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COLLECTIVE BARGAINING AGREEMENT

between the

PERKINS EDUCATION ASSOCIATION

and the

PERKINS BOARD OF EDUCATION

July 1, 2024 through June 30, 2027

TABLE OF CONTENTS

Article		Page
I	RECOGNITION	1
II	NEGOTIATIONS	1-2
III	STRIKE CLAUSE	2
IV	GRIEVANCE PROCEDURE	2-5
	4.01 Purpose	2
	4.02 Definitions	2-3
	4.03 Procedure	3
	4.04 Level One – Informal	3
	4.05 Level Two – Formal	3
	4.06 Level Three	3-4
	4.07 Level Four	4
	4.08 Rights of Parties	4-5
V	LEAVE PROVISIONS	5-14
	5.01 Assault Leave	5
	5.02 Association Leave	5
	5.03 Jury Duty/Court Leave	5
	5.04 Military Leave	5
	5.05 Personal Leave	6-7
	5.06 A. Leave of Absence (Unpaid)	7-8
	B. Parental Leave	8-9
	5.07 Professional Leave	9-11
	5.08 Sabbatical Leave	11
	5.09 Sick Leave	11-13
	5.10 Family and Medical Unpaid Leave	13-14
	5.11 Bereavement Clause	14
VI	CONTRACTS	14-16
VII	TEACHER EMPLOYMENT	16-17
VIII	ORIENTATION & MENTORING	17-22
	8.03 Teacher Mentor Program	18-22
	Purpose	18
	Program Definitions	18
	Mentoring Qualifications	18-19
	Training	19
	Assignment of Mentors	19
	Review of Assignment	19

Article		Page
	Definitions	19-20
	Job Descriptions	20-22
	Compensation	22
IX	PERSONNEL FILES	22-23
X	ADMINISTRATIVE TRANSFERS AND VACANCIES	23-25
	10.01 Administrative Transfers	23
	10.02 Postings	24
	10.03 Employment Procedures	24-25
	10.04 Assignment Notice and Salary Notice	25
XI	NON-RENEWAL	25-26
XII	REDUCTION IN FORCE	26-30
XIII	TEACHER EVALUATION	30-33
	13.01 Evaluation Cycles	30-33
	13.02 Evaluation Procedures for Head Coach Supplemental Contract	34
XIV	SALARY & INSURANCE	34-39
	14.01 Base Salary Effective 7-1-2024	34-35
	14.02 State Teachers Retirement System	35
	14.03 Health Insurance	35-36
	14.04 Health Insurance Options	….36
	14.05 Voluntary Election Out & Spouses Work for the District	36-37
	14.06 Spousal Exclusion	37-38
	14.07 Premium Holiday	38
	14.08 Dental Benefits	38
	14.09 Section 125 Flexible Benefit Plan	38-39
	14.10 Life Insurance	39
	14.11 Health Fair	39
	14.12 Health Insurance Review Committee	39
XV	SUPPLEMENTAL	39-41
	15.06 Supplemental Salary Schedule	40
XVI	TRANSPORTATION REIMBURSEMENT FOR TRAVELING TEACHERS	41
XVII	PAYCHECKS	41-42
XVIII	AUTHORIZED PAYROLL DEDUCTIONS OF PROFESSIONAL DUES AND/OR FEES	42

Article		Page
XIX	LIABILITY PROTECTION	43-44
XX	TEACHING ENVIRONMENT	44-45
XXI	SUBSTITUTING DURING PLANNING TIME	45
XXII	ASSOCIATION RIGHTS AND RESPONSIBILITIES	45-46
XXIII	CURRICULUM DEVELOPMENT PROCESS	46
XXIV	LENGTH OF SCHOOL YEAR AND DAY	47-48
	24.01 Duty-Free Lunch	47
	24.02 Length of School Day	47
	24.07 Calendar Committee	47
	24.08 Staff Days	47
	24.09 Leaving School Building	48
	24.10 Excused from Staff Meetings	48
	24.11 Work Days	48
	24.12 Common Planning	48
XXV	MANAGEMENT RIGHTS	49
XXVI	ACADEMIC FREEDOM	49
XXVII	TUITION REIMBURSEMENT	49-50
XXVIII	SEVERANCE PAY	50-51
XXIX	CLASS SIZE AND LOAD	51-52
	29.08 Preparations (Elementary Non-departmentalized)	52
XXX	NON-TEACHING DUTIES	52-53
XXXI	INDIVIDUAL RIGHTS	53
XXXII	EQUAL RIGHTS CLAUSE	53
XXXIII	SEVERABILITY	53
XXXIV	COST OF MASTER AGREEMENT	53
XXXV	LABOR MANAGEMENT RELATIONS COMMITTEE	54

XXXVI FAIR SHARE FEE 54-55

XXXVII A DRUG FREE WORKPLACE 55-56

XXXVIII STUDENTS OF BARGAINING MEMBERS 56-57

XXXIX ANNUITY PLAN 57-58

XL OSHA SAFETY REQUIREMENT (DISCIPLINE) PROCEDURE 58-59

XLI TEACHER ASSISTANTS ADVISORY COMMITTEE 59

XLII INNOVATIVE PROGRAMS 60

XLIII SCHOOL BONUS 61

XLIV LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE 61

XLV PROGRESSIVE DISCIPLINE 61-63

XLVI COMPLETE AGREEMENT 63

XLVII BLENDED LEARNING 63-64

XLVIII DURATION OF CONTRACT 64

APPENDICES

A GRIEVANCE REPORT FORM .....

B OTES EVALUATION FORMS ..... …….

C HEAD COACH SUPPLEMENTAL CONTRACT EVALUATION FORM ..... …….

D 2024-2025, 2025-2026, 2026-2027 SALARY SCHEDULES .....

E SUPPLEMENTAL SALARY SCHEDULES 2024-2025, 2025-2026, 2026-2027 .....

F 403.B ANNUITY PLAN .....

G LPDC GUIDELINES .....

H SUMMARY OF HEALTH INSURANCE BENEFITS .....

I EXPENSE REIMBURSEMENTS – TRAVEL POLICY .....

FISCAL OFFICER CERTIFICATE
(ORC 5705.412)

For the matter of:

PERKINS EDUCATION ASSOCIATION
Negotiated Agreement
July 1, 2024 through June 30, 2027

The undersigned, Treasurer of the Board of Education of the Perkins Local School District, Ohio, certifies that the money required to meet the obligations of the Board during Fiscal Year 2024 through Fiscal year 2027 under the attached contract have been lawfully appropriated by the Board for such purposes and are in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

The undersigned, Treasurer and President of the Board of Education of the Perkins Local School District, Ohio, and the Superintendent of Schools of the Perkins Local School District, Ohio, hereby certify that the District has in effect the authorization to levy taxes, including the renewal or replacement of existing levies, which, when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs during the duration of the attached contract on all of the days set forth in its adopted school calendars for the current fiscal year and for a number of days in the succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year.

This Certificate is given in compliance with Ohio Revised Code Sections 5705.41, 5705.412, and 5705.44.

Dated: 06/12/2024

PERKINS LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

BY: _____
(Treasurer)

BY: _____
(Superintendent of Schools)

BY: _____
(President, Board of Education)

ARTICLE I – RECOGNITION

1.01 The Perkins Board of Education, hereinafter the "Board", hereby recognizes the Perkins Education Association (OEA/NEA-Local) hereafter the "Association" as the sole and exclusive bargaining representative, for the purposes of and as defined in Chapter 4117 Ohio Revised Code, for all professional, non-supervisory personnel, as employed by the Perkins Board of Education, (as certified by the State Employment Relations Board), classroom teachers (PreK-12, full-time and part-time, vocational), guidance counselors, librarians, and department heads. The Association recognizes that the Superintendent, Assistant Superintendent, Principals, and other Administrative personnel as defined in Chapter 4117 Ohio Revised Code are excluded from the bargaining unit. Also excluded would be the athletic director. The Employer recognizes that Association representation will include any newly created position unless employment into the position is governed by Section 3319.02 of the Ohio Revised Code.

ARTICLE II – NEGOTIATIONS

2.01 Either the Association or the Board of Education may initiate negotiations in the year of contract expiration by letter of submission forwarded to the other party by February 1, outlining their intent to bargain as defined in Chapter 4117, O.R.C.

2.02 **PROCEDURE**

A. Within twenty (20) working days of transmittal of said submission letter, the parties shall meet remotely or via telephone conference call to schedule their first negotiation session for a mutually agreed date and time on or before April 15. At any negotiation session, either party may be represented by no more than seven (7) representatives, of which seven (7) representatives shall include outside legal counsel or labor relations consultant for each party.

B. All issues for negotiations by the Association and the Board shall be submitted in writing at the first meeting. No additional issues shall be submitted by either party, unless agreed to by both parties. This language shall not be interpreted by either party as limiting the right of one party or another to present counter proposals.

C. Each party shall pay its own expenses pertinent to any representations or witnesses, and any expenses incurred in preparation for negotiating.

D. Resource persons or observer may be present by mutual consent of both parties.

E. The following shall be determined at the commencement of each meeting prior to proceeding to negotiating items:

1) the time, date, and place of the next meeting;

2) the agenda for the meeting in session;

F. the time of the meetings should be approximately three (3) hours unless otherwise agreed. As negotiated items are tentatively agreed upon, each shall be initialed by each party.

G. When a contract has been reached by both parties, the tentative contract will be submitted to the Association for ratification. The ratified contract must be returned to the Board by the Association. The Board will at its next meeting approve or disapprove the contract by appropriate motion.

2.03 If after thirty (30) calendar days from the first negotiation session, agreement has not been reached on all items under negotiation, either party may call for the services of the Federal Mediation and Conciliation Services to assist in negotiations. If a party calls for Mediation involvement, the other party shall join in a joint request.

2.04 The Board of Education agrees that the aforementioned Federal Mediation shall supersede all other dispute settlement procedures contained in Chapter 4117.14 O.R.C.

2.05 The Association and the Board of Education may by mutual consent agree to enter into nontraditional negotiations.

ARTICLE III – STRIKE CLAUSE

3.01 The Board of Education agrees that the members of the bargaining unit have the right to strike under Chapter 4117.14 of the Ohio Revised Code at the expiration of the contract, provided that the employee organization representing the employees has given a ten-day prior written notice of an intent to strike to the public employer and to the State Employment Relations Board.

ARTICLE IV – GRIEVANCE PROCEDURE

4.01 PURPOSE

The primary purpose of this procedure shall be to obtain at the lowest level and in the shortest period of time, equitable solutions to grievances which may arise from time to time.

4.02 DEFINITIONS

A. A "grievance" is a claim by a member of the bargaining unit, that there has been a violation, misapplication, or misinterpretation of one (1) or more of the provisions of this agreement. In the event that such a violation, misapplication, or misinterpretation of the agreement affects a group of teachers, the Association may

file a grievance on behalf of the group, in which case the Association shall be the grievant.

B. An "aggrieved person" is a member of the bargaining unit having a grievance. The Association shall designate one or more representatives for grievance procedures in each school building. Any teacher may consult a representative for assistance.

C. A "day" in this section where not stated, shall mean a working day. The number of days indicated at each level shall be considered as maximum and should be adhered to in expediting the procedure. In computing any period of time prescribed or allowed by this Article IV, the day of the act, event, condition, notice, or disposition from which the period so computed begins to run shall not be included. A working day is a day other than Saturday, Sunday, any day in July and the following holidays: Christmas Eve, Christmas Day, New Years Eve, New Years Day, President's Day, Martin Luther King Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and the day after.

4.03 **PROCEDURE**

A. Time limits stipulated herein are considered maximums to ensure rapid resolution to problems. Time limits may be extended only by mutual agreement of all parties concerned. Failure of Administration to adhere to the time limits will automatically advance the grievance to the next level of the grievance procedure. Failure of the grievant to adhere to the time limits will result in a nullification of the grievance.

B. In all levels of the formal proceedings, official Grievance Report Forms shall be delivered to each of the following persons by hand delivery or delivery to their school mailbox: the Aggrieved; the administration; and the Association President or Building Representative. (See Appendix A).

4.04 **LEVEL ONE – INFORMAL**

Within fifteen (15) working days of an event or condition that a bargaining unit member considers a grievance, he/she shall notify his/her immediate supervisor, and/or the member of the administration whose action or inaction created the situation of the event or condition and request that the supervisor and/or the administrator schedule a meeting with the bargaining unit member to attempt to resolve the problem without filing a formal grievance and meet with the aggrieved within seven (7) work days of the request to discuss the event or condition. The bargaining unit member may bring his/her official Association representative to the meeting. The supervisor or administrator administration will shall respond in writing to the bargaining unit member within seven (7) working days of the meeting.

4.05 **LEVEL TWO – FORMAL**

A. In the event the aggrieved person is not satisfied with the disposition at Level One, within seven (7) working days after the receipt of the written response, he/she may

inaugurate the formal proceedings by deliver (pursuant to Section 4.03) an Official Grievance Report Form setting forth: (1) the event or condition leading to the grievance; (ii) the specific section(s) of the Collective Bargaining Agreement alleged to be violated; (iii) and the specific relief requested. The supervisor and/or administrator shall schedule a hearing to be held within seven (7) working days after the delivery of the Official Grievance Report Form, between the aggrieved, the immediate supervisor, and/or administrator, Association Representative, and other parties who may be needed to give information relative to the grievance. The disposition by the Supervisor and/or administrator shall be added to the Official Grievance Report Form within seven (7) working days of the hearing.

4.06 **LEVEL THREE**

A. In the event the aggrieved person is not satisfied with the disposition at Level Two, within seven (7) working days after the delivery of the written disposition, he/she may continue the formal proceedings by delivering the Official Grievance Report Form (as completed at Level Two) to the Superintendent or their designee. The Superintendent/designee shall schedule hearing to be held within seven (7) working days after the delivery of the Official Grievance Report Form and shall be arranged between the aggrieved, the Superintendent/Designee, or aggrieved administrator, and Association Representative, and other parties who may be needed to give information relative to the grievance. The disposition by the Superintendent/Designee shall be added to the Official Grievance Report Form and delivered (pursuant to Section 4.03) within seven (7) working days of the hearing to all the relevant parties.

B. In the event that the Level Two, or Formal Step, of this procedure was with the Superintendent, the next step would be Level Four.

4.07 **LEVEL FOUR**

A. If the aggrieved person and the Association are not satisfied with the disposition in Level Three, the Association may demand that the issue be submitted to arbitration within seven (7) working days after the Level Three hearing.

B. Notwithstanding the language of Section 4.07 A., the parties may request the grievance to be mediated by a mediator chosen by the parties from the American Arbitration Association before the issue is submitted to arbitration. Such request shall be made by mutual agreement of the parties.

C. The arbitration shall be conducted in compliance with the American Arbitration Association's voluntary rules and regulations.

D. The arbitrator shall be appointed pursuant to the American Arbitration Association's Labor Arbitration Rules. Either party shall have the right to request an additional list if it is not possible to appoint an arbitrator from the first list supplied to the parties.

E. The arbitrator will render the written decision and award no later than thirty (30) days following the closing of the record on the case. His/her decision shall be final and binding on the Association, its members, the employee or employees involved, the Board of Education, the Superintendent, and all other agents of the Board of Education. Cost of the arbitrator's services shall be shared by the parties.

4.08 **RIGHTS OF PARTIES**

A. Both parties agree that grievance proceedings should be handled in a confidential manner.

B. No teacher may be represented by any teacher organization other than the Association in any grievance procedure initiated pursuant to this procedure.

C. No teacher shall be denied the right to legal advice and/or counsel in any of the levels listed above. Copies of all written decisions of grievances shall be sent to all parties involved, the Association president, the aggrieved, and the appropriate administrator.

D. No records, documents, or communications concerning a grievance shall be placed in the personnel file of any of the participants in the procedures described in this agreement.

E. Forms for processing grievances shall be made available through all administrative offices in each building, the central administration office, and designated officials of the Association including Building Representatives and members of the Association Grievance Committee.

F. Records of the grievance proceedings shall be kept in a separate file, called grievance file, by the Treasurer of the Board. All records of proceedings will be kept until it is permissible to destroy them in accordance with the local "Records of Retention Policy".

ARTICLE V – LEAVE PROVISIONS

5.01 **ASSAULT LEAVE**

In the event of a physical assault on a teacher in the performance of his/her duties by a student of the district, which results in the teacher being absent, such absence will not be charged to sick leave.

Such assault leave shall be granted upon certification of the attending physician and shall not exceed one hundred twenty (120) days.

For purposes of this Article, to be entitled to assault leave, the assaulted teacher shall file formal charges with the appropriate law enforcement agency.

Assault leave shall not be granted if it is found by a court of competent jurisdiction that the

teacher committed a criminal assault against the student causing the injury.

5.02 ASSOCIATION LEAVE

The Association will be granted for each OEA Representative Assembly not to exceed two (2) meetings annually, a maximum of two (2) days for three (3) delegates.

5.03 JURY DUTY/COURT LEAVE

When it becomes necessary for a teacher to accept jury duty, the teacher shall be paid his/her regular salary for the number of service days involved. Such leave shall not be deducted from any other type of leave. No bargaining unit member shall have any obligation to reimburse the school district for any jury duty service compensation received from the courts.

5.04 MILITARY LEAVE

Military leave shall be granted to teachers pursuant to Ohio Revised Code.

5.05 PERSONAL LEAVE

All full-time instructional staff members shall be allowed four (4) unrestricted personal leave days, subject to all provisions of Section 5.05. Additional personal leave days may be granted at the discretion of the Superintendent for catastrophic events (e.g. house flooding, fire, Acts of God, etc.). All part-time instructional staff members shall be allowed a pro-rated amount based on total number of contracted days worked divided by the contracted number of days for full-time employment.

A bargaining unit member who wants personal leave for a short period of time (i.e. two (2) hrs. or less) may avoid taking personal leave by making arrangements with another bargaining unit member to cover his/her assignment. The bargaining unit member covering for a fellow bargaining unit member shall not be entitled to additional compensation under Article XXI. The bargaining unit member shall inform his/her immediate administrative supervisor of the time of the leave, the duration of the leave, and the fellow bargaining unit member that is covering the duty assignment.

A. Bargaining unit members shall not use Personal Leave:
    a. The first ten (10) contracted workdays.
    b. During the last five (5) contracted workdays.
    c. During any period considered ESY granted herein
    d. During any day in which the member is to participate in Parent Teacher Conferences
    e. During any day designated for in-service training or other professional development days as established herein.

B. Not more than twelve point five percent (12.5%), rounded up to the nearest whole number, in any one (1) building may take such leave on any one (1) day. When the

number of members eligible involves a fraction, the number be rounded to the nearest whole numbers. Members shall be approved for personal leave days based on their time stamped request for personal leave per the electronic leave system. Building principals will make the daily maximum available to each of the building reps prior to the start of the school year, and in the event of any modifications throughout the school year.

C. With the approval of the Superintendent, exceptions may be made to Paragraph (1) above.

D. Electronic notice of intent to use personal leave shall be submitted at least three (3) not possible the staff member shall notify the building principal or immediate supervisor as soon as possible. In such situations, the personal leave request shall be submitted during the first workday after conclusion of the leave.

E. Personal leave shall only be used in increments of one (1) or one-half (1/2) days.

F. Any remaining unused Personal leave at the end of the contract year shall be paid out according to the table below:

a. Members will be paid in accordance with the following table. Half-days will not be considered for payment, rounded down to the nearest whole number:

Days Remaining	Payment Amount
4	**$1,000 ($250 per day)**
3	**$700 ($233 per day)**
2	**$400 ($200 per day)**
Less than 2	**$150**

b. In lieu of payment, members can convert unused personal leave to sick leave but must notify the Treasurer's office by the last teacher workday**.**

G. Bargaining unit members will not be charged Personal Leave on non-workdays.

5.06 **LEAVE OF ABSENCE (UNPAID)**

A. A leave of absence for up to one (1) year shall be granted by the Board of Education to members of the teaching staff for the following purposes:

a. Personal illness
b. Physical or mental disability
c. Maternity/Paternity/Adoption
d. Military Service

The Board of Education may, but shall not be obligated to do so, grant an unpaid leave for the following purpose if so recommended by the Superintendent:

a. Election to political office

An employee desiring such leaves, shall present in writing, a request stating clearly the reason and purposes of the leave to the Superintendent. When the reason for the leave is personal illness, physical or mental disability, or pregnancy, an employee shall also attach a doctor's statement.

The Superintendent shall report the request to the Board at the next regular meeting. Without request, the Board may grant a leave of absence because of physical or mental disability.

If a leave of absence is granted for personal illness, physical or mental disability, or pregnancy, it may be extended for a second year by written request presented to the Superintendent and with the approval of the Board.

Any employee who is on leave of absence and who wishes to return to his/her duties at the beginning of the following school year shall notify the Superintendent of such intention no later than May 1st.

Upon return from a leave of absence, a teacher shall resume the contract status held prior to such leave and will be returned to a position for which he/she is qualified. Teachers using any Board approved leave of absence shall not lose seniority held prior to the leave, nor shall they gain additional seniority for the time on leave.

