786 which is a 4% increase from the 2023-2024 minimum base salary (Exhibit I). There will be a step and/or column increase for those eligible.

The minimum salary approved for the 2025-2026 school year shall be $41,079 which is a 3.25% increase from the 2024-2025 minimum base salary (Exhibit I). There will be a step and/or column increase for those eligible.

The minimum salary approved for the 2026-2027 school year shall be $42,414 which is a 3.25% increase from the 2025-2026 minimum base salary (Exhibit I). There will be a step and/or column increase for those eligible.

All new hires will be started on the BA+150 column and stay for year 1 and 2 at the starting step. All current employees in the BA column will be moved to the BA+150 column at their current step.

B. Basic Regulations

1. Salaries are based on one hundred eighty-four (184) days of school.

2. Training classification will be based on total credits, filed and certified on September 15 of each contract year.

3. Extra pay for extra activities outside of school time will be provided for as assigned by the local superintendent.

4. All teachers must comply with the Ohio Teacher Certification/Licensure Law, the regulations of the State Department of Education and all rules and regulations of the Russia Local School Board of Education concerning teacher assignments, extracurricular duties, hours of work, certificated/licensed staff member meetings and professional organizations.

   Experience shall be granted according to the regulations of the Ohio Revised Code.

C. Severance Pay Upon Retirement

Upon retirement, an employee will be paid for one quarter (¼) of his/her days of sick leave for a maximum fifty (50) days. Example: If an employee has 120 days of unused sick leave upon retirement, 30 days would be paid. If an employee has 8 days of unused sick leave, 2 days would be paid. An employee must have not less than ten (10) years of service with Russia Local School to qualify for severance pay.

D. Pick-Up of Retirement

The Board shall tax shelter the retirement contribution of all certificated/licensed staff members pursuant to regulations and procedures of the Ohio State Teachers' Retirement System and the Internal Revenue Service.

The retirement contribution which in the past has been paid by each employee, will be paid on behalf of the employee by the Board of Education resulting in a tax shelter of the employee's contribution. This is the salary reduction method which increases take-home pay without cost to the Board.

Sick leave, severance, supplemental, and extended-service pay, which are indexed to or otherwise determinable by reference to the certificated/licensed staff member's rate of pay, shall be calculated upon both the cash salary component and pick-up component of the certificated/licensed staff member's restated salary.

INSURANCE

E. Hospitalization

The Board shall purchase from a carrier licensed by the State of Ohio basic, hospital-surgical major medical insurance coverage for all full-time certificated/licensed staff members who request it.

During the term of the contract (July 1, 2024 to June 30, 2027), the employee shall pay fifteen percent (15%) and the board shall pay eighty-five percent (85%) of the health insurance premium.

	2021-2022	2022-2023	2023-2024
Family HSA Payment	$175	$175	$175
Single HSA	$87.50	$87.50	$87.50

Employees may enroll in dental insurance without enrolling in Option 4. The Russia Local School Board of Education agrees to pay the full premium for full-time staff members, or a pro-rated amount for part-time staff members, if the staff member does not enroll in any Health Insurance Plan.

The Board shall pay six hundred dollars ($600.00) to each full-time certificated/licensed staff member who chooses not to enroll in a hospital-surgical major medical insurance plan. Part-time staff members employed as of May 16, 2003 shall receive the payment prorated according to the percentage of time worked (full-time equivalency of the staff member). No payment will be made to any part-time staff member hired after May 16, 2003.

The Board retains the right to make the final selection of which licensed carrier shall provide hospital-surgical major medical insurance coverage for full-time certificated/licensed staff members during this contract period and in future contract periods. The current terms, conditions, and benefits of the insurance program provided under this agreement will remain the same, unless changed by a vote of the insurance

consortium. The Board and the REA agree to discuss changes which are made by the consortium and such changes must be mutually agreed upon. Employees will have the option to any of the insurance options provided by the insurance consortium.

The design of the two plans are:

HSA option Exhibit J

F Group Life Insurance

The Board shall purchase a twenty thousand dollar ($20,000) group term life insurance plus accidental death & dismemberment for full-time certificated/licensed staff members from a carrier licensed by the State of Ohio.

All full-time certificated/licensed staff insurance: twenty thousand dollar ($20,000) Group Term Life Insurance and twenty thousand dollar ($20,000) Accidental Death & Dismemberment. When an employee reaches certain age benchmarks outlined in the group life insurance plan, the insurance benefit decreases. The employer will notify each staff member when they reach any of these age benchmarks.

G Payment of Insurance Premiums for Part-Time Teachers

If a certificated/licensed staff member is employed half-time or more, he/she is eligible for partial payment of medical insurance in accordance with the approved plans for the full-time certificated/licensed staff. The Board will pay a portion of the premium based on the percentage of time the certificated/licensed staff member is employed; i.e., if a certificated/licensed staff member is employed sixty percent (60%) of a full-time contract, the insurance payment will be sixty percent (60%) of that which is paid on behalf of a full-time certificated/licensed staff member.

Teachers "shared" with other districts shall receive insurance benefits based on the percentage of the employment contract.

H. Waiver of Tuition for Children of Certificated/Licensed Staff Members

As permitted by the Ohio Revised Code, certificated/licensed employees who reside outside of the boundaries of the Russia Local School District are exempt from paying tuition for children who are attending Russia School.

