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# MASTER AGREEMENT BETWEEN
# WOLF CREEK LOCAL
# EDUCATION ASSOCIATION &
# WOLF CREEK LOCAL
# BOARD OF EDUCATION

**July 1, 2024 – June 30, 2027**

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# WOLF CREEK WCLEA CONTRACT

## ARTICLE 1
## RECOGNITION

1.01 The Wolf Creek Board of Education, hereinafter the "Board" or the "District" hereby recognizes the Wolf Creek Local Education Association OEA/NEA – Local, hereinafter the "Association" as the sole and exclusive bargaining representative – for the purpose of and as defined in Chapter 4117 Ohio Revised Code – for all professional, non-supervisory personnel as certified by the State Employment Relations Board both full and part time under contract, employed by the District performing, by way of illustration only but not limitation; classroom teachers (K-12, special, vocational, and full-time substitutes), guidance counselors, librarians, school nurse(s), coordinators, department heads, athletic directors, advising or critic teachers, and head teachers. Part-time employees shall be defined as those employees who regularly work 18 hours per week but less than 36 ¼ hours.

Except as provided in this article, the parties agree that all positions not specifically included in the bargaining unit shall be excluded from the bargaining unit. Such exclusion includes the superintendent, assistant superintendents, principals, assistant principals, and other administrative personnel, as defined in Section 4117.01 (k) of the Ohio Revised Code and all non-certified, or management, or supervisory, or confidential personnel, as those terms are defined by the Ohio Collective Bargaining Act.

The Board shall determine whether a new or changed position will be included in or excluded from the bargaining unit and shall so advise the Association in writing within five (5) calendar days. If the Association disputes the Board's determination of bargaining unit status, the parties will meet to attempt to resolve their disagreement within seven (7) calendar days from the Association's notification to the Superintendent. If the parties agree on the determination, it shall be implemented as agreed by the Board and the Association. IF the parties do not agree, the position(s) shall be subject to challenge by the Association to the State Employment Relations Board pursuant to Chapter 4117 of the Ohio Revised Code and the SERB Rules and Regulations.

1.02 PRINCIPLES

A. Attaining Objectives – Attainment of objectives of the educational program of the Wolf Creek Local School District requires mutual understanding and cooperation among the Board of Education, the Superintendent, and the certified staff. Therefore, free and open exchange of views is desirable and necessary in the negations process.

B. Right to Join or Not to Join – It is further realized that certified personnel have the right to join, participate in and assist the Association and the right to refrain from such but membership shall not be a prerequisite for employment of or continuation of employment of any employee; this, however, shall not preclude the payment of a service fee or assessment.

C. Membership in Association – In recognition of the Association services to the bargaining unit, all members of the bargaining unit shall either be members of the Association and their affiliates or share in the financial support of the Association by paying to the Association a service fee, equivalent to the amount of dues uniformly required of members of the Association in the manner described below. These deductions shall be an exclusive right conferred upon WCLEA as the recognized representative of the certified personnel as defined in the recognition contained herein.

1. Each bargaining unit member who has not submitted their payroll deduction forms shall be given an opportunity to submit payroll deduction forms to the Treasurer by October 1st. This payroll deduction shall continue to be effective from year to year. The Treasurer shall have the form prior to making deductions. Bargaining unit members failing to submit such payroll deduction forms shall have the fair service fee deducted automatically by the Treasurer.

2. The deductions shall be made equally from the first and second paycheck of each month, commencing the first pay on or after October 1 annually for the remainder of the year.

3. These deductions shall continue from year-to-year automatically. The Association shall forward to the Treasurer and to the employee by October 15 of each year the amount to be deducted for that year.

4. The Board Treasurer shall give to the Treasurer of the Association within ten (10) days the total amount to be deducted along with a complete description by name of the amount deducted.

D. The individual may be held liable for civil action for damages for said fee for failure to either pay the dues or service fee directly to the Association or authorizing a payroll deduction for said dues or service fee.

E. The Association agrees to indemnify and save harmless the Board of any and all legal fees, court costs, other court ordered damages and filing fees incurred by or through its counsel in enforcing or defending this section.

F. An employee has the right to revoke a payroll deduction by giving the Treasurer and the Association two (2) weeks' notice. However, the employee would then have to pay the remaining dues or service fee directly to the Association.

G. The Board shall not permit payroll deduction for dues to an organization competing with the Wolf Creek Local Education Association.

1.03 AREAS FOR DISCUSSION AND AGREEMENT

This recognition constitutes an agreement between the Board and the Association to reach mutual understanding with respect to wages, hours, terms, and other conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. The Board cannot reduce, negotiate, or delegate its legal responsibilities. It has the power, the responsibility, and the obligation to carry out policies through the Ohio Revised Code and the Ohio Constitution.

A. Negotiation Teams – The Board or designated representative of the Board, will meet with the representatives designated by the Association for the purpose of discussions and reaching mutually satisfactory agreements. All negations shall be conducted exclusively between said teams of which neither will exceed five members per team. The parties may call upon professional and lay consultants to assist in negotiations.

B. Submission of Issues – Either party may request the opening of negotiations no earlier than one hundred twenty (120) days nor later than sixty (60) days prior to the expiration of the contract. All issues proposed for negotiations shall be submitted in writing by the party requesting negotiations at the first meeting. The party not initiating negotiations shall submit in writing any additional issues upon which it wishes to negotiate no later than the second meeting. The first

meeting between the parties following the request for negotiations shall be held within fifteen (15) days following the request. No additional issues shall be submitted by either party following the second meeting, unless mutually agreed to by the parties. The second meeting, and all necessary subsequent meetings, shall be called at times mutually agreed to by the parties.

C. Negotiations Procedures – Designated representative(s) of the Board shall meet at mutually agreed places and times with representatives of the Association for the purpose of effecting a free exchange of facts, opinions, and proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters. The length of the meeting will be mutually agreed upon. After initial exchange of proposals, then the first meeting will be scheduled during the school day, the second meeting will be scheduled after school hours. Meeting times will continue to be rotated during school hours and after school hours until an agreement is reached. If agreement is not reached within sixty (60) calendar days or mutually agreed upon time, the unresolved issue(s) may be submitted to an Advisory Panel, as described in paragraph H.

D. Caucus – Upon request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time, not to exceed thirty (30) minutes, to caucus, unless extended time is mutually agreed upon.

E. Exchange of Information – Prior to and during the period of negotiations, the Board and the Association agree to provide each other, upon written request, all regularly and routinely prepared information concerning the issues(s) under consideration.

F. Progress Reports – Statements to the media may be issued, as needed, by either party. A copy of any media release shall be furnished to the other party at the same time and by the same method.

G. Reaching Agreement – As official agreement is reached on each issue, it shall be so noted and initialed by each party. When consensus is reached covering the areas under discussion, the proposed agreement shall be reduced in writing as a tentative agreement and submitted to the Association and the Board for approval. Following approval by the Associate and the Board, the Board shall, by resolution, adopt the agreement as its contract. The Association agrees to abide by the terms of the agreement and to take necessary action to advise its members of the terms of the agreement.

H. Resolving Differences – In the event an agreement is not reached by negotiations after full consideration of proposals and counter-proposals, either of the parties shall have the option of declaring impasse and thereby creating an Advisory Panel of three (3) persons. One member shall be designated by the Board, one member of the Association, and these two members shall select a third, who will be chairman. The Advisory Panel shall act as factfinders, conferring with both parties and making recommendations for settlement of the issue(s) in question within twenty (20) days from the date of its establishment.

Each party will pay the expenses of its own representative on the Advisory Panel. However, the expense of the chairman will be shared equally by the Board and the Association. The recommendations of the Advisory Panel shall be submitted to the negotiators for consideration. If agreement is not reached within five (5) days, or a mutually agreed upon date, the Advisory Panel's report shall be submitted to the Board, Superintendent, and Association and shall be made public within fifteen (15) days after the receipt of said recommendations. The Board shall take action upon the recommendation of the Advisory Panel at a special or regular meeting conducted not less than fifteen (15) days nor more than thirty (30) days after receipt of said recommendations.

## ARTICLE 2
## GRIEVANCE PROCEDURE

2.01 POLICY – These procedures shall be available to all teachers and no reprisals of any kind shall be taken against any teachers initiating or participating in the grievance procedure.

2.02 PURPOSE AND OBJECTIVES – The primary purpose of this procedure shall be to obtain at the lowest administrative level and in the shortest period of time, equitable solutions to grievances, which may arise from time to time. Both the Board and the Association agree that Grievance proceedings shall be handled in a confidential manner.

2.03 DEFINITION

A. A grievance is a complaint involving the alleged violation, misinterpretation, or misapplication of the written agreement entered into between the Board of Education and the recognized employee organization, setting forth the understanding of the parties upon those matters negotiated and agreed to.

B. A grievant shall mean a person or group alleging that some violation, misinterpretation, or misapplication of the aforementioned agreement has actually occurred. A grievance alleged to be a "group" grievance shall have arisen out of the like circumstances affecting each member of the said group.

2.04 GENERAL PROVISIONS

A. An individual grievance shall be initiated by the person so aggrieved.

B. An alleged violation should be first discussed informally with the appropriate administrator prior to the initiation of the grievance procedure.

C. Grievance shall be reduced to writing and shall include:
   1. The alleged violation
   2. Relief sought
   3. Date of initiating procedure
   4. Section of agreement violated

D. The Association shall be available to assist any teacher in preparing the proper and complete information necessary to expedite the procedure.

E. Counsel of choice may be used by any or all parties involved in the grievance procedure at Levels II, III, and IV. If counsel for the teacher is an organization counsel, the person shall be an official representative of the Association.

F. Time limits given shall be considered as a maximum, unless otherwise extended by mutual agreement by the parties involved.

G. Failure of the aggrieved to proceed within the specified time limits to the next level of the procedure shall mean that the grievance has been resolved by the recommendations stated in the previous level.

H. A grievance may be initiated at Level II when it has been determined by the building principal that the subject is not within his realm of responsibility or control.

I. Resolution of a grievance at any level shall apply to stated grievance only and shall in no way infringe on the statutory obligations or other policies of the Board.

J. Nothing contained in this procedure shall be construed as limiting the individual rights of a teacher having a complaint, or problem, to discuss the matter informally with members of the administration through normal channels of communication.

K. A day shall be a workday from the date school begins until the date school ends each year. During the dates after the end of school and before the start of the following school year, a day shall be a calendar day exclusive of weekend days and federal holidays.

L. Before a grievance can be submitted to arbitration by any teacher, the grievance must first be approved by the Association's Executive Committee. Any grievance not approved will stop at Level III.

M. A grievance may be resolved at any level of the Grievance Procedure without prejudice.

N. No record, document, or communication concerning a grievance shall be placed in the personnel file of any participants involved in the procedure herein described.

O. All records, documents, or communications concerning a grievance shall be filed in a grievance file upon resolution of the stated grievance.

2.05 LEVEL I – ADMINISTRATION

A. A copy of the written grievance shall be submitted to the immediate administrator of the aggrieved party within ten (10) days of his becoming aware of the alleged violation, or said grievance shall no longer exist. A copy of said grievance shall be filed with the Superintendent.

B. A meeting shall be mutually agreed upon between the aggrieved and the administrator within seven (7) days of the filing of the grievance. Either the aggrieved or the administrator or both may have present at said meeting such persons as may provide information related to the grievance. Discussion at this meeting shall be confined to the issue(s) as stated in the grievance and the relief sought.

C. Within seven (7) days of the meeting, the administrator shall provide the aggrieved with a written response stating his position and suggestion for resolution of the grievance. A copy shall be sent to the Superintendent.

2.06 LEVEL II – SUPERINTENDENT

If the aggrieved is not satisfied with the suggestion for resolution received in Level I, he shall within seven (7) days of receipt of such written response, submit his written grievance to the Superintendent and request a meeting to discuss the grievance. The meeting shall be within seven (7) days of the request. The meeting shall be conducted in a manner as stated in Level I. Within seven (7) days of the meeting, the Superintendent shall provide the aggrieved and the immediate administrator of Level I with a written response stating his position and suggestion for resolution of the grievance.