Teacher(s) on an unpaid leave(s) of absence as stated herein shall not be eligible to receive any of the following benefits:

1. The accrual of sick leave
2. Accrual of personal leave
3. Payment for calamity day(s)

Contingent upon the procedures established by the insurance company(ies) providing the specific coverage, an employee shall be eligible to have any and all of his/her insurance coverage continued during an unpaid leave of absence. The member is responsible for 100% of the total premium cost unless the leave is part of an approved leave under FMLA or Parental Leave regulations. The member must remit payment to the Treasurer no later than the 15th of the month preceding the coverage period.

B. PARENTAL LEAVE

Unpaid parental leave shall be granted to a teacher for the purpose of childbearing or adoption of a child less than six (6) years of age or upon request and on the conditions set forth below.

A teacher who is expecting or adopting a child will be entitled to a leave of absence

without pay for paternity reasons to begin at any time between the commencement of pregnancy, or in the case of adoption, the receipt of custody, and up to one (1) year after the child is born or adopted. Such leave may be for a one (1) year period and may be extended an additional year, for a maximum of two (2) years total.

1. Application for Leave

Application for parental leave shall be in writing and shall contain a statement of the expected date of birth, or in the case of adoption, the date of obtaining custody and the date on which parental leave is to commence. Except in situations as per written doctor's orders, application for parental leave shall be made at least thirty (30) days before the beginning date of the leave and shall state the expected date of return.

2. Reinstatement Rights

Upon return from leave, the teacher shall be reinstated to an equivalent position for which he/she is certified. An attempt will be made to return the teacher to the same position held prior to the leave.

3. Limited Contracts for Replacements

a. Upon being hired by the Board, as a replacement for a teacher on parental leave, a teacher shall be given a one (1) year limited contract.

b. This contract will automatically expire at the conclusion of the last contracted teacher day or the date indicated as the teacher's return date without prior written notice of nonrenewal.

c. The provisions of O.R.C. 3319.11 and 3319.111 shall not apply to a teacher employed under this provision but any teacher who is employed the following year under a regular teaching contract shall receive seniority for the time spent as a replacement teacher.

4. Insurance Coverage While on Leave

Insurance coverage(s) shall be continued for a bargaining unit member on such leave upon his/her payment of premium. Said premiums will be payable at the beginning of each month at the office of the Treasurer.

5. Exclusions

Teacher(s) on parental leave shall not be eligible to receive any of the following benefits:

a. the accrual of sick leave
b. payment for calamity days.

5.07 **PROFESSIONAL LEAVE**

The Board of Education and the Perkins Education Association agree to the following guidelines or definitions of Professional Leave, which shall be applied for on the Professional Leave System.

A. Professional Leave is a leave from a teacher's position to attend a conference, seminar, or workshop which has a direct bearing and immediate benefit to the teacher in the performance of his/her duties and is consistent with building, district and subject goals. Professional Leave is also understood to include visits to selected schools or school districts that would yield a direct benefit to the teacher.

B. The Professional Leave Fund, excluding funds for mandated meetings, will be allocated per building on a professional staff per capita basis. The school to which the teachers report first to on Monday will be their designated home school building. Funds will be appropriated for each building on July 1st for use during that contract year. The total amount for each building shall be based on the number of bargaining unit positions in that building as of September 1 x $400. Unused building funds shall be carried over up to and not to exceed the total value of three years funding. At the end of any year where the total value of the carryover is less than or equal to the total value of three years funding, the District shall advance the subsequent year's amount in full. At the end of any year where the total value of the carryover is greater than the total value of three years funding, the District shall reduce the balance of the funds carried over to the total value of three years funding. Each teacher shall normally be limited to three (3) contract days of teacher-initiated professional leave per school year for non-supplemental leave reasons. Additional days may be approved by the building's Professional Leave Committee. By August 1st, the Treasurer will notify PEA president of fund balances for each building.

C. With the approval of the principal and/or athletic director, three (3) days of professional leave may be taken per year without the loss of pay to attend a clinic(s), workshop(s), seminar(s), or an event of state level competition. This leave shall be considered supplemental leave. This restriction does not include professional days off for district, regional, or state competition in which the team, individual team members, or the organization is competing.

D. There shall be a professional leave committee established in each building made up of the building principal and members selected by PEA. The director of curriculum and PEA president shall be ad hoc members of each committee. The committee shall review, approve and authorize professional leave funds based on their building and individual bargaining unit member's needs. The procedures for approval and reimbursement shall be consistent district wide and in accordance with the PEA professional guidelines (Appendix I). Changes in IRS allowance rates will be emailed to the PEA president.

E. Items considered for reimbursement shall include receipt and verification for all

expenditures. No expenditures shall exceed amounts approved by the committee. Failure to submit requests for reimbursement within twenty-one (21) calendar days following the end date of the leave shall result in forfeiture of all reimbursable expenses. Reimbursement to the bargaining unit member shall occur within twenty-one (21) days of submission of the request. The following items will be considered reimbursable:

1. Lodging, where conferences require overnight accommodations.

2. Registration and direct expense costs for the conference the teacher is attending.

3. Mileage as per Article 16.01 of this Agreement.

4. Reimbursement will not be granted for any alcoholic beverages.

F. Professional leave is contingent upon a recommendation by the building professional leave committee and approval by the Board of Education.

G. **SUPPLEMENTAL COMMITTEE**:

1. Any bargaining unit member may complete the New Supplemental Form posted on the District Website and submit it to the Supplemental Committee for review. The Supplemental Committee will be comprised of three (3) PEA members (appointed by the PEA Executive Committee), and three (3) administrative members and will review new proposed supplementals for Briar and the High School. For new proposed supplementals for Furry and Meadowlawn Schools, the Building Leadership Teams of the respective schools shall decide which supplementals shall be recommended for approval. The Supplemental Committee shall meet upon submission of a New Supplemental Form.

2. The Supplemental Committee shall then review the Form to ensure the Proposed Supplemental aligns with district, building and department goals. The Supplemental Committee may request additional information from the Submitter as it deems necessary.

3. The Supplemental Committee may present the Proposed Supplemental to the Board of Education by submitting the Form to the Superintendent and requesting being placed on the agenda of an upcoming Board Meeting. The Board of Education may request any additional information it deems necessary in evaluating the Proposed Supplemental. The Board may then vote on whether to approve or deny the Proposed Supplemental. Nothing in this provision shall bind the Board to vote to approve any Supplemental Form submitted.

4. The Professional Leave Fund may be utilized for training purposes, if needed in the year of inception of the supplemental, for the development of new supplementals by the Supplemental Committee. The Supplemental Committee will meet with the Professional Leave Committee of the building where the supplemental is housed, to review the request.

H. In collaboration with the building administrator, Intervention Specialists and speech language pathologists shall be provided one (1) day per quarter for the purposes of writing Individualized Education Plans at their discretion.

I. The District will make Public School Works available as of July 1st. Every bargaining unit member that completes their Public School Works requirements by the first working day will be paid one-hundred and twenty five dollars ($125) by the September 30 pay. Any bargaining unit member who does not complete the Public School Works requirements by the first working day will not receive compensation, but must complete the Public School Works by the end of the first quarter.

J. For any active shooter training program, a member may review the proposed active shooter training curriculum and seek a reasonable accommodation as needed to avoid unwanted anxiety or trauma. Upon such request, the administrator in charge of the active shooter training program and member shall meet to agree on a mutually agreeable compromise.

5.08 **SABBATICAL LEAVE**

The Board of Education may provide sabbatical leave in keeping with the provisions of the Ohio Revised Code 3319.131.

5.09 **SICK LEAVE**

A. Each full-time certified employee shall receive one and one-quarter (1¼) days sick leave per month.

B. Each part-time certified employee shall accumulate pro-rated sick leave as provided in the Ohio Revised Code.

C. All new employees shall be advanced five (5) days of sick leave credit after the first day of work.

D. Sick leave accumulation shall be capped at 300 days. This does not affect the severance pay article.

E. New employees shall receive credit for sick leave accumulated up to two hundred fifty (250) days in any elementary or secondary school chartered by a State Department of Education or public agencies in Ohio. It will be the responsibility of the new employee to supply the Treasurer with the address of the former employer to secure a certified record of the accumulated sick leave from the former employer.

F. Any employee of the Perkins Board of Education who is absent from school duty because of illness or other medical condition in his/her immediate family (spouse, father, mother, children, sisters, brothers, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, grandparents, grandchildren or any person who is a member of the immediate household) shall be entitled to full pay for such absences.

G. For personal illness or immediate family illness, the employee may be required to furnish a statement of attending physician after an absence of more than five (5) days.

H. **MATERNITY LEAVE and PATERNITY LEAVE**

1. Unless otherwise specified by the member's doctor, a member is eligible for up to twelve (12) weeks of leave for the birth of a child. A bargaining unit member may use sick leave to cover this time period. There is no limit on the number of sick days that may be used. If certified by the member's doctor that the member is unable to return due to the health of the member, member's spouse, or child, additional time may be taken and sick leave can be utilized for this time period. However, a member may not receive a donation of sick leave from other members for the purpose of this leave.

2. During the time of this leave when the member has sufficient sick leave, all pay, and benefits will be maintained in accordance with this agreement. Upon exhaustion of sick leave, the employee will be considered to be on FMLA Leave per Article 5.10 if applicable, or Unpaid Leave per Article 5.06.

I. **SICK LEAVE BANK**

1. If a bargaining unit member exhausts his/her sick leave accumulation because of a current or past long- term illness or injury of the employee or an immediate family member, as certified by a doctor, another bargaining unit member may donate up to five (5) days of his/her accumulated sick leave to the done bargaining unit member requesting the donation of sick days, if the donating bargaining unit member has a minimum of 75 days.

2. No bargaining unit member may receive more than an aggregate of ninety (90) donated sick leave days in any one school year. Donation of sick days shall be initiated by the requesting bargaining unit member. It is the requestor's responsibility and/or liaison to seek out needed sick leave days. Donated sick days shall be added to the accumulated sick leave of the done bargaining unit member requesting the donation and deducted from the donor bargaining unit member's accumulated sick leave.

3. To qualify for the use of this donated sick days provision, the bargaining unit member must submit a doctor's statement to the Treasurer certifying the current medical need.

4. Donated sick leave may not be used for severance pay, nor may it be used to pay the bargaining unit member who goes on disability retirement.

5. Any donated but unused sick leave days will not be returned to the bargaining unit member who donated the days but will remain with the requestor.

5.10 FAMILY AND MEDICAL UNPAID LEAVE

The Board shall fully comply with the Family and Medical Leave Act of 1993 as the same may be updated and amended from time to time. All accrued paid sick days, including any possible medical leave bank**, must be used up before taking unpaid leave pursuant to the Family and Medical Leave Act. FMLA fact sheets and guidelines, as mutually agreed to by the Perkins Education Association and the Perkins Board of Education, will be provided upon bargaining member request and will be included in Appendix. A bargaining unit member employed no less than half-time with at least twelve (12) months of service in the Perkins Local Schools shall be granted up to twelve (12) weeks, unpaid family medical leave (during each fiscal period) for:

1) the birth and the first-year care of a child;
2) the adoption or foster placement of a child;
3) the serious illness of a member of the employee's immediate family as defined in Section 5.09 of this Article; and
4) the employee's own serious health condition that keeps the employee from performing the essential functions of his or her job in accordance with the following specification:

A. The employee shall apply in writing to the Superintendent or his/her designated representative not later than thirty (30) days prior to the beginning date of the requested leave of absence, if leave request was foreseeable.

B. If spouses eligible for leave are employed by the district, their combined amount of leave for birth, adoption, foster care placement, and parental illness is limited to twelve (12) weeks.

5.11 BEREAVEMENT CLAUSE

All bargaining unit members shall be entitled to the use of the following bereavement leave:

A. For the death of an immediate family member as defined in 5.09(F). Bargaining unit members shall be entitled to seven (7) days of bereavement leave. Upon request, a bargaining unit member shall be entitled to sick leave in addition to the bereavement leave, if the immediate family member is a spouse, parent, or child. Requests for sick leave are subject to the approval of the Superintendent for immediate family other than spouse, parent, or child.

B. For deaths of those outside the immediate family, bargaining unit members shall be

entitled to one (1) day per year of bereavement leave. Subsequent days may be deducted from sick leave.

C. Bargaining unit members must submit the request for bereavement leave to the leave system and must be completed within one (1) day of returning to work.

ARTICLE VI – CONTRACTS

6.01 The Board of Education shall provide each member of the instructional staff individually written contracts in keeping with the provisions of the Ohio Revised Code and Board of Education adopted policies.

A. In consideration of the services rendered by the teacher, the Board of Education agrees to pay said teacher a base annual salary as prescribed by the salary schedule of the school district, whether existing or hereafter adopted, according to degree and years' experience. The initial compensation to be paid under a contract shall be according to the existing salary schedule and that amount shall appear on the contract with the step and column. All other bargaining members will receive a salary notice by July 1.

B. In performing his/her professional duties, the teacher agrees to abide by and maintain the applicable laws and existing rules and regulations of the Board of Education. The teacher also agrees to abide by the negotiated agreement between the Board of Education and PEA.

C. Teachers that are being recommended for renewal shall be recommended for 1, 1, 2, and 3 year limited contracts until they qualify for a continuing contract.

D. Members of the bargaining unit who qualify shall be considered for a continuing contract as prescribed by current law. 3319.08(B) A continuing contract is a contract that remains in effect until the teacher resigns, elects to retire, or is retired pursuant to former section 3307.37 of the Revised Code, or until it is terminated and shall be granted only to the following:

(1) Any teacher holding a professional, permanent, or life teacher's certificate;

(2) Any teacher holding a professional educator license who has completed the applicable one of the following:

(a) If the teacher did not hold a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt;

(b) If the teacher held a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, six

semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt.

E. A bargaining unit member must notify the Superintendent in writing (via email or hand delivered letter) no later than December 15 of any year he/she may be eligible for a continuing contract. On request by March 15th, following the second evaluation by either the employee or the Superintendent, there will be a face-to-face meeting prior to the regularly scheduled April Board of Education meeting with the Superintendent and PEA Executive Council Member to discuss the bargaining unit member application for continuing contract. A member may withdraw his/her continuing contract application after the meeting. To be eligible for consideration for continuing contract, a teacher must have notified and/or filed a valid professional, permanent or life certificate or professional license with the Local Superintendent on or before on or before June 1st. Upon receipt of a professional or permanent certificate or professional license on the date specified above, the teacher's multi-year limited contract shall be considered as having an expiration date of the end of the school year in which the request was made. Such member shall be treated as having the same status as any other teacher eligible under this article and this negotiated agreement.

F. If the superintendent recommends that a teacher eligible for continuing service status not be reemployed, the board may declare its intention not to reemploy the teacher by giving the teacher written notice on or before the June 1st of its intention not to reemploy the teacher. If the board does not give the teacher written notice on or before the June 1st of its intention not to reemploy the teacher, the teacher is deemed reemployed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule. The teacher is presumed to have accepted employment under the extended limited contract for a term not to exceed one year unless such teacher notifies the board in writing to the contrary on or before the first day of June, and an extended limited contract for a term not to exceed one year shall be executed accordingly. Upon any subsequent reemployment of a teacher only a continuing contract may be entered into.

ARTICLE VII – TEACHER EMPLOYMENT

7.01 The Board agrees to offer only two (2) types of teaching contracts, full-time or half-time. The Board may hire half-time employees as full-time employees. All half-time employees will receive all benefits on a prorated basis if requested.

A. All teachers will be placed on the proper step of the salary schedule according to their experience and education.

B. Credit on the teacher's salary schedule will be given for previous teaching experience in a duly accredited school upon initial employment. For purposes of this Article

administrative experience within or outside the school district shall not count as "teaching experience". Previous PEA bargaining unit members returning to the bargaining unit from an administrative assignment shall be placed on the salary schedule pursuant to his/her total years of PEA bargaining unit experience only.

If an administrator intends to return to a bargaining unit position he/she shall give written notice to the PEA president and the Superintendent on or before July 1st. The failure to give said written notice shall constitute a waiver of his/her right to a bargaining unit position. The Administrator will be placed in a position for which they are certified/licensed. If there is a vacancy, the Administrator shall be placed in the vacant position. If no vacancy exists, they shall be placed on a recall list in accordance with Article XII until a vacancy occurs which the Superintendent intends to fill.

C. Regular substitute teachers who are appointed regular teachers will be given credit for one (1) year on the salary schedule for each one hundred twenty (120) days taught in one (1) school year as a regular substitute teacher in the Perkins School System.

7.02 Termination of a teacher's contract shall be according to Section 3319.16 and related provisions of the Ohio Revised Code.

7.03 Every effort will be made to employ bargaining unit members who hold at least a Bachelor's degree from an accredited college or university. Employment of bargaining unit members holding "temporary" certification will be avoided, if possible.

7.04 Consistent with federal and state law, the Board and PEA will not discriminate on the basis of race, color, national origin, sex, age, handicap, or religion.

7.05 The Board shall endeavor to provide educational facilities that conform to local and state health and safety codes.

7.06 All building personnel shall be advised of their respective general responsibilities and limitations. These shall be made known to all building personnel through a building handbook.

7.07 Those personal rights as guaranteed to every individual by the Constitution of the United States and as interpreted by the U.S. Supreme Court and Ohio Supreme Court shall be adhered to by the Board, the Administration, and the Perkins Education Association.

7.08 The Association and Board are committed to providing a consistent and continuous program for students under the IDEA (Individuals with Disabilities Education Act).

7.09 Upon receiving a new or renewed certificate or licensure, a copy must be forwarded to the Superintendent's Office for placement in the employee's personnel file.

7.10 The Board of Education reserves the right to require any employee to have a physical examination at its discretion and at the Board's expense.

ARTICLE VIII – ORIENTATION & MENTORING

8.01 New teachers will receive orientation by the Administration and PEA.

A. Before employment, candidates for teaching positions in the Perkins Schools shall be given, when possible, the opportunity to visit the schools, meet with the staff members, observe children in classrooms and visit the community.

B. After employment, an orientation day will be held preceding the opening of school when they may be in the classrooms and meet the principal.

C. At the onset of the school year, new teachers will be assigned to a trained mentor.

D. New teachers will be encouraged to attend instructional conferences in their subject areas.

E. Professional assistance will be provided by the principals, teachers, supervisors, and administrators to new teachers.

F. Nothing herein shall be construed as limiting the authority of school officials to provide assistance without the teacher's request.

8.02 An experienced faculty member may be requested to assist and advise in orienting each new teacher during the first grading period. An effort will be made to appoint a faculty member of the same building, grade, and subject assignment to a new teacher.

8.03 **TEACHER MENTOR PROGRAM**

A. PURPOSE

The purpose of the Mentoring Program is to provide a program of positive formal support including mentoring to foster professional growth of all new teachers to the district, and assessment of the performance of Entry-Year teachers who require a license. The Mentoring Program and assessment evaluation (Pathwise/Ohio First) does not replace the district employment evaluation.

B. PROGRAM DEFINITIONS

Entry-Year Program: The Entry-Year mentoring experience includes a formal program of mentoring support, increases retention of high quality educators, and enhances student achievement.

Associate Program: The Associate mentoring experience is for teachers who are new to the district, have previous teaching experience, and are licensed. The program includes mentoring support to promote successful transition to the district and

establish a solid foundation of professional practice to enhance student learning.

C. MENTORING QUALIFICATIONS

Resident Educator Program Mentor

1. Mentor establishes high-level skill in planning lessons, establishing a learning environment, instructional strategies, communication skills, and professional reflection.
2. Mentor has at least five (5) years of successful teaching experience and at least three (3) years within the district, has demonstrated ability to support and coach an entry-year teacher, and may be a bargaining unit member or a retired teacher.
3. Mentor must be trained in the Ohio Resident Educator program to be used as a formal program of mentoring support.
4. Mentor will maintain confidentiality in all interactions, written or verbal, with the Resident Educator. No mentor may be compelled to release information regarding neither the Resident Educator's progress nor make recommendations regarding the Resident Educator's employment.
5. If the mentor is a bargaining unit member, the mentor will be granted a minimum of one day per grading period professional leave to meet with the Resident Educator. Additional time may be requested through the building principal as needed.

Associate Program Mentor

1. Mentor establishes high-level skill in planning lessons, establishing a learning environment, instructional strategies, communication skills, and professional reflection.
2. Mentor has at least five (5) years of successful teaching experience and at least three (3) years within the district and has demonstrated ability to support and coach an entry-year teacher.
3. Mentor will maintain confidentiality in all interactions, written or verbal, with the Resident Educator or associate teacher. No mentor may be compelled to release information regarding neither the Resident Educator's or Associate teacher's progress nor make recommendations regarding the Resident Educator's or Associate teacher's employment.

D. TRAINING

Training sessions in the Resident Educator program will be offered. Resident Educator Mentors are required to attend state mentor training (Instructional Mentoring - IM and Resident Educator - 1 - RE). Current state certified mentors may attend optional advanced mentor training. The district will reimburse mentors for the cost of training and mileage.