I. Detention/Saturday School

Teachers will be paid for detention and Saturday school at the rate of sixteen dollars and 50 cents ($16.50) per hour. Teachers may volunteer for detention or Saturday school, and be assigned as needed. However, the administration may require employees to supervise detention and Saturday school, if needed, at the rate of sixteen dollars and 50 cents ($16.50) per hour. Teachers will be paid sixteen dollars and 50 cents ($16.50) for one (1) hour when students do not show for Saturday school.

J. Summer School and After School Tutoring Compensation

Certified/licensed bargaining members will be paid thirty dollars ($30) per hour for after school tutoring and certified/licensed bargaining members will be paid thirty dollars ($30) per hour for summer school tutoring.

K. Reimbursement for Standardized Assessment Intervention Performed Outside the School Day

Teachers will be paid for standardized assessment intervention performed outside the school day at the same rate as the tutor rate.

L. College Tuition Reimbursement

The Board shall appropriate annually a sum in the amount of three thousand two hundred dollars ($3,200) to provide tuition reimbursement to teachers for earned college credit subject to the following conditions:

a. No employee covered by this agreement will be eligible to receive tuition reimbursement until he/she has taught in the District for one (1) year.

b. The college course must be taken in education, in the area of present certification, or in any area of any certification permitted by the State Department of Education leading to a new certificate. However, no teacher will be permitted to take courses outside his/her area of certification until he/she reaches the level of BS/BA 150.

c. The available money will be separated into two different pay periods. One thousand six hundred dollars ($1,600) will be allocated from July 1 to December 31, and one thousand six hundred dollars ($1,600) will be allocated from January 1 to June 30 of each contract year. The money shall be provided on a first come, first served basis for each of these pay periods.

d. Determination of the pay period in which your reimbursement will apply is determined by the ending date of the class. Any money not used in the first half of the year will be put into the January-June total. Any unused funds at the end of the June, will not be rolled over into the next school year.

e. All courses, including correspondence courses and online courses, must be provided by an accredited institution in order to be approved for purposes of reimbursement.

f. Eligibility is conditioned on submission of the following:

1. Completion of the proper form listing the number of hours of reimbursement;

2. A grade card showing a passing grade; and

3. Record/proof of payment. It is the teacher's responsibility to submit the required information for reimbursement.

g. Reimbursements will be made upon the submission of items listed in Section F.

h. The rate of tuition reimbursement shall be one hundred dollars ($100) for each credit of college classes taken (semester or quarter) with a limit of four hundred dollars ($400) for each individual teacher, per contract year.

i. Each teacher receiving pay under this section, prior to his/her receipt of such pay, shall agree that he/she will teach in this District for at least one (1) full school year following receipt of such pay. If such teacher fails to teach in the district for the required period, the amount of such pay received during the prior school year shall be deducted from said teacher's final pay.

M. CCP Tuition Reimbursement

In an effort to continue to offer a large number of CCP courses within the district, the following tuition reimbursement will be offered as well as our traditional tuition reimbursement.

1. The tuition will be at the Superintendents discretion for current high school teachers seeking to become or maintain their status as adjunct professors through the CCP program based on the following criteria:

   a. 100% tuition cost will be reimbursed for staff who have already achieved Master's Plus 15 on the salary scale.

   b. 75% tuition cost will be reimbursed to staff who have already achieved their Master's Degree.

   c. Teachers who have not earned a Master's Degree will only be eligible for the traditional tuition reimbursement.

   d. Longevity Clause – Staff members who receive CCP Tuition Reimbursement must remain teaching in the district for three (3) years after the reimbursement is received. If a staff member leaves the district before the minimum three (3) years the staff member must repay the tuition reimbursement in its entirety.

L. Personal Day Bonus

The Board will pay a bonus to each certificated/licensed staff member who completes a contract year and uses

Zero personal days	$400
One or less personal days	$200
More than one, up to two days	$100

M. Sick Day Bonus

The Board will pay a bonus to each certificated/licensed staff member who completes a contract year and uses

Zero sick days	$300
One or less sick days	$200

N. Substitute Pay During Planning Period

The Board will pay certificated/licensed teachers a sum of twenty-five dollars ($25) for substituting for a class during a regularly scheduled planning period. The action of substituting during a regularly scheduled planning period is defined as internal substitution.

O. R-CCP Compensation

If a bargaining unit member instructs a College Credit Plus class in the Russia Local School District, he/she will be compensated with a two hundred dollar ($200) stipend per College Credit Plus class instructed per school year.

P. Electronic Deposit of Pay Checks

The Board agrees to electronic deposit of all employee's checks to the financial institution of the employees choice.

Q. BCII and FBI Checks

The Board will pay the cost of BCII and FBI background checks required for license renewal for permanent certificated staff members for the life of this contract ending June 30, 2027.

ARTICLE IX - WORKING CONDITIONS AND SCHOOL CALENDAR

A. Certificated/Licensed Staff Members' Day

Certificated/licensed staff members must be in their homerooms or first period classroom fifteen (15) minutes before school goes into session, and remain in school five (5) minutes after the last bell. Certificated/licensed staff members' day will be seven (7) hours and twenty-five (25) minutes. Certificated/licensed staff members will be in their classroom on time and not leave without due cause. Specified staff members will be required to attend meetings as called by the administration. Every attempt will be made to end meetings by 4:00 p.m.

The Board of Education will grant each certificated/licensed staff member thirty (30) minutes of duty-free lunch.