2.07 LEVEL III – BOARD

If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the employee or group, such employee or group may appeal in writing to the Board of Education. The notice of appeal shall be sent to the Superintendent and a copy filed with the treasurer of the Board of Education. Failure to file such appeal within seven (7) days from the receipt of the written memorandum of the Superintendent's action on said grievance shall be deemed a waiver of the right of appeal. The Superintendent shall place the matter on the agenda for the next special or regular meeting of the Board of Education. The aggrieved employee shall have the right to be accompanied at such a meeting by counsel or by a representative of his employee organization. The Board of Education shall act upon such appeal no later than its next regular meeting. The Board of Education's action shall be based upon the recommendation of the Superintendent and the arguments presented by or on behalf of the employee. Copies of the action shall be sent to the employee, the Superintendent, and the building principal.

2.08 LEVEL IV – ARBITRATION

A. If the aggrieved person is not satisfied with the disposition in Level III, he may request in writing the issue be submitted for arbitration within fourteen (14) days after the Level III hearing. The grieving party may institute arbitration proceedings concerning a grievance no later than fourteen (14) days following the date of receipt of written request for arbitration submitted by the aggrieved by serving a written demand on the other party specifying the nature of the grievance and the reasons therefore, including reference to the specific provision or provisions of this Agreement in dispute. However,

the right to arbitrate any such dispute shall be deemed waived if the grieved party fails to institute arbitration proceedings within such fourteen (14) day period following the date receipt of the written request by the aggrieved. The Grievance and Arbitration Procedure shall be the means of settling the grievances.

B. Each referral to arbitration shall embrace but one (1) grievance and one (1) such matter in dispute, unless otherwise stipulated by agreement between the Association and the Board.

C. Within twenty (20) days following receipt of such written demand, the Association and the Board shall endeavor jointly to select an arbitrator. If, within such period, the parties are unable to agree upon the selection of an arbitrator, either party may request the Federal Mediation and Conciliation Service for the arbitrators from which the parties may jointly make such selection. If the parties fail to agree on the selection of an arbitrator from the list, each party shall alternately strike one (1) name until but one (1) name remains and the person so named shall be the arbitrator. The arbitrator shall have no authority to add to, or subtract from, or in any way modify the provisions of this Agreement.

D. The decision of the Arbitrator made in compliance with the foregoing shall be in writing, shall include the reasons for each finding and conclusion and shall be rendered within thirty (30) days following the date of the last hearing conducted by the arbitrator unless an extension of such period is agreed to by the Board and the Association.

E. The decision of the Arbitrator made in compliance with the foregoing shall be final and binding unless it contravenes a provision of any statute of the State of Ohio pertaining to public schools, school districts, or the administration of public schools.

F. The fees and expenses of the arbitrator shall be paid by the Board in all cases where the grievance is either sustained or denied in its entirety. In all other cases, the fees and expenses of the arbitrator shall be borne equally by the Association and the Board.

## ARTICLE 3
## SCHOOL DAY

3.01 The workday for bargaining unit members shall be seven and one half (7 ½) hours in length, which shall include thirty (30) consecutive minutes of duty free lunch during which he or she will not be required to perform any school duties (exclusive of Parent/Teacher Conferences).

3.02 All full-time employees at the secondary level shall be entitled to preparation time to no less than the amount of time equal to one classroom period per day for the exclusive use by the employee in classroom preparation, the counseling of students, and other related educational activities. Elementary staff members (K-8) shall be provided a planning time of 200 minutes per week, exclusive of duty free lunch as stated in 3.01.

3.03 Bargaining unit members will not be required to make up the first five (5) calamity-related school closures. Time missed due to school delays or early dismissals will not be required to be made up.

Bargaining unit members shall make up any calamity-related closures in excess of five (5) days with students in session or by reporting for work day/professional development. On days when staff report for work day/professional development, they will not be required to be in attendance before 9:00 AM. If a level 2 or 3 snow emergency has been declared, staff will not be required to report.

3.04 . . The length of each school year shall not exceed one hundred eighty-four (184) days, specifically including one hundred seventy-five (175) student days, two (2) parent-teacher conference days, three (3) professional development days and four (4) bargaining unit member workdays (one at the beginning of the year and one at the end of each grading period).

3.05 CLASS COVERAGE

A. The Board through its Administration will make every effort to secure qualified substitute teachers when a regular Bargaining Unit Member is not able to cover his/her own class or classes. In the event the Administration is unable to obtain a qualified substitute, the Administration may ask a Bargaining Unit Member to substitute during his/her planning period. Assignments of Bargaining Unit Members to cover for Bargaining Unit Members on leave shall be made on a rotating basis. If neither qualified substitute nor a Bargaining Unit Member is available to supervise a class, it may be necessary for the Administrator to cover the class. In the event all possibilities have been exhausted it may be necessary to double up classes in order to provide supervision.

B. Any Bargaining Unit Member who is assigned to cover another Bargaining Unit Member's class by an administrator, during their planning period, will be reimbursed at the rate of the auxiliary compensation amount per period (or per equivalent unit in the elementary schools). A period will be defined based on an eight (8) period day.

## ARTICLE 4
## ACADEMIC FREEDOM

4.01 The parties seek to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship by outside agencies.

4.02 In accordance with the basic objectives of democratic society, the school atmosphere shall be conducive to the study, investigation, presentation and interpretation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning. These objectives are subject only to accepted standards of professional educational responsibility by members of the Instructional staff.

## ARTICLE 5
## INDIVIDUAL RIGHTS

5.01 The Association agrees that members of the Instructional staff shall abide by the Board policies in effect during the time of employment to the extent that his or her personal safety and well-being will not be threatened or professionally demeaned nor will that of the students.

5.02 The Board further provides the right of due process to all members of the instructional staff in accordance with the Board-adopted policy on grievance procedure, Article 2.

5.03 The parties to this agreement jointly pledge that provisions of this agreement shall be applied uniformly to all teaching employees without regard to race, color, religious creed, gender, gender identity, sexual orientation, national origin, age, disability, marital status, veteran status, political affiliation, or union membership/activism except as provided by Section 4112.02(E) and (L) of the Ohio Revised Code.

5.04 Members of the bargaining unit have the right to exercise their constitutional rights of political involvement without fear of reprisal or discipline in any form.

5.05 A bargaining unit member's private and/or personal life is not within the appropriate concern or attention of the Board as a condition of employment or re-employment

unless the bargaining unit member's private life materially interferes with the performance of his/her employment responsibilities.

## ARTICLE 6
## ASSOCIATION USE OF SCHOOL FACILITIES

6.01 Duty authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt normal instructional programs in keeping with provisions of Building Policy and the Ohio Revised Code.

## ARTICLE 7
## CONTRACTS

7.01 The Board shall provide each member of the instructional staff individually written contracts in keeping with the provisions of the Ohio Revised Code and the Board-adopted policies. The provision of such written contracts shall be enumerated in the subsections of this policy.

A committee appointed jointly by the WCLEA President and Superintendent will meet and review the current Law (H.B.153 and others as necessary). This committee will look at the Ohio Department of Education's proposals on evaluation and devise an instrument complying with ORC. The proposed new Evaluation Instrument and RIF procedure will be approved by the committee, the WCLEA and The Board of Education at which point it will become part of the Master agreement. The new evaluation instrument will become effective for use during the 2021-2022 school year.

A. The contract shall include the number of days a teacher is to be at school, not to exceed 184 days.

B. The President and Treasurer of the Board of Education, by affixing their signature to a contract, represent that all necessary implementing resolutions have been adopted by the Board.

C. Teachers shall be given a one (1) year contract upon initial employment. If the teacher is re-employed, the Board may grant another one (1) year contract with reasons for professional improvement or grant a two (2) year

contract. If the teacher is re-employed at the end of the second contract, such teacher shall be offered a minimum of a two (2) year contract. If at the end of the two (2) year contract the teacher is not eligible for tenure, such teacher shall be offered a minimum of a three (3) year contract. If the teacher successfully fulfills the initial three-year contract, such teacher shall be offered limited contracts of five (5) year's duration until such teacher is eligible for tenure or retires.

The Board will follow tenure laws as outlined in Revised Code 3319.11 becoming eligible for tenure must notify the Superintendent of such eligibility prior to March 1 to be considered for tenure for the next school year.

D. Any agreement to act as supervisor for extracurricular activities for which additional compensation is to be paid, shall be by supplemental contract all supplemental contracts will be for one (1) year only.

E. Any teacher presently under contract will have the same teaching assignment for the following year unless notified in writing prior to July 31 of a change in assignment.

F. In consideration of the services rendered by the teacher, the Board of Education agrees to pay said teacher a base annual salary as prescribed by the salary schedule of the school district, according to degree and years of experience, whether existing or hereafter adopted. The initial compensation to be paid under a contract shall be according to the existing salary schedule and the amount shall appear on the contract.

G. When the Board determines it necessary to reduce the number of certified staff positions the following procedure shall apply:

1. To the extent possible, reductions in force will be minimized by not replacing employees who retire or resign.

2. Reductions needed beyond those through attrition will be made by suspending contracts. Those contracts to be suspended shall be chosen as follows and in accordance with 3319.17 of Revised Code. Teachers on continuing contract shall be granted preference over limited contract teachers within each area affected by the reduction in force.

    a. All teachers shall be placed on a seniority list in each teaching area for which they are certified. Teachers on continuing

contracts shall be placed on the list by area(s) of certification and seniority and teachers on limited contracts shall be placed on a list by seniority and area(s) of certification. Seniority shall be defined as the length of continuing service in the Wolf Creek Schools. Seniority shall not be interrupted by authorized leaves of absence. (Teachers who work less than full time shall be credited with seniority on a prorated basis equal to the amount of days and hours worked per day.)

b. Reductions in any area of certification shall be made from the least senior on the seniority list for that area of certification.

c. If two or more teachers have the same length of continuous service, seniority shall be determined by:

1. The date of the Board meeting at which the teacher was hired.
2. Order of Board Resolution.
3. On or about September 30 of each year, the Superintendent will provide the Association President with a list showing the seniority of each teacher employed by the Board. The Association President will review and return to the Superintendent on or about October 15 at which time the list will be posted in each office (Elementary and High School) and the primary teacher's workroom of each building.

H. Any teacher who is to be laid off will be so notified in writing at least thirty (30) calendar days before the effective date of layoff.

I. The names of teachers whose contracts are suspended through reduction in force shall be placed on a recall list for twenty-four (24) months from the date of reduction. Teachers on the recall list shall be recalled in order of seniority for vacancies in areas for which they are certified according to Revised Code 3319.17.

7.02 LPDC

A. In accordance with ORC 3319.22, the parties agree to establish a committee called the Local Professional Development Committee (LPDC).

B. The LPDC shall consist of the following voting members:
Superintendent or his/her designee

Association President(s) or his/her designee
One teacher from each building in the district
One administrator

C. Teacher members shall be appointed by the Association President. The administrative member shall be appointed by the Superintendent.

D. The local professional development committee shall operate according to the Bylaws of the committee. The Bylaws may be changed by a majority vote of the committee, subject to approval of the association Executive Committee and the Board.

E. The committee will be responsible for approving and reviewing personal development plans for course work, continuing education units, and/or other equivalent activities.

F. The LPDC shall meet monthly if needed. All committee meetings shall have representation from both the Association and the Administration.

G. The committee may also be convened by the request of three (3) members, no more than (2) of which may represent either the Association or the Administration, to deal with emergency situations.

H. In the event an administrator's coursework is being considered for approval, the district administration shall make up the majority of the LPDC committee.

I. Each bargaining unit member shall receive compensation at the Auxiliary Compensation rate for each hour of the scheduled meetings. Meetings are not to exceed four hours per year unless approved by the Superintendent.

7.03 Building Leadership Teams and District Leadership shall receive the auxiliary compensation rate for meetings held outside the scheduled school day or during member's planning. Building Leadership Team meetings will be a maximum of four (4) times per year for one (1) hour with five (5) teachers from elementary participating or three (3) teachers from high school participating. The District Leadership Team may have a maximum of three (3) meetings per year of one (1) hour in length with a total of eight (8) teachers participating.

7.04 District Literacy Committee team members shall receive the auxiliary compensation rate for meetings held outside the scheduled school day or during a member's planning.

The maximum number of meetings will be four (4) times a year for one (1) hour in length with a maximum of six (6) teachers compensated.

## ARTICLE 8
## LEAVE POLICIES

### 8.01 PERSONAL LEAVE

A. The Board will grant four (4) unrestricted personal business days per school year. Personal leave may be limited to three (3) teachers on any given day, depending on availability of substitute teachers. More may be granted in an emergency at the discretion of the Superintendent.

B. Bargaining unit members planning to use personal leave should notify their building principal of such intent the day before.