E. ASSIGNMENT OF MENTORS

Building administrators are responsible for assigning Resident Educator and Associate Mentor partnerships with Resident Educator and Associate teachers. A Resident Educator must be assigned a mentor who has been trained in the Resident Educator program. Preferably, mentors should be from the same subject area and/or grade level as the Resident Educator/Associate teacher. No mentor will work with more than one (1) Resident Educator/Associate teacher unless the mentor is a retired teacher working as a Resident Educator mentor.

F. REVIEW OF ASSIGNMENT

No later than nine (9) weeks after the initiation of the mentor program, the Resident Educator/Associate teacher may exercise the option to review the assignment with the Program Coordinator, Resident Educator/Associate mentor, and building principal. If a new mentor is assigned, he/she will receive a pro-rated share of the former mentor's supplemental salary.

G. DEFINITIONS

1. *Ohio Resident Educator Program Mentor*: A bargaining unit member or a retired teacher who will provide formative assistance with years 1 and 2 of the Resident Educator program to prepare the Resident Educator for the Resident Educator Summative Assessment (RESA) and licensure, and who may work with a Resident Educator in subsequent years if the RESA was not completed in year 2.

2. *Associate Program Mentor*: A bargaining unit member who will provide formative assistance to the Resident Educator who is new to the district and to the Associate teacher to foster a successful transition to the district.

3. *Resident Educator*: A teacher employed who holds a 2-year resident educator license and is working in his/her area of licensure in a school, district, educational service center or pre-school licensed by the Ohio Department of Education or Ohio Department of Job and Family Services.

4. *Associate Teacher*: A teacher employed who is new to the district working under a professional teaching license or educational personnel certificate who has previous experience in another district.

5. *Ohio Resident Educator Program*: The Ohio Resident Educator Program is a two-year induction system of support and mentoring for new teachers; successful completion of the residency program is required to qualify for a five-year professional educator license.

6. *Resident Educator Summative Assessment (RESA)*: An online tool used to assess the skills developed within the Ohio Resident Educator Program as measured by

proficiency on the Ohio Standards for the Teaching profession.

7. Resident Educator Program Coordinator: A bargaining unit member with a minimum of five (5) years teaching experience who will manage the Ohio Resident Educator Program for the district and offer assistance to Resident Educators in year 4 of the program who completed the RESA in year 3.

H. **JOB DESCRIPTIONS**

Resident Educator Program Mentor

The mentor shall take an active role by providing on-going assistance, support, and opportunities for the Resident Educator and will:

- Lead and facilitate professional development with the Resident Educator using state-designed formative assessment tools, protocols, and processes, and document the Resident Educator's on-going progress
- In year 1, work 1:1 with the assigned Resident Educator and follow the Year 1 Timeline of Best Practices
- In year 2, serve as a Resident Educator Summative Assessment (RESA) facilitator, or work with the assigned Resident Educator in a 1:1, cohort, co-teaching, or combination relationship and follow the Year 2 Timeline of Best Practices
- Meet regularly with the Resident Educator
- Communicate and work with the Program Coordinator
- Complete all forms and return them to the Program Coordinator by the dates indicated in the district mentor handbook
- Serve as a positive role-model, exemplifying professionalism and commitment to professional development

Associate Program Mentor

The mentor shall take an active role by providing on-going assistance, support, and opportunities for the Resident Educator or Associate teacher and will:

- Meet with the Resident Educator or Associate teacher prior to the opening of school
- Assist in creating a positive classroom learning environment
- Provide information relative to district initiatives, technology, state testing, etc.
- Assist in implementing the curriculum
- Provide instructional and emotional support; help resolve concerns
- Assist with classroom discipline/management tasks
- Ensure confidentiality
- Meet as needed with Resident Educator or Associate teacher
- Promote the socialization of the Resident Educator/Associate teacher into the school setting
- Serve as a positive role-model, exemplifying professionalism and commitment

to professional development
- Provide professional development support to Resident Educator/Associate teacher in preparing their Individual Professional Development Plan (IPDP)
- Communicate and work with the Program Coordinator
- Complete all forms and give them to the Program Coordinator by the dates indicated in the district mentor handbook

Program Coordinator

In conjunction with the district, the Program Coordinator shall oversee and monitor the Resident Educator/Associate Programs and will:

- Demonstrate commitment to professional growth
- Distribute, facilitate, and maintain mentor handbook
- Support Resident Educators and Associates on-going progress
- Support ongoing professional development to Resident Educators, Associates, and mentors
- Identify/assign Coordinator-Resident Educator role in the Ohio Educational Directory System (OEDS)
- Identify implementation team
- Complete Ohio Resident Educator Program Standards Planning Tool in CORE.
- Work with principals to select and assign mentors
- Ensure new mentors complete state training (Instructional Mentoring and Resident Educator-1)
- Provide orientation to Resident Educator/Associate Program for Resident Educators, mentors, and building leaders
- Determine Resident Educator eligibility, register Resident Educators, and identify mentors in CORE by November 15
- Complete end-of -year program requirements in CORE by June 30, including completion of RESA (if applicable)
- Support Resident Educators and mentor in completing Year 1, 2, and 3 Formative Progress Review as applicable
- Offer support to Resident Educators in Year 3 only if RESA was not completed previously
- Collect, compile, and utilize Resident Educator/Associate Needs Assessment Survey for program planning and adjustments
- Assist in the evaluation of the mentoring program, not the individual mentors
- Participate in state and regional networking activities
- Serve as a liaison between administrators and the teacher organization
- Provide a smooth transition for Program Coordinator replacement (documentation and resources)
- Serve as a mentor only if necessary
- Receive release time as needed to complete mentoring duties

I. **COMPESNATION PER MENTEE**

Resident Educator Mentor (Years 1 and 2 and any subsequent years if RESA was not completed in previous years):	$2000
Associate Mentor:	$1000
Program Coordinator:	$2500

ARTICLE IX – PERSONNEL FILES

9.01

A. The Board of Education agrees to maintain only one (1) personnel file to be housed in the Superintendent's Office. Building principals may maintain copies of materials placed in personnel file.

B. Any information being added to said employee's personnel file will require the notification of said employee. The Superintendent or his/her designee may place information in said file. Notwithstanding the foregoing, no notice is required for placement of the following items in the personnel file: payroll information, contracts, salary notices, and annual evaluations.

C. If the employee disputes the accuracy, relevance, timeliness, or completeness of information on him or her maintained in said file, he or she may request that the Board investigate the current status of the information within a reasonable time of receiving the request. The Board or its designee must make a reasonable investigation to determine if the disputed information applies with the provisions of law. Disputes under this provision shall solely be subject to the grievance procedure.

D. Any member of the bargaining unit may place pertinent documentation in his/her file by requesting the Superintendent to do so as stipulated in 9.01B.

E. A member of the bargaining unit may respond in writing to material placed in the member's personnel file. The response shall be attached to the identifiable material.

F. Anonymous letters or materials shall not be placed in a teacher's file or become a matter of record.

G. The Board of Education agrees to notify all professional employees of any records being kept on said employee. This notification will cover the personnel file, those kept by immediate supervisor, principal, Superintendent, or Board of Education.

H. A member of the bargaining unit may review the contents of his/her file upon request. A PEA representative may, at the member's option, accompany the member in such review.

I. No data may be physically removed from a teacher's file. Any material subject to

inspection may be copied at the teacher's expense.

9.02

A. A member of the bargaining unit may have counsel of their choice at any meeting/hearing that might become a matter of record.

B. All meetings/hearings that might become a matter of record will be scheduled at a mutually agreed time during the normal working day. A meeting/hearing may only be continued twice.

C. The Administration will notify a member of the bargaining unit in advance of their right to counsel before any hearing/meeting which the Administration intends to become a matter of record.

ARTICLE X – ADMINISTRATIVE TRANSFERS & VACANCIES

10.01 ADMINISTRATIVE TRANSFERS

A. The Principal and/or Superintendent shall identify the reason for recommending the teacher's transfer in writing and discuss the reasons with the staff member involved. A copy of the written transfer will be given to the PEA president. Management initiated transfers shall not be arbitrary or capricious.

B. Elementary teachers (Pre-K-8) who have been involuntarily transferred between buildings and/or grade levels in accordance with this provision shall not be subject to another management-initiated transfer for two (2) consecutive school years.

10.02 POSTINGS

A. All bargaining unit positions which occur shall be posted for a minimum period of seven (7) calendar days.

B. All curricular and supplemental positions which occur shall be posted separately.

C. Vacancies will be posted on the school website by 11:00 AM which will constitute the first day of posting. Postings will also be sent to PEA members through school district email.

D. All postings will be sent to the PEA President.

10.03 EMPLOYMENT PROCEDURES

A. Candidates for a vacant position shall be interviewed by a committee comprised of the Administration and PEA representation:

1. Building interview committee shall be comprised of between five to seven (5-7) members. The building administrator shall chair the committee. Members shall include building administrator(s), two (2) department/grade level representatives, and representative(s) from different departments and/or grade levels. Department head(s) and counselors may be included at the request of the building administrator. Central Office Personnel may be included in the committee as ad hoc member(s).

2. A rubric consisting of five (5) domains reflective of best educational practices shall be used during the interview process as a part of the assessment of each candidate. Previous teaching experience at Perkins shall be factored in the final score.

3. There shall be a new committee formed for each posted vacancy. If more than one (1) vacancy should occur at the same time for a particular grade level or department, the same committee may serve to fill both positions.

4. Should posted vacancies occur that should involve two (2) or more buildings, a committee may be formed with committee representation from both buildings. The administration from those buildings shall collaboratively determine the committee make-up.

5. There shall be an interview file kept in the Board office to which PEA will have access.

B. Vacancies will be filled on the basis of certification/licensure and qualifications. When qualifications are equal, the position shall be awarded to the candidate with the most seniority.

C. If there is a question of qualifications, the issue shall be submitted to expedited arbitration.

D. Posted vacancies created by elementary (PreK-8) enrollment shifts will be filled by currently employed elementary (PreK-8) staff on the basis of certification/licensure, qualifications and seniority.

10.04 **ASSIGNMENT NOTICE & SALARY NOTICE**

A. On or before July 1 each teacher will receive his/her salary notice per Oho Revised Code 3319.12.

B. On or before July 15 each teacher will receive his/her tentative building and/or grade level assignment.

ARTICLE XI – NON-RENEWAL

11.01

A. Reasons based on cause for non-renewal of a teacher's contract shall be clearly stated and given to the teacher by the Principal or Superintendent in writing as to why said Principal or Superintendent intends to recommend the teacher's contract not be renewed.

B. The Superintendent or his/her designee shall discuss the reason(s) for a recommendation for non-renewal with the teacher prior to official action of the Board of Education not to renew a limited contract. At the meeting where such discussions are held, the teacher shall have the right to have the Association representative of his/her choice present. The Superintendent shall have the right to have a representative of his/her choice present.

C. If, after the conference the Superintendent recommends non-renewal, the teacher shall have the right to request a hearing before the Board of Education.

D. The hearing shall be arranged upon the written request of the teacher within five (5) work days of such request and shall take place within ten (10) work days after the Board of Education receives such request. The teacher involved in such a hearing before the Board of Education shall have the right to have the Association representative and O.E.A. representative at said hearing if he/she so desires. The Board may be represented by an attorney at said hearing.

E. The hearing shall be private unless mutually agreed to by the parties.

F. Within five (5) work days after the hearing with the Board of Education, the teacher will be apprised of his/her status.

G. Failure to observe the provisions of this agreement shall deem such teacher to be re-employed for the succeeding year.

H. All other limited contracts entered into by the Board of Education and governed by the Collective Bargaining Agreement shall continue to be acted upon by the Board of Education for the purposes of non-renewal and the affected employee notified no later than April 30th of any given year.

I. The provisions of O.R.C. 3319.11 and 3319.111 shall not apply to a non-renewal of a limited contract pursuant to O.R.C. 4117.10(A).

ARTICLE XII – REDUCTION IN FORCE

12.01 The Board shall accomplish any necessary reductions in teaching staff through attrition (i.e. retirement, voluntary resignation, etc.) before any suspension of contracts. Reduction in

force for the reason of finances, decreased enrollment, return to teachers from leaves of absence, suspension of schools or territorial change in the district affecting teachers holding continuing contracts or teachers holding limited teacher contracts at the time of the reduction in force, shall be made within affected teaching areas giving preference to the teachers on continuing contracts within teaching field affected and teachers with greater seniority with comparable evaluations. For purposes of this article, "comparable" is defined as Accomplished, Skilled and Developing. For purposes of reduction in force, a continuing contract becomes effective the first day of the school year immediately following the school year in which the continuing contract is approved by the Board of Education.

Teachers whose contracts are suspended shall be placed on a recall list for a period of at least two (2) full school years and shall have the right to restoration to service status in the order of district wide seniority when teacher positions become available and before the jobs are posted for any other applicants for which they are qualified. Teachers with continuing contracts shall be given preference over limited contract teachers on the recall list.

12.02 If the Board of Education is contemplating the layoff of any teachers, it will so notify the Association at least thirty (30) days before the proposed effective date of layoff. Such notice will be in writing and will include the specific positions to be affected, the proposed time schedule, and the reasons for the proposed action. The Association shall contact the Superintendent to schedule a meeting to discuss the proposed reduction. The Administration will make available to the Association, at Board of Education's expense, all relevant data. Any teacher who is to be laid off will be so notified in writing at least fifteen (15) days before the effective date of the layoff. Such notice will include the proposed time schedule and the reasons for the proposed action.

12.03 For purposes of this Article, seniority will be computed from a teacher's most recent date of continuous hire and will begin to accrue as of his/her first day of actual service in a negotiating unit position. Seniority will continue to accrue during all paid leaves of absence. Seniority shall be determined by the length of continuous service in a PEA position in the Perkins Local School District. Seniority shall be as follows:

A. <u>SENIORITY DEFINED</u>

Seniority shall mean the length of continuous employment in a PEA-position as follows:

1. Seniority shall begin to accrue from the first day worked in a bargaining unit position.

2. Seniority shall accrue from all time an employee is on active pay status or is receiving workers' compensation benefits.

3. Time spent on inactive pay status (unpaid leave and/or layoff) shall not contribute to the accrual of seniority but shall not constitute a break in seniority.

4. Full-time employees shall accrue one (1) year of seniority for each year worked

as determined by the minimal full-time standard as defined by this Agreement.

5. No employee shall accrue more than one (1) year of seniority in any work year.

B. EQUAL SENIORITY

1. A tie in seniority shall occur when two (2) or more employees have the same amount of seniority credit as determined by the seniority list.

2. Ties in seniority shall be broken by the following method to determine the most senior employee:

   a. The employee with the first day worked; then

   b. The employee with the earliest day of employment (date of hire); then

   c. The employee whose signed contract has the earliest date as received by the Treasurer's Office; then

   d. The employee who has the most years of service credit in STRS; then

   e. By lottery, with the most senior employee being the one whose name is drawn first, etc. This procedure shall be implemented in the presence of the designated representative assigned by the Association.

   f. Seniority previously established by the draw (2004) will not be affected by this language.

C. SUPERSENIORITY

For layoff purposes only, employees employed under continuing contract shall have greater seniority than employees employed under limited contract.

D. LOSS OF SENIORITY

Seniority shall be lost when an employee retires or resigns; is employed in a full-time non-bargaining unit position; is non-renewed, terminated or on an unpaid leave of absence; or otherwise leave the employment of the Board.

E. POSTING OF SENIORITY LIST

1. The seniority list shall be posted twice annually by the PEA, November 1 and June 1 of each work year. No later than October 15 and May 7 of each year, the Superintendent shall provide the Association President or his/her designee all information on each member of the bargaining unit relevant to his/her certification, first day worked, and unpaid leaves of absence or layoff. The PEA shall prepare and post on the designated bulletin board in each building/work

site a seniority list indicating, by area of certification, license, or entry-level requirement, the first day worked, the date of Board resolution to hire, and the contract status (limited or continuing) of each employee. Said list shall be provided by the Association President on or before the date of posting.

a. The names of employees on the seniority list shall appear in seniority rank order within areas of certification, license, or entry- level requirements, with the name of the most senior employee appearing at the top of the listing and the name of the least senior employee appearing at the bottom of the listing.

b. The names of employees who are certified, licensed or otherwise minimally qualified in more than one (1) area shall be included on the listing for all areas of certification, license, or entry-level requirement.

c. The names of part-time employees shall appear on the seniority list but shall be listed separately from the name of the full-time employees.

2. The seniority list developed by the PEA shall be consistent and accurate with the Board of Education's personnel records as to certification, length of service and experience.

F. <u>CORRECTION OF INACCURACIES</u>

Each employee and Administration shall have a period of thirty (30) work days after posting of the seniority list in which to advise the PEA or its agents in writing of any inaccuracies which affect seniority. The PEA or its agents shall investigate all reported inaccuracies and make such adjustments as may be in order and post the updated list immediately. No protest shall be considered after thirty (30) work days of the posting of the seniority list and the list shall be considered as final until the next posting.

12.05 A. Teachers will be recalled in reverse order of layoff. If properly certified, the teacher with the most seniority and comparable evaluations as defined in Article 12.03 shall be recalled first and then in descending order.

B. Notice of recall will be given by certified and regular mail to the last address given by the teacher to the Superintendent's Office. A copy of the notice of recall will be given to the Association. If a teacher fails to respond within ten (10) days, excluding Saturdays, Sundays, and Holidays, after posting of the above notice of recall, he/she will be deemed to have refused the position offered, resigned and have no further expectation of continued or future employment.

C. A teacher who is laid-off will remain on the recall list for twenty-four (24) months after the effective date of his/her layoff unless he/she:

1. waives his/her recall rights in writing,

2. resigns,

3. fails to accept recall to the position he/she held immediately prior to layoff or to an equivalent position; fails to respond timely to a notice of recall or fails to report timely after notification,

4. fails to report to work in a position that he/she has accepted within ten (10) days after receipt of the notice of recall unless such employee is sick or injured. If a teacher has secured temporary employment elsewhere, he/she will be allowed ten (10) work days additional time before being required to report to work.

D. While on layoff, a teacher will have the option to remain an active participant in health and medical benefit programs through COBRA by contributing thereto the amount necessary to maintain such benefits.

12.06 All benefits to which a teacher was entitled at the time of his/her layoff, including unused accumulated sick leave, will be restored to him/her upon return to active employment and he/she will be placed on the proper step of the salary schedule for his/her experience and education. A teacher will not receive increment credits for time spent on layoff nor will such time count toward the fulfillment of time requirements for acquiring tenure.

12.07 For any reduction in force the Board will pay its portion of the reduced-in-force employee's health insurance premium through August 31 in the year they were reduced in force.

12.08 Any teacher who was transferred to a different teaching assignment because of a Reduction In Force will be transferred into any posted teaching position for which they are properly certified and have requested the transfer. A teacher forfeits their right to this type of transfer when they teach in a requested assignment or three (3) full school years have been completed since the initial teaching reassignment.

A. If two (2) or more teachers, who meet the requirements, request transfer to the same teaching position, the teacher with the greater position on the recall list, as described in 12.04 A, will be granted the transfer.

ARTICLE XIII – TEACHER EVALUATION

13.01 Perkins shall evaluate teachers as mandated by Ohio Revised Code Sections 3319.11, 3319.111and 3319.112.

Each evaluation shall be conducted by one or more of the following: superintendent, assistant superintendent, principal, or directors of student services, except that directors of student services shall only be used to evaluate teachers within the knowledge area of the directors or in the event of a shortage of administrators available to complete evaluations of teachers. No audio/visual recordings shall be used in the evaluation process.

Teachers will not be evaluated if:

- A bargaining unit member who is/was on leave from the district for fifty percent (50%) or more of the school year in which they were on leave;

- A bargaining unit member who has submitted a notice of retirement and that notice has been accepted by the Board not later than the first day of December in the bargaining unit member's final year.

All teachers whether on a full or less frequent evaluation will have:

- Professional Growth Plan
- Two sources of High-Quality Student Data (see details below Two

Teachers on a full evaluation cycle will have:

- One formal holistic observation followed by a conference
- Two walkthroughs focused on a specific area identified for support or growth
- One formal focused observation focused on a specific area identified for support or growth
- One summative conference

Teachers on a less frequent evaluation cycle will have:

- One formal observation (holistic OR focused – this will be mutually agreed upon between teacher and evaluator)
- One summative conference

Essential Components of the Full Evaluation Cycle

- Essential components of the full evaluation consist of two required conferences, two formal observations of at least 30 minutes each and two classroom walkthroughs (which shall not exceed ten minutes each time). A Professional Growth Plan or Improvement Plan will be developed in accordance with the schedule below. See details below:

    - One Formal Holistic Observation, followed by a conference;
    - Walkthroughs – with an emphasis on identified focus area(s) when applicable;
    - One Formal Focused Observation – with an emphasis on identified focus area(s); and
    - One Summative Conference.

