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AGREEMENT BETWEEN

SOUTHEASTERN LOCAL BOARD OF EDUCATION

AND

SOUTHEASTERN LOCAL TEACHERS' ASSOCIATION/OEA/NEA

Effective July 1, 2024 – June 30, 2027

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AGREEMENT

This agreement is the collective bargaining agreement between Southeastern Local School District Board of Education (the "Board") and the Southeastern Local Teachers' Association/OEA/NEA (the "Association").

ARTICLE 1 - RECOGNITION

1.01 The Board, recognizes the Association as the sole and exclusive representative of a bargaining unit consisting of all teachers of the District and to include certified nurses. For purposes of these negotiations, the term "teachers" shall mean all full-time and regular part-time certificated teaching employees of the Board. Part-time teachers are teachers who work less than a full schedule. Excluded from the bargaining unit are the Superintendent, Assistant Superintendent, Principals, Assistant Principals, tutors, substitutes, and temporary employees, non-certificated employees as defined in Section 4117.01 of the Ohio Revised Code.

1.02 Recognition of the Association as the exclusive representative of members of the bargaining unit shall be for the term of this written contract without challenge as provided for in Section 4117.04 (A) and 4117.05 (B) of the Ohio Revised Code. During the period of time from 90 to 120 calendar days prior to the expiration of this Agreement, teachers, a group of teachers or any individual or employee organization acting on their behalf, may file a petition with the State Employment Relations Board with the support of at least 30% of the teachers alleging that the Association is no longer the representative of a majority of teachers in the unit.

ARTICLE 2 - NEGOTIATIONS

2.01 Pursuant to Sections 4117.14 (C) and 4117.14 (E) of the Ohio Revised Code, the parties have established the following mutually agreed upon negotiations and dispute resolution procedures which supersede the procedures listed in Section 4117.14 (C) (2)-(6) and any other procedures to the contrary.

2.02 If either party wishes to terminate, modify, or negotiate a successor agreement, it must serve written notice of that intention upon the other party not less than sixty (60) days prior to the expiration of this agreement. Upon timely service of such notice, the parties shall collectively bargain in good faith in an effort to reach a successor agreement. At the first bargaining session the association and the Board shall submit their complete proposals for a successor agreement. Neither party may submit additional issues for collective bargaining after submitting its initial proposals.

2.03 During the course of negotiations, either party may have observers present or utilize consultants, as deemed necessary. All bargaining sessions will be held with a minimum of two (2) persons present for each party, one of whom will be a board member if possible.

2.04 If no agreement is reached by the fourteenth (14th) calendar day preceding expiration of this agreement, or some other mutually agreed date, both parties shall request the services of the Federal Mediation and Conciliation Service. The mediator shall have the authority to hold bargaining sessions or conferences with representatives of the parties. The period of mediation, during which mediation sessions may be scheduled, shall be from the date of the request for mediation until thirty (30) days from that request, unless both parties agree to an extension of that period. Following that mediation period, the procedures for bargaining that exist in this agreement shall be deemed exhausted.

2.05 When and if a successor agreement is reached by the representatives of the parties, it shall be submitted to the Association for ratification and then to the Board for approval.

2.06 In-Term Bargaining

1. The obligation for in-term bargaining shall be triggered by employer changes in terms and conditions of employment which were not addressed during negotiations of this contract.

2. In-term bargaining shall be limited to thirty (30) calendar days commencing with the first meeting. In-term bargaining shall further be limited to January and/or June of any calendar year unless mutually extended by the parties.

3. Should in-term bargaining in 2 above fail to produce agreement on the issue(s), the parties shall request the services of the Federal Mediation and Conciliation Service. If mediation fails to produce an agreement, the issue(s) shall be submitted (within seven (7) calendar days of the last mediation session) to expedited binding arbitration in accordance with the rules of the American Arbitration Association.

4. The decision of the arbitrator shall be binding and shall be retroactive to the first day of employer unilateral implementation.

ARTICLE 3 - MANAGEMENT RIGHTS

3.01 Except as specifically abridged, delegated, granted or modified by a specific and express term of this Agreement, the Board hereby retains and reserves to itself and the Superintendent all powers, rights, authority, duties and responsibilities conferred upon and vested in it and/or the Superintendent by the laws and the

Constitution of the State of Ohio, and of the United States, including but not limited to the Board's right to: determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the Board, standards of services, its overall budget, utilization of technology, and organizational structure; direct, supervise, evaluate, or hire teachers in order to maintain and improve the efficiency and effectiveness by which school operations are to be conducted; suspend, discipline, demote or terminate teachers for just cause, lay off, non-renew, transfer, assign, schedule, promote, or retain teachers; determine the adequacy of the work force; determine the overall mission of the school district as an educational unit; effectively manage the work force; take actions to carry out the mission of the school district; and the Superintendent's right to direct, assign, supervise, evaluate, schedule, and transfer teachers. The exercise of any of the foregoing management rights requires neither prior negotiation with nor agreement of the Association.

ARTICLE 4 – RIGHTS OF THE ASSOCIATION

4.01 The Board shall supply the Association with the names and addresses of all new bargaining unit members by September 30th of each year. If hired after September 30th of each year then new member in bargaining unit information shall be forwarded to Association within 30 days.

4.02 The Association shall be provided bulletin board space in each building for the posting of notices and other materials relating to Association activities. The bulletin board space shall be identified with the name of the Association. The Association building representative has the responsibility of maintaining the bulletin board. Partial space shall be provided for Board usage material and all materials that are posted by the Association or the Board shall be identified properly. Nothing anonymous will be posted. The Board shall maintain the right to remove anything which is outside the scope of collective bargaining.

4.03 Representatives of the Association shall be permitted to transact Association business on school property at reasonable times which do not interfere with assigned duties of the teacher or of the administration.

4.04 The Association building representatives may use individual school office equipment such as typewriters, computers, fax, copying machines, duplicating equipment, calculating machines, and audiovisual equipment, provided such use is on school property and does not interfere with school use of equipment. The Association shall pay for all consumable supplies.

4.05 The Association representative may use telephones as designated by the Principal to carry out Association business. Any fees or toll call charges shall be reimbursed to the Board by the Association. Calls made shall not interfere with duties assigned by the Board and/or Administration. If a long distance call is made the Association is responsible for charges.

4.06 Association meetings shall be considered exempt from any Board rental fee policy. Prior arrangement must be made with the building Principal and any janitorial or non-certified fee will be paid by the Association.

4.07 The Association will be provided with, at no cost:

A. Four copies of all Board agendas, minutes, and financial reports upon specific request to the Superintendent by the President of the Association.

B. A place on the agenda of all regular Board meetings shall be provided in order that the Association may directly communicate with the Board.

4.08 The policies and practice of the Board shall be applied without regard to race, color, national origin, sex, marital status, handicap, or age. No employee shall be discriminated against because of membership in the Association or for participation in Association activities, or for any bargaining unit member exercising rights according to this contract or law.

4.09 Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels their membership in accordance with 4.10.

4.10 Any individual who wishes to cancel their membership must notify the Association President in writing between August 1 and August 31. A member may cancel their membership outside of the aforementioned cancellation period but shall be responsible for all remaining dues and assessments of the current membership year and by such cancellation acknowledges that he/she is forgoing any rights specifically reserved to members of the Association.

ARTICLE 5 - WORKING CONDITIONS

5.01 Time of Arrival of Teachers/Days in Contract Year

A. Length of Day for teachers:

The length of the teacher day shall be no longer than 7 hrs, 30 minutes. Work week is Monday – Friday except for holiday breaks and summer break. Provisions will be made by local elementary building administrators and/or head teachers to have individual teachers present, on a rotating basis, in the morning and evening to supervise bus loading/unloading and be present in

the building for a designated period of time, not to exceed 15 minutes, and, as determined by the local elementary building administrators and/or head teachers. The rotating schedule shall be fairly applied to all teachers. In the event of a bussing emergency, the teacher(s) assigned to bus duty at the time, may be asked to remain in the building an unspecified amount of time (till the emergency is over, or the teacher(s) is/are relieved).

B. All bargaining unit employees shall be entitled to a duty free, uninterrupted, thirty (30) minute lunch break per day.

C. All bargaining unit members shall receive at least 200 minutes of planning time per week.

D. The teacher contract year shall be designated as follows:

(178) Number of days students are actually present in the building;

(2) Total number of parent teacher conference days

(1) One (1) District wide in-service day;

(1) One (1) day at the beginning of the work year, without students in attendance;

(1) One (1) day at the end of the work year without students in attendance;

(183) Total number of days in teacher contract year

E. Teachers may be asked to spend additional days in the school year beyond the maximum during the summer recess.

F. Attendance on such days shall be optional.

G. Compensation for additional days in a school year beyond the contracted maximum shall be $90 show up for all certificated personnel.

H. Teachers shall be released from duty two hours early on the following dates:

Day before Thanksgiving
Day before Christmas
Day before Spring Break (Easter)
The last school day for students
The last day of school for teachers

I. The Association agrees to work with the Board on any request for waivers of state and federal regulations, which may be necessary to establish early release of students to allow for teacher professional development days at the end of each nine weeks. Such waivers shall not increase the teacher contract year.

J. In-Service Meetings

School will be dismissed, on an as-needed basis, at 12:50 p.m. for a maximum of two dates to be established on the regular published school calendar for in-service programs. Said programs will begin at 1:00 p.m. and end at approximately 3:00 p.m. The Board shall assume financial responsibility for those portions of the in-service scheduled by the Administration. The content of the programs and any financial responsibility for the Board shall be submitted to the Superintendent for prior approval.

K. The Board and Association agree to follow all State of Ohio and Federal Statutes regarding students with special needs, and are eligible for either an Individualized Education Program (IEP) or 504 Plans. Bargaining unit members shall not perform any custodial care for students. Bargaining unit members with the exception of the school nurse shall not perform any medical procedures for students.

L. Bargaining unit members will have the opportunity to attend the school programs of their child(ren) who attend Southeastern schools that occur during the school day with in staff coverage, provided that an acceptable substitute is available at no cost to the Board of Education. The bargaining unit member will have the responsibility for securing an acceptable substitute, and such substitute must be approved, in advance, by the building administration. Those bargaining unit members will have no leave counted against them nor will they be docked any compensation or benefits associated with that compensation while attending the school programs.

M. The Association shall be given one (1) uninterrupted meeting hour with no district meeting planned during the district wide in-service day at the beginning of the year. The timing of this meeting shall not be during any bargaining unit member's lunch hour.

N. Personnel File

Any teacher in the bargaining unit shall have the opportunity upon request during regular office hours, to review his/her personnel file. No document shall be removed from the file without the express written consent of the custodian of the file. Said custodian may require that such review be in the presence of such custodian or his/her designee. Copies of any document may be secured from the teacher's personnel file upon payment of a fee by

the requesting individual to cover the actual expense of such copy. If the employee disputes the accuracy, relevance, timeliness or completeness of information on him/her maintained in said file, he/she may request in writing that such disputed material be removed from the file. Such request shall specifically identify the material objected to and the basis for the dispute. If such request is denied, the teacher shall be permitted to attach a rebuttal statement to any information in his/her file. Anonymous letters shall not be placed in the teacher's personnel file. Employees will be notified when their personnel file has been viewed by a member of the public and they will be provided with a copy of any copies made in response to the public records request. The Board shall ask the identity of the individual(s) making the records request or viewing request and provide this individual's name if available. Social Security numbers shall not be viewed or copied by or for any member of the public, or appear on any checks or check stubs.

5.02 Discipline of Students

Teachers shall be responsible for the discipline of pupils enrolled in their classes, but shall have the freedom of consulting with the Principal when it is felt advisable. No later than bi-annually, a committee shall meet to recommend revisions in school discipline policy for students. The committee shall be three persons appointed by the Superintendent, and three persons appointed by the Association President. The three persons appointed by the Superintendent shall not be bargaining unit members.

5.03 Serving on Committees

Teachers may be asked to serve on committees, which will be formed during the course of the year for the improvement of some phase of the school's program. Teacher time spent on committee work required by the district shall be done on a released time basis, whenever possible.

5.04 Classroom Supply Money

For 2021-2024 school years, the Board agrees to provide up to $230 per classroom for the school year. Orders must be made by May 1 of each school year for the next school year.

5.05 Printing of Contract

The school Board and the SLTA agree to split the cost (50/50) of having the contract printed in booklet form for each certified employee.