B. Planning and Conference Time

The Board will grant full-time equivalent certificated/licensed staff members, who are assigned a day of six (6) hours or longer exclusive of the lunch period, at least two hundred (200) minutes per week for instructional planning, evaluation, and conferences. A half-time or more certificated/licensed staff member will receive instructional planning, evaluation, and conference time equivalent to the percentage of the school day he/she is employed.

C. School Calendar

Certificated/licensed staff members will be consulted before final approval of the school calendar.

The Russia School calendars shall consist of one hundred eighty-four (184) contract days. The calendars will include one hundred seventy-eight (178) days of instruction, two teacher inservice days (flex-time, total of 12 hours), one teacher workday at the beginning of the school year, two (2) parent-teacher conference days, and one (1) teacher workday at the end of the school year.

D. Flex-Time Inservice Days

Certificated/licensed staff members are compensated for one (1) teacher inservice days per contract year. In order for a certificated/licensed staff member to receive compensation for inservice days, a certificated/licensed staff member must complete six (6) hours of inservice prior to the last regular school day of the contract year. Six (6) hours of inservice must be completed by this date in order for a staff member to receive six (6) hours of compensation for teacher inservice.

Teachers may work in their classroom on non-school days with permission of the superintendent. Teachers must submit a written plan to the superintendent outlining items to be covered during their flex time. The proposal must be submitted at least fourteen days in advance of the planned flex time.

Additional inservice day will be scheduled in collaboration with administration and certified staff. Inservice can either be whole staff, small group, or individualized professional development.

All flex-time inservice days shall be pre-approved by the superintendent.

E. Professional Development Delays and Early Dismissals

Excluding the May two hour delay, all early dismissals and two hours delays will be mutually agreed upon by the REA and administration based on the need for professional development for a maximum of four (4) per year.

F. Virtual Day

After the normal usage of the five (5) calamity days, the regular prescheduled makeup days shall be utilized:

If a calamity day has been declared, a makeup/virtual day may be required on the declared calamity day prior to or during student testing. Bargaining unit members shall have the option of reporting to work for the virtual day or working from home for the virtual day. If a calamity day has been declared after testing has occurred, staff shall take part in professional development days on the day the calamity day has been declared.

G. Discipline

1. Discipline may be imposed on members of the bargaining unit for neglect of duty, violations of reasonable policies or directives adopted by the Board, falsification of sick leave, personal leave, or assault leave forms or for other just cause. Discipline will not be imposed based on written or verbal complaints or accusations that are unsubstantiated and/or anonymous.

2. Discipline includes termination, suspension with pay of up to two (2) days, suspension without pay for up to three (3) days, written reprimands and verbal reprimands.

3. Any verbal reprimand(s) will be made in private, and no record shall be made of the incident. A verbal reprimand may only take place after an investigation is completed and any accusations have been substantiated.

4. A written reprimand, signed and dated by the principal, shall be signed and dated by the teacher with a copy given to the teacher and a copy placed in the teacher's personnel file. Such written reprimand may only take place after an investigation is completed, the accusations have been substantiated, and a meeting with the employee is held.

5. Suspensions shall be imposed by the superintendent.

   a. Before any such suspension is imposed, the employee will be furnished with written notification of the proposed suspension, including the dates and reasons therefore.

   b. If requested in writing within three (3) working days of the receipt of notification, the employee will be granted a hearing before the superintendent and his/her designee. At such hearing, the employee and/or his/her representative will have the opportunity to present evidence on his/her behalf. The employee may be represented by any person of his choosing at the hearing. Such hearing will be scheduled within ten (10) working days from the receipt of the request from the employee.

   c. Within five (5) working days following the hearing, the superintendent will provide the employee with a written review of the hearing and the determination and judgement thereof. If the suspension is upheld, the reason (s) will be provided in writing.

   d. Any suspension challenged by a grievance shall be held in abeyance until an arbitrator has submitted a decision.

6. These discipline procedures are subject to the grievance procedure. Any grievance filed because of action taken under this section will follow the procedure set forth in Article IV except in the case of suspensions when the grievance shall automatically commence at the superintendent's level

7. When the Board effects the termination of an employee's contract, said termination shall be in keeping with the provisions of O.R.C. 3319.16.

H. Inclusion Mainstreaming

1. There shall not be a backlog of students to be tested into special education.

2. Regular classroom teachers are to be included in any diagnostic meetings and in the IEP conference for special education students with specific needs beyond LD tutoring who are included or mainstreamed in their classrooms.

3. If problems arise for the regular classroom teacher as a result of inclusion or mainstreaming of a special education student, there shall be problem solving procedures in place for resolving such issues. (The Board of Education and the Russia Education Association shall develop the procedures by January 15, 1998. Committee shall consist of the two REA representatives, two administrators, and two Board members).

I. Mentor Program

1. Staff member will be paid five hundred dollars ($500) to serve as a mentor for a new employee. This will be paid by the Shelby County Educational Service Center if grant funds are available. If funds are not available, the teacher will be paid by the Russia Local School Board of Education.

2. Staff members will not be "required" to be a mentor.

3. Written evaluations of the new employee will not be required by the mentor.

J. Jeans Day

All certified staff will have the opportunity to wear jeans and a Russia/academic oriented t-shirt on Fridays. Staff members are expected to maintain a professional appearance.

ARTICLE X - OTHER PROVISIONS

A. Savings Clause

If any provision of this Agreement is found to be contrary to law by the Supreme Court of the United States, or by any court of competent jurisdiction from whose judgement or degree no appeal has been taken within the time provided for doing so, the remainder of the Agreement shall remain in full force and effect and the parties to the Agreement shall thereupon meet within ten (10) days to seek to negotiate substitute provisions which are in conformity with the applicable law.