Professional Growth and Improvement Plans

- Either a Professional Growth Plan or an Improvement Plan will be developed annually. Each plan will be based upon the results of the evaluation and
- Aligned to any existing school district or building improvement plan

- Improvement plans will only be developed for a teacher with a summative holistic rating of "Ineffective"

Additional Information:

- Professional Growth Plans will have a minimum of TWO goals (one related to instruction and one related to professional growth)
- Teachers will be given at least 24 hours notice prior to each observation in the evaluation process. Once given this notice, a teacher may request in writing a pre-observation conference.
- There shall be at least three (3) weeks between observations wherever practicable.
- Observations generally should not occur during the day prior to or immediately after winter break, spring break, or summer break. Prior to being observed, a teacher may request an alternate time or date for the observation, which will be mutually agreed upon by the teacher and administrator.
- Walkthrough observations are unannounced.
- Teachers will use ODE's High-Quality Student Data Guidance Tool when choosing and utilizing High Quality assessments. Teachers must utilize value added as one measure of high quality student data, if applicable.
- Evaluations will be completed by May 1 with written evaluation reports provided to the teacher by May 10.
- A teacher may file a written response/rebuttal to an evaluation within twenty (20) working days of receipt of the evaluation. This written response/rebuttal will be attached to the original evaluation in the employee's personnel file.

A teacher rated "ineffective" and on an Improvement Plan may have:

- Additional meetings
- More than one specific area identified for growth
- The school district may require the teacher to take or follow one or more professional development courses (via self-study, online, or live) or observations of other teachers rated accomplished. The school district shall fund the cost of these professional development measures.

Teachers receiving a rating of **Accomplished** shall have a full evaluation cycle every three years provided the teacher submits a self-directed Professional Growth Plan to the evaluator, and the evaluator determines the teacher is making progress on that plan.

Teachers receiving a rating of **Skilled** shall have a full evaluation cycle every two years provided the teacher submits a jointly developed Professional Growth Plan to the

evaluator, and the evaluator determines the teacher is making progress on that plan.

A teacher with a Final Holistic Rating of **Developing** will develop a Professional Growth Plan that is guided by the assigned credentialed evaluator.

A teacher with a Final Holistic Rating of **Ineffective** will be placed on an Improvement Plan developed by the assigned credentialed evaluator.

First year teachers will be on a full evaluation cycle.

Teachers up for continuing contract will be on a full evaluation cycle.

Teachers up for contract renewal will be on a full evaluation cycle.

The administration shall have the right to put any teacher on a full evaluation cycle.

Teachers on a limited or extended limited contract under consideration for non-renewal will have at least 3 formal observations.

Professional Growth

All teachers, with the exception of those holding permanent teaching certificates/licenses, must follow LPDC guidelines (See Appendix G). Professional Growth activities include, but are not limited to, the following options:

- College
- Professional Conference/Workshop/Institute/Academy, or Inservice Credit
- Peer Observation
- Publication of Original Work Teaching
  Portfolio
- National Board of Professional Teaching Standards
  Certification
- Mentoring Cooperating Teacher
- Teaching a College Course
- Teaching an Adult Vocational or Technical Course
  Professional Presentation
- Educational Project which applies educational skills and knowledge towards the development of a final project
- Curriculum Development or Curriculum Mapping
  Professional Committees
- Grant Writing
- Field Trips for Students
- Self-Directed Educational Development: Professional Reading, Research, Educational Travel
- Related Work Experience or Externship

Every teacher will maintain a professional growth record for each year. Reimbursement as

per negotiated contract.

Traveling teachers will be evaluated in the building of majority instruction, but may be evaluated in all buildings. If there is no majority building of instruction, the administrative team will designate an appropriate evaluator and notify the traveling teacher at the beginning of the school year.

13.02 EVALUATION PROCEDURES FOR HEAD COACH SUPPLEMENTAL CONTRACT

1. The contract employee will receive a Supplemental Contract Description on or before the first day of coaching, as defined by the OHSAA, for athletic positions.

2. The contract employee will be given the Supplemental Contract Evaluation form by the athletic administrator before the conclusion of the athletic season. (See Appendix C)

3. The contract employee will complete the self-evaluation (SE) column of the form, write comments, if desired; and circle the appropriate overall self-evaluation. This form must be returned to the athletic administrator within five (5) working days after completion of the awards program.

4. Upon return of the Supplemental Contract Evaluation form, the athletic administrator will complete the Administrator Evaluation (AE) column of the form, write comments, if desired; and circle the appropriate overall administration evaluation.

5. The contract employee and the athletic administrator will use the following symbols to complete the evaluation columns:

   "S" if the item was Satisfactorily completed
   "NI" if the item Needs Improvement to be satisfactory
   "U" if the item was Unsatisfactorily completed or not completed
   "NA" if the item does Not Apply to your assignment

6. A conference between the contract employee and the athletic administrator is to be held within fifteen (15) working days of the receipt of the Supplemental Contract Evaluation (self-evaluation form) from the contract employee. Differences in evaluations and methods of improvement, if necessary, will be discussed at this conference.

7. The contract employee will sign the evaluation form at this time to signify that the conference was held and the evaluation was discussed and methods of improvement, if necessary, were suggested by the administrator.

ARTICLE XIV – SALARY & INSURANCE

14.01 SALARY

Salary schedules for the 2024-2025, 2025-2026, and 2026-2027 school years are as follows:

Base Salary 7/1/2024	4.00%	BA, 0	$44,198 (185 Days) Appendix D-1
Base Salary 7/1/2025	4.00%	BA, 0	$45,966 (185 Days) Appendix D-2
Base Salary 7/1/2026	3.00%	BA, 0	$47,345 (185 Days) Appendix D-3
*Longevity Payment of $1,000 added to all columns at Step 33 and above			

Newly hired employees with four years or less than four years of experience shall be placed on Step 4 of the Salary Schedule and shall remain on that schedule and step until they have sufficient years of teaching experience to rise to Salary Schedule Step 5 at which point they shall be placed on Step 5 of the applicable year's Salary Schedule.

14.02 STATE TEACHER'S RETIREMENT SYSTEM

Board currently shelters the employee's total share of the employee's contribution to STRS from gross salary for purpose of Federal Income Taxes.

14.03 HEALTH INSURANCE

The Board shall provide the 500/750 Wellness Plan as set forth in Appendix H and the Plan Summary provided all members each year as set forth in Appendix H and Plan Summary provided all members each year.as offered by the Huron-Erie School Employee Insurance Association ("HESE").

The Board and employee shall share in the cost of the monthly premiums for family and single medical insurance and prescription drug insurance in accordance with the following:

Term	Board Share	Employee Share
July 1, 2024 – June 30, 2025	82%	18%
July 1, 2025 – June 30, 2026	82%	18%
July 1, 2026 – June 30, 2027	82%	18%

1. The employee shall have a $500 single/$1000 family or $750 single/$1500 family member medical deductible In Network and Out of Network. Any penalties incurred for non-compliance of HUR and SOS will be the responsibility of the bargaining unit member.

2. Any pre-existing condition waiting period will not be applicable for conditions related to pregnancy, newborns, or for an adopted child under the age of eighteen(18) or a child placed for adoption under the age of eighteen (18).

3. Participants who have been declined coverage may later enroll into the plan of the Board like a new employee, if any of the following criteria apply: (A) There has been a marriage or divorce; (B) There has been a birth, adoption, or placement for adoption of a child; (C) There has been the death of a spouse or a child; (D) There has been a change in the spouse's employment status; (E) There has been a change in the employee's employment status; (F) There has been a change in the dependent's eligibility; (G) There has been an unpaid leave of absence taken by the employee or the spouse; and (H) There has been a loss of other health insurance.

4. The PEA and Board pledge to maintain the plan in a non-discriminatory manner and consistent with Federal Law.

5. COBRA coverage shall be extended to twenty-nine (29) months for those participants who become disabled within the first sixty (60) days of coverage. A newborn, an adopted child, or a child placed for adoption may be enrolled. COBRA benefits may be terminated for a participant who becomes covered by a group health plan, even if the other plan contained a pre-existing clause, if the clause does not apply to the participant because of HIPAA regulations.

6. The Board's plan will accept certificates of coverage from new employees and apply the creditable coverage to the pre-existing condition clause. The pre- existing condition waiting period will be reduced by the number of days of credible coverage provided by the employee for new participants who were fully covered under another plan within sixty-three (63) days before enrollment in this plan.

7. The Board's plan hereby incorporates the terms and conditions of the newborns' and mothers' health protection act and court issued child support orders. The plan will cover children who have been placed for adoption with a covered person.

14.04 **HEALTH INSURANCE OPTIONS**

Members may voluntarily choose two other health care plans provided by HESE. Cost sharing and deductibles will be included within Appendix H.

1. *Premium Savings Option*: Premium paid by the Board is eighty-five percent (85%) and fifteen percent (15%) paid by the employee.

2. *3750 Minimum Value Medical Plan*: Premium paid by the Board is ninety-five percent (95%) and five percent (5%) paid by the employee.

14.05 **VOLUNTARY ELECTION OUT & SPOUSES WORK FOR THE DISTRICT**

1. Bargaining unit members, who voluntarily elect not to receive medical and dental benefits are entitled to a payment in accordance with the table below. Members must notify the Treasurer's office in writing of their choice. The opt-out term will run on a twelve (12) month calendar, starting October 1st of each year. To receive the full benefit, the employee must notify the Treasurer's office no later than September 15th, preceding

the start of the opt-out term. Reimbursement will be made in monthly increments in the employee's regular paycheck. If, at any point in time during the term, the member chooses to opt-out, they will be begin receiving the opt-out payment in the month following noticing the Treasurer's Office of the change.

Monthly Payment
$100

2. For any member whose spouse works for the district, the Board, beginning on January 1, 2014, will provide coverage at one hundred percent (100%) of the insurance premiums cost. Neither employee would be eligible for a waiver of insurance premium from the district.

If a member's spouse works for another school district participating in the HESE insurance plans, the Board, beginning on January 1, 2014, will provide one hundred percent (100%) of the insurance premiums cost. Neither employee would be eligible for a waiver of insurance premium from the Perkins district.

14.06 **SPOUSAL EXCLUSION**

If an employee's spouse is eligible to participate, as a current employee, in a business or organization (e.g., partner, member), or retiree in group health insurance sponsored by his/her employer, business, organization, or any retirement plan, the spouse must enroll for coverage in such employer, business organization, or retirement plan sponsored group insurance coverage(s) no later than January 1st of the current school year.

This requirement does not apply to any spouse who:

1. Works less than twenty (20) hours per week and is required to pay more than fifty percent (50%) of the single premium to participate in his/her employer's, business's, organization's, or retirement plan's group health insurance coverage.

2. Is employed by another HESE district, provided the spouse does not receive any available payment (or any other form of remuneration) from that HESE district for waiving health insurance coverage.

Upon the spouse's enrollment in any such employer, business, organization, or retirement plan sponsored group insurance coverage, that coverage will become the primary payor of benefits and the coverage sponsored by the district will become the secondary payor of benefits according to the primary plan's Coordination of Benefits and participation rules.

Any spouse who fails to enroll in any group insurance coverage sponsored by his/her employer, business, organization, or any retirement plan, as required by this Section, shall be ineligible for benefits under such group insurance coverage sponsored by the district.

It is the member's responsibility to advise the district's treasurer not later than thirty (30) days after the member has been notified of any change in eligibility that causes the

member's spouse to become eligible to participate in group health insurance sponsored by his/her employer, business, organization, or retirement plan after January 1st of the current school year. Upon becoming eligible, the employee's spouse must enroll in any group health insurance sponsored by his/her employer, business, organization, or retirement plan unless he/she is exempted from this requirement in accordance with the exemptions stated in this Section.

Every employee whose spouse participates in the district's group health insurance coverage shall complete and submit to the district's treasurer, upon a provided, justified request, a written certification verifying whether his/her spouse is eligible to participate in group health insurance coverage sponsored by the spouse's employer, business, organization, or any retirement plan. If any employee fails to complete and submit the certification by the required date, the district's treasurer will notify the member, by certified mail or obtain from the member a signed receipt of personal notification, and that such employee's spouse will be removed at least thirty (30) after the treasurer has notified the member and has not received the certification from all group health insurance and/or prescription drug insurance coverages sponsored by the district. Additional documentation may be required if the member is provided valid justification for that documentation.

14.07 **PREMIUM HOLIDAY**

If HESE issues a premium holiday:

1. PEA president will be notified in writing of occurrence of premium holidays.

2. PEA members shall NOT be subject to paying the negotiated portion of the insurance premiums during the month of premium holiday, but PEA members declining insurance coverage will not receive the cost of their waiver payment during the month of premium holiday.

14.08 **DENTAL BENEFITS**

The Board shall make available a group dental insurance plan for all members of the unit, and eligible dependents. The Board will pay one hundred percent (100%) of the premium for dental coverage for all eligible employees. As a member of the Huron Erie School Employee Insurance Association ("HESE"), the Board will offer dental benefits as made available to member organizations. The most recent plan documents are included as an Appendix. Annual policy and benefit change documents will be shared with the membership prior to each plan year.

14.09 **SECTION 125 FLEXIBLE BENEFIT PLAN**

Bargaining unit members have the option of setting aside monies through payroll deductions to be used for medical expenses (dental, eye, major medical, prescription, etc.) and/or childcare currently through American Fidelity Assurance Company. Members will meet individually with a representative of American Fidelity to set up an individual plan that meets their needs.

The Flexible Benefit Plan year will run calendar year.

Members may elect an amount they wish to have set aside for the Benefit Plan Year. This amount will be deducted equally from the first two (2) pays of each month through the calendar year from the member's checks on a pre-taxed basis. Each year monies of $500 or less will carry forward to the new plan year. Monies not used greater than $500 by the member will not be reimbursed to the member. Monies not used will be reimbursed to the Board's general fund according to IRS Regulations.

14.10 **LIFE INSURANCE**

The Board of Education will provide a $20,000 term life insurance policy for every member.

14.11 **HEALTH FAIR**

The Board has committed to a health fair. Details will be established by the health committee, which will consist of three (3) Board of Education representatives, three (3) PEA representatives, and three (3) OAPSE representatives.

14.12 **HEALTH INSURANCE REVIEW COMMITTEE**

A committee will be established to review insurance plan options and updates of the status of HESE. The committee will be administration, PEA and OAPSE representation. This committee will meet in April and October each year.

ARTICLE XV – SUPPLEMENTAL

15.01 Extended Time positions are as follows:

High School Counselors	fifteen (*15) days*[1]
Middle School Counselors	eight (8) days*[1]
Director Instrumental Music	fifteen (15) days[1]
Asst. Dir. Instrumental Music	fifteen (15) days[1]
Librarian	ten (10) days (5 days before; 5 days after)

*Additional days may be approved by the Superintendent.
[1]Days before and after are mutually agreed upon by building principal and employee.

15.02 Extended contract time shall be paid at the employee's per diem rate for persons currently holding these positions. Current Guidance Counselors and Instrumental Music Teachers will be paid at their per diem rate if they are hired to fill these positions. Any other employee hired for these positions after June 30, 2008 will be paid at the BA+15 0 step hourly rate.

15.03 A building level leadership team (BLT) will exist in each school:

i. The Board will allocate $10,000 per building for stipends to be shared equally among the members of the BLT at each building.

ii. Each building BLT will determine the number of members for their building.

iii. Existing BLT members are permitted to stay on their current BLT.

iv. Upon departure of any current BLT member, the BLT position will be posted according to Article X and the building BLT will recommend a replacement to the Superintendent.

v. Each BLT will collaboratively develop each meeting's agenda at least one (1) week ahead of the scheduled meeting. There will be a rotating facilitator, leader, recorder, and timer for each meeting, as selected by the BLT at the previous meeting.

Any mid-year change in BLT membership will result in stipend for new member being prorated.

15.04 Staff may choose to participate in regular staff professional development, in-services opportunities and meetings, as directed by the Administration, except as in Article 24.11 for monthly staff meetings. Staff development and in-service sessions lasting two (2) hours or less can occur subsequent to the student day. For those staff development, in- service opportunities, and meetings longer than two (2) hours, the District will secure the service of a substitute so that the teacher may attend such opportunities during the student workday. Staff will be compensated at the BA+15 0 step of the negotiated salary schedule for such hours of staff development, in-service opportunities, and meetings occurring outside of the normal workday for every hour of staff development performed by a staff member except as in Article 24.11 for monthly staff meetings.

15.05 The hourly rate for the following shall be calculated at the bargaining unit member's per diem rate:

A. IEP Conferences outside of the regular school day

The hourly rate for the following shall be calculated from the BA + 15 0 step of the negotiated salary schedule:

A. Home Instruction
B. Standards Builder
C. Other district-approved initiatives and staff development programs
D. Training on the current student progress management system
E. Intervention and/or Extended Day and School Year Programs

15.06 **SUPPLEMENTAL SALARY SCHEDULE**

The Supplemental Salary Schedule will be based on the negotiated BA-0 base salary plus five percent (5%). It is agreed that all bargaining unit members will sign all supplemental contracts and return signed contracts to the office of the Superintendent prior to receiving compensation. (See Appendix E)

15.07 All supplementals shall expire at the end of the current school year. Any bargaining unit member who will not be re-hired shall receive written notification thirty (30) days prior to April (June spring supplements) Board meeting. A copy shall be sent to the PEA President. The member shall have the right to request an informal hearing within fifteen (15) days of said notice. The hearing shall be done before the Superintendent or his/her designee, Athletic Director and/or Principal. The bargaining unit member shall have the right to bring an Association representative of their choice.

15.08 Pay for athletics covered by the OHSAA will be made starting at the beginning of the season and end at the end of the season as defined by the OHSAA.

Pay for non-OHSAA activities will begin as soon as the activity advisor notifies the Treasurer's office that duties have begun for the activity and will end at the conclusion of the student school year.

ARTICLE XVI – TRANSPORTATION REIMBURSEMENT FOR TRAVELING TEACHERS

16.01 Teachers who have regular assignments in more than one (1) building or by nature of their assignment require travel during their regular day shall be reimbursed at the IRS rate in effect on the date of travel. Mileage will be measured daily from the first school to the final school. Teachers will submit travel vouchers monthly and will be paid in a separate check within two (2) weeks of submitting said voucher.

16.02 Teacher(s) who have multiple building assignments shall be assigned, by the Administration, to one (1) building for purposes of sick leave, professional leave, and/or personal leave. Teachers will not travel to another building for non-teaching duties.

16.03 If a teacher(s) has to attend more than one (1) open house, said teacher(s) shall be compensated for each hour of additional open house at the substitute during planning period rate. (Refer to Article 21.01A)

ARTICLE XVII – PAYCHECKS

17.01 The Board shall provide the teacher with a twenty-four (24) equal pay plan for all contracts or, if the contract is not enacted before the school year, by the remaining pay periods for the school year. (This clause supersedes 15.08 for those employed under teacher contracts.)

17.02 Teachers shall have their pay electronically transferred to financial institutions of their choice.

17.03 Accurate notifications of electronically transferred funds shall be made to the teacher confidentially and securely on or before the date of the transfers and shall include a listing and explanation of all individual payments and deduction amounts for that pay. These notifications should also include the number of personal days used, the number of days of sick leave used, and the total days of sick leave accrued. Notifications to the teacher should be made in a manner so they are received on or before the date of the transfers even when school is not in session or the teacher is on a prearranged leave.

17.04 Teachers' funds will be posted to their accounts in their selected financial institutions on the 15th and final day of each month.

A. If funds cannot be posted on the 15th and/or final day of a month, funds are to be posted into teachers' accounts on the closest date preceding these dates when transfers can be posted into accounts.

B. Funds shall be posted on the Wednesday before Thanksgiving if a scheduled transfer date occurs during Thanksgiving break.

C. The Treasurer shall provide all members an accurate list of all transfer dates for the school year with or before notification of the first transfer of the school year. The Treasurer shall notify members at least two (2) weeks before a transfer date is changed, the new date the transfers will be made, and the reason for the change.

17.05 The Treasurer shall provide each member on their direct deposit notice a listing of the pay amounts for each contract individually and for each deduction individually.

ARTICLE XVIII – AUTHORIZED PAYROLL DEDUCTIONS OF PROFESSIONAL DUES AND/OR FEES

18.01 Deduction of yearly dues shall be authorized for payroll deduction to the Treasurer by the teacher for the following:

The length of deduction shall be unlimited.

A. Perkins Education Association
B. Ohio Education Association
C. National Education Association
D. Income Protection
E. Departments of the Ohio Education Association as found on their yearly enrollment form
F. Savings Bonds
G. Annuities
H. Credit Union
I. FCPE
J. United Way

K. 125 Plan
L. 529 Plan

18.02 Upon filing the proper forms with the Treasurer, Association dues, fees and assessments shall be deducted annually unless and until the Treasurer is notified in writing by the Association prior to September 15 of any year that the teacher revokes his/her authorization.