5.06 Public Complaints and Grievances

The Board of Education shall adhere to current policy regarding Public Complaints and Grievances, and shall expedite this by printing the policy each fall in the student handbooks given to parents.

5.07 School Calendar Development

The Board of Education agrees to consider teacher proposals for calendar input, providing the information is presented to the Superintendent by March 1 of each year.

Prior to March 1 of each year, the Association may send a letter to the Superintendent and Board of Education concerning the school calendar. The Superintendent shall take into consideration the Association's suggestions and concerns when he develops the next year's calendar. Suggestions included in the letter will come from a survey of Association members.

Prior to the start of each school year, the dates and times of all schools' parent teacher conferences shall be set. If a need arises to change the dates/times of parent teacher conferences, such notice shall go to teachers a minimum of three (3) weeks in advance of the change(s), unless an unforeseen emergency arises.

5.08 Tuition Waiver

A. Children of non-resident, full-time, certificated employees may attend the Southeastern Local Schools without payment of tuition.

B. A child whose parent is a full-time employee of the school district may be admitted to the Southeastern Schools upon written request of the parent submitted to the Superintendent prior to the first day of classes in a school year.

C. No child may be admitted under the provisions of this Resolution after the first day of classes of any school year.

D. The provisions of this Resolution shall be uniformly applied to all children of full-time certified/licensed bargaining unit members of the school district.

E. For purposes of this Resolution and policy, a "full-time bargaining unit member" is a bargaining unit member under regular contract with a regular schedule, excluding substitutes.

F. In the case of any child entitled to attend school under the provisions of this Resolution, no tuition shall be charged by the school district, and no other school district shall be required to pay tuition for the child's attendance.

G. The provisions of this Resolution shall take effect on July 1, 1990, and the effective date of any subsequent amendment or repeal concerning these provisions may not be prior to the first day of the subsequent school year.

5.09 Payroll Deductions

A. The Southeastern Local Board of Education makes available to all of its employees the following payroll deduction authorizations:

1. Hospitalization and Major Medical coverage

2. Cancer Insurance

3. Credit Union Deposits

4. Tax Sheltered Annuity Deposits - The Board of Education requires that the designated agent, broker, or company be selected by at least five (5) employees. The designated agent, broker, or company may also be required by the Board to execute a reasonable agreement protecting the school district from any liability as a result of procuring the annuity. The Southeastern Board will not act as agent or disbursing agent for any Tax Sheltered Annuity program or Company.

5. OEA/NEA union dues for union members.

6. Political Action Contributions (OEA-FCPE) (Fund for Children and Public Education)

7. Savings Bonds

8. Beginning January 1, 2019 union members who do not have an HSA account through the school will be able to start an FSA (Flexible Spending Account) through payroll deduction

B. The Board agrees to deduct membership dues of the Association, its unified affiliates and other affiliated organizations in the manner prescribed below:

1. The Association will inform each of its members and prospective members of the voluntary nature of his/her authorization for deduction(s) including the prescribed procedure utilizing said authorization and the provisions and procedures for revoking an authorization.

2. The Association agrees to distribute and collect prescribed authorization forms from members of the bargaining unit. The Association agrees to provide the prescribed authorization forms to the teacher.

3. The Association President or Treasurer shall submit all new signed authorization forms to the Treasurer of the Board by October 10 of each year. Unless revoked in keeping with procedures contained herein, an authorization will continue from year to year. The Board's Treasurer shall deduct dues in twenty-four (24) equal installments. Any member of the bargaining unit who has authorized said deductions may revoke his/her authorization by notifying the Board's Treasurer on a form prescribed by the Board and the Association by the first Friday in September of any school year.

4. Any teacher employed after October 1, shall be eligible for payroll deduction in the manner described herein. Deductions shall be made in equal installments beginning with the first month of employment and ending with the July paycheck.

5. Within fourteen (14) calendar days following completion of each deduction payroll, the Board's Treasurer shall remit the amount which was deducted to the Association Treasurer in check form made payable to the "Southeastern Local Teachers' Association".

6. By the first Friday in September of each year, the Association will notify the Board's Treasurer as to the total amount to be deducted per member. Such notification shall be in the form of a letter signed by the Association President or Treasurer. The amount to be deducted may not be changed more frequently than once each twelve (12) months.

7. In the event an employee is terminated, severs employment, has authorization revoked or cancels their membership after the first Friday in September the balance of dues not deducted during the school year will be deducted from the final payroll check in the case of termination, or from the next payroll check in the case of revocation.

5.10 Fair Share Fee

All employees of record as of 8/31/00 shall have the option of joining the SLTA. Any employee, who has previously indicated by signature his/her intent to join the SLTA shall have the option to rescind the signature form.

Any employee who chooses by 9/15/00 not to join the SLTA shall not be subject to the fair share fee provisions.

Any employee, employed after 8/31/00, shall be subjected to fair share fee provisions.]

A. Payroll Deduction of Fair Share Fee

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

B. Notification of the Amount of Fair Share Fee

Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association shall be transmitted by the Association to the Treasurer of the Board on or about September 1 of each year during the term of this Contract for the purpose of determining amounts to be payroll-deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

C. Schedule of Fair Share Fee Deductions

1. All Fair Share Fee Payers

Payroll deduction of such annual fair share fees shall commence on the first pay date, which occurs on or after January 15 annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of:

a. Sixty days employment in a bargaining unit position or

b. January 15

2. Termination of Membership during the Membership Year

The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction.

D. Transmittal of Deductions

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

E. Procedure for Rebate

The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.

F. Entitlement to Rebate

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

G. Indemnification of Board

The Association on behalf of itself and the OEA and NEA agrees to indemnify the Board, its members, officers, Treasurer, and employees in the Treasurer's office, for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:

1. The Board shall give a twenty-one (21) day written notice of any claim made or action filed against the Board by a non-member for which indemnification may be claimed.

2. The Association shall reserve the right to designate counsel to represent and defend the Board.

3. The Board agrees (a) to give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, (b) to permit the Association or its affiliates to intervene as a party if it so desires, and/or (3) not to oppose the Association or its affiliates' application to file amicus curiae in the action.

5.11 Meetings

A. System Wide Meetings

1. Two (2) required system-wide faculty meetings may be held during the school year. The meetings shall be held only when the items to be discussed are relevant to the faculty as a whole.

2. The meetings shall be called at least two (2) school days in advance and a written agenda for such meetings shall be posted on faculty bulletin boards and given to Association Building Representatives at least one (1) day prior to each meeting. The meeting shall not be strictly limited to the items on the agenda.

3. None of the foregoing restrictions apply in case of emergency. Any meeting of the system-wide faculty called to discuss an emergency situation shall be limited solely to a discussion of the emergency and shall not constitute one of the two (2) faculty meetings, which may be held during the school year.

4. The system-wide meeting scheduled at the beginning of the school year shall be exempt from these provisions.

B. Building Meetings

1. Building faculty meetings called by the respective building principals shall be attended by all teachers within the particular building. A teacher will not be required to attend the meeting if excused by the building principal who called the meeting. The teacher will give notice to the principal 24 hours before the meeting.

2. Every effort will be made to keep the number of meetings per month to two, and will begin no later than 10 minutes after student dismissal, and will conclude within thirty (30) minutes. A meeting shall be called at least two (2) days in advance and a written agenda for the meeting shall be posted in faculty bulletin boards and given to the Association Building Representatives at least one (1) day prior to the meeting. The meeting shall not be limited strictly to the items on the agenda.

3. None of the foregoing restrictions on building meetings apply in case of emergency. Any building meeting called to discuss an emergency situation shall be limited solely to a discussion of the emergency.

ARTICLE 6 - SALARIES OF CERTIFICATED EMPLOYEES

6.01 Placement

A. Salary Schedules

The Board of Education is required to adopt annually a Teachers' Salary Schedule with provisions for minimum increments based on training and years of service. The Board is permitted to establish its own service requirements provided no teacher receives less than the state minimum, and provided that each teacher received full credit for a minimum of five (5) years of actual teaching and military experience, complying with Section 3317.13 and 3317.14 of the Ohio Revised Code. The salary schedule and index for the bargaining unit shall be attached as appendices E and F. Such schedules shall be effective for the dates designated on the schedules.

B. Military Service Credit

One year of "experience" credit on the salary schedule shall be allowed for each year of military experience (up to five (5) years). One year of military experience shall be considered as twelve months. If military credit is granted, a copy of the Discharge must be filed with the County Superintendent of Schools and the Board of Education. This provision shall not apply to any bargaining unit member on staff as of July 1, 2006 who was given more than five years of military service credit.

C. Credit Hours-Salary Schedule Steps

There are six (6) horizontal steps on the Teachers' Salary Schedule: (1) 120 semester hours shall be the minimum required for a Bachelor's Degree; (2) 135 semester hours is required for the second step; (3) 150 semester hours is required for the third step; (4) a Master's Degree is required for the fourth step; (5) a Master's Degree plus fifteen (15) additional semester hours is required for the fifth step; and (6) a Master's Degree plus thirty (30) additional semester hours is required for the sixth step.

The Southeastern Board of Education has adopted sixteen (16) vertical steps on the salary schedule: Steps 0-15 being for each year of experience, and step 16 being for twenty plus (20+) years of experience.

6.02 Notification

Notification of Salary: Teachers shall be notified not later than July 1 as to the salary schedule.

6.03 Filing of Credentials

By September 15, each teacher shall have on file with the Local Superintendent, the following: a valid Teaching Certificate, a Transcript of all Credit Hours, a statement of any previous experience, and a copy of Military Discharge.

6.04 Pay Day

A. There shall be twenty-six (26) payroll periods each school year, to be divided as equally as possible. The treasurer shall pay all employees every other Friday. Approximately once every seven years, there will be a period longer than two weeks between the last pay of one school year and the first pay of the next school year. The Board shall notify bargaining unit members in September and May preceding such a pay period.

B. At the request of a teacher, his/her check shall be direct deposited to a financial institution of his/her choice. The checks shall be electronically deposited by the treasurer's office by 8:00 a.m. of the pay date (or day before holiday) if pay date falls on a holiday to the financial institution chosen by the teacher.

C. All employees shall be required to sign up for direct deposit of payroll checks.

6.05 Extra Duties/Supplemental Salaries

A. Payment for extra duty assignments, such as coaching, class advisors, etc., will be made in accordance with the extracurricular salary schedule.

B. The extra-curricular salary schedule base shall be 39,300.

C. Teachers who do not perform their complete extra duty assignment for reasons of illness shall have their compensation reduced on a pro rata basis based on the amount of work performed. Teachers who are unable to perform their extra duty assignments for more than 20 work days may be removed from their assignment and the Board may appoint a substitute for the remainder of the assignment who is a bargaining unit member. The bargaining unit member appointed by the Board shall be paid the remainder of the supplemental salary.

6.06 Salary Schedules

A. Effective July 1, 2024, the base salary for the teachers' salary schedule shall be increased by 3.5%

B. Effective July 1, 2025, the base salary for the teachers' salary schedule shall be increased by 3.25%

C. Effective July 1, 2026, the base salary for the teachers' salary schedule shall be increased by 3.25%

6.07 Substitute Teachers

Substitute teachers, properly certified, may be employed to take the place of regular teachers absent on account of illness or personal leave. Salaries, at a daily rate, for such substituting shall be set by the Board of Education.

When a substitute teacher has been assigned to one specific position for a period of sixty (60) days, sick leave and other fringe benefits must be provided.

If a substitute teacher teaches one hundred twenty days or more as a substitute teacher, or regular teacher, or any combination of substitution and regular teaching duties, that teacher shall be given one year's credit on the salary schedule.

6.08 Substitute Pay for Regular Teachers

A. The Board recognizes that upon occasion a certified staff member may be required to waive his/her planning/counseling period to assume the responsibility of teaching or supervising students of another teacher in lieu of a substitute teacher. A certificated staff member may also be required to take charge of a group of students in addition to his/her regular assignment in lieu of a substitute teacher or monitor. Periods during which elementary teachers are not assigned to classes due to regularly scheduled music, art, physical education, and library, will be considered as conference periods for purposes of this article.

B. Such service shall be required by the principal or his/her assistant, after reasonable effort has been made to obtain a substitute, such requested assistance shall be made on a rotating basis throughout the staff related to availability.

C. Teachers who substitute during their conference period for teachers who are absent will be paid $20 per class period taking in all academic classes. Elementary teachers covering teaching responsibilities shall receive $20 per hour. Periods during which teachers are not assigned to classes due to regularly scheduled music, art, physical education, and library will be considered as conference periods for purposes of this item.