B. Nondiscrimination Pledge

There will be no discrimination, restraint, or coercion by either the Board or the Association, or by an agent or representative of either party against any employee because of his/her membership or non-membership in the Association, participation in

Association activities, or because of his/her race, color, religion, handicap, sex, or national.

C. Duration of Agreement

This Agreement shall remain in full force and effect from July 1, 2021 to June 30, 2024 and shall continue in full force and effect from year to year thereafter unless written notice of a desire to modify or terminate this contract is served by either party upon the other at least sixty (60) days prior to the aforesaid expiration date, or at least sixty (60) days prior to the annual expiration date of any subsequent year.

IN WITNESS WHEREOF, the parties hereto, by their duty authorized representatives, have executed this Agreement on the day and year first above written.

5/24/24 5-17-24

President Date
Russia Local Board of Education

President Date
Russia Education Association

5-17-24

Superintendent Date
Russia Local Schools

5-17-2024

Treasurer Date
Russia Local Schools

Exhibit A

Grievance Procedure Form

Level _____

Aggrieved Person, Persons, and/or Association _____
_____
Address _____ Phone _____
School _____ Principal _____
Date of Grievance Occurred _____ Date of Formal Filing _____
Person or Persons to Whom Grievance is Directed _____
_____ Initiated on Level _____

State the specific provision of the agreement which you claim has been violated and describe the circumstances:

Action Requested:

_____
Grievant Date

Exhibit B

Grievance Decisions

LEVEL ONE (Formal) Decision & Reasons Therefore _____

_____

_____

Date _____ Signature _____
Principal

Signature _____
Aggrieved and/or Association Representative *

LEVEL TWO (formal) Decision & Reasons Therefore _____

Date _____ Signature _____
Superintendent

Signature _____
Aggrieved and/or Association Representative *

LEVEL THREE (formal) Decision & Reasons Therefore _____

Date _____ Signature _____
Board

Signature _____
Aggrieved and/or Association Representative *

WHERE DECISION REQUIRES ADDITIONAL SPACE, ATTACH PAGES AS NECESSARY.

* Signature of the aggrieved and/or Association Representative indicates only receipt and not necessarily agreement with the decision.

Exhibit C

Russia Local School
OTES 2.0

Professional Growth Plan
-Complete the Teacher Self-Assessment Tool provided by ODE (optional / not required). -Complete a Professional Growth Plan and review it with the evaluator by September 15th. -This plan consists of two goals (one student-based and one teacher-based). -Goals should be determined based on the designated area of refinement on the prior year's evaluation, HQSD from the prior year, and/or the Teacher Self-Assessment Tool. -Complete the HQSD Verification Form and turn it in with the Professional Growth Plan.
Pre-Conference
-Complete the Pre-Observation Conference Form. -Schedule a pre-conference with the evaluator to discuss the responses of the forms prior to the formal observation date.
Formal Observation
-The evaluator will schedule a formal observation date and time lasting at least 30 minutes.
Post-Conference
-The evaluator will complete the formal observation report and schedule a post-conference to discuss it. -Based on the post-conference discussion, determine an area of focus for the focused observation and remainder of the school year. -Complete the Area of Focus Form and submit it to the evaluator within 10 days of the post-conference.
Focused Observation
-The evaluator will complete an unannounced evaluation lasting at least 30 minutes. -The evaluator will provide informal feedback; However, a formal conference will only be made upon request.
Walk-throughs
-Several walk-throughs lasting 5 - 10 minutes will be completed over the course of the school year. -The evaluator may use walk-through forms to provide feedback.
Final Holistic Evaluation
-Evidence collected during formal and informal observations, walk-throughs, meetings, conferences, etc. will be used to determine a final holistic rating. -The evaluator will schedule a time to discuss the Final Holistic Evaluation by May 1st. -Create a professional growth plan for the next school year based on feedback from the evaluations, HQSD, and/or teacher self-assessment tool. (optional/may be completed in the fall). -Confirm the rating in eTPES by May 10th.

Exhibit C

Deadline: September 15th

Russia Local School
Professional Growth Plan

The purpose of the Professional Growth Plan is to guide the teacher in professional growth opportunities and activities based on identified areas of growth. (Complete plan and meet with evaluator by **Sept. 15th.**)

Teacher:		**Grade/Subject:**	

Each teacher will be responsible for creating two goals. One goal is a student-based goal, and one goal is a teacher-based goal. When creating your goals, consider the "Area of Refinement" designated on the prior year's evaluation and/or use the Teacher Self-Assessment tool provided by ODE.

Student-Based Goal (The outcome will be demonstrated by the students.)
Teacher-Based Goal (The outcome will be demonstrated by the teacher.)

Administrator: _____ Date: _____

Teacher: _____ Date: _____

Exhibit C

Turn in completed form with Professional Growth Plan

Russia Local School
HQSD Verification Form

Teacher:		Grade/Subject:	

List and describe at least TWO sources of High Quality Student Data that you will use to inform instruction. Refer to the HQSD Information Sheet for examples and definitions of HQSD.