C. Personal days not used during a school year may be managed in the following ways:

1. Members may be paid for unused personal leave days up to a maximum of three (3) days. This payment will be calculated using the current daily rate of pay for substitute teachers.

2. Members may transfer unused personal leave days into their personal leave account up to a maximum of six (6) days.

3. Members may have unused personal leave days converted into sick days as long as the maximum allowable amount of sick days is not exceeded.

D. Written notice of the bargaining unit member's intention must be provided to the Treasurer prior to the last pay in May.

### 8.02 ASSOCIATION LEAVE

A. The Association shall be granted leave with pay for its members to perform professional association duties that cannot be performed at times other than normal school days.

B. Such leave will be granted upon written notice from the Association President at least one (1) week in advance to the office of the Superintendent.

C. Such written notice shall include the name of the Association representative(s), date(s) leave is requested, and place and function for which the leave shall be used. This leave will be limited to ten days total.

8.03 SICK LEAVE

A. Sick leave for all employees shall be accumulative at the rate of one and one-fourth (1 ¼) days per month and at a maximum of fifteen (15) days per year. A beginning employee who has not accumulated prior sick leave credit shall be granted up to five (5) days of paid sick leave, providing normal sick leave qualifications are met.

B. Each teacher shall accumulate up to 250 days of sick leave.

C. Any teacher transferring to the employ of the Board of Education shall be credited with the unused balance of his/her accumulated sick leave up to the amount of accumulation allowed in the Wolf Creek District upon verification of the accumulation from the proper public agency.

D. Sick leave shall be granted for personal illness, injury, pregnancy, quarantine – accordance with the O.R.C. 3319.141.

E. "Immediate Family" is defined as: mother, father, brother, sister, mother-in-law, father-in-law, spouse, child, or any other relative living in the same household.

F. Sick leave shall be granted for death in the immediate family to include all aforementioned and brother-in-law, sister-in-law, grandparent, grandchild, and a legal guardian or other person who stands in place of a parent (loco parentis).

G. Teachers will utilize the online format provided by the district to input their own sick leave absence. This will serve as a record as to the purpose of the absence. Upon return from an extended illness of ten (10) consecutive school days or more, a teacher may be asked to provide a physician's release to return to work. Falsification of statement is grounds for suspension or termination of employment of the Ohio Revised Code 3319.16.

H. Any teacher may transfer up to ten (10) days sick leave in any one (1) year to any other employee who has exhausted his or her accumulated sick leave as a result of extended illness or injury. A doctor's statement of need for an employee's extended absence shall be required. The Local Union President

shall provide a list of employee names and number of donated days to the Treasurer. A maximum of forty (40) days of sick leave may be transferred to the benefit of an employee. The transferred days will not act as accumulated sick leave for the employee. This will be on a volunteer basis only.

## 8.031 BEREAVEMENT LEAVE

Three (3) work days of leave will be granted for a death in the bargaining unit member's immediate family defined as spouse, child, step child, parent, or guardian relationship, or the death of a member of the bargaining unit member's immediate household. Up to three (3) work days will be granted for the death of a brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepparents, grandparents, grandparents-in-law, aunt, and uncle. At the discretion of the Superintendent, this period may be extended due to such extenuating circumstances as distance, personal responsibilities, and the like.

1. Absence from the first three (3) days of bereavement leave, as stated above, shall not be deducted from sick leave.

2. In the event the bereavement leave period is extended for more than three (3) days, the ensuing days absent shall be deducted from accumulated sick leave.

## 8.04 PROFESSIONAL LEAVE

Absence from school, with or without pay, shall be authorized by the Superintendent to the extent such funds are appropriated to permit employees to attend local, district, state and national meetings and conferences. Initial requests for attendance at professional meetings will be made to the principal. Final authorization for attendance at professional meetings shall be obtained prior to the absence by a written request to the Superintendent.

A. Definition of professional meeting – This should include activities such as visitation to schools, colleges, businesses or industries; participation in state and regional committee work, as well as attendance at recognized professional workshops and conferences for the purpose of promoting educational goals, teaching techniques, or for the promotion of the working profession itself.

B. All applicants will complete an application form requesting attendance prior to attendance of said meeting. These requests will

be given to the principal who will register in writing his approval or rejection. He will forward the application request to the Superintendent.

C. Expenses allowable are actual reasonable expenses for motel/hotel, travel expenses not to exceed amount in Article 20.02, or the exact bus, rail, or airfare, plus actual parking charges and required registration fee. The maximum reimbursement for meals will be $30.00 on the day the member leaves for the conference and $45 on each day after.

1. No hotel or motel reimbursement will be granted for meetings in the immediate area.
2. Membership fee is an individual responsibility.
3. Registration fees may be an allowable expense.

D. Forms will indicate the following:

1. Who is attending the meeting.
2. Type of meeting.
3. Time and place.
4. Estimated and actual cost of attending the meeting.
5. Evaluation and value of the meeting.

E. Criteria for consideration of requests shall include:

1. The value of the meeting to the school district.
2. The professional growth value to the person attending.
3. The value to the school through oral and written communication.
4. The value of improving the school program and/or general morale of the school.
5. The need to keep within the budget.
6. The need to itemize expenses.

F. The principal shall agree to what the Board will pay for professional leave.

G. A professional leave fund shall be included in the budget of the Wolf Creek Board of Education in the amount of fifteen thousand dollars ($15,000.00) to be used for payment of expenses of said teachers taking professional leave. An amount of up to one-half of the professional leave fund will be allocated in the first semester of the

year and the remainder will be used in the second semester of the year.

H. The Athletic Director will be allowed two (2) professional leave days per year to attend State Tournament games. Each Head Coach in each varsity sport will be allowed one (1) professional leave day to attend the State Tournament. There will be no remuneration on the Board's part, except the substitute.

## 8.05 PARENTAL LEAVE

A. A teacher shall be granted a leave of absence for one year without pay for maternity or the adoption of a child less than one year of age, upon approval of the Board of Education and submission of:

1. A doctor's statement verifying the term of pregnancy, or a statement verifying the legal custody is obtained in the event of adoption.

2. A written request for a maternity leave of absence, accompanied by a doctor's statement of approval specifying the initial date of maternity leave.

B. Such leave may be extended for a period of one (1) additional school year upon written application.

C. Contract Rights:

1. Limited contract teachers shall retain limited contract status upon return from maternity leave.

2. Continuing contract teachers shall retain continuing contract status upon returning from maternity leave.

## 8.06 ASSAULT LEAVE

A. An employee who is absent due to disability resulting from a clearly unprovoked attack upon said employee, which assault occurs on Board premises while in attendance at an official school function and in the course of said employee's employment, shall be-subject to the approval of the Superintendent, or his designee-granted up to ninety (90) working days assault leave; said employee shall be maintained on full-pay basis.

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

1. Has a signed, written statement justifying the granting of assault leave. Said statement shall be upon Board provided forms.

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

8.07 FAMILY MEDICAL LEAVE ACT

The parties to this agreement shall have all rights and obligations provided under the Family Medical Leave Act.

8.08 JURY LEAVE

A member of the bargaining unit who is summoned for jury duty or is subpoenaed shall be granted leave with pay and such leave shall not be deducted from another leave provision, provided documentation of attendance is submitted to the Treasurer's office.

## ARTICLE 9
## NON-RENEWAL PROCEDURE

9.01 NON-RENEWAL PROCEDURE

A. If the Superintendent intends to recommend the non-renewal of a teacher's contract, said teacher shall receive a written statement of the Superintendent's intention fifteen (15) days prior to the Board meeting in which the recommendation will be acted upon.

B. Within seven (7) calendar days after the receipt of the above notification by the Superintendent, the teacher may request written specific reasons

for the non-renewal. The reasons shall be based upon evaluation and for just cause for Bargaining Unit Members after the issuance of two (2) year contract. A maximum of two (2) one year contracts may be awarded. Requests for tenure are exempt from this article and the procedures outlined in the Ohio Revised Code 3319.11 will apply.

C. Within seven (7) calendar days after the receipt of the above request, the Superintendent shall furnish to the teacher in writing the specific reasons for the non-renewal and shall notify the teacher in writing of the date, time, and place of the hearing. Said hearing shall take place within ten (10) calendar days after the receipt of such notice. Both parties may be accompanied and/or represented at this meeting by counsel of his or her choice.

D. The hearing is to be private unless it is requested by the teacher to be public.

E. The hearing shall be confined to the reasons given for the non-renewal of the contract.

F. Within seven (7) calendar days of the hearing with the Board of Education, a decision in writing shall be rendered. A copy of the decision shall be sent to the teacher and the Superintendent.

# ARTICLE 10
# VACANCIES, TRANSFERS, AND POSTINGS

## 10.01 VACANCIES, TRANSFERS, AND POSTINGS

A. Vacancy – For the purpose of this section "vacancy" shall be defined as an opening in the bargaining unit or a supplemental position by reason(s) of retirement, resignation, leave of absence, death, non-renewal of contract, or a new position as determined by the Board of Education. When a vacancy is posted and filled by a teacher already employed by the Board of Education, the resulting job opening then occurring shall be deemed a vacancy and posted in accordance with the contract.

B. Posting – Any notification of a vacancy or new position will be emailed to all bargaining unit members through their school email. Notification of such new position(s) and/or vacancies shall be for a period of five (5) calendar days following the email. No vacancy or new position shall be filled until such vacancy or new position has been posted on the Association designated bulletin boards in each building for five (5) working days during the regular school year, including June. All vacancy notices shall be sent to the Association President.

C. Voluntary Transfer

1. Teachers who desire a change in grade level, subject(s) assigned, who desire to transfer to another building may file a written statement of such desire with the Superintendent no later than five (5) working days after the posting. The selection of the teacher to fill a vacancy shall be based upon two (2) factors:

    a. The teacher possesses a valid certificate at the time of application for the area(s) listed in the vacancy notice.
    b. Seniority.

2. The applicant with the most seniority shall be awarded the vacant position. For purposes of this article, seniority will be computed from a teacher's most recent date of hire and will begin to accrue as of his/her day of actual service. Seniority will continue to accrue during a paid leave of absence. Seniority will not be broken by unpaid leaves of absence, nor will it accrue. If two or more teachers have the same seniority date, the method of determining most seniority will be by the toss of a coin.

D. Involuntary Transfer - Any member of the bargaining unit who is being involuntarily transferred shall be the least senior person in the district possessing their certificate(s) for the position. A conference with the Superintendent and building administrator shall be held with specific reasons for such reassignment, in writing. At such conference, the teacher may be represented by one person of his/her choice. The conference shall take place within fifteen (15) calendar days of the written request for such conference.

10.02 The written statement of specific reasons for such transfer, set forth in paragraph D above, shall be signed by the teacher to acknowledge receipt of such reasons, shall be noted in writing, and shall not preclude such reassignment.

10.03 The Superintendent shall have the authority to involuntarily transfer provided the teacher is given written notice and specific reasons, the opportunity for a conference, as set forth in paragraph D above, and is in the area of certification in which the involuntary transfer occurs. All involuntary transfers and reassignments shall be made prior to the end of the school year and bargaining unit members involuntarily transferred shall be granted five (5) days' pay at his/her per diem rate to prepare for the transfer.

10.04 An involuntary transfer shall be defined as a transfer by the Superintendent without the teacher's request to change in any or all the following: a different grade level, building, or subject(s) taught. Building level changes in assignment due to declining enrollment or the elimination of a course offering shall not be considered an involuntary transfer.

10.05 The Board declares its general support of a policy of filling vacancies from within its own teaching staff provided, however, nothing herein shall preclude the Board of Education from determining the interests of the school system can best be served by actively seeking candidates from outside the District.

## ARTICLE 11
## COMPLAINTS AGAINST MEMBERS OF THE TEACHING STAFF

11.01 Communication between the community and the school ideally should be such that most complaints may be resolved through personal conferences at the school level. Various avenues of contact between teacher, pupil, parent, principal, and other appropriate staff personnel should be pursued before using the formal procedures outlined below.

11.02 Except in extreme cases when the safety of students or personnel is being endangered, and for that reason the Superintendent considers immediate action necessary, the following procedures will be followed:

A. If requested by the complainant or the teacher, a meeting involving the teacher, the principal, and the complainant will be arranged at a mutually convenient time to the complainant.
B. If it is not resolved at this level, it may be appealed by the Superintendent.
C. If it is still unresolved at that level, it may be appealed to the Board.