D. It shall be the responsibility of the administrator to give the bargaining unit member a receipt for such substitution at the time of such substitution and to report such service for payment on the proper form to the Board Offices by the 1st of the month following said service.

E. A regular teacher supervising a student teacher, after consultation with the administration, may be required to assume the duties of substitution for an absent teacher.

6.09 Home Instruction shall be offered first to bargaining unit members and shall be paid at $25 per hour and mileage at IRS rate

ARTICLE 7 - CONTRACTS OF TEACHERS

7.01 Regular Teachers' Contracts

A. Contracts for regular teaching duties shall be of two types:

1. Limited contracts, not to exceed five school years in duration; and

2. Continuing contracts which shall remain in effect until the teacher retires, resigns, or is terminated

B. Teachers in the Southeastern Local School District shall be granted a one (1) year contract each year for the first three (3) years of teaching. Except as provided for herein, upon satisfactory completion of three (3) years of service, the Board shall issue a three (3) year contract; upon expiration of the three (3) year contract, the Board shall issue a five (5) year contract. However, if the Superintendent intends to recommend a contract of any duration other than the sequence herein, specific reasons for such issuance shall be furnished in writing to the teacher prior to board action on the contract.

Limited contracts shall expire at the end of the last school year in the term of the contract. However, a limited contract shall automatically be deemed renewed for one (1) school year unless the Board of Education on or before June 1, of the school year in which the limited contract is to expire:

1. Adopts a resolution in public session of its intention not to renew the employment of that teacher; and

2. Mails a written notice of the non-renewal by certified mail, return receipt requested, to the teacher at the address appearing for that teacher on the Treasurer's records. It is the responsibility of each teacher to keep a current address on file with the Treasurer and to make any necessary changes therein.

C. A teacher shall be eligible for consideration for continuing contract status if she/he meets these requirements in the year in which his/her limited contract is expiring:

1. She/he has been actively employed under a regular teacher contract by the Board of Education as a full or each day part-time teacher for the

three preceding school years, a school year to consist of at least 120 actual work days;

2. She/he has been issued a professional, permanent, or life teaching certificate or license by the Ohio Department of Education, which certificate or license has been filed with the Superintendent on or before March 1 of the year for consideration.

3. If a teacher is eligible for a continuing contract, the Superintendent may initially recommend and the Board may act to assign a teacher, on a one-time basis, a one or two year limited contract with written reasons from the Superintendent. The Superintendent's written recommendation, with reasons directed at the teacher's professional improvement, shall be given to the teacher no later than ten (10) days prior to the action of the Board on such recommendation.

D. Termination

A teacher may be terminated pursuant to the procedure set forth in Ohio Revised Code Section 3319.16 for gross immorality, willful and persistent violations of reasonable rules and regulations of the Board, incompetency, or other good and just cause.

E. Progressive disciplinary action, other than termination shall be taken for just cause, and a bargaining unit member shall be afforded full and appropriate due process.

F. Release from Contract.

Teachers are sometimes offered positions in other school systems which may provide professional advancement, and may cause a teacher to ask to be released from a contract in the local schools. The Board's first obligation is to the students in the school. If a suitable replacement can be found, and it is felt that the educational program of the school will not be impaired, a teacher may be released from, the obligation of a contract.

7.02 Non-renewal of Limited Teaching Contracts, General Non-renewal Provision, and Applicability

A. Non-renewal of Limited Teaching Contracts After 3 Years of Service

1. This section shall not apply to renewal or non-renewal of a teacher's contract until after she/he has completed at least three (3) continuous years for the Board as a teacher under regular contract.

2. If the Superintendent intends to recommend the non-renewal of a Limited teaching contract, the teacher in question shall be given the reason(s) for such a recommendation. The teacher may be accompanied by a representative of his/her choice at the time the Superintendent submits the reason(s).

3. The Board may non-renew a teacher's contract for any of the following reasons:

   a. Performance unsatisfactory to the administration or Board as documented by written evaluation(s) and/or other relevant documentation in the teacher's personnel file; or

   b. Immorality, violations of reasonable rules and regulations of the Board, or other good cause.

4. If a teacher's difficulties are related to any areas specifically referred to on the formal evaluation form, the teacher shall be notified in writing by means of the formal conference provisions of the evaluation procedure. The teacher will be given suggestions by the Principal to assist in correction of the professional difficulty, time to incorporate the recommended changes, and subsequent formal conference to re-evaluate the teacher's progress. Failure on the part of the teacher to correct the situation will necessitate a recommendation of non-renewal from the Principal to the Superintendent of Schools.

B. General Contract Provision - All Teachers

1. The limited contract of any teacher may be terminated during its term for just cause as provided in Article 7.01(D).

2. Supplemental contracts are exempt from the provisions of this Article. Supplemental contracts expire at the end of their term without any further action or notice by the Board or the Administration.

3. If the Board hires a teacher on or after the first day of the teacher work year, that teacher shall be employed for that school year on a limited contract, which shall expire automatically without notice or action by the Board at the end of the school year. A resulting vacancy will be posted in accordance with this agreement.

C. Applicability

1. Teachers shall be evaluated pursuant to the evaluation procedure and forms which are in the Appendix to this Master Agreement.

   a. The Teacher Evaluation Committee shall be created and comprised of six (6) bargaining unit members chosen by the Association (2 members from each building) and four (4) administrators to include the Superintendent and Building Administrators from the Elementary, Middle and High Schools,
   The committee shall review the evaluation procedure annually by September 30th of each year to ensure compliance with law. If changes are necessary, it shall make a recommendation to the Board for adoption. After approval by both the Association and the Board the agreed on procedure and instruments will become part of this bargaining agreement..

   b. The new evaluation procedure shall be bound by the following criteria:

      1) It is agreed that no person outside the district shall evaluate bargaining unit members. No bargaining unit member will evaluate another bargaining unit member.
      2) The teacher's most recent evaluation rating is the rating used to determine whether the teacher's evaluation is comparable to other teachers.
      3) Evaluations will be comparable if the overall evaluation rating as established by ODE is the same (for example, Accomplished, Skilled, Developing or Ineffective).

2. A non-renewed teacher, who has no right to file a grievance based upon (C) (3) below, has the right to a statement of circumstances, Board hearing, and appeal to court as provided in Ohio Revised Code 3319.11. The court shall have the authority provided in Ohio Revised Code 3319.11(G) (7) with respect to compliance with evaluation procedures and timeliness of the notice of non-renewal.

3. Non-renewal and/or compliance with the evaluation procedure may not be the subject of a grievance or arbitration for any teacher whose contract is non-renewed in the first three years of his/her employment in the district.

7.03 Reduction in Force

When the Southeastern Local Board of Education decides that it is necessary to reduce the number of teachers in the Southeastern Schools, it will do so in

accordance with the procedures set forth in Section 3319.17 of the Ohio Revised Code.

ARTICLE - 8 FRINGE BENEFITS

8.01 Severance Pay

Any teacher in the Southeastern Local School District may elect, at the time of retirement from active service and with ten (10) or more years of service with the state or any of its political subdivisions, to be paid in cash for one-fourth (1/4) of the value of his/her accrued but unused sick leave credit. Such payment shall be based on the employee's rate of pay at the time of retirement. The maximum payment which may be made under this division shall be for one-fourth (1/4) of one hundred twenty (120) days.

In addition, the Southeastern Board of Education agrees to purchase unused sick leave over one hundred twenty (120) days from any certified employee who has served over ten (10) years in the Southeastern System in the following manner:

District Service -	10 years of service, over 120 days	=	$10.00 per day
	11 to 20 years of service, over 120 days	=	$20.00 per day
	21+ years of service, over 120 days	=	$30.00 per day

The total number of sick leave days to be used for the calculation of severance payments shall be limited to 375. However, sick leave shall still accumulate to an unlimited accumulation for all purposes except severance payments.

8.02 Insurance

8.021 General provisions

A. The Board of Education makes available certain insurance benefits. New employees should make inquiries at the central office concerning health insurance coverage immediately after being hired by the Board of Education.

B. The Board retains the right to designate and change insurance carriers/claims administrators provided that: (1) any such change is discussed with the Association prior to its implementation; and (2) that the coverage provided shall not be diminished below that in effect on the effective date of this Agreement.

8.022 Hospitalization and Major Medical Coverage

The Southeastern Local Board of Education agrees to pay the following monthly premiums for the following plans:

5E	80%
L Plan	90%
D Plan (HSA)	85%

The Board agrees to pay the following contributions to the D Plan (HSA)

Jan. 1, 2025	50% of the deductible for single/family
Jan. 1, 2026	50% of the deductible for single/family
Jan. 1, 2027	50% of the deductible for single/family

If an employee's spouse has insurance available to them at their place of employment and the employer pays 50% or more, the spouse's primary insurance must be through his/her employer. Spouse may also elect to obtain single coverage through a local insurance agency. Spouse will have secondary insurance through Southeastern family plan.

An employee may elect to forego the spousal coordination of benefits by paying a monthly surcharge, which will be deducted through payroll deductions as follows: 25 dollars per month beginning July 1, 2024

A schedule of benefits for health care coverage is located in the Appendix G of this Agreement.

Part time bargaining unit members will have their insurance benefits prorated accordingly to time worked. (Examples – ½ = ½ paid; ¾ = ¾ paid)

Beginning in September of 2021, employees who opt out of health insurance during the open enrollment period because they obtain it through a source different than the District, shall be paid an annual amount of $3,000 for opting out of a family plan or $1,000 for opting out of a single plan. The Board shall make the payment beginning in September of 2022 after the employee has been off the plan for twelve months.

8.023 Dental Insurance

Each member of the bargaining unit now and hereafter employed and his or her eligible dependents shall be covered by a group- dental plan for which the Board of Education agrees to pay $24.10 monthly. If and

when the dental insurance premiums are increased during the life of this contract, the individual employees are responsible for paying the cost of the increase(s) through payroll deduction.

8.024 Life Insurance

For the duration of this Agreement, the Board shall pay the monthly premium for term life insurance coverage in the amount of twenty five thousand dollars ($25,000) for each teacher. An employee on leave or retiring may retain such coverage at his/her expense if the insurance carrier permits.

8.025 Cancer Insurance

Cancer insurance is also made available to school personnel. The central office will assist employees in obtaining the cancer insurance, but the total cost of each cancer policy is the responsibility of the employee. The cancer insurance can be obtained at anytime during the year.

8.026 Vision Insurance

Effective August 1, 2015, the Board will pick up $10.00 per month single, $15.00 per month for family coverage, of the premium for the Vision Insurance currently in existence in the district. The bargaining unit member may opt for family or single coverage. The specifications for the current insurance shall be listed in the agreement.

8.03 Tuition Reimbursement

A. Certificated personnel may be reimbursed for tuition charges to accredited college for courses in an amount not to exceed the amounts below for the entire bargaining unit per twelve-month period. Only bargaining unit members who remain employed at the time of distribution are eligible for tuition reimbursement in the amount indicated in Section 8.03 (B) of this agreement.

B. For each year of this contract the amount shall be $25,000.

C. Application for reimbursement must be made in writing and must include proof of payment and official transcript and must be submitted no later than September 30 from the certificated employee to the Superintendent of schools.

D. Each year's pool of dollars shall be divided and disbursed by October 30 of each school year at which time the Association President shall be given a statement of the total tuition disbursement.

E. The Southeastern Local Board of Education agrees to reimburse expenses, not to exceed the cost of course work, and limited to a maximum of 12 quarters or 8 semester hours per year per person, to those who meet the following conditions:

1. The certificated employee has prior approval from the Superintendent of schools of his/her written request for reimbursement.

2. Payment will be given to the certificated employee when she/he presents verification of fee payment and successful completion of the course to the Superintendent.

3. Any course work for which the certificated employee is to be reimbursed by the Board of Education must be related to the employee's profession.

4. Correspondence courses will be approved as long as they meet the requirements for certification/licensure of the State Department of Education and are taken from an accredited institution.

8.04 Board of Education "Pick-Up" of STRS Payments (Salary Reduction/Salary Restatement Method)

The Southeastern Board of Education has agreed to "pick-up" employee contributions to STRS for all certificated employees as a condition of employment.

The Treasurer of the Southeastern Local School District is hereby authorized, effective March 1, 1994, to contribute to STRS, in addition to the Board's required contribution, an amount equal to each certificated employee's contribution to STRS in lieu of payment to such employee, and that such amount contributed by the Board on behalf of the employee shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such employee.