Name	Description

Administrator: _____ Date: _____

Teacher: _____ Date: _____

Exhibit C

Bring completed form to Pre-Conference

Russia Local School
Pre-Observation Conference Form

Teacher:		**Grade/Subject:**	
Evaluator:		**Observation Date:**	

1. What is the focus for student learning in this lesson? What are the objectives for this lesson and how are they aligned with appropriate standards? [IP: Focus for Learning]

2. What routines or classroom management plans are in place to promote an efficient classroom?
[IP: Classroom Environment]

3. What assessment data (diagnostic, formative or summative) did you use in planning this lesson? How are you using HQSD in your classroom?
[IP: Assessment Data]

4. How does this lesson connect with students' prior knowledge and their future learning?
[IP: Prior PCK/Sequence/Connections]

Exhibit C

Complete and submit to evaluator after post-conference (within 10 days)

Russia Local School
Area of Focus

Teacher:		Grade/Subject:	

Based on your formal observation report, professional growth plan, and/or HQSD, choose ONE of the areas in which you would like to demonstrate growth over the course of this school year.

Selection	Area of Focus
	Students - The teacher understands student learning and development and respects the diversity of the students they teach.
	Content - The teacher knows and understands the content area for which they have instructional responsibility.
	Assessment - The teacher understands and uses varied assessments including HQSD to inform, instruct, and ensure student learning.
	Instruction - The teacher plans and delivers instruction that advances the learning of each individual student.
	Learning Environment - The teacher creates a learning environment that promotes high levels of learning of each individual student.
	Collaboration and Communication - The teacher collaborates and communicates with parents, students, other educators, administrators, and the community to support student learning.
	Professional Responsibility and Growth - The teacher assumes responsibility for professional growth, performance, and involvement as individuals and as members of a learning community.

What will growth in this area look like?

What steps will you take to get there?

Exhibit C

Completed by evaluator in the spring

Russia Local School
Final Holistic Evaluation

Teacher:		**Grade/Subject:**	
Evaluator:		**Conference Date:**	

A = Accomplished S = Skilled D = Developing I = Ineffective

Rating	Area of Focus
	Students - The teacher understands student learning and development and respects the diversity of the students they teach.
	Content - The teacher knows and understands the content area for which they have instructional responsibility.
	Assessment - The teacher understands and uses varied assessments including HQSD to inform, instruct, and ensure student learning.
	Instruction - The teacher plans and delivers instruction that advances the learning of each individual student.
	Learning Environment - The teacher creates a learning environment that promotes high levels of learning of each individual student.
	Collaboration and Communication - The teacher collaborates and communicates with parents, students, other educators, administrators, and the community to support student learning.
	Professional Responsibility and Growth - The teacher assumes responsibility for professional growth, performance, and involvement as individuals and as members of a learning community.
Comments:	
Final Holistic Rating (Summative)	

Confirm your final rating in eTPES beginning **May 1st** and no later than **May 10th**.

The signatures below indicate that the teacher and evaluator have discussed the final summative rating. This report will be used when determining goals for next year's professional growth plan or improvement plan.

Administrator: _____ Date: _____

Teacher: _____ Date: _____

*Recommendation: Using feedback from the evaluations, HQSD, and/or teacher self-assessment tool, create your Professional Growth Plan goals before the end of the school year. (optional)

Completed by evaluator after first formal observation

Exhibit D

Russia Local School
Formal Observation Report

Teacher:		**Grade/Subject:**	
Evaluator:		**Observation Date:**	

A = Accomplished S = Skilled D = Developing I = Ineffective N/O = Not observed

Rating	Area of Focus
	Students - The teacher understands student learning and development and respects the diversity of the students they teach.
Comments:	
	Content - The teacher knows and understands the content area for which they have instructional responsibility.
Comments:	
	Assessment - The teacher understands and uses varied assessments including HQSD to inform, instruct, and ensure student learning.
Comments:	
	Instruction - The teacher plans and delivers instruction that advances the learning of each individual student.
Comments:	
	Learning Environment - The teacher creates a learning environment that promotes high levels of learning of each individual student.
Comments:	
	Collaboration and Communication - The teacher collaborates and communicates with parents, students, other educators, administrators, and the community to support student learning.
Comments:	
	Professional Responsibility and Growth - The teacher assumes responsibility for professional growth, performance, and involvement as individuals and as members of a learning community.

Comments:
Areas for Reinforcement
Areas for Refinement
Area of Focus for Next Observation (Determined by the teacher and administrator)
Formal Observation Rating (Formative)

The signatures below indicate that the teacher and evaluator have discussed the formal observation rating and area of focus. Note: This is a formative rating that may or may not be the same on the final holistic evaluation at the end of the school year. Any additional information provided during meetings, conferences, walk-throughs, observations, etc. will become part of the summative rating.

Administrator: _____ Date: _____

Teacher: _____ Date: _____

Exhibit E

Sick Leave Bank Request Form

Bargaining Unit Employee Name: _____ Date: _____

The use of the Sick Leave Bank is designed to meet the needs of the bargaining unit employees upon depletion of both his/her personal sick days and the advancement of 5 sick leave days for the upcoming school year. Utilization of the Sick Leave Bank shall be for the same purposes as personal sick days found in Article VII(B)(1) of the collective bargaining unit agreement.

SAC Committee may require a physician's statement.

Employees are permitted to request up to 20 days from the sick leave bank per year.