11.03 In each of the steps above, the teacher may request and shall be informed of contemplation action at steps B and C and be accompanied by counsel and/or representative of his choosing, at his or her own expense. At step A the teacher shall be accompanied by a representative of their own choosing. Conferences regarding such complaints shall be private.

11.04 At no time and under no circumstances shall a teacher's confidential personnel file be opened to the public or any part of the contents thereof be revealed, conveyed, or in any manner transmitted, directly or indirectly, to the public or members of the news media by the Board of Administrative staff, or their agents, unless a public records request is made. In the event a request complying with Ohio Revised code is made the following procedure will be followed:

A. The teacher will be notified immediately that a request has been made.
B. When permissible, the teacher will be notified and may be present or the Superintendent will ask to remain while the requested documents are reviewed.

## ARTICLE 12
## EVALUATION

12.01 Evaluation of certified/licensed teaching staff will be based upon Ohio Teacher Evaluation System (OTES). The evaluation of teachers, who spend fifty percent (50%) or more of his/her time providing content-related student instruction, shall be in accordance with this procedure, which aligns with the Standards for the Teaching Profession set forth in state law. The definitions prescribed in the Ohio Revised Code 3319, Ohio Administrative Code, and ODE Model Policies, pertaining to this procedure shall be incorporated unless otherwise provided herein.

Evaluation of certified/licensed counseling staff will be based upon the Ohio School Counselor Evaluation System (OSCES). The evaluation of school counselors shall be in accordance with this procedure, which aligns with the Standards for the Ohio School Counselors. The definitions prescribed in the Ohio Revised Code 3319.113, Ohio Administrative Code and ODE Model Policies, pertaining to this procedure shall be incorporated unless otherwise provided herein.

12.02 District administrators who are credentialed shall be responsible for evaluation of the performance of teachers/school counselors. The evaluator shall also be credentialed by the Ohio Department of Education to administer the Ohio Teacher Evaluation System (OTES)/Ohio School Counselor Evaluation System (OSCES) so long as such credentialing exists. If a teacher/school counselor is being evaluated by someone other than his/her building principal or immediate supervisor, the teacher/school counselor will be notified of their intended credentialed evaluator no later than September 15 or within thirty (30) days of employment if employed after the start of the school year. However, bargaining unit members shall not serve as credentialed evaluators. Where a teacher/school counselor is under a continuing contract or under consideration for renewal/non- renewal or under an improvement plan, a district administrator will serve as the Credentialed Evaluator. The Credentialed Evaluator assigned to the teacher/school counselor shall complete all components of the Teacher/School Counselor Performance component except in the case of extenuating circumstances.

12.03 FULL EVALUATION CYCLE

All teachers/school counselors shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and periodic classroom walk--throughs each school year. The first observation will occur before the conclusion of the first semester. No teacher/school counselor may be evaluated more than once annually.

The formal evaluation cycle for teachers shall consist of a professional growth/improvement plan, a pre-observation conference(s) (waivable if mutually agreed upon by member and administrator), a formal holistic observation [minimum of thirty (30) minutes], a post-conference(s), classroom walkthrough(s), a formal focused observation(s) [minimum of thirty (30) minutes], and a final summative conference.

The formal evaluation cycle for school counselors shall consist of a professional growth/improvement plan, a pre-observation conference(s) (optional at counselor's discretion), formal observation(s) [minimum of thirty (30) minutes], post-conference(s), and walkthrough(s).

The first observation will occur before the conclusion of the first semester.

12.04 LESS FREQUENT EVALUATION CYCLES

Teachers/school counselors who are rated Accomplished on the most recent evaluation will be subject to a Full Evaluation Cycle once (1) every three (3) years unless s/he is up for renewal, provided the teacher/school counselor submits a self-directed Professional Growth Plan to the evaluator each year, and for teachers, the evaluator determines the teacher is making growth progress on that plan. Growth progress is defined as completing action steps, attaining a goal statement, and/or providing evidence on qualitative or quantitative indicators for the bargaining unit member. If a teacher/school counselor does not need to complete a full evaluation cycle, they will complete a Less Frequent Evaluation Cycle.

Teachers/school counselors who are rated Skilled on the most recent evaluation will be subject to a Full Evaluation Cycle once (1) every two (2) years unless s/he is up for renewal, provided the teacher/school counselor and the evaluator jointly develop a Professional Growth Plan for the teacher/school counselor, and for teachers, the evaluator determines the teacher is making growth progress on that plan. Growth progress is defined as completing an action step, attaining a goal statement, and/or providing evidence on qualitative or quantitative indicators for the bargaining unit member. If a teacher/school counselor does not need to complete a full evaluation cycle, they will complete a Less Frequent Evaluation Cycle.

The Less Frequent Evaluation Cycle consists of a professional growth plan, one (1) observation, and one post-conference discussion of progress on the Professional Growth Plan.

A teacher/school counselor may request a formal observation at any time, in addition to those required. Such requests may be denied by the Evaluator. The evaluator will supply the teacher/school counselor with the reason for the denial in writing.

12.05 LIMITED OR NON-RENEWAL EVALUATION

Teachers/school counselors who are on a limited or extended limited contract and who are under consideration for non-renewal shall be evaluated based on at least three (3) formal observations of at least thirty (30) minutes each and periodic walkthroughs during the last year of their contract. The Superintendent may waive the third (3rd) observation, if the teacher/school counselor is not being considered for non-renewal.

12.06 There shall be at least twenty-one (21) calendar days between each formal observation unless there is mutual agreement to amend the twenty-one (21) days. Calendar days exclude Winter and Spring breaks for this Article only.

12.07 All teacher/school counselor evaluations are completed by May 1, with a written copy of the evaluation results and final holistic rating provided to the teacher by May 10th and signed by the evaluator and the teacher/school counselor via eTEPS. The teacher's/school counselor's signature should not be construed as evidence that the teacher/school counselor agrees with its contents.

12.08 Evidence provided by the teacher/school counselor and gathered by the evaluator during the pre-conference (waivable if mutually agreed upon by member and administrator), formal observations, walkthroughs, post conference, required school sponsored events, and other substantiated factors impacting the teacher's/school counselor's performance or professionalism will be used by the evaluator when applying the Performance Rubric. All observation of teacher/school counselor work performance for purposes of the observation documents shall be conducted openly and with full knowledge of the teacher/school counselor. A teacher may provide evidence to the Credentialed Evaluator, including but not limited to student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, portfolios, summative assessments, and student work samples. A school counselor may provide evidence to the Credentialed Evaluator, including but not limited to student grades, standardized test, course completion, graduation rate, attendance, ACT/SAT, discipline reports, office referrals, counselor logs, teacher feedback surveys, Ohio Means Jobs, acceptance rates, and exposure to post-secondary options/surveys.

12.09 The formal observation shall consist of an optional pre-observation conference (waivable if mutually agreed upon by member and administrator), a formal holistic or formal focused observation, and a post-conference. Formal observations shall be conducted in collaboration with credentialed evaluator and the teacher/school counselor. The optional pre-observation conference will occur within five (5) work days of the observation and the post-conference will occur within ten (10) work days following the observation, unless the teacher/school counselor or administrator is absent during that observation or evaluation timeframe, or unless other extenuating circumstances exist. The teacher/school counselor will provide the optional pre-observation (at the member's discretion) form to the credentialed evaluator at least one (1) school day prior to the optional pre-observation conference. The teacher/school counselor will provide the post- observation form to the Credentialed Evaluator at least one (1) school day prior to the post-observation conference. At the post-observation conference, the Credentialed Evaluator and teacher/school counselor will review the evidence collected and collaboratively review the draft of the Observation Summary Report Form that the Credentialed Evaluator brings to the post-observation conference.

12.10 A walkthrough/informal observation ("walkthrough") is a formative written assessment by a Credentialed Evaluator. A walkthrough for a school counselor is a formative written assessment piece of non-confidential activities by a Credentialed Evaluator. There shall be no more than six (6) walkthroughs per teacher/school counselor Performance Cycle, unless additional requests are made by the teacher/school counselor. The walkthrough may be unannounced, but nothing prohibits informing the teacher/school counselor of a walkthrough. A walkthrough shall be at least five (5) consecutive minutes, but not more than twenty (20) consecutive minutes. Within five (5) workdays of completing the walkthrough, the evaluator shall provide the

teacher/school counselor a copy of the Walkthrough/Informal Observation Data form. If the teacher/school counselor requests to meet the evaluator to review this Form, this meeting will be held before the next walkthrough occurs. The teacher/school counselor request to meet the evaluator must occur within two (2) school days following the receipt of the Walkthrough/Informal Observation Data Form.

12.11 Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing, or Ineffective, and any others required by law. This rating will be determined based on teacher performance using OTES 2.0 rubric.

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing, or Ineffective, and any others required by law. This rating will be determined based on school counselor performance (Standards 1-6) and the metric of student outcomes (Standard 7). For School Counselors, the metric of Student Outcomes refers to the seventh area of the OSCES Evaluation Rubric that provides data demonstrating that the student's skills, knowledge or behavior have positively changed as a result of the school counselor's actions.

In the event the Ohio Legislature modifies these criteria for teachers or school counselors, the Union and the Board agree to negotiate on the limited issue of whether these criteria should also be modified in this Article.

12.12 Within ten (10) calendar days of receiving evaluation documents such as holistic/formal/focused observations, walkthroughs, and the final summative rating of teacher/school counselor effectiveness, a teacher/school counselor has the right to make a written response to the aforementioned documents and to have it attached to the appropriate document(s). The components of the formal evaluation cycle will be used to determine the final holistic rating.

12.13 Any teacher/school counselor who was on leave from the school district for fifty (50%) or more of the school year shall be exempt from the evaluation process.

12.14 Upon implementation of OTES 2.0 High Quality Student Data (HQSD) will apply as long as required by law.

Each evaluation shall contain two (2) measures of high-quality student data (HQSD). When applicable to the grade level or subject area taught by the teacher being evaluated, HQSD shall include the value-added progress dimension as one (1) source of HQSD.

HQSD shall be used as evidence in any component of the teacher's evaluation related to the OTES 2.0 rubric which include HQSD.

The high-quality student data instrument used must be reviewed by the District Evaluation Committee to ensure it meets all of the following criteria:

A. Align to learning standards.
B. Measure what intends to be measured.
C. Be attributable to a specific teacher for course(s) and grade level(s) taught.
D. Demonstrate evidence of student learning (achievement and/or growth)
E. Follow protocols for administration and scoring.
F. Provide trustworthy results.
G. Not offend or be driven by bias.

12.15 Teachers/school counselors who receive a final summative rating of Accomplished must develop a self-directed professional growth plan and may choose their credentialed evaluator(s) from the Board approved evaluator list. An evaluator may decline the selection. If the evaluator denies the selection, s/he must provide the teacher/school counselor with written reasons for the denial. Teacher/school counselors who receive a final holistic rating of Skilled or Developing must develop professional growth plans collaboratively with their credentialed evaluator(s) from the Board approved list.

Teachers/school counselors who receive a final holistic rating of Ineffective must develop an improvement plan with their credentialed evaluator(s). The Superintendent/designee assigns credentialed evaluators to teachers/school counselors who receive a final summative rating of ineffective.

12.16 Effectiveness Rating shall be calculated utilizing the procedures under Ohio law.

12.17 The Superintendent or designee shall annually file a report to the Department of Education including only information required by law.

12.18 Only the final evaluation rubric and the final holistic rating of teacher/school counselor effectiveness form are to be placed in a teacher's school/counselor's file. The forms will be signed and dated by both the administrator and the teacher/school counselor. Signatures indicate only that the forms were seen by the teacher/school counselor and administrator, not necessarily agreement with the contents.

12.19 Upon request, the credentialed Evaluator shall provide the teacher/school counselor with copies of all final written documentation, artifacts, and evidence collected during formal observations and walkthroughs/informal observations or other substantiated factors/required events impacting the teacher's/school counselor's performance or professionalism that have impacted the performance rubric.

12.20 No teacher/school counselor shall be required to complete a Self-Assessment Form (e.g. OTES/OSCES Self-Assessment Form). This tool may be used by a teacher/school counselor as a resource.

12.21 Video or audio devices shall not be used to record a teacher's classroom instructional performance during the evaluations by the Credentialed Evaluator. The District will not use video/audio evidence submitted to ODE by a Resident Educator for their residency requirements as evidence to assess teacher performance (OTES).