The Treasurer is further directed to prepare and distribute an addendum to each employee's contract which states: (1) that the employee's contract salary is being restated as consisting of (a) a cash salary component and (b) a pick up component, which is equal to the amount of the employee contribution being "picked-up" by the Board on behalf of the employee; (2) that the Board will contribute to STRS an amount equal to the employee's required contribution to STRS for the account of each employee; and (3) that sick leave, severance, vacation, supplemental and extended service pay and insurance benefits which are indexed to or otherwise determinable by reference to the employee's rate of

pay shall be calculated upon both the cash salary component and pick-up component of the employee's restated salary.

All subsequent contracts and salary notices shall conform to include the provisions of the addendum.

8.05 IRS Section 125 Flexible Spending Account

The Board shall provide to the extent available under the Internal Revenue Code and Regulations (Section 125) a flexible spending account for the payment of unit members' insurance premium contributions on a pre-tax basis, and other contributions agreed to by the Board and the Association. This is done at no cost to the employee.

8.06 Board Paid Mileage

A. The Board shall pay upon approval of the Superintendent, a mileage allowance for travel to and from required or approved meetings. Such allowance to cover actual distances traveled to and from the meeting and paid only to those actually operating cars to and from the meetings.

B. Employees who use their personal vehicles for required travel within the district on official school business and for meetings pursuant to Section A herein, approved in advance by the Superintendent, shall be reimbursed at the IRS rate.

ARTICLE 9 - GRIEVANCE PROCEDURE

9.01 The following definitions and terms apply to this Article

1. The word "day" or "days" means generally scheduled teacher work days during the regular school year. During the summer, it shall mean weekdays, excluding holidays.

2. A "grievance" is a claim by a teacher, or a group of teachers, or the Association, that an administrator or the Board has violated, misinterpreted or misapplied an established Board policy, an administrative procedure or practice, or a specific and express term of this written agreement.

3. If a teacher fails to file a written grievance or to appeal a grievance to the next step by the stated deadline, then the grievance shall be considered waived.

4. If an administrator fails to hold a meeting or to respond to a grievance by the stated deadline, the teacher is entitled to appeal to the next step.

5. Time lines may be extended by mutual agreement.

6. A teacher may be accompanied at any stage of the grievance procedure by a representative of his or her choice.

7. A teacher may present grievances and have them adjusted, without the intervention of the Association, as long as the adjustment is not inconsistent with the terms of the collective bargaining agreement then in effect and as long as an Association representative has the opportunity to be present at the adjustment. The Association representative may be present but shall not participate in the meeting at which the adjustment occurs unless requested by the teacher who filed the grievance.

9.02 The following procedure will be used in processing a grievance:

STEP ONE: A teacher must first informally attempt to resolve the grievance by discussing it with his or her principal.

STEP TWO: If the teacher is not satisfied with the informal attempt to resolve the grievance, he or she must submit the grievance in writing on an appropriate grievance form to the building principal. The written grievance must state the name of the grievant, the specific condition or occurrence on which the grievance is based, the date or dates of the occurrence of the conduct or condition on which the grievance is based, the particular article and section of this Agreement, or Board policy, or Administrative procedure or practice, which the grievant claims have been violated and the specific relief sought. The written grievance must be filed with the building principal within fifteen (15) days from the occurrence of the conduct or condition on which the grievance is based. The building principal shall respond to the grievance in writing within five days of its submission to him/her.

STEP THREE: If the teacher is not satisfied with the building principal's disposition of the grievance, the teacher may appeal to the Superintendent by filing a written appeal of the grievance within five (5) days of the teacher's receipt of the principal's response. The Superintendent shall hold a meeting with the teacher to discuss the grievance and its possible resolution within five (5) days of the submission of the notice of appeal. The Superintendent shall make his written response to the appeal within five (5) days of the meeting. Any grievance which concerns a decision from the central office and which is not within the power of a building principal to change may be submitted directly to the Superintendent at Step Three as the initial step.

STEP FOUR. If the teacher is not satisfied with the Superintendent's disposition of the grievance, the teacher may present his/her case to the Board of Education at its next regularly scheduled meeting. Unless the alleged violation, misinterpretation, or misapplication deals specifically with an express term of this agreement, the decision of the Board may not be appealed to Step Five.

STEP FIVE. If the aggrieved teacher is not satisfied by the decision of the Board and if the alleged violation, misinterpretation, or misapplication deals specifically with an express term of this written agreement, the teacher may within five (5) days make written request to the Board and the Association that the grievance be submitted to arbitration.

The arbitrator shall be selected by the Association and the Superintendent.

If the Association and the Superintendent cannot agree on an arbitrator, the arbitrator shall be selected from the American Arbitration Association, according to its voluntary rules and regulations.

The arbitrator shall hold such meetings as he/she determines necessary to make a fair and impartial ruling on the grievance.

The ruling of the arbitrator shall be made in writing to the aggrieved and the Superintendent, and be final.

The jurisdiction and the authority of the arbitrator and his/her opinion and award shall be exclusively limited to the interpretation of the explicit provisions of this agreement. The arbitrator shall have no power or authority to add to, subtract from or in any way modify the terms of this agreement. He/she shall have authority only to interpret and apply the specific provisions of this agreement which shall constitute the sole basis upon which the arbitrator's decision shall be rendered and shall consider only grievances arising under the application of the currently existing agreement between the parties hereto.

The expense of the arbitrator shall be borne equally by the Association and the Board; however, each party shall bear the expense of its own representative, of its own witnesses, and preparing and presenting its own case.

ARTICLE 10 - LEAVES

10.01 General Provisions Staff Leaves of Absences

Full-time employees of the Southeastern Local Board of Education shall be entitled to temporary leave with pay in accordance with law and the policies below. Regularly employed part-time personnel will receive sick leave and personal leave credit equal to the ratio of time they serve to the time of a full-time employee.

10.02 Family and Medical Leave Unpaid Leaves

10.021 Unpaid Leave of Absence

A. For Medical/Family Leave Reasons: After receipt by the Board of a physician's written statement in the case of medical leave, and a written request by the teacher in the case of family leave, the Board shall grant to any certificated employee an unpaid leave for medical/family leave reasons. Such employee may use unpaid family or medical leave for the purposes and on the conditions set forth in the federal Family and Medical Leave Act of 1993.

Family leave shall be no longer than one calendar year, renewable by the Board at its discretion for one year. Medical leave shall be of an indefinite duration, as long as written verification by a physician is presented upon request.

During the leave, for up to twelve (12) weeks per year, the Board shall continue to pay the contribution it makes for a teacher on the active payroll to continue participation in life, dental and health insurance. The teacher must pay the portion of the premium for any of such insurances to the Treasurer by the first day of the month in which the teacher desires to have the insurance coverage continued. If the teacher does not pay his or her contribution to the premium cost, then the Board will not be obligated to contribute its share in order to maintain the coverage.

If the leave is longer than the twelve (12) weeks as specified above, insurances may be continued for up to twenty four (24) months from the date on which the leave was first taken, with the total premium cost to be paid by the teacher to the Treasurer by the first day of the month in which the teacher desires to have the insurance coverage continued.

B. For Other Reasons: Upon written request, the Board may grant an unpaid leave of absence for reasons other than medical for a period not to exceed two years. Such leave may be renewed upon written request and at the discretion of the Board. Each "Leave of Absence Request" shall be considered individually by the Southeastern Board of Education.

C. Return From Leave: Upon return from leave, the employee shall be returned to the same or similar position.

10.022 Long Term Use of Sick Leave for Maternity Purposes

A. "Long Term Leave" shall be defined as an anticipated absence for maternity of longer than ten (10) working days, or an absence that for unanticipated reasons, lasts longer than ten (10) working days.

B. Written Request: Any certified employee requesting long term use of accumulated sick leave for maternity shall submit the request in writing to the Superintendent or his designated representative.

C. A written statement from the attending physician shall accompany the request and shall indicate the date the certified employee must interrupt her assigned duties because of possible danger to the health of the certified employee or her unborn child.

D. The teacher may return to work when the period of disability ends as contained in a written notice sent by the teacher to the Superintendent or his designated representative.

E. Nothing herein shall be construed to impair the confidentiality that exists between a physician and his/her patient.

10.03 Sick Leave

A. Sick Leave Entitlement

Each full-time employee of the Southeastern Local Board of Education shall be entitled to sick leave of one and one-fourth (1 1/4), work days with pay for each completed month of service. New employees of the Southeastern Schools may be advanced a total of five days of their sick leave credit upon their initial employment if they do not have transferable accumulated sick leave from prior employment. A total of 15 days of sick leave may be earned in any 12-month period.

B. Limits

The number of days of unused sick leave which can be accumulated shall be unlimited.

C. Transfers

New employees may transfer previously earned Ohio sick leave credit by presenting a statement of the number of accumulated days of unused sick leave to the Treasurer of the Board.

D. Affidavits

An absence affidavit, signed by the employee, shall be submitted to the Superintendent's office immediately following each absence. If a physician was consulted, the employee shall list the date of such consultation, and the name of the physician. Affidavit forms are available from the school office.

E. General Sick Leave Uses

Sick leave shall be granted upon approval of the Superintendent or his/her designated representative for the following reasons:

a. Personal illness or injury.

b. Pregnancy related disabilities (short term)

c. Exposure to contagious disease which could be communicated to others.

d. Illness or death of Immediate Family.

F. "Immediate family"

Immediate Family shall be defined as husband, wife, parents, children, brother, sister, grand-parents, son-in-law, daughter-in-law, mother-in-law, father-in-law, or other relatives, as approved by the superintendent, serving in the same or similar relationship as those described herein.

G. Additional Use of Sick Leave

With the judgment and approval of the Superintendent in each case, certified employees may use additional sick leave in extenuating or extreme circumstances not otherwise covered.

H. Bereavement leave up to three (3) days will be provided for bargaining unit members to attend the funeral of immediate family, brother-in-law, sister-in-law, step relatives and grandchildren (not charged to sick leave).

10.04 Assault Leave

No part of absence from work due to student assault, injury, and/or complications resulting from such injury will be charged against the teacher's accumulated sick leave, provided the absence is the result of injury incurred while involved in the performance of assigned school duties.

10.05 Personal Leave

A. Full-time certified/licensed employees of the Southeastern Local Board of Education shall be entitled to three days of personal leave per year.

B. The purpose of personal leave is self-explanatory, and no reasons need to be given for its usage. Permission to use personal leave before or after a holiday may be granted only after a conference with the Superintendent.

At the discretion of the Superintendent, the number of persons granted personal leave for any one (1) day may be limited to the first five (5) teachers in the district applying for such leave per day. Applications will have time and date received marked on application in the presence of the bargaining unit member at his/her request with time and date stamp prevailing in disputes.

C. Forms. Personal leave requests shall be presented on personal leave application forms to the Superintendent at least one (1) one week in advance of the leave, except in an emergency. An absence affidavit shall be submitted immediately following the leave.

D. Absence without Approval. Pay for additional days absent from assigned duties by personal choice for personal business shall be deducted at the established daily rate for the position.

E. Records. Records on sick leave, personal leave, and vacation leave will be kept on file in the office of the Superintendent. Employees are entitled to inquire concerning their record and will be given a statement of accumulation at the close of the accumulating year (August 31) after all records are posted.

F. Teacher may roll-over one unused personal leave day per year, not to exceed four days in any given year.

10.06 Court/Jury Duty Leave

A. Leave for Appearance in Court

In case of absence from duty in response to a subpoena or jury summons in a case in court, or in an administrative hearing in which the certified employee is not a part, there shall be no deduction from the salary of the employee provided that the amount of any witness or jury fee or other compensation received by the employee, excluding reimbursement paid to the certified employee specifically for expenses incurred by reason of such subpoena or summons, is paid to the Board of Education. If such payment is not made, full salary for the period of absence shall be deducted from the employee's pay. Amount of fee should be stated on the absence affidavit.

In case of absence from duty for any court proceedings or administrative hearing in which the certified employee is a party, no salary shall be paid to the employee for the period of absence, unless the absence is first authorized by the Superintendent. An absence affidavit must be submitted upon return to work.

B. Leave for Jury Duty

A certified employee who serves on jury duty during the employee's regular working hours shall reimburse the Board the amount of compensation received for the jury duty. The amount of such compensation should be stated on the absence affidavit submitted upon return to work.

10.07 Military Duty Leave Call to Military Active Duty

This agreement refers to school days. The Board will pay the employee salary and substitute for up to 31 days. After 31 days, but not exceeding 90 days, the individual will reimburse to the Board an amount equal to their military pay, but not to exceed the cost of a substitute.