ARTICLE XIX – LIABILITY PROTECTION

19.01 The Perkins Education Association and the Perkins Board of Education in an effort to deal with liabilities placed on the Board of Education by Amended Substitute House Bill 176 (Sovereign Immunity) agree to the following stipulations:

A. The Board of Education shall provide for the defense of a member of the bargaining unit in any civil action or proceeding in any state or federal court arising out of any alleged act or omission in connection with a governmental or proprietary function which occurs or is alleged to have occurred while the employee was acting in good faith and not manifestly outside the scope of his employment or duty. The duty to provide for an employee's defense required by this section shall not arise when the civil action or proceedings is brought by or on behalf of the Perkins Board of Education.

B. The Perkins Board of Education shall indemnify and hold harmless all members of the bargaining unit in the amount of any judgment, other than punitive damages, obtained against any such employees in any state court, federal court, or as a result of a law of a foreign jurisdiction, provided that the act or omission connected with either a governmental or proprietary function from which such judgment arose occurred while the employee was acting in good faith within the scope of his employment or duty. This duty to indemnify and hold harmless or pay prescribed by this subdivision shall not arise if the injury or damage resulted from the employee acting or failing to act with malice of purpose, in bad faith, or in a wanton and reckless manner, and/or if a statute specifically imposes liability.

C. The Board of Education further agrees not to enter into any consent judgment or settlement of claim unless the member of the bargaining unit has given express written consent to the same. Nothing herein shall be construed as limiting the Board's authority as a party defendant to settle, compromise, and dismiss claims filed against the Board of Education.

D. The Board of Education further agrees that should there be any claim or liability or damages against any member of the bargaining unit pursuant to Amended Substitute House Bill 176 that said employee shall have the right to employ co- counsel, at the employee's cost, in any and all actions to defend his or her interests.

E. The Board further agrees that any member of the bargaining unit shall have the right to be represented by an attorney of his or her choice and expense at any meeting

between the Board Attorney, the Insurance Company Representatives, the Attorney representing the Insurance Company and/or the Board of Education, any deposition relevant to the claim of liability or damages, any meeting between the Board of Education and the person claiming any alleged act or omission in connection with any liability suit.

F. The Board further agrees that none of the materials, excluding incident reports developed by the Administration, relevant to any claim or damages, or allegation or admission of wrongdoing will be placed in the employee's personnel file and further that no records of relevancy to any employee's alleged culpability in any liability claim may be made part of any employee personnel records or utilized in any way that will adversely impact on the employee's wages, hours, or terms and conditions of employment at the time the complaint is filed or at some future date after the complaint has been filed.

G. The Board further agrees that there will be no media release regarding any liability suit which involves the alleged act or omission of a member of the bargaining unit and that any publicity or media release will require the express written concurrence of the member of the bargaining unit involved.

H. The Board of Education agrees to provide any member of the bargaining unit with sufficient time to secure professional advice before he or she is required to file a written accident report or to give an oral account to the employer or anyone else of the incident that could result in a claim of liability.

I. The Board further agrees that the employee shall have the right to representation of his/her choice at any meeting involving any such complaint or incident that could result in a claim or liability.

J. The Board of Education should provide adequate release time for any employee who is required to attend any deposition, any pre-trial hearing, and any or all state and federal court hearings involving any and/or claims of liability. The Board of Education agrees that such release time will not result in the employee's loss of wages or deduction from any Board approved leave.

K. The Perkins Education Association will encourage all members of the bargaining unit to cooperate with the Board of Education in any defense to all claims of liability.

L. The Perkins Education Association agrees to allow the Perkins Board of Education to purchase liability coverage in the amount of at least $1,000,000 per occurrence/$5,000,000 aggregate from an approved insurance carrier. The Association and the Board further agree that if it becomes necessary for the Board to change carriers, the Board shall notify the Association and provide a copy of any and all new policies to the Association.

ARTICLE XX – TEACHING ENVIRONMENT

20.01 All buildings, grounds, materials, and equipment are to be safe, clean, and as attractive as possible, adequate in quantity and quality, and be in as good operative and/or functional condition.

20.02 The Perkins Board of Education and Perkins Education Association recognize the need for security for the protection of students, staff and property in Perkins Local Schools.

20.03 *Policy*. The Perkins Board of Education shall utilize educational best safety practices to provide all members of the Perkins Education Association with a work environment free from violence and unreasonable student disruptions and possible threats of violence.

20.04 *Notice Provided by Member*. If a member of the Perkins Education Association knows of any student in that member's classroom that has engaged in any acts of violence or unreasonable disruptions or has made statements, motions, or threats of violence, that member shall notify a school administrator as soon as practical and provide to the administrator all information known to that member.

20.05 *Administration Action on Receipt of Notice*. Upon notice, the Perkins Board of Education shall examine whether best safety practices are in place to meet the needs of the circumstances and, if not, shall implement those practices.

20.06 *Emergency Situations*. In emergency situations, in the teacher's discretion reasonably exercised in accordance with the Board Policy and the Ohio Revised Code, the teacher may remove the student from the classroom and the student will not be returned to the classroom until the student has been de-escalated. A member may request a conference with administration to discuss replacement behaviors and consequences for the student.

ARTICLE XXI – SUBSTITUTING DURING PLANNING TIME

21.01 Every reasonable effort will be made to secure a regular substitute before a regular teacher is asked to serve as a substitute.

A. (Exclusive of those bargaining unit members on supervisory assignments, study hall, hall duty, etc.). In those cases where substitutes are not available, any member(s) of the bargaining unit who agree, may be used as substitutes to cover the class (in whole or part) of the absent teacher(s). He/She will be compensated at the teacher's hourly rate.

Daily rate:	1/185 times individual teacher's base salary
Hourly rate:	daily rate divided by seven (7) hours

B. The salary of a teacher who agrees to teach a course during his/her planning period for a semester or more will be increased by the teacher's proportioned base rate.

ARTICLE XXII – ASSOCIATION RIGHTS AND RESPONSIBILITIES

22.01 The Board authorizes the Association the following sole and exclusive rights:

A. To use the facilities of any building for meetings, without fee, upon notification of the administrator in charge of such building. Permission to use such facilities shall be given as long as it does not interfere with any previously authorized and scheduled activity (ex. student contact time) in said building. The Association shall be responsible for any additional custodian cost involved in the use of the building (i.e.: cleanup, overtime).

B. To use Board of Education-owned equipment. Building Administrator shall be notified prior to the use of Board-owned equipment. Any expendable supplies such as duplication and typing paper, envelopes, duplicating masters and stencils, will be supplied by the Association.

C. To use the email and/or internet in the schools' offices to distribute Association bulletins, newsletters, or other circulars.

D. To use bulletin boards in teacher lounges or workrooms to disseminate information to members. Bulletin boards, email and/or internet service shall not be used for the distribution of campaign materials for individuals seeking public office.

E. To use telephones in any building to carry out Association business. Any fees or toll call charges shall be reimbursed to the Board by the Association. These calls are not to be made at a time that interferes with duties assigned by the Board of Education and Administration.

F. To allow representatives to call meetings of Association members within the building outside the school day.

G. To allow the President of the Association or his/her designated official to visit schools. Upon his/her arrival he/she shall notify the Principal of his/her presence. Visits that are made to discuss special problems to teachers must be arranged mutually in advance with the Principal. The visits to the schools must not interfere with duties assigned by the Board of Education and Administration.

22.02 The Association will be provided with:

A. Copies of all Board of Education agenda, minutes and financial reports upon specific request to the Superintendent by the President of the Association and at public's cost.

B. Copies of the following forms: appropriations, budget, and training and experience grids. Such copies shall be given to the President of the Association upon specific request to the Superintendent and at the public's cost.

C. Upon request to the Superintendent, a place on the agenda of all regular Board of Education meetings to be used by the Association to communicate with the Board.

22.03 NEOEA day will be one (1) of the in-service days and all members of the bargaining unit may attend NEOEA Programs or attend a mutually agreed upon local program.

ARTICLE XXIII – CURRICULUM DEVELOPMENT PROCESS

23.01 The Board of Education and the Association agree that all teachers shall participate cooperatively in the development, implementation, evaluation, and improvement of curriculum. All teachers will be responsible for curriculum development.

23.02 On a yearly basis, timelines will be established cooperatively between Administration and staff on both a building and district level to achieve the Administration's goals.

23.03 Curriculum development may occur during the teacher work day. For curriculum development work done outside of the regular teacher day, members will be compensated at the BA+15 0 step hourly rate.

23.04 Those teachers requesting, or if no one requests, will be selected at their grade level or department for textbook selection and review. Any textbook selection work done outside of the school day will be compensated at the BA+15 0 step hourly rate.

ARTICLE XXIV – LENGTH OF SCHOOL YEAR AND DAY

24.01 Each teacher shall have a thirty (30) minute duty-free lunch period each day.

24.02 The length of the school day in the Perkins School District shall not exceed seven (7) and a half (1/2) hours inclusive of the thirty (30) minute lunch period.

24.03 Time may be reduced from the original adopted school calendar by the decision of the Superintendent or Board of Education when it is necessary to close the schools due to hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damages to a school building, or other temporary circumstances due to utility failure rendering a school building unfit for school use, except that, in no circumstances shall the total number of hours of attendance for students in half day kindergarten be less than 455 hours and full day kindergarten be less than 910 hours, the total number of hours of attendance for students in grades one through six be less than 910 hours, and the total number of hours of attendance for students in grades seven through twelve be less than 1001 hours.

24.04 Subject to the limitations in 24.03, the Board of Education agrees that up to four (4) calamity days per year will be excused without make up for both students and staff. If more than four (4) calamity days are declared by the Superintendent or Board during any single school

year, all students and staff will make up those days beyond four (4). All such makeup days shall be in accordance to Paragraph 24.05.

24.05 To satisfy the requirements of Ohio Revised Code Sections 3313.482(C) and 3317.01(B) to reduce the risk that additional hours will have to be added to the end of the school year to make up for hours lost for the reasons set forth in this paragraph, each classroom teacher shall develop lessons for asynchronous learning and put them in the learning management system. Bargaining unit members will not be required to report to the buildings on an asynchronous day. If 3313.482 and/or 3317.01(B) are modified by operation of law, the parties will meet to discuss the effects of this on the bargaining unit.

24.06 The District shall schedule two full days annually for professional development. One day shall be determined by the DLT. One day shall be determined by the BLT.

24.07 There shall be a Calendar Committee for the purpose of developing school calendars two (2) years in advance. The committee will be comprised of one (1) administrator, four (4) teacher representatives and four (4) non-academic employees. The committee will meet in January and prepare three (3) calendars to be voted on by the certified/licensed and non-academic staffs. The vote totals regarding the calendar selection will be submitted to the Board of Education for their review and consideration.

24.08 There will be a staff day the Wednesday before Thanksgiving and there will be a staff day the Friday before President's Day weekend.

24.09 A teacher may leave the school building during his/her lunch period or conference period for personal business after notifying the building principal.

24.10 A teacher may be excused from a staff meeting because of a reasonable unavoidable commitment, with the approval of the building principal.

24.11 **WORK DAYS**

The length of the school day shall be seven (7) hours plus thirty (30) minutes for lunch. High school teacher(s) shall have a daily conference period during pupil contact time which will be the equivalent of one (1) regular (non-lab) class period. High school science teachers shall have two hundred twenty-five (225) minutes conference time per week during pupil contact time. Elementary and middle school teachers shall have two hundred (200) minutes conference time per week during pupil contact time. Elementary and middle school conference time will not exceed forty-five (45) minutes nor will any conference period be less than forty (40) minutes in length. The length of day may be extended forty (40) minutes per month for the purpose of building staff meetings. For those teachers who work half-time, they will receive fifty percent (50%) of the conference time allotted to full-time employees.

A. The annual school calendar shall include one (1) closed day at the end of the first semester for the purpose of completing grades, student records and department or grade level meetings. Grades shall not be due until the end of this day. Teachers shall

report and leave at their regularly scheduled times.

Note: unlike years prior to the 2018-2019 school year, the 185th day is now imbedded into the salary schedule.

B. Days in addition to the regular school year, or days in addition to the regular school week, will be compensated at the individual teacher's salary per diem rate of pay calculated as follows: Member's annual salary/185 days=daily rate.

C. All other duties will be covered under separate supplemental contracts.

24.12 Each teacher shall be allocated one additional collaboration/planning period of not less than forty minutes daily. The purpose of these collaboration/planning periods is for collaboration of staff teaching similar ages and subjects and, from time to time, collaboration between and among teachers and administration officials. This collaboration/planning period may be before or after student contact time, but remain within the seven hour and thirty minute contracted time for teachers. The district shall be permitted to utilize two of the five collaboration periods, and the building level team shall be permitted to utilize the other three of the five collaboration periods.

ARTICLE XXV – MANAGEMENT RIGHTS

25.01 The Board hereby retains and reserves unto itself, without limitations, all the powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, except as expressly limited by the terms of this contract. All management rights not specifically abridged by this Agreement are retained by the Board.

ARTICLE XXVI – ACADEMIC FREEDOM

26.01 Teachers shall be directed by and held responsible for the adopted course of study.

26.02 Each teacher has the final authority to grade students in his/her charge according to the system devised by the Administration which has been adopted by the Board. Change of a student's grade without the teacher's consent will occur only if it has been demonstrated the grade was not given in a professional and intellectual basis. Notice of any such change will be given to the teacher (along with notice of the teacher's right to grievance), the student's parent, and the teacher's immediate supervisor.

26.03 Any prescribed method of teaching and lesson planning shall be cooperatively developed between the teacher and the immediate supervisor.

26.04 Academic freedom shall be guaranteed to teachers within the confines of the Constitution of the United States.

ARTICLE XXVII – TUITION REIMBURSEMENT

27.01 A. Each certified employee who has less than a Master's Degree shall be eligible to receive reimbursement for graduate level courses approved by the Ohio Department of Education of up to two thousand five hundred dollars ($2,500) per fiscal year. Reimbursement qualifications will be based on the completion date of the course taken. (Fiscal year commencing July 1 and ending June 30) The District will not reimburse for Internet courses from non-accredited institutions, unless approved by the Superintendent. The annual limit shall not apply to teachers who are taking such coursework, if it has been pre-approved by the Administration as a necessary College Credit Plus course/certification, in which case such tuition would be paid in full by the district.

B. Each certified employee who has a Master's Degree shall be eligible to receive reimbursement for graduate level courses approved by the Ohio Department of Education of up to one thousand two hundred and fifty dollars ($1,2501,000) per fiscal year. Reimbursement qualifications will be based on the completion date of the course taken. (Fiscal year commencing July 1 and ending June 30).

C. Tuition reimbursement fund shall be included in the approved appropriations of the Board of Education. The annual tuition reimbursement fund shall be Fifty Thousand Dollars ($50,000). This fund will be used for bargaining unit members only.

27.02 Parking fees, lab fees, books and other miscellaneous fees are not considered actual instruction costs and will not be reimbursed.

27.03 Graduate level courses taken shall be in the teaching field of certification/licensure. If a request is made for courses other than in the field of certification/licensure of the employee, specific reasons and goals must be stipulated on the application for course approval. All applications must be approved by the Superintendent prior to the start of any coursework in order to be eligible for reimbursement.

27.04 A certificated/licensed employee must be employed in the Perkins Local School District the year following receiving credit for courses completed during the summer months to receive reimbursement.

27.05 In all cases, the employee must present proof of successfully completing the course taken and earning the proper credits to be eligible for reimbursement. Employees are responsible for documentation of the actual instruction costs incurred and verification of successful completion for each course taken and will be reimbursed after the Treasurer's Office has received the proper documentation, i.e., letter from instructor or successful completion.

27.06 All graduate level courses which are reimbursed to a Perkins employee by any other agency are not eligible for reimbursement for those same hours by the Perkins Board of Education.

ARTICLE XXVIII – SEVERANCE PAY

28.01 Each member who has completed five (5) years of service with Perkins Local Schools, and is retiring into STRS from the Perkins Local School District is eligible for a one-time severance payment upon eligible retirement into STRS. The employee must apply and be eligible for retirement benefits with STRS within ninety (90) days of the member's notice of retirement to the Perkins School District. Retirement severance will be paid to each employee retiring into STRS from the Perkins School System at a per diem rate of the annual salary at the time of employment termination.

28.02 Severance pay shall be paid at thirty percent (30%) of the accumulative sick leave up to a maximum of seventy (70) days. If the member notifies the Superintendent of their intent to retire no later than March 1st, the member shall receive an additional five (5) days for a maximum of seventy-five (75) days.

28.03 In the event a bargaining unit member dies while still in the employ of the Board, his/her beneficiary will receive any severance pay earned and/or accumulated up to the maximum of seventy (70) days by that member. If no beneficiary is named, the severance will be paid to the member's estate.

28.04 Severance pay shall not be subject to STRS withholdings either by the employee or the Board. Severance pay will be paid in one (1) or two (2) payments. Payment may be spread over a two-year period. At the time of retirement, the employee shall make arrangements with the Treasurer.

ARTICLE XXIX – CLASS SIZE AND LOAD

29.01 It is recognized by the Association and the Board of Education that pupil-teacher ratio is an important aspect of an effective educational program.

29.02 A. Teachers of self-contained classrooms for grades K-3 shall have a maximum of twenty-three (23) students per class, for grades 4-5 shall have a maximum of twenty-six (26), and for grades 6-12 max of twenty-eight (28), with no more than four (4) students being assigned to any one classroom above the stated maximums.

B. If maximum levels are exceeded in grades K through 5, the affected bargaining unit member will receive an amount equal to five hundred dollars ($500) per student per semester, to a maximum of one thousand dollars ($1000) per year per student. In grades 6 through 12, the affected bargaining unit member will receive an amount equal to two hundred and fifty dollars ($250) per student per semester, to a maximum of five hundred dollars ($500) per year per student. Payment of stipends for oversize classes will be made on the second pay period following the end of the semester. For the purpose of computing stipend, payment will be pro-rated on the length of time the class size limits were exceeded.

C. When class size maximums are impacted by physical space limitations, the matter

will be referred to the LMRC.

29.03 Teachers of self-contained music and physical education classrooms (grades 6-12) with fifty (50) or more students in a class will be provided with one additional adult for the purpose of supervision of students, or the class will be split into two sections starting with the 2015-16 school year. Second semester high school band classes will be excluded from this limitation. The above reference stipends do not apply to this paragraph.

29.04 Teachers of departmentalized classes, other than choir, band, health and physical education, in grades four (4) through twelve (12) shall not have a daily class load that exceeds thirty (30) pupils times number of classes per day taught.

29.05 Payment of stipends for oversize classes will be made on the second pay period following the end of the semester. For the purpose of computing stipend, payment will be prorated on the length of time the class size limits were exceeded.

29.06 The above class size maximums and stipends shall not apply to homeroom, and study hall.

29.07 Subject preparations are set at a maximum of four (4). Any teacher scheduled for more than four (4) preparations as listed hereto shall receive a stipend of five hundred dollars ($500) for each preparation above four (4).

29.08 **PREPARATIONS (Elementary Non-departmentalized)**

1. Language Arts-Handwriting
   Reading (*3 levels)
   Spelling
   Grammar
   Written Composition
2. Math
3. Science/Health & Safety
4. Social Studies – History, Geography
5. Music, Physical Education & Art

*different texts, different students, & often different grade levels.

29.10 Employees whose duties (as identified at that time) would be impacted by an IEP, shall be provided the opportunity to participate in the development, review and revision of the IEP and be present at the IEP meetings. Employees who are working with special education students to achieve the goals and objectives of an IEP shall have access to personally identifiable information of the student. Qualified nurses and/or other qualified persons shall be the only employees to provide and conduct prescribed medical procedures. Employees, other than the qualified school nurse and/or other qualified persons shall not be required to perform any medical procedure on a student.

29.11 The Board will provide the necessary personnel as identified in the IEP to perform any developmental, corrective, and other supportive services which may be required by any

student in his/her IEP. A bargaining unit member shall be qualified to perform any developmental directive and/or other supportive services identified in an IEP.

29.12 Any PHS or Briar teacher assigned to teach more than six (6) classes, during the contractual day, will be compensated an additional two-and-a-half percent (2.5%) of his/her annual teaching wage per semester for each class beyond six (6). It is understood that the Skills Application time at Perkins High School and the Study Skill time at Briar do not constitute a class for the purposes of this article.

ARTICLE XXX – NONTEACHING DUTIES

30.01 Bargaining unit members shall be assigned the following duties in a uniform and equitable manner:

A. Supervision of playgrounds, cafeterias, corridors, sidewalks, buses, study halls, restroom duty, and hall duty.

B. Elementary school teachers will not be responsible for the collection of lunch money.

C. Bargaining unit members will not be responsible for collecting activity fees.

ARTICLE XXXI – INDIVIDUAL RIGHTS

31.01 Those personal rights as guaranteed to every individual by the Constitution of the United State shall be adhered to by the Board, the Administration, the members of the Perkins Education Association and representatives of the Perkins Education Association.

ARTICLE XXXII – EQUAL RIGHTS CLAUSE

32.01 The parties to this Agreement jointly pledge that provisions of this Agreement shall be applied uniformly to all members of the bargaining unit without regard to race, color, religion, sex, sexual orientation, national origin, handicap, age, and/or disability.