Number of days requested from the Russia Education Association: _____

Reason for sick leave bank request: _____

_____

_____

_____

Dates requested for this leave to begin: _____

_____

_____ _____

Bargaining Unit Employee Signature /Date

SAC Committee Chairperson Signature/Date

_____

Superintendent Signature/Date

Exhibit F

RUSSIA LOCAL SCHOOL

PERSONAL LEAVE REQUEST FORM

Name: _____ School: _____

Request to be absent on: _____

Signature_____

Date_____

****

To be completed by the Superintendent:

_____Approved _____Disapproved

If disapproved, give reason:

_____

_____

_____

Superintendent_____

Date_____

Exhibit G

Professional Leave Request Form

Russia Local School

Professional Leave Request Form

Name _____ Date _____

Meeting of _____

Brief description of meeting and reason for attendance_____ _____

_____

Date(s): Begins _____ Ends _____

Wish to attend this date(s):_____

(Circle) Overnight: Yes No 1 night 2 nights 3 nights

Registration Fee $ _____ Did you attend this conference last year?

Luncheon $ _____ Yes No

Banquet $ _____ Did you attend any conference this year?

Mileage _____ Yes No

Lodging _____ Need a Sub: Yes No

_____

Staff Signature

TO BE COMPLETED BY THE SUPERINTENDENT:

_____ Attendance approved _____ Attendance disapproved

Allowance Approved: Disapproved (reason):

Registration Fee _____

Luncheon _____

Banquet _____

Mileage _____

Lodging _____

_____ _____

Superintendent's Signature Date

(Superintendent – notify principal if sub needed)

Exhibit H

Professional Meeting Financial Report

RUSSIA LOCAL SCHOOL DISTRICT

PROFESSIONAL MEETING FINANCIAL REPORT (Actual)

Name: _____ Date: _____

Title of Meeting: _____

Place of Meeting: _____

Other Trips Taken This Year For Which You Were Reimbursed: _____

_____

Other Meetings Planned for Current Year: _____

_____

_____

EXPENSE REPORT (Actual)

Please Attach All Receipts

Transportation (Mileage) _____ x .36 = $_____

Food: Breakfast _____ Lunch _____ Supper _____ $_____

Lodging $_____

Miscellaneous (Registration, Parking, Etc.) 1. _____ $_____

2. _____ $_____

3. _____ $_____

TOTAL $_____

Teacher: _____

Principal: _____

Superintendent: _____

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Exhibit I

Salary Schedule

4% INCREASE
RUSSIA LOCAL SCHOOL
2024-25 SALARY SCHEDULE

	0.042		0.048		0.052		0.056 (after 3 yrs)	
EXP	BACHELOR'S DEGREE		150 SEMESTER HRS.		MASTERS DEGREE		MASTERS & 15 HRS	
	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY
0	1.0000	39,786	1.0450	41,576	1.0980	43,685	1.0980	43,685
1	1.0420	41,457	1.0930	43,486	1.1500	45,754	1.1500	45,754
2	1.0840	43,128	1.1410	45,396	1.2020	47,823	1.2020	47,823
3	1.1260	44,799	1.1890	47,306	1.2540	49,892	1.2540	49,892
4	1.1680	46,470	1.2370	49,215	1.3060	51,961	1.3560	53,950
5	1.2100	48,141	1.2850	51,125	1.3580	54,029	1.4120	56,178
6	1.2520	49,812	1.3330	53,035	1.4100	56,098	1.4680	58,406
7	1.2940	51,483	1.3810	54,944	1.4620	58,167	1.5240	60,634
8	1.3360	53,154	1.4290	56,854	1.5140	60,236	1.5800	62,862
9	1.3780	54,825	1.4770	58,764	1.5660	62,305	1.6360	65,090
10	1.4200	56,496	1.5250	60,674	1.6180	64,374	1.6920	67,318
11	1.4620	58,167	1.5730	62,583	1.6700	66,443	1.7480	69,546
12	1.4620	58,167	1.5730	62,583	1.6700	66,443	1.7480	69,546
13	1.4620	58,167	1.5730	62,583	1.7220	68,511	1.8040	71,774
14	1.4620	58,167	1.5730	62,583	1.7220	68,511	1.8040	71,774
15	1.4620	58,167	1.5730	62,583	1.7220	68,511	1.8600	74,002
16	1.4620	58,167	1.5730	62,583	1.7220	68,511	1.8600	74,002
17	1.4620	58,167	1.5730	62,583	1.7220	68,511	1.8600	74,002
18	1.4830	59,003	1.5970	63,538	1.7480	69,546	1.8880	75,116
19	1.4830	59,003	1.5970	63,538	1.7480	69,546	1.8880	75,116
20	1.4830	59,003	1.6200	64,453	1.7700	70,421	1.9000	75,593
21	1.4830	59,003	1.6200	64,453	1.7700	70,421	1.9000	75,593
22	1.5040	59,838	1.6210	64,493	1.7740	70,580	1.9200	76,389
23	1.5040	59,838	1.6210	64,493	1.7740	70,580	1.9200	76,389
24	1.5040	59,838	1.6210	64,493	1.7740	70,580	1.9200	76,389
25	1.5500	61,668	1.6500	65,647	1.8100	72,013	1.9500	77,583
26	1.5500	61,668	1.6500	65,647	1.8100	72,013	1.9500	77,583
27	1.5500	61,668	1.6500	65,647	1.8100	72,013	1.9500	77,583
28	1.5500	61,668	1.6500	65,647	1.8100	72,013	1.9500	77,583
29	1.5500	61,668	1.6500	65,647	1.8100	72,013	1.9500	77,583
30	1.6000	63,658	1.7000	67,636	1.8500	73,604	2.0000	79,572
31	1.6000	63,658	1.7000	67,636	1.8500	73,604	2.0000	79,572
32	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
33	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
34	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
35	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
36	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
37	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
38	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
39	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561
40	1.6500	65,647	1.7500	69,626	1.9000	75,593	2.0500	81,561