10.08 Professional Leave

A. Teachers shall be encouraged to seek professional growth and provided with suitable opportunities for the development of increased competencies beyond those which they may attain through the performance of their assigned duties and assistance from supervisors.

B Opportunities for professional growth shall be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system or in conjunction with other school systems; these may include participation by outside consultants.

2. Membership in curriculum development committees.

3. Released time for attendance at conferences, workshops and other professional meetings.

a. Teachers will be reimbursed by the Board of Education for expenses incurred in attending professional meetings, workshops, and conferences up to two days per year. Application shall be dated by the administrator who receives the application with a dated copy given to the bargaining unit member.

b. Prior approval must be provided by the Board of Education.

c. Application, on approved forms, must be submitted well in advance in order to be approved prior to the meeting.

d. Reimbursable Expenses include:

(1) Lodging – Single room rate for one person – up to $100 per night

(2) Meals (not include in registration costs or meetings within Ross County) up to $25 per day
(3) Mileage – IRS rate. Carpooling will occur when possible.
(4) Registration fees up to $400.00.
(5) Legitimate receipts for meals and lodging are required for reimbursement

4. Leave will be approved for teachers requesting to attend Athletic (State Finals) Tournaments. Teachers should make requests to the Superintendent using the Professional Leave Request Form. The Board of Education agrees to pay substitutes if they are needed. The teachers requesting to attend tournaments will not be reimbursed for registration fees, membership fees, lodging, meals and mileage. In order to be eligible for this leave, the teacher must be a current paid coach in the same sport that is participating in the tournament.

5. Teachers shall be allowed, or may be requested by the administration to attend other schools for the purpose of observing.

   a. Visitation shall be approved by the administration two weeks prior to the date of visitation.

   b. Visitation days will be limited to one day per year for each teacher.

   c. Board will pay for substitutes.

6. Attendance at conferences, workshops, and other professional meetings due to an administrative request. If conferences occur beyond daily working hours the bargaining unit member may decline without reprisal.

   a. All costs will be paid by the Board.

   b. Attendance will not be counted against professional leave entitlement.

   c. Board will pay for substitutes, if necessary.

10.09 Sick Leave Bank

A. Each certificated staff member may contribute one day of his/her accumulated sick leave to the sick leave bank. Additional donations may be made by each certificated staff member upon the agreement of the sick leave bank committee. Only contributors can draw form the bank.

B. Committee Composition

Two SLTA members, one whom shall co-chair, the Superintendent, who shall co-chair, and one building level administrator

C. Operation of the Bank

1. Establishment

a. Each certificated staff member may contribute one day of his/her accumulated sick leave to the sick leave bank during the enrollment period. The enrollment period will be from August 20 through September 14. New teachers hired after the school year has commenced will have two weeks to enroll. The donated day is not returnable.

b. Initial membership will extend until July 31. At that time the committee will consider future membership criteria.

c. During the year, additional days may be donated by bank members upon the agreement of the sick leave bank committee.

d. If 20 participants are not enrolled by the initial enrollment deadline, the prospective member will have their donated days credited to their accumulated sick leave account. The bank will not be established.

2. Operational Procedures

a. Loans from the sick leave bank will be limited to those individuals who have contributed to the bank.

b. A loan will be limited for the use of days for personal illness. A doctor's statement is required with the application in order to be considered for a loan.

c. A loan will be considered only after the individual has used all of his/her accumulated sick leave days and has used possible advances of sick leave days.

10.10 Association Leave

A. Elected, official delegates of the Southeastern Local Teachers' Association shall be entitled to Association Leave of up to eight (8) days each school year for association business.

B. Bargaining unit members using such leave shall receive normal pay and benefits.

C. Requests for such leave shall be presented in writing to the Superintendent at least five (5) work days before the anticipated absence, except in the case of an emergency when an alternate needs to substitute.

ARTICLE 11 - TRANSFER POLICY

11.01 No later than April 1 of each school year and as they occur for the remainder of the school year, a list of known administrative and teaching vacancies for the next year shall be sent to the Southeastern Local Teachers' Association President for distribution. In addition, during the months when school is not in session, the Superintendent's office shall inform any teacher who telephones or inquires at the office of the vacancies for the next year.

11.02 No later than April 1 of each school year, teachers desiring building and/or teaching assignment changes may submit in writing to the Superintendent a request for consideration of the desired change. The request shall include the reason(s) for the requested change and shall be kept on file in the Superintendent's office until October 1 of the same year.

11.03 When a vacancy occurs and is posted, teachers presently employed may submit to the Superintendent an application including the following information:

Name _____

Current Position _____

Requested Position _____

Reason(s) for Request _____

Areas of Certification _____

Type of Contract (Check)

1 Year _____
3 Year _____
5 Year _____
Continuing _____

11.04 Applications for vacancies will be accepted from within and outside the school district. In filling the vacancies and/or making the transfer, the Superintendent shall consider the following:

1. Desire of staff member regarding assignment or transfer.

2. Length of service in the district.

3. Qualifications of staff members compared to those of outside candidates for the position to be filled.

4. Opportunity for the professional growth of the teacher.

5. Teacher performance potential in the requested position.

11.05 Where candidates are equally well-qualified, the vacancy should be given to the employee currently employed by the Board.

11.06 Bargaining Unit Members shall be provided with a copy of position job descriptions by the administration no later than September 15th of each school year.

ARTICLE 12 - LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

12.01 There shall be a local professional development committee (LPDC) established within the Southeastern Local School District to oversee standards adopted by the State Board of Education for renewal of educator licenses.

12.02 The committee shall be composed of five (5) members—three (3) bargaining unit members, one (1) principal, and the Superintendent/administrative designee.

12.03 Bargaining unit members of the LPDC shall be selected by the SLTA.

12.04 The LPDC shall meet on a regular basis, as needed.

12.05 Bargaining unit members of each LPDC shall serve a three (3) year term.

12.06 If any LPDC member is unable to complete his or her term of office, the Superintendent shall appoint an administrative person to fill any administrative vacancies, and the Association shall select any bargaining unit member replacements for the remainder of the unexpired term.

12.07 Compensation shall be fifty dollars ($50.00) per meeting attended for each LPDC member. The chairperson (up to two) shall receive sixty dollars ($60.00) per meeting attended. An additional stipend of $100 shall be provided for each member for LPDC training beyond the work day/year. Alternates to the LPDC shall be compensated fifty dollars ($50.00) per meeting. There shall be a maximum of fifteen (15) meetings per year. Compensation shall be paid by separate check on the last pay in May and any additional meetings will be paid in the next November.

12.08 Yearly training shall be provided for informational update and new members training during in-service or release time.

ARTICLE 13- LABOR-MANAGEMENT COMMITTEE

13.01 No bargaining or contract issues shall be decided or made binding to either the Association or the Board by the Labor-Management Committee. Recommendations may be made, but would need to be approved by the parties, utilizing their own procedures.

13.02 Each party will name their own members and alternate members to the Labor-Management committee, subject to the following conditions:

There will be up to five (5) Association members represented. Every effort will be made to have representatives from each of the following levels: elementary, middle, and high school.

There will be up to three administrators and the Superintendent of Schools representing the Board of Education. Every effort will be made to have representatives from each of the following levels: elementary, middle school and high school.

The Ohio Education Association Labor Relations Consultant and the Board Attorney will not be participants or members of the Labor-Management Committee, unless both the Association and Board agree that their attendance for a particular meeting is warranted.

Each party agrees that participating members will be trained by the Federal Mediation and Conciliation Service and will mutually adopt ground rules with the assistance of the Federal Mediation and Conciliation Service.

With seven days notice to the other party, either party may bring in a person(s) to speak on any topic.

ARTICLE 14 - EVALUATION

The teacher evaluation guidelines, procedures, and forms are attached as Appendices I, and J.

ARTICLE 15 – FOUR YEAR RESIDENT EDUCATOR

15.01 General Provisions

A. There shall be a Four Year Teacher Resident Program adopted by the Southeastern Local Teachers' Association and the Southeastern Local Board of Education.

B. Any revisions in the program shall be based on the recommendations of the joint Association and Board committee, and subject to Department of Education guidelines.

C. The parties shall work collaboratively to secure grants and other resources for the Four Year Resident Program.

15.02 Mentor and Four Year Teacher Resident Program Development and Screening Committee

A. A committee comprised of three (3) teachers appointed by the Association and at least one (1) administrator will meet to maintain the Four Year Resident Program and will also act as a screening committee to select teachers who will act as Mentor teachers.

B. The committee will also have the responsibility to develop criteria and evaluate applicants for the position of Lead Mentor.

C. The selection criteria for selecting Mentors shall be in accordance with criteria established by the Ohio State Department of Education.

D. All Mentor applicants shall have completed Pathwise training and Orientation to mentoring/coaching, or any required training.

E. Participation as a Mentor teacher shall be a voluntary commitment for a four-year period. Mentor assignments shall be on a rotating basis so that all members may participate.

F. A Mentor may resign in the case of an identified personal emergency that would require the Mentor's withdraw from the program or in the case of a Four Year Resident Teacher relationship that has been deemed, by mutual agreement of the Mentor and Resident Teacher, to be unworkable.

15.03 Resident Regulations

A. All Residents in their first four years of teaching shall be required to participate in the Resident Program.

B. Failure to complete the Resident Program shall not adversely impact their employment.

15.04 Responsibilities

A. All Mentors shall meet with their Resident Teacher on a regular basis. Mentors shall have a minimum of seven and one-half (7½) days, if necessary, to work individually with the Resident Teacher in professional

areas as designated in the Pathwise Program or any other required program, or in other areas as agreed upon by the Mentor and the Resident Teacher.

B. Resident Teachers shall have release time for consultation with Mentor teacher, in-service or programs deemed necessary by the Administration and/or Praxis III assessments, or any other requirements.

C. If additional days are necessary for the Mentor and Resident Programs, such days shall be approved by the Administration.

D. Due to the importance of the Mentor/Resident Teacher relationship, no Mentor will be assigned to more than one Resident Teacher.

15.05 Protections

A. All interactions, written and/or verbal, shall be confidential between the Mentor and the Resident Teacher.

B. No Mentor shall participate in any formal or informal contractual evaluation

C. No Mentor shall be directed, required, or requested to make any recommendation regarding the employment of a Resident Teacher.

D. Other than a notation to the effect that a teacher has served as a Mentor teacher, the teacher's activities as a Mentor shall not be part of the teacher's evaluation.

15.06 Attendance at Training Sessions

A. Teachers who apply for and are accepted and complete Mentor training, including Pathwise, shall be paid an academic stipend of or college credit (if available).

B. Mentors shall be paid a stipend of $900.00 upon completion of each of the four years as a Mentor, by separate check no later than the last day of May of each of the four years.

C. Lead Mentors shall be paid a stipend $100.00 per each pair (mentor/resident years) upon completion of each year as a Lead Mentor.

D. Resident Teachers shall receive $375 upon completion of each year as a Resident Teacher.

E. Program Development/Screening Committee members shall receive $250.00 per year.

F. Teachers selected as Mentor teachers, at their option, may attend additional mentor/coaching activities as approved by the administration.

G. Days/meetings scheduled beyond the requirements herein shall be optional for the Mentor and Entry Year Teacher.

ARTICLE 16 – MASTER TEACHER DEVELOPMENT COMMITTEE

There shall be a Master Teacher Development Committee (MTDC) established in the Southeastern Local School District in accordance with the following provisions:

A. The purpose of the committee shall be to facilitate the application process, confirm candidates' eligibility, review applications, and determine the District's Master Teachers.

B. The committee shall be composed of five members: three teachers and two administrators. Terms shall be for two (2) years each, except that initial selection of teacher members shall be for one (1) one-year term, one (1) two-year term and one (1) three-year term.

C. SLTA shall select teacher members. Teacher members must be Master Teachers to serve on the MTDC.

D. The Superintendent shall select administrative members.

E. The MTDC shall meet on a regular basis, as needed, and shall adopt its own regulations for meetings.

F. The MTDC shall be charged with the obligation to be operational effective October 30, 2009. The committee shall operate under relevant adopted rules and regulations of the State Department of Education.

G. If any MTDC member is unable to complete his or her term of office, the Superintendent shall appoint an administrative person to fill any administrative vacancies and the Association shall select any bargaining unit member replacements for the remainder of the unexpired term.