ARTICLE XXXIII – SEVERABILITY

33.01 In the event there is a conflict between a provision of this Agreement and any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, the applicable state or federal law or valid rule or regulation adopted by a federal or a state agency pursuant thereto, shall continue in full force and effect in accordance with their terms.

33.02 If, during the terms of this Agreement, there is a change in any applicable state or federal

law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, which would invalidate any provision of this Agreement, the parties will meet to negotiate any necessary change in the Agreement relative to the affected provision within sixty (60) days by demand of either party.

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

ARTICLE XXXIV – MASTER AGREEMENT

34.01 Bargaining unit members shall have the right to print a copy of the Master Agreement at their assigned building at no cost to them.

ARTICLE XXXV – LABOR MANAGEMENT RELATIONS COMMITTEE

35.01 A Labor Management Relations Committee shall be maintained following the guidelines of the Federal Mediation and Conciliation Services.

A. Events (including Awards Recognition Ceremony but not limited to) may be collaboratively organized by the Perkins Education Association and the Perkins Local School District.

B. B. The Labor Management Committee shall consist of the Perkins EA President, one (1) teacher representative from each school building, and four (4) administrators, and the Superintendent. One additional consultant for either party may be permitted to advise on a unique issue. The purpose of the committee shall be to encourage labor-management cooperation and provide a forum for communication and joint problem solving in resolving workplace issues. The committee shall be scheduled to meet quarterly unless the Perkins EA President and Superintendent mutually agree to cancel. An agenda of items shall be submitted no later than one (1) week prior to each meeting to the Superintendent and Perkins EA President. A schedule of quarterly meetings for the entire school year will be established at the beginning of each school year.

ARTICLE XXXVI – FAIR SHARE FEE

36.01 The parties understand that the following provisions of this article are now unenforceable because of the United States Supreme Court's decision in *Janus v. AFSCME,* Case No. 16-1466*,* June 27, 2018. But, if that decision should be subsequently reversed or changed by way of a federal constitutional amendment, then the following provisions shall again apply.

ARTICLE XXXVII – A DRUG FREE WORKPLACE

37.01 The parties are in agreement that in accordance with the Drug Abuse Act, PL 100-690, that it is their intent to maintain a drug-free workplace and said act is incorporated by reference.

37.02 No employee of the Perkins Local Schools while on school premises or as part of any of his/her workplace activities shall unlawfully possess, use, be under the influence of, or distribute illicit drugs, marijuana, controlled substances, or alcohol.

37.03 This article does not replace the requirement to report child endangering (O.R.C. 2151.421) and any employee who admits to, pleads guilty, or is convicted of child endangering acts or sale or dispensing drugs or alcohol to students shall be exempt from this article and shall waive rights under all applicable articles of the negotiated agreement.

37.04 "Workplace" is defined to mean the site for the performance of work done in connection with employment. The workplace includes any school building, school property, school-owned vehicles, or school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-related activity, event or function, such as a field trip or athletic event where students are under the jurisdiction of the school district.

37.05 Any employee who admits to, pleads guilty, or is convicted in any court of law for a first alcohol or drug abuse offense which is a misdemeanor and which involves use in the workplace shall be suspended for one (1) to five (5) days unpaid and shall be referred to and satisfactorily complete a drug/alcohol rehabilitation and intervention program. Rehabilitation and intervention shall be at the employee's expense, except as may be covered by applicable group health plan terms, sick leave policies, and other leaves of absence policies. The employee shall not return to his/her employment assignment until intervention or treatment is completed as deemed necessary by a physician who consults with the Superintendent. The employee shall not return to his/her employment assignment and shall waive all rights under all applicable articles of the negotiated agreement, should the employee fail to comply with the provisions of this section.

37.06 Any employee who admits to, pleads guilty, or is convicted in any court of law for a second alcohol or drug abuse offense which is a misdemeanor and which involves use in the workplace shall waive all rights under all applicable articles of the negotiated agreement and the Board will act upon the Superintendent's personnel action recommendation.

37.07 Any employee who pleads guilty, or is convicted in any court of law for an alcohol or drug abuse offense which is a felony, or a misdemeanor resulting in withdrawal of proper certification, shall waive all rights under all applicable articles of the negotiated agreement.

37.08 Employees convicted of violating any federal, state, or local criminal drug/alcohol statute, where the violation occurred within the "workplace" definition of Section 37.04, must report the conviction to the Superintendent within five (5) working days of the conviction.

37.09 Pursuant to O.R.C. Section 4117.10(a) this Article shall take precedence and supersede the provisions of O.R.C. Sections 3319.11, 3319.16 and 3319.161.

ARTICLE XXXVIII – STUDENTS OF BARGAINING MEMBERS

38.01 Members of the bargaining unit who do not live in the Perkins School District have the opportunity to have their children enrolled in the Perkins Local School District.

ARTICLE XXXIX – ANNUITY PLAN

39.01 **ANNUITY PLAN**

The Board of Education will pay a bargaining unit member who retires from the Perkins Local School District a retirement bonus based on the following phase out plan:

Retirement bonus is contingent upon employee completing their full contracted year.

A. The retirement bonus is generated by a co-contributing 403.B or 457 Annuity Plan according to the following plan. There shall be a 403.B or 457 retirement/investment program for which the Board matches up to five hundred dollars ($500.00) for all Perkins Education Association Members with the exceptions for employees according to Appendix F.

Employees with fifteen (15) to twenty-six (26) years of documented service in the retirement system as of (June 30, 1999), will be eligible to receive an additional twenty-five dollars ($25.00) of matching funds for each year of completed service from fifteen (15) to eighteen (18) years, an additional fifty dollars ($50.00) of matching funds for each year of service from nineteen (19) to twenty-two (22) years, an additional one hundred dollars ($100.00) of matching funds for each year of service from twenty-three (23) to twenty-four (24) years, an additional two hundred dollars ($200.00) for the twenty-fifth (25^{th}) year of service and an additional three hundred dollars ($300.00) for the twenty-sixth (26^{th}) year of service. This additional amount will be matched until the employee reaches thirty (30) years of service. Once thirty (30) years of service has been reached, the employee is eligible for matching funds of five hundred dollars ($500.00).

All employees with zero (0) to fourteen (14) years of service and those with twenty-seven (27) or more years of service as of (June 30, 1999) are eligible to receive five hundred dollars ($500.00) per year matching funds until they are no longer employed by the Perkins Local School District.

To ensure that our records are properly documented, we are requesting that each member supply the Treasurer's office with documentation from STRS regarding credited years of service as of June 30th of every year.

B. Should this 403.B or 457 Plan not be in compliance with IRS Regulations or not meet the minimum level of teacher participation, the Board and Perkins Education

Association agree to reopen negotiations on this issue under Article II.

ARTICLE XL – OSHA SAFETY REQUIREMENT (DISCIPLINE) PROCEDURE

40.01 Teachers employed by the Perkins School District shall be provided training, annually, regarding safety rules, policies, and regulations set forth by OSHA which must be followed in the public schools, and shall be applied in accordance with the following and the IAQ:

A. Uses safe work procedures as provided by the Board of Education.

B. Informs his or her supervisor immediately of hazards, unsafe equipment and acts, and, when possible, recommends solutions to correct deficiencies which will be acted on by the Board and Administration.

C. Takes proper precautions to assure personal and student safety.

D. Attends inservice training on safety as provided by the Board.

E. Follows Board procedures in reporting accidents and injuries to his/her supervisor.

40.02 The overall goal of this section is to insure a safe and healthy school environment for both the teacher and the students attending Perkins Schools. Teachers should be aware of the safety rules, policies and regulations set forth by OSHA and any teacher who knowingly violates such rules, policies and regulations will be subject to the appropriate discipline as follows:

A. A teacher shall only receive a reprimand for cause in a private meeting with a Perkins School District Administrator. Prior to any meeting the teacher shall be informed of the area of concern by the administrator and the teacher shall be provided the opportunity to be accompanied by a representative of his/her choice. If the teacher is unable to secure representation for a reprimand meeting scheduled for the same day, such meeting will not take place until the teacher is given sufficient time to secure representation. In no case will the meeting be continued beyond two (2) working days from the original date scheduled, unless mutually agreed.

B. The first violation of any safety rules, policies, etc., after the Board has provided training, shall result in a verbal warning by the Administration which shall include notice that if that violation is repeated within twelve (12) months a written reprimand will be placed in the teacher's personnel file.

C. If, within twelve (12) months from the date that the teacher was verbally warned, he/she commits the same violation, the Administration may give a written reprimand to the teacher. Said written reprimand shall be placed in the OSHA Safety File and the employee's personnel file.

D. If the teacher commits a violation of the same nature within twelve (12) months of receiving a written reprimand, then that teacher may be suspended for one (1) day without pay by the Superintendent of Schools.

E. Written reprimands and suspensions shall be subject to immediate and automatic appeal to expedited arbitration by an independent arbitrator under the grievance article, unless the grievant and Association agree in writing to waive the appeal.

40.03 If the teacher has not violated the same rule, policy, etc., all records of suspension without pay shall be automatically removed from the personnel file twelve (12) months after being placed there. Records of discipline shall be maintained in the OSHA Safety File in accordance with Federal Law.

40.04 The appropriate administrator shall investigate and respond in writing to any employee who has acted in good faith to inform his/her immediate supervisor of a condition which he/she feels is hazardous to his/her health or the health of students or other employees. He/She shall have this concern referred to the IAQ Committee within five (5) working days by the appropriate administrator. The IAQ Committee will investigate and provide the teacher with a copy of its findings.

40.05 Any teacher who feels that the Board's action does not address the hazardous condition and that an OSHA violation is occurring may file a complaint with the Division of Occupational Safety and Health either as an individual or by requesting the Association to file the complaint. Any such action shall in no way cause a teacher to be reprimanded or disciplined.

40.06 The IAQ Committee will include employee and employer representatives.

ARTICLE XLI – TEACHER ASSISTANTS ADVISORY COMMITTEE

41.01 A Teacher Assistant Advisory Committee, chaired by the Director of Curriculum will be established to develop guidelines and assessments for the program. Guidelines will be submitted to the LMRC for approval. The committee will include the Curriculum Director, at least one (1) teacher representative from each building appointed by the PEA Executive Committee and at least one (1) teacher assistant.

ARTICLE XLII –INNOVATIVE PROGRAMS

42.01 All proposed innovative programs which directly affect at least a grade level or department must be reviewed by a PEA Advisory Committee established for that purpose.

The PEA Advisory Committee for Innovative Programs (ACIP) will:

A. Be selected by the PEA Executive Council;

B. Be comprised of no more than 15 teachers including the LMRC;

C. Be representative of various grade bands and content areas;

D. Meet as soon as possible when requested by the administration and no later than 30 days from the time of the request to review the proposed innovation initiative;

E. Within 60 days from the date of their first meeting to examine the proposal, review the proposed program and provide a written report to the administration concerning, but not limited to, the following:

1. Impact on work load of those projected to be affected, especially planning time and professional development

2. Consideration of additional staffing to meet the requirements of the proposed program;

3. Consider the impact on their buildings including, but not limited to, job security;

4. The need for any additional compensation;

5. Review of any possible compliance issues within the existing CBA, board policy, etc.;

6. And any other matter that the ACIP believes should be brought to the attention of the Administration.

F. Upon receipt of the written report from the ACIP, the Administration will meet with the ACIP and provide a decision to all issues presented in the report.

G. Upon request, the ACIP may present the report to the Board of Education in writing and/or in person.

ARTICLE XLIII – SCHOOL BONUS

43.01 A two-hundred fifty dollar ($250) bonus will be paid to each bargaining unit member if the District achieves an Overall Rating of four and a half (4 ½) stars and an additional one hundred dollars ($100) if the District achieves an Overall Rating of five (5) stars more on the Statewide report card for each year of the contract. Every employee, who was contracted during the year when the rating was achieved, who was working in the applicable building will be eligible for this bonus. Payable July 15th.

ARTICLE XLIV – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

44.01 There shall be a Local Professional Development Committee, herein referred to as the LPDC as described in Appendix G. Appeals under the LPDC shall be governed by the appeals

procedure found in the LPDC Guidelines. Disputes arising out of the LPDC process shall not be subject to the grievance procedure under Article IV of the Collective Bargaining Agreement.

ARTICLE XLV – PROGRESSIVE DISCIPLINE

45.01 No teacher shall be disciplined without just cause. Bargaining unit members will proceed through the progressive steps based on infractions of a continuing and related nature. Disciplinary action shall commensurate with the teacher's offense and normally shall be progressive in nature. However, the parties recognize that some more serious offenses may be dealt with on a more serious basis, with appropriate disciplinary action, including the possibility of termination for the first offense, considering the offense and its severity.

Informal verbal warnings and written reprimands at Steps 1 and 2 may be issued by any appropriate administrator. Suspensions with or without pay and termination proceedings at Steps 3, 4, and 5 can only be instituted by the Superintendent. Normally, discipline shall be imposed in the following progression:

1. Informal Verbal Warning – It is expected that most cases will be disposed of by an informal verbal warning, without further disciplinary action.

2. Written Reprimand(s)

3. Suspension With Pay

4. Suspension Without Pay

5. Termination – Only the Superintendent may recommend termination to the Board, which may only terminate in accordance with the procedures of Ohio Revised Code Section 3319.16 and 3319.161.

45.02 In addition to the action taken at Steps 1-4, discipline may include, but is not limited to, restitution, mediation, counseling, or specific training to address the problematic behavior.

45.03 All disciplinary dispositions will be kept in a confidential discipline file at the Perkins Board of Education. Disciplinary actions taken against a bargaining unit member shall be expunged in accordance with the local "Records Retention Policy".

45.04 Any disciplinary action other than the informal verbal warning and termination proceedings will be subject to the grievance procedure according to Article IV.

45.05 Except in cases requiring immediate suspension or initiation of termination proceedings, teachers shall be disciplined only after due process in accordance with the following procedures:

A. Notice of Allegation and Conference

A written notice setting forth the allegations which if substantiated could result in disciplinary action shall be provided to the teacher by personal delivery or by mail. The notice shall include the time and place of a conference to discuss the allegations; a copy shall be provided to the Association President.

B. Conference

A conference to discuss the allegations shall be offered to the teacher. The teacher shall have the right to have two (2) Association representatives at this conference. The teacher shall have the choice of one (1) Association representative and one (1) other representative of his/her choice. No conference shall take place unless the representative(s) are present. If the teacher chooses not to have Association representatives, one (1) Association representative may still attend the meeting. At the conference, the teacher or his/her representative shall have the right to cross-examine any witnesses making statements contrary to his/her interests and present testimony and witnesses which help his/her case. If the witness is a minor, court-approved protocol for interviewing minors may be utilized. Unless the exigencies of the matter require otherwise, the conference normally will be scheduled at least two (2) days following the teacher's receipt of the notice set forth in Paragraph One (1) above.

C. Notification of Disposition

The teacher and Association President shall be notified in writing by hand delivery or certified mail of the disposition following conduct of the conference or three (3) work days after the Paragraph One (1) notice if the teacher fails to attend the conference. If it is determined to take disciplinary action, the disposition notice shall include a statement of the administrator's conclusion and the disciplinary action to be taken.

D. In case of immediate suspension or initiation of contract termination proceedings, the written notice of allegations shall be presented to the teacher and PEA representative. Normally, the teacher and representative shall be afforded a preliminary conference prior to the imposition of the suspension or initiation of termination proceedings, with the conference preceded by a sharing, by the Administration, of the evidence which might support the determination to suspend or to initiate contract termination proceedings.

E. Privacy of Proceedings

Exclusive of the Association President or other designated PEA representatives, no teacher shall be reprimanded or otherwise disciplined in the presence of other employees or in a public setting.

ARTICLE XLVI – COMPLETE AGREEMENT

46.01 This agreement constitutes the entire agreement between the parties, and supersedes and cancels all prior contemporaneous memoranda of understanding and any other agreements, written or verbal.

ARTICLE XLVII – BLENDED LEARNING

47.01 Blended learning is an integrated instructional approach that combines traditional face-to-face instruction with computer-based activities. Blended learning classes usually do not meet every instructional day. Students are expected to facilitate their learning outside of a traditional classroom by a variety of computer activities and assessments. Blended Learning classes will consist of no more than five (5) periods per week of face-to-face instruction with at least one (1) of those periods being a non-instructional office hours for student intervention, enrichment, and support.

47.02 Assignment of a teacher to develop or teach a blended learning course is by mutual agreement between the teacher and the district. A teacher may not involuntarily be assigned to teach a blended learning course assignment.

1. A teacher who agrees to develop a blended learning course must be willing to teach that course the two (2) years it is offered unless the teacher is reassigned or resigns from the district.

2. The Teacher who developed a blended learning course will be assigned to teach that course the first two (2) years it is offered unless by mutual agreement.

3. Any teacher of an established blended learning course who voluntarily decides not to teach the class the next school year must notify their building administrator of their decision by December 15th of the current school year.

47.03 Teachers who are developing a blended learning course will receive, a four thousand dollar ($4,000) stipend; two thousand dollars ($2,000) to be paid upon a draft completion of the course regardless if the course is taught, one thousand dollars ($1,000) to be paid upon the halfway point of teaching the course for the first time, and the final one thousand dollars ($1,000) to be paid upon completion of teaching the course for the first time and providing a digital copy of all course materials to district administration.

47.04 Blended learning courses scheduled to meet during the same instructional time period, one section meeting any combination of the days of the week, are to be regarded as one class.

47.05 Student enrollment in Blended Learning class shall not exceed twenty-eight (28), allowing for normal overload procedures as specified in Article 29.02B.

47.06 Teachers who agree to teach more than six (6) classes, during the contractual day, will

be compensated an additional five percent (5%) of their wage for each group of fifteen (15) or fewer students enrolled in a blended learning class.

47.07 Teachers may agree to teach a scheduled Blended Learning class beyond the times of their contractual day. A class may begin no more than forty-five (45) minutes before the contractual day or end no more than forty-five (45) minutes after the contractual day unless by mutual agreement between the district and the association. Teachers who teach Blended Learning classes beyond the times of the contractual day will be compensated an additional five percent (5%) of their wage for each group of ten (10) or fewer students enrolled in a blended learning class.

47.08 The Perkins Board of Education and the PEA agree to protect the copyrights of the district and the author(s) of any Blended Learning Course and that the income from any Blended Learning Course be shared by the district and the author(s). The Board and the Association will enter into a Memorandum of Understanding defining each other' s copyrights and share of income. Either the Board or the Association may request binding arbitration to settle these issues if a Memorandum of Understanding is not in place by January, 2014. It is the intention of the Board and the Association that this Memorandum of Understanding will replace this clause (47.08) of this contract.

ARTICLE XLVII - DURATION OF CONTRACT

48.01 This contract shall be effective from the 1st day of July 2024 to the 30th day of June 2027. For the purpose of this contract, a school year shall be defined as the time between July 1 and June 30 inclusive.

ARTICLE XLVII - DURATION OF CONTRACT

48.01 This contract shall be effective from the 1st day of July, 2024 to the 30th day of June, 2027. For the purpose of this contract, a school year shall be defined as the time between July 1 and June 30 inclusive.

IN WITNESS WHEREOF, the parties have caused their names to be hereunto subscribed on this _____ day of _____, 2024.