3.25% INCREASE
RUSSIA LOCAL SCHOOL
2025-26 SALARY SCHEDULE

	0.042		0.048		0.052		0.056 (after 3 yrs)	
EXP	BACHELOR'S DEGREE		150 SEMESTER HRS.		MASTERS DEGREE		MASTERS & 15 HRS	
	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY
0	1.0000	41,079	1.0450	42,928	1.0980	45,105	1.0980	45,105
1	1.0420	42,804	1.0930	44,899	1.1500	47,241	1.1500	47,241
2	1.0840	44,530	1.1410	46,871	1.2020	49,377	1.2020	49,377
3	1.1260	46,255	1.1890	48,843	1.2540	51,513	1.2540	51,513
4	1.1680	47,980	1.2370	50,815	1.3060	53,649	1.3560	55,703
5	1.2100	49,706	1.2850	52,787	1.3580	55,785	1.4120	58,004
6	1.2520	51,431	1.3330	54,758	1.4100	57,921	1.4680	60,304
7	1.2940	53,156	1.3810	56,730	1.4620	60,057	1.5240	62,604
8	1.3360	54,882	1.4290	58,702	1.5140	62,194	1.5800	64,905
9	1.3780	56,607	1.4770	60,674	1.5660	64,330	1.6360	67,205
10	1.4200	58,332	1.5250	62,645	1.6180	66,466	1.6920	69,506
11	1.4620	60,057	1.5730	64,617	1.6700	68,602	1.7480	71,806
12	1.4620	60,057	1.5730	64,617	1.6700	68,602	1.7480	71,806
13	1.4620	60,057	1.5730	64,617	1.7220	70,738	1.8040	74,107
14	1.4620	60,057	1.5730	64,617	1.7220	70,738	1.8040	74,107
15	1.4620	60,057	1.5730	64,617	1.7220	70,738	1.8600	76,407
16	1.4620	60,057	1.5730	64,617	1.7220	70,738	1.8600	76,407
17	1.4620	60,057	1.5730	64,617	1.7220	70,738	1.8600	76,407
18	1.4830	60,920	1.5970	65,603	1.7480	71,806	1.8880	77,557
19	1.4830	60,920	1.5970	65,603	1.7480	71,806	1.8880	77,557
20	1.4830	60,920	1.6200	66,548	1.7700	72,710	1.9000	78,050
21	1.4830	60,920	1.6200	66,548	1.7700	72,710	1.9000	78,050
22	1.5040	61,783	1.6210	66,589	1.7740	72,874	1.9200	78,872
23	1.5040	61,783	1.6210	66,589	1.7740	72,874	1.9200	78,872
24	1.5040	61,783	1.6210	66,589	1.7740	72,874	1.9200	78,872
25	1.5500	63,672	1.6500	67,780	1.8100	74,353	1.9500	80,104
26	1.5500	63,672	1.6500	67,780	1.8100	74,353	1.9500	80,104
27	1.5500	63,672	1.6500	67,780	1.8100	74,353	1.9500	80,104
28	1.5500	63,672	1.6500	67,780	1.8100	74,353	1.9500	80,104
29	1.5500	63,672	1.6500	67,780	1.8100	74,353	1.9500	80,104
30	1.6000	65,726	1.7000	69,834	1.8500	75,996	2.0000	82,158
31	1.6000	65,726	1.7000	69,834	1.8500	75,996	2.0000	82,158
32	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
33	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
34	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
35	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
36	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
37	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
38	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
39	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212
40	1.6500	67,780	1.7500	71,888	1.9000	78,050	2.0500	84,212

IN CELLS WHERE THERE IS NO SALARY)