12.22 Any teacher/school counselor who submits a notice of retirement and that notice has been accepted by the Board not later than the first day of the second semester of the school year in which the evaluation is otherwise to be conducted, will not be evaluated.

12.23 PROFESSIONAL GROWTH & IMPROVEMENT PLANS

Either a Professional Growth Plan or an Improvement Plan will be developed annually. Each plan will be based upon the results of the formal holistic observation and aligned to any existing school district or building improvement plan. These plans will be due to the evaluator by October 1st of the following school year.

A. Professional Growth Plan

Teachers will be required to make adequate progress on their Professional Growth Plan as defined in 12.04 in order to remain on a Less Frequent Evaluation cycle.

A teacher with a final holistic rating of Accomplished will develop a self-directed Professional Growth Plan. A teacher with a final holistic rating of Skilled will develop a jointly directed Professional Growth Plan. A teacher with a final holistic rating of Developing will develop a Professional Growth Plan that is guided by the assigned evaluator.

A school counselor who is rated Accomplished, Skilled or Developing will develop a Professional Growth Plan in collaboration with his/her assigned evaluator.

Each school counselor will develop a Professional Growth Plan on an annual basis no later than the first Monday in October.

A. Improvement Plan

A teacher with a final holistic rating of Ineffective will be placed on an Improvement Plan.

A school counselor who is rated Ineffective will be placed on an Improvement Plan.

1. The Credentialed Evaluator shall develop an Improvement Plan to address any significant teacher/school counselor performance deficiency identified after an observation using the OTES/OSCES Improvement Plan Forms (In Appendix D). A performance deficiency includes either an overall ineffective rating or an ineffective rating on any of the components of the OTES/OSCES Rubric. The Credentialed Evaluator shall meet with the teacher/school counselor to review the Improvement Plan and receive input from the teacher/school counselor before the Improvement Plan is finalized and implemented.

2. If the district anticipates taking adverse employment action based on a teacher's/school counselor's performance, the teacher/school counselor shall first be placed on an Improvement Plan so s/he has an opportunity to remedy the performance deficiencies. The Improvement Plan may be created after the first or second observation in this circumstance.

    a. If a teacher/school counselor on an Improvement Plan requests a support teacher/counselor, the Credentialed Evaluator shall identify a support teacher/counselor (if a teacher has a resident educator mentor, the mentor may also serve as the support teacher to the resident educator).

    b. Support Teacher/Counselor: A mentor teacher/counselor who supports a teacher/counselor who has been placed on an Improvement Plan.

3. An Improvement Plan based on an Ineffective teacher rating will be revisited in at least twenty-eight (28) school day intervals to see whether the teacher's/counselor's performance has improved and whether to modify or end the plan.

12.24 A teacher who accepts a student teacher(s) will still have his/her student growth measures reflect all students for who s/he is the teacher of record. Any teacher may volunteer to accept a student teacher during the school year. No teacher shall be assigned a student teacher.

12.25 Electronic Teacher and Principal Evaluation System (eTPES) or Ohio Evaluation System (Ohio ES).

The Superintendent shall choose the minimum required/least intrusive option for submitting teacher evaluation data to the ODE and/or third parties. Rebuttal for eTPES

or Ohio ES data shall be kept in the teacher's/counselor's personnel file and not placed into eTPES or OhioES.

Bargaining unit members shall not be required to enter additional data other than what is required by the selected eTPES/OhioES option into eTPES/OhioES. Violation is grounds for a grievance under Article 2.

Prior to final submission of the data to eTPES/OhioES, the administration shall provide the teacher the data within five (5) days of the final submission date.

12.26 DISTRICT EVALUATION COMMITTEE

There shall be a District Evaluation Committee, which shall be comprised of a Union team appointed by the Union President(s) and Administrative team appointed by the Superintendent, the union team having up to five (5) members and the administrative team having up to three (3) members. The District Evaluation Committee shall review its established ground rules annually. The District Evaluation Committee shall reach a decision through consensus, shall receive training on the state-adopted evaluation framework(s), including High Quality Student Data training as permitted by Ohio law, on-site, or at a local ESC and may utilize subcommittees or experts as needed to gather or provide information. The District Evaluation Committee shall keep minutes summarizing its meetings. Members of the District Evaluation Committee shall be paid per hour at auxiliary compensation as outlined in the supplemental salary schedule. Meetings are not to exceed four hours per year unless approved by the Superintendent.

The District Evaluation Committee is responsible for:

1. Reviewing and making recommendations on the OTES/OSCES and non-OTES evaluation procedure and instruments.
2. Review, discuss, and make a recommendation for conducting virtual observation(s) and walkthrough(s) utilizing the OTES/Non-OTES/School Counselor rubric(s).
3. Assists in determining, selecting, and approving High Quality Student Data Tools.
4. Provide a recommendation whether to implement the vendor assessment as HQSD.
5. Making recommendations as set forth throughout Article 12 titled Evaluation.
6. Shall annually review the evaluation process and instruments for the Non-OTES evaluation system and make a recommendation(s) during the term of this contract.

Any recommendations made by the District Evaluation Committee shall be sent to the Union Executive committee and the Superintendent/Board. Any District Evaluation

Committee recommendations, or mutually agreed upon modifications thereto, that would modify any provision of Article 12 Evaluation may be implemented provided the Union Executive Committee and Superintendent/Board agree.

NON-OTES Employees

(Non-OTES Evaluation Procedures will be amended to reflect amendments to the OTES Procedures where applicable.)

12.27 Evaluation of non-OTES certified staff. The evaluation of bargaining unit members, who spend fifty (50%) or less of his/her time providing content-related student instruction, shall be in accordance with this procedure, 12.23. The goal of the policy and the formal evaluation procedure is improvement of instruction and/or support/related services.

12.28 District Administrators shall be primarily responsible for evaluation of the performance of bargaining unit members.

12.29 All bargaining unit members shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and periodic walkthroughs each school year. No bargaining unit members shall be evaluated more than once (1) annually. The first observation will occur before the conclusion of the first semester.

12.30 Bargaining unit members who are on limited contract and who are under consideration for nonrenewal shall be evaluated based on at least three (3) formal observations and periodic walkthroughs during the last year of their contract. The parties agree that bargaining unit members who are in their probationary period, who will not be renewed, shall not be subject to this three (3) formal observation requirement.

12.31 There shall be at least twenty-one (21) calendar days between each formal observation unless there is mutual agreement to amend the twenty-one (21) days.

12.32 All bargaining unit member evaluations are completed by May 1, with a written copy of the evaluation results provided to the teacher by May 10.

12.33 Evidence provided by the bargaining unit member and gathered by the evaluator during the pre-conference, formal observations, informal observations (including at school sponsored events), walkthroughs, post-conference and other factors impacting the bargaining unit member's performance or professionalism will be used by the evaluator when compiling the summative evaluation.

12.34 The evaluator will give a copy of the completed observation form(s) to the bargaining unit member at least one (1) day in advance of the post-observation conference. Changes to the observation form information may be made as a result of additional information gathered in the post-observation conference. A bargaining unit member may include a written response within ten (10) work-days of receipt of an observation (formal or informal), a walkthrough, or a summative rating.

12.35 The formal observation shall consist of an optional pre-conference (waivable if mutually agreed upon by member and administrator), an observation, and a post-conference. The optional pre-conference will normally occur within five (5) work- days of the observation. The post-conference will normally occur within ten (10) work-days following the observation, unless the bargaining unit member or administrator is absent during that time frame. A summative evaluation will normally be completed within ten (10) working days of the last observation post- conference. All observations and other documented items will be consolidated into the summative evaluation. A copy of the summative evaluation will be given to the bargaining unit member. Time limits may be extended by mutual agreement.

12.36 The bargaining unit member shall have the right to request a follow-up conference following the summative evaluation conference.

12.37 When an Ineffective rating is identified as an overall holistic performance or within an individual category of the rubric, the evaluator will assist the bargaining unit member to set up written goals and objectives for the improvement plan in the problem area(s). The goals and objectives will denote what type of assistance will be provided by the administration. The bargaining unit member is responsible for implementing reasonable suggestions for improvement. The bargaining unit member's signature on the goals and objectives will not constitute agreement with the goals and objectives, but only that the bargaining unit member has seen them.

12.38 Final observation documents and final summative evaluation documents will be placed in the bargaining unit member's personnel file.

## ARTICLE 13
## TUITION AND OTHER REIMBURSEMENTS

13.01 The Wolf Creek Local Board of Education shall allocate thirty thousand dollars ($30,000.00) per school year to reimburse certified/licensed employees for courses taken. All full time employees of the Wolf Creek Local School District may participate. In order to be eligible for reimbursement, a bargaining unit member must have

completed at least one year in the district prior to submitting a request for approval and must meet the conditions of this article.

No bargaining unit member on a leave of absence shall be eligible for reimbursement under this article.

Courses must be taken outside the bargaining unit member's regular work day/year.

13.02 If the Superintendent approves the application, tuition reimbursement will be awarded upon verification to the Treasurer's Office that the class has been successfully completed. Successful completion shall be verified by receipt of the official grades issued by the educational institution indicating the completion of courses. A grade of "C" or better is acceptable for reimbursement of the course.

An employee shall not be eligible for reimbursement if he/she receives compensation from a government or other foundation for the course in question.

13.03 PAYMENTS

By accepting payment under this Article, the Bargaining Unit Member agrees that if his/her employment with the Board ends prior to completion of the entire school year, the Board and Treasurer may recover all monies paid under this Article by withholding salary or any other means.

Application for all tuition reimbursement must be submitted to the Superintendent by November 1st. Payment will be made to each bargaining unit member by December 1st.

Reimbursement shall not exceed the actual cost of college or university credit.

13.04 When a Bargaining Unit Member presents evidence of completion of additional credit which would qualify the Bargaining Unit Member for a better salary schedule bracket, the salary of the Bargaining Unit Member will be adjusted. Evidence of credit needs to be submitted to the Ohio Valley ESC, who will verify the change in salary schedule bracket and send a letter to the Superintendent. If the letter is received by the Superintendent by October 1st , a change in salary schedule bracket will be made. If notification is received after October 1st, the change in salary schedule bracket will occur the following school year.

13.05 FINGERPRINTS

The Board shall pay all costs for required background checks, including BCI and FBI checks. Fingerprints must be completed at the Wolf Creek District Office.

## ARTICLE 14
## SEVERANCE PAY

14.01 The Board of Education shall grant severance pay to each retiring teacher. Retirement shall be defined as actual retirement from the Ohio State Teachers Retirement System and have officially applied and have been approved by the System for retirement benefits.

14.02 The retiree shall be paid a benefit calculation of one fourth of their accumulated sick leave computed at the actual rate of pay earned for a day's work, excluding extended service or pay for additional duties to a maximum as follows:

A. A teacher having ten (10) years of service with the state, or any political subdivision thereof – 30 days.

B. A teacher having fifteen (15) or more years of service in the Wolf Creek School District – 35 days.

C. A teacher having twenty (20) or more years of service in the Wolf Creek School District – 45 days.

D. A teacher having twenty-five (25) or more years of service in the Wolf Creek School District – 50 days.

E. A teacher having thirty (30) or more years of service in the Wolf Creek School – 60 days.

14.03 Teachers having twenty, twenty-five or thirty (20, 25, or 30) years of service or more in the Wolf Creek Local School District will have in addition to the above per diem pay (14.02 C., D., and E.) as follows:

With 20 years of service at WCLSD: 60 days subtracted from accumulated sick leave, then divide that amount by 2. Then, multiply by $100.00.

Ex. 230 days – 60 = 170.

170 / 2 = 85.
85* ($100.00) = $8,500

With 25 years of service at WCLSD: 50 days subtracted from accumulated sick leave, then divide that amount by 2. Then, multiply by $100.00.

Ex. 230 days – 50 = 180.
180 / 2 = 90.
90* ($100.00) = $9,000

With 30 years of service at WCLSD: 45 days subtracted from accumulated sick leave, then divide that amount by 2. Then, multiply by $100.00.

Ex. 230 days – 45 = 185.
185 / 2 = 92.5.
92.5* ($100.00) = $9,250

## ARTICLE 15
## PAYROLL DEDUCTIONS

15.01 The Board of Education shall provide payroll deduction options to all members of the teaching staff provided that two or more teachers have requested a deduction from this same organization or company.

A. Professional Dues

1. Deductions are to be made as determined by the Treasurer and Association, in accordance with the School accounting system.