THE PERKINS LOCAL SCHOOLS BOARD OF EDUCATION

By _____
Superintendent,
Perkins Board of Education

By _____
President,
Perkins Board of Education

By _____
Treasurer,
Perkins Board of Education

THE PERKINS EDUCATION ASSOCIATION

By _____
President,
Perkins Education Association

By _____
Chief Negotiator,
Perkins Education Association

APPENDIX STARTS ON FOLLOWING PAGE

APPENDICES

A	GRIEVANCE REPORT FORM
B	OTES EVALUATION FORMS
C	HEAD COACH SUPPLEMENTAL CONTRACT EVALUATION FORM
D	2024-2025, 2025-2026, 2026-2027 SALARY SCHEDULES
E	SUPPLEMENTAL SALARY SCHEDULE 2021-2022, 2019-2020, 2020-2021
F	403.B ANNUITY PLAN
G	LPDC GUIDELINES
H	SUMMARY OF HEALTH INSURANCE BENEFITS
I	EXPENSE REIMBURSEMENTS – TRAVEL POLICY
J	FMLA FACT SHEETS AND GUIDELINES "YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT"

APPENDIX A

Date Filed_____

GRIEVANCE REPORT FORM
(to be filed in triplicate)

Level_____

Name of Aggrieved_____ Assignment_____

Article of Contract Grieved_____

_____

_____

_____

Relief Sought_____

_____

_____

_____ _____
Signature of Aggrieved Date

Disposition by Supervisor_____

_____

_____

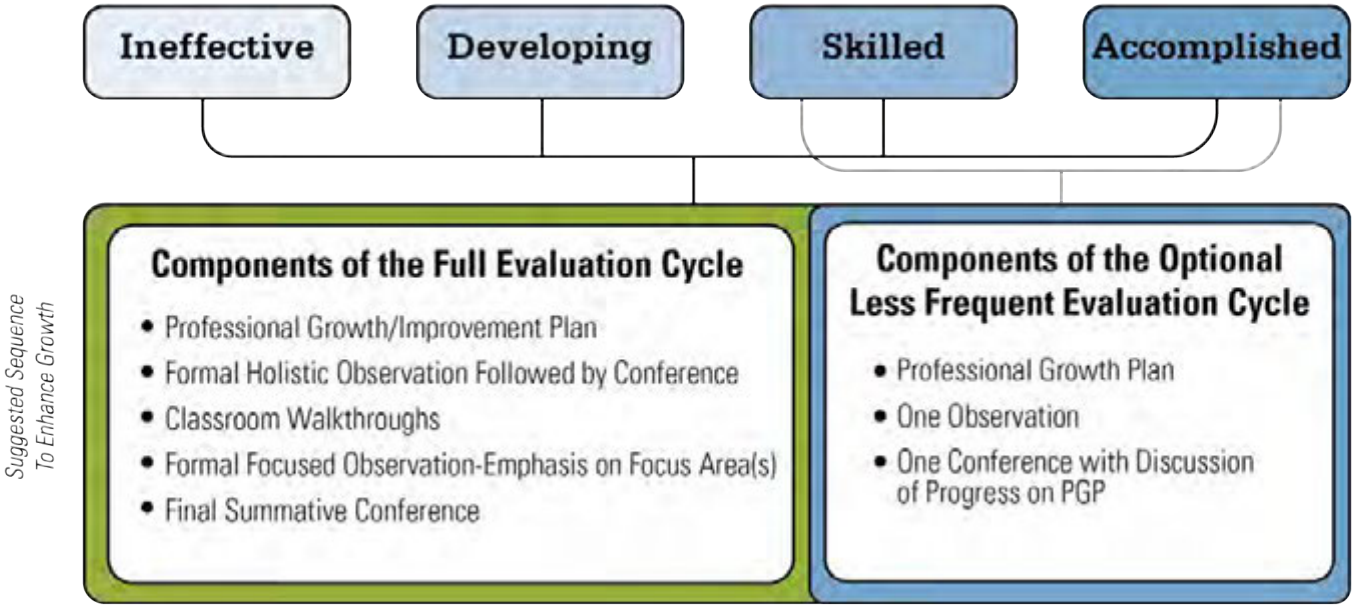
_____

_____
Signature of Supervisor Date

Ohio Teacher Evaluation System (OTES 2.0) Framework*

The State Board of Education values the importance of promoting educator professional growth that leads to improved instructional performance and student learning. OTES 2.0 is a professional growth model and is intended to be used to continually assist educators in enhancing teacher performance. An effective professional growth model considers a teacher's instructional strengths, while supporting identified areas for improvement according to the profile of each educator. This process is to be collaborative, ongoing and supportive of the professional growth of the teacher.

Each teacher will be evaluated according to Ohio Revised Code and the ***Ohio Teacher Evaluation Framework,*** which is aligned with the ***Ohio Standards for the Teaching Profession*** adopted under state law. Using multiple factors set forth in the Framework, the teacher's Final Holistic Rating will be based upon a combination of informal and formal observations and supporting evidence using the ***Teacher Performance Evaluation Rubric***.



Essential Components

Essential components of the full evaluation consist of a Professional Growth Plan or Improvement Plan, two required conferences, two formal observations of at least 30 minutes each and at least two classroom walkthroughs. See details below:

- One Formal Holistic Observation, followed by a conference;
- Walkthroughs – *with an emphasis on identified focus area(s) when applicable*;
- One Formal Focused Observation – *with an emphasis on identified focus area(s);* and
- One Summative Conference.

Professional Growth and Improvement Plans

Either a Professional Growth Plan or an Improvement Plan will be developed annually. Each plan will be:

- Based upon the results of the evaluation; and
- Aligned to any existing school district or building improvement plan.

The local board of education may elect to evaluate less frequently each teacher rated **Accomplished** on the teacher's most recent evaluation once every three years, provided the teacher submits a self-directed Professional Growth Plan** to the evaluator, and the evaluator determines the teacher is making progress on that plan. The Professional Growth Plan shall focus on the most recent evaluation and observations. Less frequent evaluations must include one observation and one conference. Teachers with ratings of **Accomplished** may choose their credentialed evaluator for the evaluation cycle.

The local board of education may evaluate less frequently each teacher rated **Skilled** on the teacher's most recent evaluation once every two years, provided the teacher and evaluator jointly develop a Professional Growth Plan** for the teacher, and the evaluator determines the teacher is making progress on that plan. The Professional Growth Plan shall focus on the most recent evaluation and observations. Less frequent evaluations must include one observation and one conference. Teachers with ratings of **Skilled** may have input on the selection of their credentialed evaluator for the evaluation cycle.

A teacher with a Final Holistic Rating of **Developing** will develop a Professional Growth Plan** that is guided by the assigned credentialed evaluator.

A teacher with a Final Holistic Rating of **Ineffective** will be placed on an Improvement Plan developed by the assigned credentialed evaluator.

High-Quality Student Data to Inform Instruction and Enhance Practice

Choosing and using high-quality student data (HQSD) to guide instructional decisions and meet student learning needs is key in making sound instructional decisions for students. The teacher evaluation will use at least two measures of district-determined high-quality student data to **provide evidence of student learning attributable to the teacher** being evaluated. When applicable to the grade level or subject area taught by a teacher, HQSD shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may be used as evidence in any component of the evaluation where applicable.

It is recognized there are many types of data that can be used to support student learning, and the data include much more than just test scores. *These types of data and their uses are important and should continue to be used to guide instruction and address the needs of the whole child but may not meet the definition of high-quality student data for the purpose of teacher evaluation.*

The high-quality student data instrument used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

- ☐ Align to learning standards
- ☐ Measure what is intended to be measured
- ☐ Be attributable to a specific teacher for course(s) and grade level(s) taught
- ☐ Demonstrate evidence of student learning (achievement and/or growth)
- ☐ Follow protocols for administration and scoring
- ☐ Provide trustworthy results
- ☐ Not offend or be driven by bias

AND the teacher must use the data generated from the high-quality student data instrument by:

- ☐ Critically reflecting upon and analyzing available data, using the information as part of an ongoing cycle of support for student learning
- ☐ Considering student learning needs and styles, identifying the strengths and weaknesses of an entire class, as well as individual students
- ☐ Informing instruction and adapting instruction to meet student need based upon the information gained from the data analysis
- ☐ Measuring student learning (achievement and/or growth) and progress towards achieving state and local standards

Additional Requirements

Teachers must be provided with a written report of the results of their evaluation.

Additionally, at the local level, the board of education will include in its evaluation policy procedures for using the evaluation results for retention and promotion decisions and removal of poorly performing teachers. Seniority will not be the basis for teacher retention decisions, except when deciding between teachers who have comparable evaluations.

The local board of education will provide for the allocation of financial resources to support professional development for all teachers. The local board of education will also ensure that poorly performing teachers are provided with professional development to accelerate and continue teacher growth.

LEGAL REFS. ORC 3319.111; 3319.112

* The ***Ohio Teacher Evaluation System 2.0 Framework*** represents the required basic structure of the teacher evaluation system. For additional guidance, please see the ***Ohio Teacher Evaluation System 2.0 Model***, which provides definitions of terms, detailed suggested implementation, and best practices for evaluating teachers in Ohio.
**Districts have discretion to place any teacher on an Improvement Plan at any time based on deficiencies in any individual component of the evaluation system. However, *the notice requirements for being placed on an Improvement Plan, the components of the plan* and *the implementation process for the plan* may be subject to the terms of a collective bargaining agreement.

Teacher Performance Evaluation Rubric

The ***Teacher Performance Evaluation Rubric*** is to be scored holistically. This means evaluators will assess which level provides the best *overall* description of the teacher. The rating process is to occur on completion of each 30-minute observation and post-conference. To determine the rating for each 30-minute observation, the evaluator is to consider evidence gathered during the pre-conference, observation, post-conference and classroom walkthroughs, if applicable. Note that when completing the performance rubric, evaluators are not expected to gather evidence on all *indicators* for each observation cycle. Likewise, teachers may, but are not required to, bring additional pieces of evidence to address all *indicators*. The professionalism section of the rubric may use evidence collected during the pre-conferences and post-conferences as well as information from the Professional Growth and/or Improvement Plan, if applicable.

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
FOCUS FOR LEARNING (Standard 1: Students, Standard 2: Content, Standard 3: Assessment, Standard 4: Instruction) *Possible Sources of Evidence: pre-conference, artifacts, portfolios, analysis of student data, lesson plans, student surveys, common assessments*	**Use of High-Quality Student Data** Element 1.1 Element 1.2 Element 1.3 Element 3.3	The teacher does not use high-quality student data to develop measurable and developmentally appropriate student growth goal(s).	The teacher uses one source of high-quality student data and attempts to analyze patterns to develop measurable and developmentally appropriate student growth goal(s). The analysis may be incomplete or inaccurate.	The teacher thoroughly and correctly analyzes patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s).	The teacher thoroughly and correctly analyzes trends and patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s). The teacher plans for the facilitation of developmentally appropriate student data collection and strategies to assist in student goal setting and progress monitoring.
	Connections to prior and future learning Element 1.2 Element 2.1 Element 2.2 Element 2.4 Element 2.5	The teacher plans lessons that demonstrate no connections to student prior learning or future learning.	The teacher plans lessons that attempt to make connections with student prior learning or future learning. These connections are not clear.	The teacher plans lessons that intentionally make clear and coherent connections with student prior learning and future learning and includes strategies that communicate the connections to students.	The teacher plans lessons that intentionally make clear and coherent connections with student prior and future learning and includes strategies that communicate the connections to students - among lesson content, other disciplines and/or real-world experiences. The teacher plans lessons that use the input and

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
					contributions of families, colleagues and/or other professionals to understand each student's prior knowledge while supporting the student's development.
	Connections to state standards and district priorities Element 2.3 Element 4.1 Element 4.7	The teacher's instructional plan does not reference Ohio's Learning Standards.	The teacher's instructional plan references Ohio's Learning Standards, but goals and activities do not align with student needs, school and district priorities or the standards.	The teacher's instructional plan incorporates activities, assessments and resources, including available technology, that align with student needs, school and district priorities, and Ohio's Learning Standards.	The teacher's instructional plan incorporates activities, assessments and resources, including available technology, that align with student needs, school and district priorities, and Ohio's Learning Standards. The teacher participates in studying and evaluating advances in content and/or provides input on school and district curriculum.
KNOWLEDGE OF STUDENTS (Standard 1: Students, Standard 4: Instruction, Standard 6: Collaboration and Communication) *Possible Sources of Evidence: analysis of student data, pre-conference, artifacts, student surveys*	**Planning instruction for the whole child** Element 1.2 Element 1.4 Element 1.5 Element 4.2 Element 4.4 Element 6.4	The teacher's instructional plan makes no connections to and the teacher is not familiar with student experiences, culture, developmental characteristics or backgrounds.	The teacher's instructional plan makes minimal connections to student experiences, culture, developmental characteristics or student backgrounds.	The teacher's instructional plan reflects connections to student experiences, culture and developmental characteristics. These may include prior learning, abilities, strengths, needs, talents, backgrounds, skills, language proficiency and interests.	The teacher's instructional plan reflects consistent connections to student experiences, culture and developmental characteristics. These may include prior learning, abilities, strengths, needs, individual talents, backgrounds, skills, language proficiency and interests. The instructional plan draws upon input from school professionals and outside resources.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
LESSON DELIVERY (Standard 2: Content, Standard 3: Assessment, Standard 4: Instruction, Standard 5: Learning Environment, Standard 6: Collaboration and Communication) *Possible Sources of Evidence: pre-conference, post-conference, formal observation, classroom walk-throughs/informal observations, peer review*	**Communi-cation with students** Element 2.2 Element 4.3 Element 4.6 Element 6.1	The teacher does not communicate learning goals and expectations for mastery and does not model exemplary performance to students. Students cannot discern learning goals. Differentiated learning goals are not used.	The teacher inconsistently communicates learning goals, expectations for mastery and models of exemplary performance to students. There is limited use of differentiated learning goals.	The teacher is consistent and effective in communicating appropriate, needs-based, differentiated learning goals, expectations for mastery and models of exemplary performance to students.	The teacher is consistent and effective in communicating differentiated learning goals (such as needs based, interest based, strength based), expectations for mastery and models of exemplary performance to students through multiple communication techniques.
		The teacher does not demonstrate content knowledge by using content-specific, developmentally appropriate language or content-specific strategies. There is no student engagement.	The teacher demonstrates some content knowledge by using limited content-specific, developmentally appropriate language and limited content-specific strategies. Students demonstrate little engagement in the lesson.	The teacher consistently demonstrates content knowledge by using content-specific, developmentally appropriate language and content-specific strategies to engage students. The teacher's communication strategies and questioning techniques check for understanding and encourage higher-level thinking.	The teacher consistently demonstrates content knowledge by using content-specific, developmentally appropriate language and content-specific strategies to engage students. The teacher's communication strategies and questioning techniques engage students in higher-level and creative thinking and stimulate student-to-student interactions.
		The teacher does not give students feedback.	Feedback to students is general, occasional or limited and may not always support student learning.	The teacher gives students substantive, specific and timely feedback to support their learning.	The teacher gives students substantive, specific and timely feedback to support individual student learning. The teacher gives students opportunities to engage in self-assessment, provide feedback to each other and reflect on their own strengths and challenges.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
LESSON DELIVERY *(continued)*	**Monitoring student understanding** Element 3.2 Element 3.3	The teacher fails to monitor and address student confusion and misconceptions.	The teacher inconsistently monitors or incorrectly addresses student confusion and misconceptions.	The teacher consistently monitors and addresses common student confusion and misconceptions by presenting information in multiple formats and clarifying content as he or she sees challenges.	The teacher consistently monitors, addresses, articulates and anticipates individual student confusion or misconceptions by presenting information in multiple formats and clarifying content as he or she sees challenges.
	Student-centered learning Element 3.5 Element 4.5 Element 4.6 Element 5.3 Element 5.4	Learning is entirely teacher directed. Students are not participating in learning activities. There are no opportunities for student choice about what will be learned and how learning will be demonstrated. There is no evidence of differentiated instructional strategies or resources.	Learning is primarily teacher directed. Students participate in whole class learning activities. There are few opportunities for student choice about what will be learned and how learning will be demonstrated. The teacher uses limited differentiated instructional strategies or resources.	Learning is a balance between teacher-directed instruction and student-directed interaction as students apply their knowledge and skills as developmentally appropriate. The teacher effectively combines collaborative and whole class learning opportunities to maximize student learning. Teacher gives opportunities for student choice about student learning paths or ways to demonstrate their learning. Teacher uses differentiated instructional strategies and resources for groups of students.	Learning is primarily self-directed with the teacher in the role of facilitator encouraging students to apply their knowledge and skills as developmentally appropriate. The teacher encourages students to persist in the learning tasks. The teacher effectively combines independent, collaborative and whole class learning opportunities to maximize student learning. Teacher routinely promotes opportunities for students to actively take part in developing goals toward mastery, and students are responsible for deciding how to demonstrate their learning. Instructional strategies, pacing and resources are differentiated to make the lesson accessible and challenging for all students, while supporting the various learning needs of individual students.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
CLASSROOM ENVIRONMENT (Standard 1: Students, Standard 5: Learning Environment) *Possible Sources of Evidence: pre-conference, post-conference, formal observation, classroom walk-throughs/informal observations, peer review, student surveys*	**Classroom routines and procedures** Element 5.5	The teacher has not established routines and procedures. Effective transitions are not evident, resulting in a significant loss of instructional time and frequent off-task behavior.	The teacher establishes routines and procedures but uses them inconsistently. Transitions are sometimes ineffective, resulting in a loss of instructional time. Off-task behavior is sometimes evident. The teacher makes decisions about classroom operations.	The teacher consistently uses routines, procedures and transitions that effectively maximize instructional time. On-task behavior is evident. Students assume appropriate levels of responsibility for effective operation of the classroom.	The teacher and students have collaboratively established consistent use of routines, procedures and transitions that are effective in maximizing instructional time. On-task behavior is evident and ensured by students. Students initiate responsibility for effective operation of the classroom.
	Classroom climate and cultural competency Element 1.4 Element 5.1 Element 5.2	There is no evidence of rapport or expectations for respectful, supportive and caring interactions with and among students and the teacher. There is no demonstration of regard for student perspectives, experiences and culture. The teacher does not address needs related to student sense of well-being.	There is some evidence of rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher. There is inconsistent demonstration of regard for student perspectives, experiences and culture. The teacher is aware of needs related to student sense of well-being but does not address them effectively.	There is consistent evidence of rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher. There is demonstration of regard for student perspectives, experiences and culture. The teacher models expectations and behaviors that create a positive climate of openness, respect and care. The teacher anticipates and effectively addresses needs related to student sense of well-being.	The teacher intentionally creates a classroom environment that shows consistent evidence of rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher. There is demonstration of regard for student perspectives, experiences and culture. The teacher models expectations and behaviors that create a positive climate of openness, respect and care. The teacher anticipates and effectively addresses needs related to student sense of well-being. The teacher seeks and is receptive to the thoughts and opinions of individual students and the class. When appropriate, the teacher includes other school professionals and/or community resources to ensure all students are recognized and valued.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
ASSESSMENT OF STUDENT LEARNING (Standard 1: Students, Standard 3: Assessment) *Possible Sources of Evidence: pre-conference, formal observation, classroom walk-throughs/informal observations, assessments, student portfolios, post-conference*	**Use of assessments** Element 3.1 Element 3.2 Element 3.3 Element 3.4	The teacher does not use varied assessments. The teacher fails to analyze data and makes little or no attempt to modify instruction to meet student needs. The teacher does not share evidence of student learning with students.	The teacher makes limited use of varied assessments. The teacher attempts to analyze data and modify instruction, though the modifications do not meet student needs. The teacher shares evidence of student learning with students.	The teacher selects, develops and uses multiple assessments, including routine use of various diagnostic, formative and summative assessments. The teacher analyzes patterns to measure targeted student learning, anticipate learning obstacles, modify instruction and differentiate to meet the needs of groups of students. The teacher shares evidence of student learning with parents and students to plan instruction to meet student needs.	The teacher intentionally and strategically selects, develops and uses multiple assessments, including routine use of various diagnostic, formative and summative assessments. The teacher offers differentiated assessment choices to meet the full range of student needs. The teacher analyzes data trends and patterns to measure targeted student learning, anticipate learning obstacles, modify instruction and differentiate to meet individual student needs. The teacher shares evidence of student learning with colleagues, parents and students to collaboratively plan instruction to meet individual student needs.
	Evidence of student learning Element 1.3	The teacher's assessment data demonstrates no evidence of growth and/or achievement over time for most students. .	The teacher uses one source of high-quality student data to demonstrate clear evidence of appropriate growth and/or achievement over time for some students.	The teacher uses at least two sources of high-quality student data to demonstrate growth and/or achievement over time, showing clear evidence of expected growth and/or achievement for most students.	The teacher uses at least two sources of high-quality student data to demonstrate growth and/or achievement over time, showing clear evidence of above expected growth and/or achievement for most students.

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
PROFESSIONAL RESPONSIBILITIES (Standard 6: Collaboration and Communication, Standard 7: Professional Responsibility and Growth) *Possible Sources of Evidence: Professional Growth Plan or Improvement Plan, pre-conference, post-conference, artifacts, self-assessment, peer review*	**Communication and collaboration with families** Element 6.1 Element 6.2	The teacher does not communicate with students and families.	The teacher inconsistently or unsuccessfully uses communication and engagement strategies with students and families. These do not contribute adequately to student learning, well-being and development.	The teacher uses effective and appropriate communication and engagement strategies with students and families, resulting in partnerships that contribute to student learning, well-being and development.	The teacher uses multiple effective and appropriate communication and engagement strategies with individual students and families. These ongoing strategies promote two-way communication, active participation and partnerships that contribute to each student's learning, well-being and development.
	Communication and collaboration with colleagues Element 6.3	The teacher does not communicate and/or collaborate with colleagues.	The teacher inconsistently or unsuccessfully communicates and/or collaborates with colleagues, resulting in limited improvement of professional practice.	The teacher effectively communicates and collaborates with colleagues to examine instructional practice and analyze patterns in student work and student data to identify and implement targeted strategies for improving professional practice.	The teacher initiates effective communication and collaboration with colleagues outside the classroom, resulting in improvements in student learning, individual practice, school practice and/or the teaching profession.
	District policies and professional responsibilities Element 7.1	The teacher demonstrates a lack of understanding and regard for district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates minimal understanding of district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates understanding by following district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates understanding by following district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators. The teacher exemplifies effective leadership characteristics beyond the classroom. The teacher helps shape policy at the school, district or state level.