3.25% INCREASE
RUSSIA LOCAL SCHOOL
2026-27 SALARY SCHEDULE

	0.042		0.048		0.052		0.056 (after 3 yrs)	
EXP	BACHELOR'S DEGREE		150 SEMESTER HRS.		MASTERS DEGREE		MASTERS & 15 HRS	
	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY
0	1.0000	42,414	1.0450	44,323	1.0980	46,571	1.0980	46,571
1	1.0420	44,195	1.0930	46,359	1.1500	48,776	1.1500	48,776
2	1.0840	45,977	1.1410	48,394	1.2020	50,982	1.2020	50,982
3	1.1260	47,758	1.1890	50,430	1.2540	53,187	1.2540	53,187
4	1.1680	49,540	1.2370	52,466	1.3060	55,393	1.3560	57,513
5	1.2100	51,321	1.2850	54,502	1.3580	57,598	1.4120	59,889
6	1.2520	53,102	1.3330	56,538	1.4100	59,804	1.4680	62,264
7	1.2940	54,884	1.3810	58,574	1.4620	62,009	1.5240	64,639
8	1.3360	56,665	1.4290	60,610	1.5140	64,215	1.5800	67,014
9	1.3780	58,446	1.4770	62,645	1.5660	66,420	1.6360	69,389
10	1.4200	60,228	1.5250	64,681	1.6180	68,626	1.6920	71,764
11	1.4620	62,009	1.5730	66,717	1.6700	70,831	1.7480	74,140
12	1.4620	62,009	1.5730	66,717	1.6700	70,831	1.7480	74,140
13	1.4620	62,009	1.5730	66,717	1.7220	73,037	1.8040	76,515
14	1.4620	62,009	1.5730	66,717	1.7220	73,037	1.8040	76,515
15	1.4620	62,009	1.5730	66,717	1.7220	73,037	1.8600	78,890
16	1.4620	62,009	1.5730	66,717	1.7220	73,037	1.8600	78,890
17	1.4620	62,009	1.5730	66,717	1.7220	73,037	1.8600	78,890
18	1.4830	62,900	1.5970	67,735	1.7480	74,140	1.8880	80,078
19	1.4830	62,900	1.5970	67,735	1.7480	74,140	1.8880	80,078
20	1.4830	62,900	1.6200	68,711	1.7700	75,073	1.9000	80,587
21	1.4830	62,900	1.6200	68,711	1.7700	75,073	1.9000	80,587
22	1.5040	63,791	1.6210	68,753	1.7740	75,242	1.9200	81,435
23	1.5040	63,791	1.6210	68,753	1.7740	75,242	1.9200	81,435
24	1.5040	63,791	1.6210	68,753	1.7740	75,242	1.9200	81,435
25	1.5500	65,742	1.6500	69,983	1.8100	76,769	1.9500	82,707
26	1.5500	65,742	1.6500	69,983	1.8100	76,769	1.9500	82,707
27	1.5500	65,742	1.6500	69,983	1.8100	76,769	1.9500	82,707
28	1.5500	65,742	1.6500	69,983	1.8100	76,769	1.9500	82,707
29	1.5500	65,742	1.6500	69,983	1.8100	76,769	1.9500	82,707
30	1.6000	67,862	1.7000	72,104	1.8500	78,466	2.0000	84,828
31	1.6000	67,862	1.7000	72,104	1.8500	78,466	2.0000	84,828
32	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
33	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
34	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
35	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
36	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
37	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
38	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
39	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949
40	1.6500	69,983	1.7500	74,225	1.9000	80,587	2.0500	86,949

Exhibit J

Anthem Health Insurance Plans

In-Network Benefits	PPO 1000 - Embedded	HSA 2750 – Non-embedded	HSA 6350 - Embedded
Deductible (co-pays do not apply)	$1,000 per person $2,000 family max	$2,750 per person $5,500 family max	$6,350 per person $12,700 family max
Coinsurance	You pay: 20% Anthem pays: 80%	You pay: 0% Anthem pays: 100%	You pay: 0% Anthem pays: 100%
Out-of-Pocket Maximum	$4,000 per person $8,000 family max	$3,500 per person $7,000 family max	$6,350 per person $12,700 family max
Office Visits: **Primary Care** **Specialist**	$30 Copay $60 copay	Deductible, then $30 Copay $60 copay	Deductible, then 0% Deductible, then 0%
In-/Outpatient Hospital	Deductible, then 20%	Deductible, then 0%	Deductible, then 0%
Emergency Room **Urgent Care**	$250 copay $75 copay	Deductible, then $250 copay Deductible, then $75 copay	Deductible, then 0%
Preventive	Covered in full	Covered in full	Covered in full
Retail Drug (through CVS Health)	$15/ $45/ $90/ $150	Deductible, then $15 / $45 / $90 / $150	Deductible, then 0%
Mail Order	$37.50/ $112.50/ $225/ $375	Deductible, then $37.50/ $112.50/ $225/ $375	Deductible, then 0%

Anthem. BlueCross BlueShield

Important Medical Plan Information

Telehealth: LiveHealth Online

Mobile App: Sydney Health

NurseLine: 800-337-4770

Superior Dental Plan

In-Network Benefits	SDC National Network
Deductible	$25 Single / $50 Family
Annual Maximum	$1,500
Preventive Services	Covered in Full
Basic Services	Deductible, then 20%
Major Services	Deductible, then 40%
Orthodontia (Children up to age 24)	60% to $1,000 / lifetime

Networks

Medical: Blue Access PPO

Dental: Superior Dental National

Exhibit M
Russia Local Schools
College Tuition Reimbursement Form

Name of Applicant _____ Date of Application _____

Available moneys shall be provided to pay qualified teachers on a first-come, first-serve basis based on the date of initial application.

1. Pre-approval

Course Terms/Dates	College/University	Course Number	Course Name	Qty/Sem Hours	Fee Per hr
Total					
Potential Reimbursement					

_____ Approved

_____ Disapproved

Form route:
____ Teacher
____ Superintendent
____ Treasurer
____ Teacher
____ Superintendent
____ Treasurer
cc: Teacher

_____ _____
Superintendent Date

II. Reimbursement

Upon completion of the course, return this form to the superintendent along with the following Attachments.

____ Proof of passing grade

____ Record/Proof of payment

Amount of Payment Due

_____
Superintendent's Approval for Payment

Exhibit M
Russia Local Schools
College Tuition Reimbursement Form

Name of Applicant _____ Date of Application _____

Available moneys shall be provided to pay qualified teachers on a first-come, first-serve basis based on the date of initial application.

1. Pre-approval

Course Terms/Dates	College/University	Course Number	Course Name	Qty/Sem Hours	Fee Per hr
Total					
Potential Reimbursement					

_____ Approved

_____ Disapproved

Form route:
____ Teacher
____ Superintendent
____ Treasurer
____ Teacher
____ Superintendent
____ Treasurer
cc: Teacher

_____ _____
Superintendent Date

II. Reimbursement

Upon completion of the course, return this form to the superintendent along with the following Attachments.

____ Proof of passing grade

____ Record/Proof of payment

Amount of Payment Due

_____
Superintendent's Approval for Payment