2. By the tenth of the month following the deduction, the Treasurer of the Board shall deliver said deductions to the Treasurer of the Association.

All deductions shall be paid to the designated account before the next pay period.

## ARTICLE 16
## PAY PERIODS

16.01 Teachers' pay shall be divided into equal pay periods. Payday shall be every other week.

16.02 All staff will receive pay through direct deposit and they will receive their pay notice through school email account.

## ARTICLE 17
## SALARY OF CERTIFICATED EMPLOYEES

17.01 The Board agrees that the B.S./B.A. base salary for the teachers will be:

2024-2025 - $40,172 (8%)
2025-2026 - $41,377 (3%)
2026-2027 - $42,618 (3%)

17.02 See appendix A for Index Schedule

Master Plus 15 - It is understood that to attain this Masters + 15 level pay on the Salary Schedule five (5) years of completed service in the Wolf Creek Local School District must be completed. Additionally, the fifteen (15) Semester Hours (or the equivalent) must be taken after the Master Degree is conferred.

17.03 Dual Enrollment teachers will receive $500.00 per course/prep per semester up to a maximum of $2,500.00 per semester. [Example: Math-2130, taught all eight (8) periods all year would equal $1,000.00].

17.04 A reopener, as requested annually, to discuss any specifics for Distance Learning Dual Enrollment.

## ARTICLE 18
## INSURANCE PROGRAMS

18.01 HOSPITALIZATION AND MAJOR MEDICAL

The Board will pay eighty-nine percent (89%) of family or single hospitalization, surgical, and major medical insurance. In the event that the Board desires changing the carriers on the insurances, the Wolf Creek Local Education Association shall be included in the selection process. The Board and the Association shall mutually agree on a new carrier. This consent enables either party to request for the insurance to be reviewed each year but does not constitute the opening of contract negotiations.

18.02 DENTAL PROTECTION

The Board will continue the present level of protection for all certified personnel. The Board will pay eighty-nine percent (89%) of the premium.

18.03 The Board will provide $25,000.00 Life Insurance policy for each member of the certified staff, at Board expense. If allowed by the Company, the employee can buy more term insurance at the same (current) rate from the carrier and pay the cost themselves by payroll deduction.

18.04 In the case of husband and wife employees, the Board will pay 100% of stated premium.

18.05 A section 125 tax reduction for the employee portion of Insurance Premium shall apply.

18.06 Any bargaining unit member who provides proof of coverage under any other Insurance Plan shall be eligible to waive coverage under the Board's Group Plan annually by December 31. If they so waive they will receive an annual payment of five thousand ($5,000.00) dollars. The payment will be made on the last payroll period in December of each year provided the employee had remained off the Board's Group Plan the entire year. Members of the same household with both employed by the Board shall not be eligible to participate.

18.07 For the purpose of pro-rating the amount will be divided by 365. The amount will then be multiplied by the number of days the employee has worked.

Example 1 - New employee is hired on August 31. 122 days remaining in the calendar year. Employee waives insurance. 5000/365= 13.70 per day. 122 x 13.70 = $1,671.40. They would receive $1,671.40 in their last pay of December for waiving district health insurance.

Example 2 - Employee resigns position effective July 1st • They received $4,000 in an HSA contribution. 4,000 / 365 = 10.96 per day. They were under contract 184 calendar days. 10.96 x 184 = $2,016.44. 4,000 - 2,016.64 = $1,983.36. They would be required to repay $1,983.36 for the HSA contribution they received in January.

When a new employee is hired on, in the event an employee leaves the district the HSA or waiver will be pro-rated.

Any bargaining unit member hired on, in the event the bargaining unit member leaves the district the HSA or Insurance waiver will be pro-rated.

## ARTICLE 19
## INDIVIDUAL CONTRACT SUPPLEMENTAL

19.01 All teachers assigned additional responsibilities and granted additional compensation for such responsibilities shall be given a written contract that is in addition to their regular contract in keeping with the Ohio revised Code. The extra pay for additional duties and extended service is included in Appendix B.

19.02 Supplemental Contracts are for one year only and should be deemed as automatically non-renewed at the close of each school year without further action by the Board of Education.

See Appendix B for index of supplemental contracts.

## ARTICLE 20
## TRANSPORTATION

20.01 Neither the Board nor any administrator shall require any certified employee to use his/her personal vehicle to transport students.

20.02 The Board will pay WCLEA members the rate as approved in board policy for all employees per mile for any travel approved by the Superintendent for travel (beyond back and forth to school) required by job description.

## ARTICLE 21
## EMPLOYMENT OF RETIRED TEACHERS

21.01 Notwithstanding any provision to the contrary in the CBA, a teacher, who has retired and is collecting retirement benefits from the Ohio State Teachers' Retirement System or comparable retirement system may be rehired/employed by the Board.

21.02 These provisions will apply to any retired teacher under a state retirement system who is hired in the District following any waiting period required by his/her retirement

system, whether previously an employee of the District or any other school district. Such teachers will be collectively referred to herein as "rehired/employed" teachers.

21.03 To be eligible for rehire/employment following retirement, the retired teacher must have accepted severance pay and must have eliminated his/her sick leave upon retirement from his/her prior employment, whether in this District or any other District. A rehired/employed teacher shall not be entitled to any severance pay as defined and referenced in Article 14 of the CBA.

21.04 These provisions expressly supersede Ohio Rev. Code §3319.12 governing annual salary notices and any and all other similar applicable state laws.

21.05 A rehired/employed teacher shall be placed at experience Step 3 and the appropriate training column (not to exceed Master's Degree) of the negotiated salary schedule, and if rehired/re-employed in another one year limited contract, will not progress on the salary schedule. This provision expressly supersedes Ohio Rev. Code §§3317.13 and 3317.14 governing teacher minimum salary and salary schedules, and any and all other similar applicable state laws.

21.06 Retirement shall be considered a break in service and all seniority attained by a rehired/employed teacher prior to his/her retirement shall be lost and shall avert to zero at the time of employment or re-employment. Rehired/employed teachers shall not accumulate seniority following employment or re-employment and shall be considered the least senior teacher for purposes of any Reduction in Force under Article 7(G) of the CBA. Rehired/employed teachers who are laid off will not have recall rights.

21.07 Rehire employment and re-employment shall be on the basis of a one (1) year limited contract only, with notification to be given on or before April 30 if he/she is going to be recommended for reemployment by the District on another one-year limited contract or not for the following year. If the teacher is not reemployed, his/her contract shall automatically terminate at its expiration, without the necessity of Board action being taken. There shall be no expectancy or guarantee of reemployment at the expiration of any one (1) year limited contract Issued pursuant to these special conditions. A rehired/employed teacher shall not be deemed re-employed when notice of nonrenewal is not given or evaluation is not conducted in the year when any contract expires or if nonrenewal procedures under Article 9 of the CBA are not followed. The decision of the Board is final with respect to re-employment of a rehired/employed teacher. This provision expressly supersedes Ohio Rev. Code §§3319.08, 3319.11 and 3319.111 governing teacher contracts and evaluation, and any and all other similar applicable laws.

21.08 A rehired/employed teacher shall not be eligible for continuing contract status in the District. This provision expressly supersedes Ohio Rev. Code §3319.11 governing continuing contracts and any and all other similar applicable state laws.

21.09 A rehired/employed teacher shall not be eligible for Reimbursement for Graduate Work but will be eligible for professional leave and reimbursement of professional expenses as defined in the CBA and Board Policy.

21.10 Sick leave for rehired/employed teachers shall begin at zero upon initial hire by the District following retirement. Rehired/employed teachers shall accumulate sick leave hereafter at the rate specified in Article 8, Section 8.03, of the CBA, and may retain accumulated sick leave for use in a subsequent year if re-employed on another one-year limited contract. Accumulated sick leave shall be lost if the rehired/employed teacher is not re-employed on another one-year limited contract. Rehired/employed teachers are not eligible to convert accrued sick leave to severance upon leaving employment with the District following rehire/employment. This provision expressly supersedes §124.37 of the Ohio Rev. Code governing severance and all other similar applicable state laws.

21.11 Rehired/employed teachers shall be eligible to participate in the Sick Leave Bank as provided for in the CBA.

21.12 A rehired/employed teacher shall be eligible for all benefits (group health insurance, retirement contributions, sick leave, professional leave, personal leave, etc.) granted to teachers who have not retired and been employed/re-employed.

21.13 Any bargaining unit member contemplating retirement from the District shall have the opportunity to discuss his/her rehiring with the Superintendent prior to making a retirement decision, if the bargaining unit member so requests. If the bargaining unit member desires, he/she may invite an Association representative to attend this meeting.

## ARTICLE 22
## SEVERABILITY

22.01 In the event there is a conflict between a provision of this contract and ORC 4117.10 (a) or federal law, or valid rule or regulation adopted by a federal agency as determined by a court of competent jurisdiction, ORC 4117.10 (a) or federal law or valid rule or regulation adopted by a federal agency shall prevail as to that provision. All other provisions of this Contract which are not in conflict with ORC 4117.01 (a) or federal law, or valid rule or regulation adopted by a federal agency, thereto, shall continue in full force and effect in accordance with their terms. The parties will need to negotiate

any necessary change in the Contract relative to the affected provision within sixty (60) days by demand of either party.

22.02 If, during the term of this Contract, there is a change in ORC 4117.10 (a) or federal law, or valid rule or regulation adopted by a federal agency pursuant thereto, which would invalidate any provision of this Contract, as determined by a court of competent jurisdiction, the parties will meet to negotiate provision within sixty (60) days by demand of either party.

22.03 If, during the term of this Contract, there is a change in any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, which requires the Board of Education to develop policies that affect the term(s), conditionals(s) of employment, or working condition(s), then the parties will meet to negotiate the additional term, condition of employment, or working condition within sixty (60) days by demand of either party.

## ARTICLE 23
## DISCIPLINE OF PROFESSIONAL STAFF

23.01 The Board of Education agrees and understands that each professional staff person shall have the opportunity to be accompanied and/or represented by a representative of his/her choice at any discipline meeting. A discipline is defined here as a severe or formal reproof or censure, notification of which has been submitted in writing. If a certified employee is requested to meet with more than one member of the supervisory staff and he feels that such a meeting would be detrimental to his employment, he/she shall have the right to secure representation. The meeting may be with the Principal, immediate supervisor, Superintendent, or Board of Education. Such employee may request that he/she be accompanied by a member of the Association or any representation the employee deems necessary. The aforementioned agreement does not preclude the presence of legal counsel if the employee feels the discipline is severe in nature.

23.02

A. VIOLATIONS

The parties agree that the following examples are illustrations to be utilized as guidelines for the imposition of discipline. All violations shall be identified as a minor or major offense and so identified at the time of the occurrence.

If, after a pre-disciplinary meeting and fact-finding investigation yields just cause for sanctions, the staff member shall be notified in writing that the progressive discipline procedures are being utilized. Written notice shall coincide with the imposed sanction. A copy of the written notice shall be signed by both parties and placed in the official personnel file. If the staff member refuses to sign the document, a copy shall be given to the President of the WCLEA.

Examples include, but are not limited to, the following:

MINOR

1. Tardiness when reporting to work;
2. Leaving school premises during the day without notifying office personnel;
3. Failure to provide adequate lesson plans and class lists for substitute teachers;
4. Leaving class or assigned duty unattended without notifying office personnel;
5. Unauthorized early departure;
6. Failure to prepare lesson plans that reflect the adopted course of study;
7. Minor use of inappropriate conduct or language, including improper discipline of a student.

MAJOR

1. Major use of inappropriate conduct or language, including improper discipline of a student;
2. Unauthorized Absences - Absence from assigned work which is not authorized by the immediate supervisor or Superintendent;
3. Knowingly falsifying school and/or student records;
4. Negligent Supervision - Negligent acts or omissions of the employee while in the course of regular school duties;
5. Use or abuse of illegal drugs and/or alcohol during the school day or being under the influence of such while performing school duties.

B. SANCTIONS

The following sanctions shall be imposed for violation of the major and minor offenses. Minor infractions will commence at either the oral counseling or the verbal warning level. Major infractions will commence with a written reprimand of nonrenewal/termination, depending upon the severity of the infraction. Written reprimand, involuntary leave of absence and nonrenewal/termination shall be for just cause.