H. If any additional legislation is passed that conflicts with this article, this agreement shall be modified to comply with Ohio Revised Code by joint approval of the Board and Association.

I. Compensation shall be fifty dollars ($50.00) per meeting attended for each MTDC member. There shall be a maximum of three meetings per year. Compensation shall be paid by separate check no later than the last day of May.

ARTICLE 17 CONTRACT MAINTENANCE

This Collective Bargaining Agreement supersedes and prevails over all statutes of the State of Ohio, except as specifically set forth in Section ORC 4117.10(A), all Civil Service Rules and Regulations, Administrative Rules of the Director of State Personnel and all policies, rules, and regulations of the Employer.

Should the State Employment Relations Board or any Court of competent jurisdiction, determine, after all appeals or times for appeal have been exhausted, that any provision herein is unlawful, such provision or portion thereof, shall be automatically terminated but all other provisions of the Contract shall remain in full force and effect.

At the request of the Association, the parties will meet no later than thirty (30) calendar days after the final determination of unlawfulness, to begin bargaining over its impact and to bring the Contract into compliance. If the parties fail to reach agreement over the affected provision thirty (30) days after the initial bargaining session, the statutory dispute settlement procedure/contractual MAD found in Article 2 of the CBA shall be utilized to resolve the dispute.

This Agreement shall become effective on July 1, 2024, and shall remain in full force and effect through 12:00 Midnight June 30, 2027.

Signed by authorized representatives of the parties this 14th day of August, 2024:

SOUTHEASTERN LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

By: Jeff Stauffer

SOUTHEASTERN LOCAL TEACHERS' ASSOCIATION

By: _____

Appendix A	Grievance Form
Appendix B	Request to attend Professional Meeting
Appendix C	Final Report Form
Appendix D	Request for Personal Day/Absence Affidavit
Appendix E	Salary Schedules
Appendix F	Extracurricular/Supplemental Salary Schedules
Appendix G	Schedule of Benefits (Health Coverage)
Appendix H	Teacher Evaluation Form
Appendix I	Teacher Evaluation Rating
Appendix J	Teacher Observation Log

APPENDIX A
SOUTHEASTERN LOCAL SCHOOL DISTRICT
GRIEVANCE FORM

Name of Grievant _____ School _____

Position _____

Date of the condition on which the grievance is based _____

_____

Section of Negotiated Agreement or policy/practice/procedure violated:

_____

_____

State specific facts covering situation (For example: What occurred and when and where?)

_____

_____

_____

_____

_____

Redress or solution being sought _____

_____

_____

_____

_____ _____
Signature of Grievant Date

APPENDIX B
SOUTHEASTERN LOCAL SCHOOL DISTRICT
TEACHER REQUEST TO ATTEND PROFESSIONAL MEETING

(A request must be submitted to the Board of Education for approval at the Board Meeting prior to the professional meeting for which the applicant is seeking approval to attend.)

1. Name of Teacher _____School _____

2. School Department or Grade _____

3. Type of Meeting _____

4. City, State _____

5. Date(s) of Meeting _____

6. Estimate of Cost:

Registration Fees	$ _____
Lodging (Limit $100.00 per night - 2 nights)	$ _____
Meals (Limit $25 per day - 2 days)	$ _____
Mileage (_____miles x Current IRS Rate) (Limit - 200 miles per day)	$ _____
TOTAL ESTIMATED EXPENSES	$ _____

7. Name of Substitute _____

Signed _____ Principal _____
(Teacher)

(A final report form must be submitted to the Treasurer immediately upon your return. Board policy limits mileage to 200 miles per day for reimbursement. Verifying bills or receipts must be secured for registration, lodging and meals. If you are accompanied by someone, be sure to request separate checks. Accurate measurement of mileage must be made at the time of travel.)

8. Approved_____ Denied _____ Signed _____
Treasurer

APPENDIX C

FINAL REPORT FORM

I hereby certify that I attended the _____

Meeting at _____ on _____

AND HEREWITH SUBMIT THE RECEIPTS AND BILLS FOR MY EXPENSES.

SUMMARY: (Actual Cost)		ALLOWED: (Office Use Only)
Registration	$ _____	$ _____
Lodging	$ _____	$ _____
Meals	$ _____	$ _____
Mileage (___ IRS Rate)	$ _____	$ _____
	TOTAL	$ _____

Signed _____

For convenience:

Speedometer reading _____(Upon Return)
_____(Upon Departure)
Miles Driven: _____

APPENDIX D

SOUTHEASTERN LOCAL SCHOOL DISTRICT
REQUEST FOR PERSONAL LEAVE DAY

_____, 20_____

TO: Superintendent

I hereby request permission to use a personal leave day on _____.

Signed _____

Granted _____

Refused _____

(Submit in duplicate to the Superintendent one week in advance of the leave)

SOUTHEASTERN LOCAL SCHOOL DISTRICT
REQUEST FOR PERSONAL LEAVE DAY

_____, 20_____

TO: Superintendent

I hereby request permission to use a personal leave day on _____.

Signed _____

Granted _____

Refused _____

(Submit in duplicate to the Superintendent one week in advance of the leave)

SOUTHEASTERN LOCAL SCHOOL DISTRICT

ABSENCE AFFIDAVIT

TO: Board of Education _____, 20_____
Southeastern Local Schools

I was absent from school on _____, 20_____ because of

_____
(Illness; Illness in family; Approved personal leave or conference leave; Vacation)

_____

My Substitute was _____

Signed _____

Name and Date of attending physician, if applicable: _____

_____, 20_____

SOUTHEASTERN LOCAL SCHOOL DISTRICT

ABSENCE AFFIDAVIT

TO: Board of Education _____, 20_____
Southeastern Local Schools

I was absent from school on _____, 20_____ because of

_____
(Illness; Illness in family; Approved personal leave or conference leave; Vacation)

_____

My Substitute was _____

Signed _____

Name and Date of attending physician, if applicable: _____

_____, 20_____

APPENDIX E
Southeastern Local School District
Teacher Salary Schedule
2024-2025 School Year

$47,669.72

Years	BA 120	BA+15 135	BA+30 150	MA	MA+15	MA+30
0	1.000	1.019	1.038	1.095	1.148	1.200
	$47,669.72	**$48,575.44**	**$49,481.17**	**$52,198.34**	**$54,724.84**	**$57,203.66**
1	1.0380	1.06	1.081	1.143	1.198	1.253
	$49,481.17	**$50,529.90**	**$51,530.97**	**$54,486.49**	**$57,108.32**	**$59,730.16**
2	1.0760	1.101	1.124	1.191	1.248	1.306
	$51,292.62	**$52,484.36**	**$53,580.77**	**$56,774.64**	**$59,491.81**	**$62,256.65**
3	1.1140	1.142	1.167	1.239	1.298	1.359
	$53,104.07	**$54,438.82**	**$55,630.56**	**$59,062.78**	**$61,875.30**	**$64,783.15**
4	1.1520	1.183	1.21	1.287	1.348	1.412
	$54,915.52	**$56,393.28**	**$57,680.36**	**$61,350.93**	**$64,258.78**	**$67,309.64**
5	1.1900	1.224	1.253	1.335	1.398	1.465
	$56,726.97	**$58,347.74**	**$59,730.16**	**$63,639.08**	**$66,642.27**	**$69,836.14**
6	1.2280	1.265	1.296	1.383	1.448	1.518
	$58,538.42	**$60,302.20**	**$61,779.96**	**$65,927.22**	**$69,025.75**	**$72,362.63**
7	1.2660	1.306	1.339	1.431	1.498	1.571
	$60,349.87	**$62,256.65**	**$63,829.76**	**$68,215.37**	**$71,409.24**	**$74,889.13**
8	1.3040	1.347	1.382	1.479	1.548	1.624
	$62,161.31	**$64,211.11**	**$65,879.55**	**$70,503.52**	**$73,792.73**	**$77,415.63**
9	1.3420	1.388	1.425	1.527	1.598	1.677
	$63,972.76	**$66,165.57**	**$67,929.35**	**$72,791.66**	**$76,176.21**	**$79,942.12**
10	1.3800	1.429	1.468	1.575	1.648	1.73
	$65,784.21	**$68,120.03**	**$69,979.15**	**$75,079.81**	**$78,559.70**	**$82,468.62**
11	1.4180	1.47	1.511	1.623	1.698	1.783
	$67,595.66	**$70,074.49**	**$72,028.95**	**$77,367.96**	**$80,943.18**	**$84,995.11**
12	1.4560	1.511	1.554	1.671	1.748	1.836
	$69,407.11	**$72,028.95**	**$74,078.74**	**$79,656.10**	**$83,326.67**	**$87,521.61**
13	1.4940	1.552	1.597	1.719	1.798	1.889
	$71,218.56	**$73,983.41**	**$76,128.54**	**$81,944.25**	**$85,710.16**	**$90,048.10**
14	1.5320	1.593	1.64	1.767	1.848	1.942
	$73,030.01	**$75,937.86**	**$78,178.34**	**$84,232.40**	**$88,093.64**	**$92,574.60**
15	1.5700	1.634	1.683	1.815	1.898	1.995
	$74,841.46	**$77,892.32**	**$80,228.14**	**$86,520.54**	**$90,477.13**	**$95,101.09**
16	1.5700	1.634	1.683	1.815	1.898	1.995
	$74,841.46	**$77,892.32**	**$80,228.14**	**$86,520.54**	**$90,477.13**	**$95,101.09**
17	1.5700	1.634	1.683	1.815	1.898	1.995
	$74,841.46	**$77,892.32**	**$80,228.14**	**$86,520.54**	**$90,477.13**	**$95,101.09**
18	1.5700	1.634	1.683	1.815	1.898	1.995
	$74,841.46	**$77,892.32**	**$80,228.14**	**$86,520.54**	**$90,477.13**	**$95,101.09**
19	1.5700	1.634	1.683	1.815	1.898	1.995
	$74,841.46	**$77,892.32**	**$80,228.14**	**$86,520.54**	**$90,477.13**	**$95,101.09**
20	1.5900	1.654	1.703	1.835	1.92	2.015
	$75,794.85	**$78,845.72**	**$81,181.53**	**$87,473.94**	**$91,525.86**	**$96,054.49**

APPENDIX E
Southeastern Local School District
Teacher Salary Schedule
2025-2026 School Year

$49,218.99

Years	BA 120	BA+15 135	BA+30 150	MA	MA+15	MA+30
0	1.000	1.019	1.038	1.095	1.148	1.200
	$49,218.99	**$50,154.15**	**$51,089.31**	**$53,894.79**	**$56,503.40**	**$59,062.79**
1	1.0380	1.06	1.081	1.143	1.198	1.253
	$51,089.31	**$52,172.13**	**$53,205.73**	**$56,257.31**	**$58,964.35**	**$61,671.39**
2	1.0760	1.101	1.124	1.191	1.248	1.306
	$52,959.63	**$54,190.11**	**$55,322.14**	**$58,619.82**	**$61,425.30**	**$64,280.00**
3	1.1140	1.142	1.167	1.239	1.298	1.359
	$54,829.95	**$56,208.09**	**$57,438.56**	**$60,982.33**	**$63,886.25**	**$66,888.61**
4	1.1520	1.183	1.21	1.287	1.348	1.412
	$56,700.28	**$58,226.07**	**$59,554.98**	**$63,344.84**	**$66,347.20**	**$69,497.21**
5	1.1900	1.224	1.253	1.335	1.398	1.465
	$58,570.60	**$60,244.04**	**$61,671.39**	**$65,707.35**	**$68,808.15**	**$72,105.82**
6	1.2280	1.265	1.296	1.383	1.448	1.518
	$60,440.92	**$62,262.02**	**$63,787.81**	**$68,069.86**	**$71,269.10**	**$74,714.43**
7	1.2660	1.306	1.339	1.431	1.498	1.571
	$62,311.24	**$64,280.00**	**$65,904.23**	**$70,432.37**	**$73,730.05**	**$77,323.03**
8	1.3040	1.347	1.382	1.479	1.548	1.624
	$64,181.56	**$66,297.98**	**$68,020.64**	**$72,794.89**	**$76,191.00**	**$79,931.64**
9	1.3420	1.388	1.425	1.527	1.598	1.677
	$66,051.88	**$68,315.96**	**$70,137.06**	**$75,157.40**	**$78,651.95**	**$82,540.25**
10	1.3800	1.429	1.468	1.575	1.648	1.73
	$67,922.21	**$70,333.94**	**$72,253.48**	**$77,519.91**	**$81,112.90**	**$85,148.85**
11	1.4180	1.47	1.511	1.623	1.698	1.783
	$69,792.53	**$72,351.92**	**$74,369.89**	**$79,882.42**	**$83,573.85**	**$87,757.46**
12	1.4560	1.511	1.554	1.671	1.748	1.836
	$71,662.85	**$74,369.89**	**$76,486.31**	**$82,244.93**	**$86,034.79**	**$90,366.07**
13	1.4940	1.552	1.597	1.719	1.798	1.889
	$73,533.17	**$76,387.87**	**$78,602.73**	**$84,607.44**	**$88,495.74**	**$92,974.67**
14	1.5320	1.593	1.64	1.767	1.848	1.942
	$75,403.49	**$78,405.85**	**$80,719.14**	**$86,969.96**	**$90,956.69**	**$95,583.28**
15	1.5700	1.634	1.683	1.815	1.898	1.995
	$77,273.81	**$80,423.83**	**$82,835.56**	**$89,332.47**	**$93,417.64**	**$98,191.89**
16	1.5700	1.634	1.683	1.815	1.898	1.995
	$77,273.81	**$80,423.83**	**$82,835.56**	**$89,332.47**	**$93,417.64**	**$98,191.89**
17	1.5700	1.634	1.683	1.815	1.898	1.995
	$77,273.81	**$80,423.83**	**$82,835.56**	**$89,332.47**	**$93,417.64**	**$98,191.89**
18	1.5700	1.634	1.683	1.815	1.898	1.995
	$77,273.81	**$80,423.83**	**$82,835.56**	**$89,332.47**	**$93,417.64**	**$98,191.89**
19	1.5700	1.634	1.683	1.815	1.898	1.995
	$77,273.81	**$80,423.83**	**$82,835.56**	**$89,332.47**	**$93,417.64**	**$98,191.89**
20	1.5900	1.654	1.703	1.835	1.92	2.015
	$78,258.19	**$81,408.21**	**$83,819.94**	**$90,316.85**	**$94,500.46**	**$99,176.26**