MINOR

1st offense - Oral Counseling
2nd offense - Verbal Warning
3rd offense - Written Warning

MAJOR

Written Reprimand

- Involuntary Leave of Absence without pay. Such leave not to exceed forty-five (45) contract days for any one violation of a major offense.
- Nonrenewal/Termination

C. PERSONNEL FILES

All material pertaining to oral counseling, verbal warnings, written warnings, written reprimands, or involuntary leave will be removed from the employee's personnel file three (3) years from the date of issuance if no additional offenses occur.

## ARTICLE 24
## PERSONNEL FILES

24.01 Any information being added to an employee's personnel file will require the notification of said employee. If the employee disputes the accuracy, relevancy, timeliness, or completeness of information about him/her maintained in said file, he/she may request the Superintendent to investigate the current status of the information within a reasonable time of receiving the request. The Superintendent must make a reasonable investigation to determine if the disputed information applies with the provision of law. Said employee shall have the right to add rebuttal or request a hearing with the Superintendent on any material in his/her personnel file that he deems incorrect or incomplete.

24.02 Any employee will have full and complete access to his/her own file in the presence of an administrator.

## ARTICLE 25
## LESSON PLANS

25.01 Daily lesson plans prepared by each member will be kept in the member's classroom and will be available upon request by the building administrator. Lesson plans will be considered appropriate when they reflect the State of Ohio's Academic Content Standards. Where applicable in the absence of Standards, Courses of Study will be used.

## ARTICLE 26
## STRS PICK-UP UTILIZING THE SALARY REDUCTION METHOD

26.01 The Board of Education of the Wolf Creek Local School District herewith agrees with the Wolf Creek Local Education Association to pick-up utilizing the salary reduction method contributions to the State Teachers Retirement System paid upon behalf of the employees in the bargaining unit under the following terms and conditions:

A. The amount to be "picked-up" on behalf of each employee shall be 9.25 percent (9.25%) or any statutory increases therein of the employee's gross annual compensation. The employee's annual compensation shall be reduced by the Board for the purpose of State and Federal tax only.

B. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment.

C. The pick-up shall become effective and shall apply to all compensation including supplemental earnings thereafter.

D. The parties agree that should the rules and regulations of the IRS, or the retirement system change making this procedure unworkable, the parties agree to return, without penalty to the former method of employee/employer contributions. Payment for all paid leaves: sick leave, personal leave, severance, and supplemental including unemployment and worker's compensation shall be based on the employee's daily gross pay prior to the reduction as basis (e.g. gross pay divided by the number of days in a teacher's contract).

# ARTICLE 27
# TEACHER PROTECTION/STUDENT DISCIPLINE

27.01 The Board and Administration shall give support and assistance to bargaining unit members with respect to maintenance of classroom decorum and discipline in accordance with the laws of Ohio, Board policies and building rules and regulations.

27.02 The Board of Education will have a uniform plan for emergency removal of students (grade K-5) from classroom/extracurricular activities.

27.03 Student/parent handbooks, K-12, shall include the respective discipline plans. These plans shall include the student code of conduct and the normal penalties to be imposed for respective violations.

27.04 Building level student/parent and staff handbooks will be reviewed annually and revised as needed by a separate problem-solving team. A committee will be formed in each building composed of bargaining unit members and the building administrator(s). The WCLEA president shall appoint three (3) committee members at the elementary level and five (5) committee members at the secondary (6-12) level. The principal may seek input from other group(s) as needed. All committee members shall operate in a spirit of compromise to solve problems related to building discipline and teacher and/or administrator procedures. No committee member will be permitted to circumvent this process by refusing to discuss and/or participate in mutually resolving building issues and concerns.

# ARTICLE 28
# DURATION

28.01

A. This contract shall be effective as of July 1, 2024, and shall remain in full force until June 30, 2027.

B. At the end of the third year, no earlier than 120 calendar days prior to June 30th, either party may give written notification to the other of intent to modify or amend this agreement. Such notice shall be by certified mail with return receipt. The parties shall commence negotiations within two calendar weeks upon receiving notice of intent.

# ARTICLE 29
# CONTRACT PRINTING

29.01 The Board will furnish locally produced copies of the contract, entered into the 20th day of August 2024.

FOR THE BOARD:

Hugh A. Arnold

FOR THE ASSOCIATION:

Sara K. Beardsley

Sharon Baumgard

# WOLF CREEK LOCAL SCHOOL DISTRICT
# APPENDIX A – SALARY SCHEDULE
## WOLF CREEK LOCAL SCHOOL DISTRICT
## TEACHERS SALARY SCHEDULE

**SCHOOL YEAR 2024-2025** **BASE SALARY - $40,172**

| DEGREE | BA/BS | | 150 HOURS | | MASTERS | | MASTERS PLUS 15 | |
|---|---|---|---|---|---|---|---|---|
| STEP | INDEX | SALARY | INDEX | SALARY | INDEX | SALARY | INDEX | SALARY |
| 0 | 1.00000 | $40,172 | 1.04374 | $41,929 | 1.10956 | $44,573 | | |
| 1 | 1.04374 | $41,929 | 1.09238 | $43,883 | 1.16293 | $46,717 | | |
| 2 | 1.08748 | $43,686 | 1.14102 | $45,837 | 1.21630 | $48,861 | | |
| 3 | 1.13122 | $45,443 | 1.18966 | $47,791 | 1.26967 | $51,005 | | |
| 4 | 1.17496 | $47,200 | 1.2383 | $49,745 | 1.32304 | $53,149 | | |
| 5 | 1.21870 | $48,957 | 1.28694 | $51,699 | 1.37641 | $55,293 | 1.45348 | $58,389 |
| 6 | 1.26244 | $50,714 | 1.33558 | $53,652 | 1.42978 | $57,437 | 1.51261 | $60,764 |
| 7 | 1.30618 | $52,471 | 1.38422 | $55,606 | 1.48315 | $59,581 | 1.57176 | $63,140 |
| 8 | 1.34922 | $54,200 | 1.43286 | $57,560 | 1.53652 | $61,725 | 1.63092 | $65,517 |
| 9 | 1.39750 | $56,140 | 1.48250 | $59,555 | 1.58500 | $63,672 | 1.68140 | $67,545 |
| 10 | 1.44500 | $58,048 | 1.53500 | $61,664 | 1.64500 | $66,082 | 1.74746 | $70,198 |
| 11 | 1.49250 | $59,956 | 1.58750 | $63,773 | 1.70500 | $68,493 | 1.81353 | $72,853 |
| 12 | 1.54000 | $61,864 | 1.64000 | $65,882 | 1.76500 | $70,903 | 1.87961 | $75,507 |
| 13 | 1.54000 | $61,864 | 1.64000 | $65,882 | 1.76500 | $70,903 | 1.87961 | $75,507 |
| 14 | 1.54000 | $61,864 | 1.64000 | $65,882 | 1.76500 | $70,903 | 1.87961 | $75,507 |
| 15 | 1.56375 | $62,818 | 1.66625 | $66,936 | 1.79500 | $72,108 | 1.91266 | $76,835 |
| 16 | 1.56375 | $62,818 | 1.66625 | $66,936 | 1.79500 | $72,108 | 1.91266 | $76,835 |
| 17 | 1.56375 | $62,818 | 1.66625 | $66,936 | 1.79500 | $72,108 | 1.91266 | $76,835 |
| 18 | 1.58750 | $63,773 | 1.69250 | $67,991 | 1.82500 | $73,313 | 1.94571 | $78,162 |
| 19 | 1.58750 | $63,773 | 1.69250 | $67,991 | 1.82500 | $73,313 | 1.94571 | $78,162 |
| 20 | 1.58750 | $63,773 | 1.69250 | $67,991 | 1.82500 | $73,313 | 1.94571 | $78,162 |
| 21 | 1.61125 | $64,727 | 1.71875 | $69,045 | 1.85500 | $74,518 | 1.97876 | $79,490 |
| 22 | 1.61125 | $64,727 | 1.71875 | $69,045 | 1.85500 | $74,518 | 1.97876 | $79,490 |
| 23 | 1.61125 | $64,727 | 1.71875 | $69,045 | 1.85500 | $74,518 | 1.97876 | $79,490 |
| 24 | 1.63500 | $65,681 | 1.74500 | $70,100 | 1.88500 | $75,724 | 2.01181 | $80,818 |
| 25 | 1.63500 | $65,681 | 1.74500 | $70,100 | 1.88500 | $75,724 | 2.01181 | $80,818 |
| 26 | 1.63500 | $65,681 | 1.74500 | $70,100 | 1.88500 | $75,724 | 2.01181 | $80,818 |
| 27 | 1.65875 | $66,635 | 1.77340 | $71,240 | 1.91500 | $76,929 | 2.04486 | $82,145 |
| 28 | 1.65875 | $66,635 | 1.77340 | $71,240 | 1.91500 | $76,929 | 2.04486 | $82,145 |
| 29 | 1.65875 | $66,635 | 1.77340 | $71,240 | 1.91500 | $76,929 | 2.04486 | $82,145 |
| 30 | 1.68250 | $67,589 | 1.79965 | $72,295 | 1.94500 | $78,134 | 2.07791 | $83,473 |
| 31 | 1.68250 | $67,589 | 1.79965 | $72,295 | 1.94500 | $78,134 | 2.07791 | $83,473 |
| 32 | 1.68250 | $67,589 | 1.79965 | $72,295 | 1.94500 | $78,134 | 2.07791 | $83,473 |
| 33+ | 1.70625 | $68,543 | 1.82590 | $73,349 | 1.97500 | $79,339 | 2.11096 | $84,801 |

## WOLF CREEK LOCAL SCHOOL DISTRICT
## TEACHERS SALARY SCHEDULE

**SCHOOL YEAR 2025-2026** **BASE SALARY - $41,377**

| DEGREE | BA/BS | | 150 HOURS | | MASTERS | | MASTERS PLUS 15 | |
|---|---|---|---|---|---|---|---|---|
| STEP | INDEX | SALARY | INDEX | SALARY | INDEX | SALARY | INDEX | SALARY |
| 0 | 1.00000 | $41,377 | 1.04374 | $43,187 | 1.10956 | $45,910 | | |
| 1 | 1.04374 | $43,187 | 1.09238 | $45,199 | 1.16293 | $48,118 | | |
| 2 | 1.08748 | $44,996 | 1.14102 | $47,212 | 1.21630 | $50,327 | | |
| 3 | 1.13122 | $46,806 | 1.18966 | $49,224 | 1.26967 | $52,535 | | |
| 4 | 1.17496 | $48,616 | 1.2383 | $51,237 | 1.32304 | $54,743 | | |
| 5 | 1.21870 | $50,426 | 1.28694 | $53,249 | 1.37641 | $56,951 | 1.45348 | $60,140 |
| 6 | 1.26244 | $52,236 | 1.33558 | $55,262 | 1.42978 | $59,160 | 1.51261 | $62,587 |
| 7 | 1.30618 | $54,046 | 1.38422 | $57,275 | 1.48315 | $61,368 | 1.57176 | $65,034 |
| 8 | 1.34922 | $55,826 | 1.43286 | $59,287 | 1.53652 | $63,576 | 1.63092 | $67,482 |
| 9 | 1.39750 | $57,824 | 1.48250 | $61,341 | 1.58500 | $65,582 | 1.68140 | $69,571 |
| 10 | 1.44500 | $59,790 | 1.53500 | $63,513 | 1.64500 | $68,065 | 1.74746 | $72,304 |
| 11 | 1.49250 | $61,755 | 1.58750 | $65,686 | 1.70500 | $70,547 | 1.81353 | $75,038 |
| 12 | 1.54000 | $63,720 | 1.64000 | $67,858 | 1.76500 | $73,030 | 1.87961 | $77,772 |
| 13 | 1.54000 | $63,720 | 1.64000 | $67,858 | 1.76500 | $73,030 | 1.87961 | $77,772 |
| 14 | 1.54000 | $63,720 | 1.64000 | $67,858 | 1.76500 | $73,030 | 1.87961 | $77,772 |
| 15 | 1.56375 | $64,703 | 1.66625 | $68,944 | 1.79500 | $74,271 | 1.91266 | $79,140 |
| 16 | 1.56375 | $64,703 | 1.66625 | $68,944 | 1.79500 | $74,271 | 1.91266 | $79,140 |
| 17 | 1.56375 | $64,703 | 1.66625 | $68,944 | 1.79500 | $74,271 | 1.91266 | $79,140 |
| 18 | 1.58750 | $65,686 | 1.69250 | $70,030 | 1.82500 | $75,513 | 1.94571 | $80,507 |
| 19 | 1.58750 | $65,686 | 1.69250 | $70,030 | 1.82500 | $75,513 | 1.94571 | $80,507 |
| 20 | 1.58750 | $65,686 | 1.69250 | $70,030 | 1.82500 | $75,513 | 1.94571 | $80,507 |
| 21 | 1.61125 | $66,668 | 1.71875 | $71,116 | 1.85500 | $76,754 | 1.97876 | $81,875 |
| 22 | 1.61125 | $66,668 | 1.71875 | $71,116 | 1.85500 | $76,754 | 1.97876 | $81,875 |
| 23 | 1.61125 | $66,668 | 1.71875 | $71,116 | 1.85500 | $76,754 | 1.97876 | $81,875 |
| 24 | 1.63500 | $67,651 | 1.74500 | $72,203 | 1.88500 | $77,995 | 2.01181 | $83,242 |
| 25 | 1.63500 | $67,651 | 1.74500 | $72,203 | 1.88500 | $77,995 | 2.01181 | $83,242 |
| 26 | 1.63500 | $67,651 | 1.74500 | $72,203 | 1.88500 | $77,995 | 2.01181 | $83,242 |
| 27 | 1.65875 | $68,634 | 1.77340 | $73,378 | 1.91500 | $79,237 | 2.04486 | $84,610 |
| 28 | 1.65875 | $68,634 | 1.77340 | $73,378 | 1.91500 | $79,237 | 2.04486 | $84,610 |
| 29 | 1.65875 | $68,634 | 1.77340 | $73,378 | 1.91500 | $79,237 | 2.04486 | $84,610 |
| 30 | 1.68250 | $69,617 | 1.79965 | $74,464 | 1.94500 | $80,478 | 2.07791 | $85,977 |
| 31 | 1.68250 | $69,617 | 1.79965 | $74,464 | 1.94500 | $80,478 | 2.07791 | $85,977 |
| 32 | 1.68250 | $69,617 | 1.79965 | $74,464 | 1.94500 | $80,478 | 2.07791 | $85,977 |
| 33+ | 1.70625 | $70,599 | 1.82590 | $75,550 | 1.97500 | $81,719 | 2.11096 | $87,345 |

## WOLF CREEK LOCAL SCHOOL DISTRICT
## TEACHERS SALARY SCHEDULE

**SCHOOL YEAR 2026-2027** **BASE SALARY - $42,618**

| DEGREE | BA/BS | | 150 HOURS | | MASTERS | | MASTERS PLUS 15 | |
|---|---|---|---|---|---|---|---|---|
| STEP | INDEX | SALARY | INDEX | SALARY | INDEX | SALARY | INDEX | SALARY |
| 0 | 1.00000 | $42,618 | 1.04374 | $44,482 | 1.10956 | $47,287 | | |
| 1 | 1.04374 | $44,482 | 1.09238 | $46,555 | 1.16293 | $49,562 | | |
| 2 | 1.08748 | $46,346 | 1.14102 | $48,628 | 1.21630 | $51,836 | | |
| 3 | 1.13122 | $48,210 | 1.18966 | $50,701 | 1.26967 | $54,111 | | |
| 4 | 1.17496 | $50,075 | 1.2383 | $52,774 | 1.32304 | $56,385 | | |
| 5 | 1.21870 | $51,939 | 1.28694 | $54,847 | 1.37641 | $58,660 | 1.45348 | $61,945 |
| 6 | 1.26244 | $53,803 | 1.33558 | $56,920 | 1.42978 | $60,935 | 1.51261 | $64,465 |
| 7 | 1.30618 | $55,667 | 1.38422 | $58,993 | 1.48315 | $63,209 | 1.57176 | $66,985 |
| 8 | 1.34922 | $57,501 | 1.43286 | $61,066 | 1.53652 | $65,484 | 1.63092 | $69,507 |
| 9 | 1.39750 | $59,559 | 1.48250 | $63,181 | 1.58500 | $67,550 | 1.68140 | $71,658 |
| 10 | 1.44500 | $61,583 | 1.53500 | $65,419 | 1.64500 | $70,107 | 1.74746 | $74,473 |
| 11 | 1.49250 | $63,608 | 1.58750 | $67,656 | 1.70500 | $72,664 | 1.81353 | $77,289 |
| 12 | 1.54000 | $65,632 | 1.64000 | $69,894 | 1.76500 | $75,221 | 1.87961 | $80,105 |
| 13 | 1.54000 | $65,632 | 1.64000 | $69,894 | 1.76500 | $75,221 | 1.87961 | $80,105 |
| 14 | 1.54000 | $65,632 | 1.64000 | $69,894 | 1.76500 | $75,221 | 1.87961 | $80,105 |
| 15 | 1.56375 | $66,644 | 1.66625 | $71,012 | 1.79500 | $76,500 | 1.91266 | $81,514 |
| 16 | 1.56375 | $66,644 | 1.66625 | $71,012 | 1.79500 | $76,500 | 1.91266 | $81,514 |
| 17 | 1.56375 | $66,644 | 1.66625 | $71,012 | 1.79500 | $76,500 | 1.91266 | $81,514 |
| 18 | 1.58750 | $67,656 | 1.69250 | $72,131 | 1.82500 | $77,778 | 1.94571 | $82,923 |
| 19 | 1.58750 | $67,656 | 1.69250 | $72,131 | 1.82500 | $77,778 | 1.94571 | $82,923 |
| 20 | 1.58750 | $67,656 | 1.69250 | $72,131 | 1.82500 | $77,778 | 1.94571 | $82,923 |
| 21 | 1.61125 | $68,668 | 1.71875 | $73,250 | 1.85500 | $79,057 | 1.97876 | $84,331 |
| 22 | 1.61125 | $68,668 | 1.71875 | $73,250 | 1.85500 | $79,057 | 1.97876 | $84,331 |
| 23 | 1.61125 | $68,668 | 1.71875 | $73,250 | 1.85500 | $79,057 | 1.97876 | $84,331 |
| 24 | 1.63500 | $69,681 | 1.74500 | $74,369 | 1.88500 | $80,335 | 2.01181 | $85,740 |
| 25 | 1.63500 | $69,681 | 1.74500 | $74,369 | 1.88500 | $80,335 | 2.01181 | $85,740 |
| 26 | 1.63500 | $69,681 | 1.74500 | $74,369 | 1.88500 | $80,335 | 2.01181 | $85,740 |
| 27 | 1.65875 | $70,693 | 1.77340 | $75,579 | 1.91500 | $81,614 | 2.04486 | $87,148 |
| 28 | 1.65875 | $70,693 | 1.77340 | $75,579 | 1.91500 | $81,614 | 2.04486 | $87,148 |
| 29 | 1.65875 | $70,693 | 1.77340 | $75,579 | 1.91500 | $81,614 | 2.04486 | $87,148 |
| 30 | 1.68250 | $71,705 | 1.79965 | $76,698 | 1.94500 | $82,892 | 2.07791 | $88,557 |
| 31 | 1.68250 | $71,705 | 1.79965 | $76,698 | 1.94500 | $82,892 | 2.07791 | $88,557 |
| 32 | 1.68250 | $71,705 | 1.79965 | $76,698 | 1.94500 | $82,892 | 2.07791 | $88,557 |
| 33+ | 1.70625 | $72,717 | 1.82590 | $77,816 | 1.97500 | $84,171 | 2.11096 | $89,965 |

# APPENDIX B

SUPPLEMENTAL SCHEDULE (2024/25, 2025/26, 2026/27)

| | |
|---|---|
| Athletic Director | $8,100.00 |
| | |
| Basketball Girls Head Coach | $5,500.00 |
| Basketball Boys Head Coach | $5,500.00 |
| Football Head Coach | $5,500.00 |
| | |
| | |
| Volleyball Head Coach | $4,100.00 |
| Wrestling Head Coach | $4,100.00 |
| | |
| Baseball Head Coach | $3,600.00 |
| Cheerleader Advisor | $3,600.00 |
| Softball Head Coach | $3,600.00 |
| | |
| HS Basketball Boys Assistant Coach | $3,100.00 |
| HS Basketball Girls Assistant Coach | $3,100.00 |
| HS Football Assistant Coach (max of 3) | $3,100.00 |
| Cross Country Boys Head Coach | $3,100.00 |
| Cross Country Girls Head Coach | $3,100.00 |
| Golf Boys Head Coach | $3,100.00 |
| Golf Girls Head Coach | $3,100.00 |
| Track Boys Head Coach | $3,100.00 |
| Track Girls Head Coach | $3,100.00 |
| Volleyball Assistant Coach | $3,100.00 |
| Wrestling Assistant Coach | $3,100.00 |
| Junior High Boys Basketball Coach | $3,100.00 |
| Junior High Girls Basketball Coach | $3,100.00 |
| Junior High Football Coach | $3,100.00 |
| Junior High Volleyball Coach | $3,100.00 |
| | |
| Baseball Assistant Coach | $2,100.00 |
| Cross Country Assistant Coach | $2,100.00 |
| Softball Assistant Coach | $2,100.00 |
| Track Assistant Coach | $2,100.00 |
| Freshman Boys Basketball Coach | $2,100.00 |
| Freshman Girls Basketball Coach | $2,100.00 |
| | |
| Junior High Softball Coach | $1,850.00 |
| Junior High Boys Asst Basketball Coach | $1,850.00 |
| Junior High Girls Asst Basketball Coach | $1,850.00 |
| Junior High Football Assistant Coach | $1,850.00 |
| Junior High Golf Coach | $1,850.00 |
| Junior High Volleyball Assistant Coach | $1,850.00 |
| Junior High Cheerleading Advisor | $1,850.00 |
| Junior High Track Coach | $1,850.00 |
| Freshman Volleyball Coach | $1,850.00 |
| | |
| Junior High Assistant Softball Coach | $1,100.00 |
| Junior High Track Assistant Coach | $1,100.00 |

| | |
|---|---|
| Technology Coordinator | $5,400.00 |
| | |
| | |
| Elementary Technology Assistant | $3,600.00 |
| | |
| | |
| High School Student Council Advisor | $2,300.00 |
| High School Yearbook Advisor | $2,300.00 |
| Vocal Music Director | $2,300.00 |
| | |
| News Media Advisor (Newspaper) | $1,700.00 |
| High School Percussion Director | $1,700.00 |
| High School Color Guard Advisor | $1,700.00 |
| Spanish Honor Society & Spanish Club Advisor | $1,700.00 |
| | |
| Elementary Yearbook Advisor | $1,300.00 |
| Junior High Student Council Advisor | $1,300.00 |
| National Honor Society Advisor | $1,300.00 |
| Play Director (per play) | $1,300.00 |
| Key Club Advisor | $1,300.00 |
| | |
| Elementary Detention Monitor | $650.00 |
| High School Detention Monitor | $650.00 |
| Mentor (per mentee) | $650.00 |
| Pep Band Director | $650.00 |
| HS Class Advisor (3 staff members per class) | $650.00 |
| Resident Educator Mentor (per mentee) | $650.00 |
| | |
| Auxiliary Compensation | $35.00 |

| | |
|---|---|
| Extended Days: | |
| Instruction Music Director | 20 days |
| Librarian/Library Media Specialist/Tech Coordinator (will remain as long as the Librarian is the Media Specialist/Tech Coordinator) | 20 days |
| Vocational Agriculture Instructor | 60 days |
| Family & Consumer Sciences Instructor | 20 days |
| Elementary Guidance | 5 days |
| High School Guidance | 15 days |

# APPENDIX C

**HSA CONTRIBUTIONS**

| | |
|---|---|
| 2024-2025 | $4,000/$2,000 |
| 2025-2026 | $4,000/$2,000 |
| 2026-2027 | $4,000/$2,000 |

The amount of Board Contributions listed above will be placed into each HSA Single Plan and into each Family Plan (ES, EC, Family).

The Board is willing to pay 2024-2025 $4,000/$2,000, 2025-2026 $4,000/$2,000, 2026-2027 $4,000/$2,000 to the bargaining unit member(s) who are not eligible for the HDHP/H.S.A. However, it must be understood that the amount listed is the maximum cash payout for Insurance during any one (1) Calendar School Year.

Once you opt out of the Wolf Creek Local Insurance Plan you cannot go back (a one-time exception can be made in the event of spousal loss of insurance but all accumulated opt out money must be reimbursed prior to being eligible for reinstatement for the Wolf Creek Local School District Insurance Plan).