APPENDIX E
Southeastern Local School District
Teacher Salary Schedule
2026-2027 School Year

$50,818.61

Years	BA 120	BA+15 135	BA+30 150	MA	MA+15	MA+30
0	1.000	1.019	1.038	1.095	1.148	1.200
	$50,818.61	**$51,784.16**	**$52,749.72**	**$55,646.38**	**$58,339.76**	**$60,982.33**
1	1.0380	1.06	1.081	1.143	1.198	1.253
	$52,749.72	**$53,867.73**	**$54,934.92**	**$58,085.67**	**$60,880.69**	**$63,675.72**
2	1.0760	1.101	1.124	1.191	1.248	1.306
	$54,680.82	**$55,951.29**	**$57,120.12**	**$60,524.96**	**$63,421.63**	**$66,369.10**
3	1.1140	1.142	1.167	1.239	1.298	1.359
	$56,611.93	**$58,034.85**	**$59,305.32**	**$62,964.26**	**$65,962.56**	**$69,062.49**
4	1.1520	1.183	1.21	1.287	1.348	1.412
	$58,543.04	**$60,118.42**	**$61,490.52**	**$65,403.55**	**$68,503.49**	**$71,755.88**
5	1.1900	1.224	1.253	1.335	1.398	1.465
	$60,474.15	**$62,201.98**	**$63,675.72**	**$67,842.84**	**$71,044.42**	**$74,449.26**
6	1.2280	1.265	1.296	1.383	1.448	1.518
	$62,405.25	**$64,285.54**	**$65,860.92**	**$70,282.14**	**$73,585.35**	**$77,142.65**
7	1.2660	1.306	1.339	1.431	1.498	1.571
	$64,336.36	**$66,369.10**	**$68,046.12**	**$72,721.43**	**$76,126.28**	**$79,836.04**
8	1.3040	1.347	1.382	1.479	1.548	1.624
	$66,267.47	**$68,452.67**	**$70,231.32**	**$75,160.72**	**$78,667.21**	**$82,529.42**
9	1.3420	1.388	1.425	1.527	1.598	1.677
	$68,198.57	**$70,536.23**	**$72,416.52**	**$77,600.02**	**$81,208.14**	**$85,222.81**
10	1.3800	1.429	1.468	1.575	1.648	1.73
	$70,129.68	**$72,619.79**	**$74,601.72**	**$80,039.31**	**$83,749.07**	**$87,916.20**
11	1.4180	1.47	1.511	1.623	1.698	1.783
	$72,060.79	**$74,703.36**	**$76,786.92**	**$82,478.60**	**$86,290.00**	**$90,609.58**
12	1.4560	1.511	1.554	1.671	1.748	1.836
	$73,991.90	**$76,786.92**	**$78,972.12**	**$84,917.90**	**$88,830.93**	**$93,302.97**
13	1.4940	1.552	1.597	1.719	1.798	1.889
	$75,923.00	**$78,870.48**	**$81,157.32**	**$87,357.19**	**$91,371.86**	**$95,996.35**
14	1.5320	1.593	1.64	1.767	1.848	1.942
	$77,854.11	**$80,954.05**	**$83,342.52**	**$89,796.48**	**$93,912.79**	**$98,689.74**
15	1.5700	1.634	1.683	1.815	1.898	1.995
	$79,785.22	**$83,037.61**	**$85,527.72**	**$92,235.78**	**$96,453.72**	**$101,383.13**
16	1.5700	1.634	1.683	1.815	1.898	1.995
	$79,785.22	**$83,037.61**	**$85,527.72**	**$92,235.78**	**$96,453.72**	**$101,383.13**
17	1.5700	1.634	1.683	1.815	1.898	1.995
	$79,785.22	**$83,037.61**	**$85,527.72**	**$92,235.78**	**$96,453.72**	**$101,383.13**
18	1.5700	1.634	1.683	1.815	1.898	1.995
	$79,785.22	**$83,037.61**	**$85,527.72**	**$92,235.78**	**$96,453.72**	**$101,383.13**
19	1.5700	1.634	1.683	1.815	1.898	1.995
	$79,785.22	**$83,037.61**	**$85,527.72**	**$92,235.78**	**$96,453.72**	**$101,383.13**
20	1.5900	1.654	1.703	1.835	1.92	2.015
	$80,801.59	**$84,053.98**	**$86,544.09**	**$93,252.15**	**$97,571.73**	**$102,399.50**

APPENDIX F
Supplemental Contracts
Extra Curricular Salary Schedule 2024-2027

APPENDIX F

$39,300.00 **FY 2024-2025**	Index	1.00 0	1.04 1	1.08 2	1.12 3	1.16 4	1.20 5	1.24 6	1.28 7	1.32 8	1.36 9	1.40 10	1.44 11	1.48 12	1.52 13	1.56 14	1.60 15
Athletic Director	17.0000	6,681	6,948	7,215	7,483	7,750	8,017	8,284	8,552	8,819	9,086	9,353	9,621	9,888	10,155	10,422	10,690
Asst. Athletic Director	8.8000	3,458	3,597	3,735	3,873	4,012	4,150	4,288	4,427	4,565	4,703	4,842	4,980	5,118	5,257	5,395	5,533
Head Football Coach	15.8000	6,209	6,458	6,706	6,955	7,203	7,451	7,700	7,948	8,196	8,445	8,693	8,942	9,190	9,438	9,687	9,935
Varsity Asst. Football	9.0000	3,537	3,678	3,820	3,961	4,103	4,244	4,386	4,527	4,669	4,810	4,952	5,093	5,235	5,376	5,518	5,659
Asst. Football (2)	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Jr. High Football	6.8000	2,672	2,779	2,886	2,993	3,100	3,207	3,314	3,421	3,528	3,634	3,741	3,848	3,955	4,062	4,169	4,276
Asst. Jr. High Football (2)	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Varsity Soccer Boys	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Varsity Soccer Girls	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Golf Varsity Coach	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Golf Jr. High Coach	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Head Volleyball	9.0000	3,537	3,678	3,820	3,961	4,103	4,244	4,386	4,527	4,669	4,810	4,952	5,093	5,235	5,376	5,518	5,659
Reserve Volleyball	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Volleyball Assistant	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Jr. High Volleyball (2)	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333

Cross Country	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Cross Country Asst. or Jr. High	3.0000	1,179	1,226	1,273	1,320	1,368	1,415	1,462	1,509	1,556	1,603	1,651	1,698	1,745	1,792	1,839	1,886
Head Basketball (Boys)	15.8000	6,209	6,458	6,706	6,955	7,203	7,451	7,700	7,948	8,196	8,445	8,693	8,942	9,190	9,438	9,687	9,935
Varsity Asst. Basketball (Boys)	9.0000	3,537	3,678	3,820	3,961	4,103	4,244	4,386	4,527	4,669	4,810	4,952	5,093	5,235	5,376	5,518	5,659
Reserve Basketball (Boys)	8.3000	3,262	3,392	3,523	3,653	3,784	3,914	4,045	4,175	4,306	4,436	4,567	4,697	4,828	4,958	5,089	5,219
Freshman Basketball (Boys)	8.3000	3,262	3,392	3,523	3,653	3,784	3,914	4,045	4,175	4,306	4,436	4,567	4,697	4,828	4,958	5,089	5,219
8th Grade Basketball (Boys)	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
7th Grade Basketball (Boys)	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Head Basketball (Girls)	15.8000	6,209	6,458	6,706	6,955	7,203	7,451	7,700	7,948	8,196	8,445	8,693	8,942	9,190	9,438	9,687	9,935
Varsity Asst. Basketball (Girls)	9.0000	3,537	3,678	3,820	3,961	4,103	4,244	4,386	4,527	4,669	4,810	4,952	5,093	5,235	5,376	5,518	5,659
Reserve Basketball (Girls)	8.3000	3,262	3,392	3,523	3,653	3,784	3,914	4,045	4,175	4,306	4,436	4,567	4,697	4,828	4,958	5,089	5,219
8th Grade Basketball (Girls)	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
7th Grade Basketball (Girls)	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Varsity Wrestling	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Jr. High Wrestling	4.5000	1,769	1,839	1,910	1,981	2,051	2,122	2,193	2,264	2,334	2,405	2,476	2,547	2,617	2,688	2,759	2,830
Varsity Baseball	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Reserve Baseball	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Varsity Baseball Asst.	1.5000	590	613	637	660	684	707	731	755	778	802	825	849	872	896	920	943
Reserve Baseball Asst.	1.5000	590	613	637	660	684	707	731	755	778	802	825	849	872	896	920	943
Varsity Softball	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716

Reserve Softball	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Varsity Softball Asst.	1.5000	590	613	637	660	684	707	731	755	778	802	825	849	872	896	920	943
Reserve Softball Asst.	1.5000	590	613	637	660	684	707	731	755	778	802	825	849	872	896	920	943
Track Varsity (Boys)	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Track Asst. (Boys)	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Track Jr. High (Boys)	4.5000	1,769	1,839	1,910	1,981	2,051	2,122	2,193	2,264	2,334	2,405	2,476	2,547	2,617	2,688	2,759	2,830
Track Varsity (Girls)	7.5000	2,948	3,065	3,183	3,301	3,419	3,537	3,655	3,773	3,891	4,009	4,127	4,244	4,362	4,480	4,598	4,716
Track Asst. (Girls)	5.3000	2,083	2,166	2,250	2,333	2,416	2,499	2,583	2,666	2,749	2,833	2,916	2,999	3,083	3,166	3,249	3,333
Track Jr. High (Girls)	4.5000	1,769	1,839	1,910	1,981	2,051	2,122	2,193	2,264	2,334	2,405	2,476	2,547	2,617	2,688	2,759	2,830
Varsity Football Cheerleader Advisor	3.0000	1,179	1,226	1,273	1,320	1,368	1,415	1,462	1,509	1,556	1,603	1,651	1,698	1,745	1,792	1,839	1,886
Reserve Football Cheerleader Advisor	2.2500	884	920	955	990	1,026	1,061	1,096	1,132	1,167	1,203	1,238	1,273	1,309	1,344	1,379	1,415
Varsity Basketball Cheerleader Advisor	3.0000	1,179	1,226	1,273	1,320	1,368	1,415	1,462	1,509	1,556	1,603	1,651	1,698	1,745	1,792	1,839	1,886
Reserve Basketball Cheerleader Advisor	2.2500	884	920	955	990	1,026	1,061	1,096	1,132	1,167	1,203	1,238	1,273	1,309	1,344	1,379	1,415
Jr. High Football Cheerleader Advisor	1.5000	590	613	637	660	684	707	731	755	778	802	825	849	872	896	920	943
Jr. High Basketball Cheerleader Advisor	1.5000	590	613	637	660	684	707	731	755	778	802	825	849	872	896	920	943

Asst. Band Director	9.0225	3,546	3,688	3,830	3,971	4,113	4,255	4,397	4,539	4,681	4,822	4,964	5,106	5,248	5,390	5,532	5,673
Color Guard	1.5000	590	613	637	660	684	707	731	755	778	802	825	849	872	896	920	943
Senior Class Advisor	3.0075	1,182	1,229	1,277	1,324	1,371	1,418	1,466	1,513	1,560	1,607	1,655	1,702	1,749	1,797	1,844	1,891
Junior Class Advisor	3.0075	1,182	1,229	1,277	1,324	1,371	1,418	1,466	1,513	1,560	1,607	1,655	1,702	1,749	1,797	1,844	1,891
Art Club Advisor	1.8797	739	768	798	827	857	886	916	946	975	1,005	1,034	1,064	1,093	1,123	1,152	1,182
Drama	3.0075	1,182	1,229	1,277	1,324	1,371	1,418	1,466	1,513	1,560	1,607	1,655	1,702	1,749	1,797	1,844	1,891
Musical	3.0075	1,182	1,229	1,277	1,324	1,371	1,418	1,466	1,513	1,560	1,607	1,655	1,702	1,749	1,797	1,844	1,891
Honor Society	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260
National Honor Society Jr. High	1.8797	739	768	798	827	857	886	916	946	975	1,005	1,034	1,064	1,093	1,123	1,152	1,182
Power of the Pen Jr. High	1.8797	739	768	798	827	857	886	916	946	975	1,005	1,034	1,064	1,093	1,123	1,152	1,182
High School Quiz Bowl	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260
Jr. High Quiz Bowl	1.8797	739	768	798	827	857	886	916	946	975	1,005	1,034	1,064	1,093	1,123	1,152	1,182
Science Fair	1.8797	739	768	798	827	857	886	916	946	975	1,005	1,034	1,064	1,093	1,123	1,152	1,182
Sensations	3.0075	1,182	1,229	1,277	1,324	1,371	1,418	1,466	1,513	1,560	1,607	1,655	1,702	1,749	1,797	1,844	1,891
Student Council High School	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260
Student Council Jr. High	1.8797	739	768	798	827	857	886	916	946	975	1,005	1,034	1,064	1,093	1,123	1,152	1,182
Spanish Club	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260
Math 24 Advisor	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260
Key Club	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260
MADE Advisor	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260
MADE Advisor	2.0038	787	819	850	882	913	945	976	1,008	1,039	1,071	1,102	1,134	1,165	1,197	1,228	1,260

Yearbook High School	5.6391	2,216	2,305	2,393	2,482	2,571	2,659	2,748	2,837	2,925	3,014	3,103	3,191	3,280	3,369	3,457	3,546
Yearbook Jr. High	1.8797	739	768	798	827	857	886	916	946	975	1,005	1,034	1,064	1,093	1,123	1,152	1,182

APPENDIX G
Southeastern Local School District
Health Insurance Plan Comparison

	(5E)		Plan (L)		HSA (D)	
Carrier	**Medical Mutual of Ohio**		**Medical Mutual of Ohio**		**Medical Mutual of Ohio**	
Plan Design	**PPO Plan**		**PPO Plan**		**HDHP - HSA Plan**	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Annual Deductible	**Deductibles are Embedded**		**Deductibles are Embedded**		**Deductibles are Embedded**	
Single	**$500**	**$1,000**	**$1,500**	**$3,000**	**$3,200**	**$6,400**
Family	**$1,000**	**$2,000**	**$3,000**	**$6,000**	**$6,000**	**$12,000**
Coinsurance	**80%**	**60%**	**80%**	**50%**	**100%**	**60%**
Out-of-Pocket Maximum	ded&coins / copay	ded&coins / copay	ded&coins / copay	ded&coins / copay	ded&coins	ded&coins
Single	**$1,500 / $6,350**	$3,000 / Unlimited	**$3,200 / $7,350**	$40,000	**$3,200**	**$12,800**
Family	**$3,000 / $12,700**	$6,000 / Unlimited	**$6,500 / $14,700**	$80,000	**$6,000**	**$24,000**
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Physician Office Visit						
Primary Care	**$20 Copay**	Ded & Coins	**$20 Copay**	Ded & Coins	**Ded & Coins**	Ded & Coins
Specialist	**$20 Copay**	Ded & Coins	**$20 Copay**	Ded & Coins	**Ded & Coins**	Ded & Coins
Preventative	100%	Ded & Coins	100%	Ded & Coins	100%	Ded & Coins
Laboratory & X-Ray	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins
Hospital Services						
Inpatient Hospital Deductible	None	None	None	None	None	None
Inpatient Hospital	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins
Outpatient Hospital	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins	Ded & Coins
Emergency Services						
Urgent Care	**$20 Copay**	Ded & Coins	**$40 Copay**	Ded & Coins	**Ded & Coins**	Ded & Coins
Emergency Care - Emergency	**$100 Copay**	Same as Network	**$150 Copay**	Same as Network	**Ded & Coins**	Same as Network
Copay Waived if Admitted	Yes	Yes	Yes	Yes	NA	NA
Emergency Ambulance Services	Ded & Coins	Same as Network	Ded & Coins	Same as Network	Ded & Coins	Same as Network
Prescription Drugs						
Deductible	None	None	None	None	**See Medical Deductibles**	
OOP Maximum	**Included in Medical OOP**		**Included in Medical OOP**		**Included in Medical OOP**	
Retail						
Tier 1	**$10 Copay**	No benefits	**$10 Copay**	No benefits	**Ded then 100%**	NA
Tier 2	**$25 Copay**	No benefits	**$30 Copay**	No benefits	**Ded then 100%**	NA
Tier 3	**$50 Copay**	No benefits	**$75 Copay**	No benefits	**Ded then 100%**	NA
Tier 4	NA	NA	**20% ($250 Max)**	NA	NA	NA
Mail Order						
Tier 1	**$20 Copay**	No benefits	**$20 Copay**	No benefits	**Ded then 100%**	NA
Tier 2	**$50 Copay**	No benefits	**$60 Copay**	No benefits	**Ded then 100%**	NA
Tier 3	**$100 Copay**	No benefits	**$150 Copay**	No benefits	**Ded then 100%**	NA
Tier 4	NA	NA	**20% ($250 Max)**	NA	NA	NA

APPENDIX H
TEACHER EVALUATION FORM

I. Limited-Contract Teacher Evaluation Policy

A. All limited contract certified teaching employees shall be formally evaluated at least twice during the school year in which the contract is up for renewal. Each of the two evaluations shall in part consist of at least two observations lasting 30 minutes or more in duration. Classroom observations shall be only one part of what is used to determine whether or not a teacher is satisfactorily meeting specific job performance criteria, duties, and responsibilities.

B. The evaluator of the teaching employee shall be the building principal and/or the county superintendent, local superintendent, elementary supervisor, secondary supervisor. The individual who has responsibility for the formal evaluation of the teacher must complete two observations of at least 30 minutes in duration for each evaluation, i.e., one evaluator cannot do one observation and another evaluator do another observation to make up a formal evaluation. Both observations must be done by the same evaluator for each evaluation.

C. All teaching employees who are evaluated pursuant to this procedure are to have the individual responsibility of effectively implementing and completing all job performance criteria, duties, and responsibilities.

D. The teacher observation log should include such things as teacher strengths and weaknesses, with suggestions and/or assignments for intervention and improvement of stated teacher deficiencies. The log may also include other information deemed necessary by the evaluator.

II. Continuing Contract Teacher Evaluation Procedures

A. Teachers having reached continuing contract status will be evaluated whenever deemed necessary by the supervising administrator.

III. Evaluation Procedures

A. Each limited contract teacher shall be formally evaluated at least twice during the school year in which the contract is up for renewal. The first evaluation shall be conducted and completed no later than January 15 and the teacher being evaluated shall receive the written evaluation form no later than January 25. The second evaluation shall be conducted and completed between the 10th day of February and the 1st day of April and the teacher being evaluated shall receive the written evaluation form no later than the 10th day of April. The evaluator shall reasonably modify these time frames if the teacher is on leave for part of an evaluation year.

The follow-up conference should be arranged within 48 hours of the final observation.

B. Each formal evaluation in part shall consist of at least two observations of 30 minutes or more in duration.
1. **Observations do not have to be announced.**
2. **More than two observations may be used for each evaluation.**
3. **Both the teacher and evaluator must sign the Teacher Observation Log Form indicating the time the observation began and ended.**
4. **The teacher, by affixing his/her signature to the Teacher Evaluation Rating and the Teacher Evaluation Log, indicates only that he/she has received and read such forms. The teacher's signature does not necessarily indicate that he/she agrees with the evaluation, comments, and ratings.**

RATING SYSTEM

A. Each teacher's job performance criteria, duty, and responsibility shall be judged and rated by the evaluator on each formal evaluation. The evaluator shall select from the following ratings:
1. **Unsatisfactory – below average, unacceptable job performance, not effective**
2. **Needs Improvement – effort noted, could improve**
3. **Satisfactory – average to above average, acceptable job performance**
4. **Outstanding – exceptional job performance, very effective**
5. **Not Observed – could not be determined during observation period**

APPENDIX I

TEACHER EVALUATION RATING

CRITERIA, DUTIES RESPONSIBILITIES	RATING
The teacher --	
1. Has reviewed and implements board of education and administrative policies, rules, regulations, and directives.	
2. Demonstrates professional growth	
3. Appropriately utilizes standardized test results	
4. Positively contributes to the welfare of the district.	
5. Effectively utilizes special personnel.	
6. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.	
7. Maintains accurate and complete records as required by law, district policy, and administrative regulations.	
8. Develops lesson plans that support course of study objectives and address the student's individual potential and needs.	
9. Effectively utilizes elements of lesson design.	
10. Appropriately plans for assessment activities.	
11. Appropriately plans for student intervention.	
12. Appropriately monitors student progress.	
13. Demonstrates knowledge of subject matter.	
14. Provides opportunities for students to utilize higher order thinking skills.	
15. Effectively uses teaching tools and resources.	
16. Effectively applies principles of learning.	
17. Effectively uses a variety of instructional techniques.	
18. Maintains positive disciplinary control of the classroom.	
19. Maintains a positive and professional rapport with students.	
20. Effectively manages class time.	
21. Demonstrates flexibility in adapting to changes in schedules and plans.	
22. Maintains a positive working relationship with school personnel.	
23. Maintains an effective working relationship with parents.	
24. Communicates clearly both orally and in writing with all segments of the school community.	
25. Accepts criticism and strives to improve indicated areas of weakness.	
26. Effectively completes other job performance criteria as assigned.	

_____ _____
Teacher's Signature Date

_____ _____
Evaluator's Signature Date

RATING SCALE
1 - Unsatisfactory
2 - Needs Improvement
3 - Satisfactory
4 - Outstanding
5 - Not Observed

APPENDIX J

SOUTHEASTERN LOCAL SCHOOL DISTRICT

TEACHER OBSERVATION LOG

TEACHER'S NAME _____

EVALUATOR'S NAME _____

BUILDING NAME _____ GRADE LEVEL _____

SUBJECT _____ OTHER _____

DATE OF OBSERVATION _____

TIME IN _____ TIME OUT _____

COMMENTS:

_____ _____

Teacher's Signature Date Evaluator's Signature Date

EXTENDED CONTRACT CERTIFICATE
(SECTION 5705.412 O.R.C.)

It is hereby certified with respect to the contract, agreement, obligation, payment, wage or salary schedule, or order for the expenditure of funds attached hereto that the Southeastern Local School District has in effect for the remainder of the current fiscal year July 1 to June 30 and the succeeding fiscal year July 1 to June 30 the authorization to levy taxes, including the renewal of existing levies, which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide the operating revenues necessary to enable the district to operate an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year July 1 to June 30 and for a number of days in the succeeding fiscal year July 1 to June 30 equal to the number of days instruction was held or is scheduled for the current fiscal year July 1 to June 30.

Dated 05/18/2021

_____
TREASURER

_____
SUPERINTENDENT OF SCHOOLS

_____
PRESIDENT OF THE BOARD OF EDUCATION

_____
NAME OF THE BOARD OF EDUCATION

5

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