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
	Professional learning Element 7.2 Element 7.3	The teacher sets short-term and long-term professional goals but fails to monitor progress or take action to meet the goals.	The teacher sets and monitors short-term and long-term professional goals but fails to take appropriate action to meet the goals.	The teacher sets short-term and long-term professional goals and monitors progress in meeting them based on self-reflection and data analysis. The teacher takes appropriate action to meet the goals.	The teacher consistently pursues best practices and sets, monitors and reflects on progress toward meeting short-term and long-term professional goals based on data analysis to improve student learning. The teacher takes appropriate action to meet the goals. The teacher collaborates with colleagues and others to share best practices.

Self-Assessment Summary Tool

Directions: Teachers should record evidence to indicate strengths and areas for growth for each standard. Then, look across all of the standards holistically and identify <u>two</u> priorities for the upcoming year. Note these two priorities with check marks in the far-right column.

Name:
Date:

Standard		Strengths	Areas for Growth	Priorities (Check 2)
Standard 1: Students	• Knowledge of how students learn and of student development • Understanding of what students know and are able to do • High expectations for all students • Respect for all students • Identification, instruction and intervention for special populations			
Standard 2: Content	• Knowledge of content • Use of content- specific instructional strategies to teach concepts and skills • Knowledge of school and district curriculum priorities and Ohio's Learning Standards • Relationship of knowledge within the discipline to other content areas • Connection of content to life experiences and career opportunities			
Standard 3: Assessment	• Knowledge of assessment types • Use of varied diagnostic, formative and summative assessments • Analysis of data to monitor student progress and to plan, differentiate, and modify instruction • Communication of results • Inclusion of student self-assessment and goal-setting			
Standard 4: Instruction	• Alignment to school and district priorities and Ohio's Learning Standards • Use of student information to plan and deliver instruction • Communication of clear learning goals • Application of knowledge of how students learn to instructional design and delivery • Differentiation of instruction to support learning needs of all students • Use of activities to promote independence and problem-solving • Use of varied resources to support learner needs			
Standard 5: Learning Environment	• Fair and equitable treatment of all students • Creation of a safe learning environment • Use of strategies to motivate students to work productively and assume responsibility for learning • Creation of learning situations for independent and collaborative work • Maintenance of an environment that is conducive to learning for all students			
Standard 6: Collaboration & Communication	• Clear and effective communication • Shared responsibility with parents/caregivers to support student learning • Collaboration with other teachers, administrators, school and district staff • Collaboration with local community agencies			
Standard 7: Professional Responsibility and Growth	• Understanding of and adherence to professional ethics, policies and legal codes • Engagement in continuous, purposeful professional development • Desire to serve as an agent of change, seeking positive impact on teaching quality and student achievement			

Walkthroughs/Informal Observations: Overview and Resources
Ohio Teacher Evaluation System 2.0

Overview: Walkthroughs/Informal Observations:

Observations of teaching provide important evidence when assessing a teacher's performance and effectiveness. As an evaluator observes a teacher engaging students in learning, valuable evidence may be collected on multiple levels. While many of these interactions may take place in the classroom, a more formal instructional setting, it should be noted that evidence of teacher practice is visible in many settings. Some teacher behaviors are observable in the classroom while other evidence may be obtained from formal conferences, informal conversations, and evidence of practice, as well as input from colleagues, parents/guardians and students.

As part of the observation process, ongoing communication and collaboration between evaluator and teacher help foster a productive professional relationship that is supportive and enhances a teacher's professional growth and development.

A walkthrough/informal observation is a

- Tool to inform evaluation that provides the opportunity to gather evidence of instruction over a series of short classroom visits;
- Method to allow evaluators opportunity to gather additional evidence on identified focus area(s) to enhance teacher practice;
- Process for giving targeted evidence-based feedback to teachers; and
- Means for evaluators to visit classrooms more frequently and more purposefully.

As part of the teacher evaluation system, walkthroughs/informal observations should, whenever possible, be focused on gathering evidence related to the teacher's identified focus area(s). However, evaluators are not limited to only collecting evidence on the identified focus area(s). Evaluators must ensure they have sufficient evidence to provide a Final Holistic Rating at the end of the evaluation cycle.

Guidelines for Walkthroughs/Informal Observations

Informally Observe Teachers
Teachers who are fully evaluated will have a minimum of two walkthroughs. Walkthroughs are informal observations less than 30 minutes; these may be announced or unannounced.

Informally Observe Often
The evaluator's presence in the classroom should send a positive message to teachers. Conducting walkthroughs consistently and frequently can have a positive impact on teacher practice and student learning. Find time to observe teachers at varying times of the day because what occurs in the morning can be different from what occurs in the afternoon.

Focusing on Identified Areas for Support
Focus area(s) may be determined during the required conference following the first Formal Holistic Observation or during the previous year's Final Summative Conference. The focus may be area(s) of relative strength and/or area(s) for improvement. Determination of focus area(s) should mirror the level of autonomy used to develop Professional Growth Plans:

- Teachers rated Accomplished - Self-Directed by teacher
- Teachers rated Skilled – Jointly determined by teacher and evaluator
- Teachers rated Developing – Guided by evaluator
- Teachers rated Ineffective – Determined by evaluator

Evidence gathered during walkthroughs that occur after the Formal Holistic Observation should be focused on the teacher's identified area(s) for support when applicable. Evaluators are not limited to collecting evidence on the identified focus area(s). Evaluators must ensure they have sufficient evidence to provide a Final Holistic Rating at the end of the evaluation cycle.

Make Time to Follow Up

Follow-up communication to walkthroughs is a critical component. Follow-up will often be in writing, but the evaluator should extend to the teacher an invitation to discuss any comments provided face-to-face. The evaluator may also offer resources to support teachers in enhancing their practice. If possible, evaluators should follow up with the teacher on either the same day or the next day. To impact practice, teachers should receive feedback in a timely manner.

Teacher-Driven Observations

While it is recognized that evaluators have many demands on their time, encouraging teachers to identify instructional periods for the evaluator to observe can be a means for the evaluator to collect evidence related to the teacher's identified focus area(s).

Types of Data

Data collected as evidence of teacher practice may be quantitative, qualitative, or a combination of both. Quantitative data includes measures of values or counts expressed as numbers. For example, the evaluator could use a checklist to tally the types of questions asked (higher versus lower levels). The evaluator might also chart the number and types of assessments used. Qualitative data can include scripted notes detailing patterns of activities, feedback shared and events observed. In both cases, accuracy is essential to ensure the credibility of the process and the evaluator.

Walkthroughs/Informal Observations
Ohio Teacher Evaluation System 2.0

Walkthrough: General Form

Teacher Name: **Grade(s)/Subject Area(s):** **Date:**

Evaluator Name: **Time Walkthrough Begins:** **Time Walkthrough Ends:**

Directions: This form serves as a record of a walkthrough by the teacher's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation, nor is this an exhaustive list of evidence that may be observed. This record, along with records of additional informal observations, will be used to inform the holistic evaluation of the teacher.

EVALUATOR OBSERVATIONS	
☐ Teacher is consistent and effective in communicating appropriate, needs-based, differentiated learning goals	☐ Communication strategies and questioning techniques check for understanding and encourage higher-level thinking
☐ Instructional time is used effectively	☐ Information is presented in multiple formats
☐ Teacher combines collaborative and whole class learning opportunities	☐ Routines, procedures and transitions are consistent, effective and maximize instructional time
☐ Rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher are evident	☐ Feedback is substantive, specific, timely and supports student learning
☐ Lesson makes clear and coherent connections with student prior learning and future learning	☐ Teacher selects, develops and uses multiple assessments
☐ Teacher demonstrates content knowledge and uses content-specific language and strategies to engage students	☐ Teacher uses differentiated instructional strategies and resources for groups of students
☐ Other:	☐ Other:

Identified Focus Area(s) and Aligned Evidence, if Applicable:

Evaluator Summary Comments:

Evaluator Signature: _____ ☐ **Photocopy to Teacher**

Walkthroughs/Informal Observations
Ohio Teacher Evaluation System 2.0

Walkthrough: Open-Ended Form

Teacher Name: **Grade(s)/Subject Area(s):** **Date:**

Evaluator Name: **Time Walkthrough Begins:** **Time Walkthrough Ends:**

OBSERVATIONS

Evaluator Summary Comments:

Evaluator Signature: _____ ☐ **Photocopy to Teacher**

Professional Growth Plan

The Professional Growth Plan helps the teacher identify areas of professional development that will enable the teacher to enhance practice. The teacher is accountable for implementing and completing the plan. The plan must align to any district and/or building improvement plan(s). The Professional Growth Plan is developed annually. It is to be reviewed regularly and updated as necessary based on collaborative conversations between the evaluator and the teacher.

The Professional Growth Plan should reflect the evidence available and focus on the most recent evaluation and observations. The Professional Growth Plan should be individualized to the needs of the teacher. The school or district should provide for professional development opportunities and support the teacher by providing resources (e.g., time, financial). The Professional Growth Plan must be clear and comprehensive. It is aligned to the most recent evaluation results and proposes a sequence of appropriate activities leading to progress toward the goals.

Teacher Name: Evaluator Name: ☐ Self-Directed (Accomplished) ☐ Jointly Developed (Skilled) ☐ Evaluator Guided (Developing)

Choose the **Domain(s)** aligned to the goal(s).

☐ Focus for Learning
☐ Knowledge of Students
☐ Lesson Delivery
☐ Classroom Environment
☐ Assessment of Student Learning
☐ Professional Responsibilities

Goal Statement(s) Demonstrating Performance on ***Ohio Standards for the Teaching Profession***	Action Steps & Resources to Achieve Goal(s)	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)	Dates Discussed

Describe the alignment to district and/or building improvement plan(s):

Comments:

Teacher's Signature:_____ Date: _____

Evaluator's Signature: _____ Date: _____

The evaluator's signature on this form verifies the proper procedures as detailed in the local contract have been followed.

Sample Pre-Conference Questions to Guide a Coaching Conversation

The questions provided are intended to guide thinking and conversation; every question DOES NOT need to be answered and may not be relevant to every observation.

INSTRUCTIONAL PLANNING

FOCUS FOR LEARNING

- What content will students know/understand? What skills will they demonstrate?
- How has high-quality student data been utilized to set developmentally appropriate goals for student learning?
- What connections does this lesson make to previous and future learning, to other disciplines, to real life and/or possible careers?
- How do the activities, assessments and resources align with student needs, school and district priorities, and Ohio's Learning Standards?

KNOWLEDGE OF STUDENTS

- What should the evaluator know about the student population?
- How was it determined that this is a developmentally appropriate learning activity?
- How does this lesson connect to students' experiences and/or culture?

INSTRUCTION AND ASSESSMENT

LESSON DELIVERY

- How will the goals for learning be communicated to students?
- What questioning techniques will be used to check for understanding and encourage higher-level thinking?
- What collaborative and whole class instructional strategies will be used to engage all students?
- How will feedback be used to support student learning?
- What opportunities for student choice about learning paths and/or ways to demonstrate learning will be offered?

CLASSROOM ENVIRONMENT

- How do you demonstrate regard for student perspectives, experiences and culture?
- How do you ensure interactions are respectful and supportive?
- How are students involved in establishing and maintaining classroom routines and procedures?

ASSESSMENT OF STUDENT LEARNING

- How will you check for student understanding during the lesson?
- What potential learning obstacles might students encounter?
- What different methods of assessment are used in this lesson?
- How will you use assessment data to inform your next steps?
- What evidence does high-quality student data provide about student learning?

PROFESSIONALISM

PROFESSIONAL RESPONSIBILITIES

- Discuss ways you reflect on and analyze your teaching.
- How do you collaborate with colleagues to improve student learning and instructional practice?
- How do you promote two-way communication with students? With families?

Improvement Plan

Teacher Name: _____ Grade Level/ Subject: _____

School year: _____ Building: _____ Date of Improvement Plan Conference: _____

A written Improvement Plan is to be developed when an educator has a Final Holistic Rating of **Ineffective**. However, districts have discretion to place any teacher on an Improvement Plan at any time based on deficiencies in any individual component of the evaluation system. The notice requirements for being placed on an Improvement Plan, the components of the plan and the implementation process for the plan may be subject to the terms of a collective bargaining agreement.

The purpose of the Improvement Plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If the teacher does not take corrective actions in the timeline specified in the Improvement Plan, the evaluator may recommend the teacher be dismissed or continue working under the plan.

Section 1: Improvement Statement—List specific area(s) for improvement related to the ***Ohio Standards for the Teaching Profession***. Attach documentation.

Performance Standard(s) Addressed in this Plan	Date(s) Improvement Area(s) or Concern(s) Observed	Specific Statement of the Concern(s): Area(s) of Improvement

Section 2: Desired Level of Performance—List specific goal(s) to improve performance. Indicate what will be measured for each goal.

List Goal Statement(s) Indicating Performance on ***Ohio Standards for the Teaching Profession***	Beginning Date	Ending Date	Level of Performance: Specifically Describe Successful Improvement Target(s)

Section 3: Specific Plan of Action—Describe in detail specific actions the teacher must take to improve performance. Indicate the sources of evidence the evaluator will use to document the completion of the Improvement Plan.

Actions to be Taken	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)

Section 4: Assistance and Professional Development—Describe in detail specific supports that will be provided as well as opportunities for professional development.

Section 5: Alignment to District and/or Building Improvement Plan(s)— Describe the alignment to district and/or building improvement plan(s).

Comments:

Date for Improvement Plan to be evaluated: _____

Teacher's Signature:_____ Date: _____

Evaluator's Signature: _____ Date: _____

The evaluator's signature on this form verifies the proper procedures as detailed in the local contract have been followed.

Improvement Plan: Evaluation of Plan

Teacher Name: _____ Grade Level/ Subject: _____

School year: _____ Building: _____ Date of Evaluation: _____

The Improvement Plan will be evaluated at the end of the time specified in the plan. Outcomes from the Improvement Plan will be one of the following.

- ☐ Improvement is demonstrated and performance standards are met to a satisfactory level of performance.
- ☐ The Improvement Plan should continue for time specified: _____.
- ☐ Dismissal is recommended.

Comments: Provide justification for recommendation indicated above and attach evidence to support the recommended action.

I have reviewed this evaluation and discussed it with my evaluator. My signature indicates I have been advised of my performance status; it does not necessarily imply I agree with this evaluation.

Teacher's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

The evaluator's signature on this form verifies the proper procedures as detailed in the local contract have been followed.

Planning for the Post-Conference
Ohio Teacher Evaluation System 2.0

Post-Conference Planning

The goal for the conference leader is to cognitively coach the teacher through the use of reflective questions.

Considerations
Before deciding which reflective questions are best matched to the educator's performance and goals, consider the following:

- What focus area(s) might be/were identified after the Formal Holistic Observation? What evidence has been demonstrated to support growth in the focus area(s)?
- What are the teacher's goals on the Professional Growth Plan (PGP)? Do the measurable indicators identified on the PGP demonstrate progress on the plan?
- What does the teacher's high-quality student data (HQSD) demonstrate about instruction and student learning?
- How has the teacher provided evidence of *use* of the HQSD to impact student learning and teacher practice?
- What further supports might this teacher need to enhance practice and demonstrate growth?

Reflective Questions
The number and type of focus area(s) (strength and/or area of growth) are determined locally.

- Record 3 to 5 reflective questions aligned to the identified focus area(s) that would enhance a strength and/or support an area of growth.
  1.
  2.
  3.
  4.
  5.

Three Key Elements of the Instructional Post-Conference

Conducting the Post-Conference

1. Introduction/Greeting/Establish Length
   - Review Conference Process
   - General Impression Question: "How do you think the lesson went?"

2. Focus area(s)
   - Discuss identified focus area(s)
   - Ask self-reflection question/s
   - Provide evidence from notes
   - Share resources and supports

3. Present evidence and rating connected to the rubric.

Final Holistic Rating of Teacher Effectiveness—Full Evaluation

	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Formal Holistic Observation (followed by conference)	☐	☐	☐	☐
Formal Focused Observation **Focus Area(s):** ☐Focus for Learning ☐Knowledge of Students ☐Lesson Delivery ☐Classroom Environment ☐Assessment of Student Learning ☐Professional Responsibilities	☐	☐	☐	☐
Professional Growth Plan (or Improvement Plan) Goal(s): (Goal prepopulates from the earlier entry)				
Evaluator Comments:				
Teacher Comments:				
Final Holistic (Overall) Rating	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED

☐Check here if Improvement Plan has been recommended.

Teacher Signature _____ **Date** _____

Evaluator Signature _____ **Date** _____

APPENDIX C

PERKINS HEAD COACH
SUPPLEMENTAL CONTRACT EVALUATION

Name:_____

Assignment:_____ Date:_____

Number of years in this assignment:_____

Do you wish reemployment in this assignment: YES NO UNCERTAIN

I. Professional Responsibilities:

SE	AE		
_____	_____	1.	Follows state and federal law, Board of Education policy, administrative procedure, and the negotiated contract.
_____	_____	2.	Cooperates with the athletic dept. regarding the following lists or reports before the designated deadlines: a. preseason checklist b. roster c. bus/van times d. year-end reports (inventory, budget requests, awards list, won/lost record)
_____	_____	3.	Provides training rules to team members and follows due process procedures.
_____	_____	4.	Maintains open communication within the athletic coaching staff.
_____	_____	5.	Attends coaches and rules interpretation meetings.
_____	_____	6.	Cooperates with the media and reports contest results.
_____	_____	7.	Follows the rules and regulations set by all governing agencies (OHSAA, SBC, Perkins Board of Education).
_____	_____	8.	Participates in Parent's Night, Awards Programs, and Pep assemblies.

_____	_____	9.	Dresses in a professional and appropriate manner for contests and practices.
_____	_____	10.	Maintains a suitable bench conduct at contests towards players, officials, and contest workers.
_____	_____	11.	Maintains open communication with teachers, administrators, and support staff.
_____	_____	12.	Cooperates with the Middle School coaches/advisors in developing a coordinated program.
_____	_____	13.	Promotes all sports in the athletic program attempting to foster school spirit.
_____	_____	14.	Communicates with parents throughout the entire year.
_____	_____	15.	Makes college recommendations in cooperation with the guidance department.
_____	_____	16.	Attends in-service meetings, coaches' clinics, and other activities to improve coaching knowledge and performance.

II. Coaching Performance:

_____	_____	17.	Leads by example in appearance, manners, behavior, language, and conduct during a contest.
_____	_____	18.	Provides supervision of coaches, training, and dressing rooms and on bus trips.
_____	_____	19.	Has individual and team discipline and control.
_____	_____	20.	Disciplines individuals and the team according to training rules.
_____	_____	21.	Develops an organized practice schedule which utilizes the coaching staff members.
_____	_____	22.	Utilizes practice time for both individual and team development.

_____	_____	23.	Establishes the fundamental philosophy, skills, and techniques to be taught by the assistant coaching staff.
_____	_____	24.	Conducts staff meetings, including middle school coaches, as needed.
_____	_____	25.	Is prompt in meeting the team and staff for practices and contests.
_____	_____	26.	Shows an interest in athletics through off-season activities.
_____	_____	27.	Provides leadership and develops an attitude that produces positive efforts by the student-athletes.
_____	_____	28.	Knows the medical aspects of the positions including first aid, injury policies, and working with the athletic trainer, team doctor and/or family physician.
_____	_____	29.	Delegates authority among assistant coaches, but remains accountable.
_____	_____	30.	Uses ethical means of motivation, emphasizing values of competitive athletics and acceptable personal behavior and decision making.
_____	_____	31.	Team performance is consistent with the quality of athletes available.

III. Related Coaching Responsibilities:

_____	_____	32.	Cares for all equipment (issuance, collection, inventory, and storage).
_____	_____	33.	Cooperates in sharing of facilities by scheduling activities with the Athletic Administrator.
_____	_____	34.	Shows self-control and poise in areas related to coaching responsibilities.
_____	_____	35.	Displays enthusiasm and exhibits interest in coaching.
_____	_____	36.	Keeps the Athletic Administrator informed of all unusual events.

_____	_____	37.	Cooperates with service clubs, athletic booster club, and other organizations in their projects which relate to the athletic program.
_____	_____	38.	Encourages potential athletes to participate in a sport provided they are not involved in another sport at the same time.
_____	_____	39.	Advises the Athletic Administrator in the preparation of future schedules.
_____	_____	40.	Follows the prescribed procedures for the purchase of supplies and uniforms.
_____	_____	41.	Operates the program within the established budget.
_____	_____	42.	Assists the Athletic Administrator in the preparation of the next year's budget.

Contract Employee's Comments: (Attach an additional sheet if needed)

Overall Self-Evaluation: (Circle your performance rating)

Satisfactory Improvement Needed Unsatisfactory

Contract Employee's Signature:_____

Athletic Administrator's Comments: (Attach an additional sheet if needed)

Overall Athletic Administrator's Evaluation: (Circle employee's performance rating)

Satisfactory Improvement Needed Unsatisfactory

Athletic Administrator's Signature:_____

Perkins Local School District

Salary Schedule

Effective July 1, 2024 - June 30, 2025

23-24 BASE:		***$ 42,498***
+/- %:		***4.00%***
24-25 BASE:		***$ 44,198***

Appendix D - 1

	BACHELORS		***BACHELORS + 15***		***MASTERS***		***MASTERS + 15***	
Step	**Index**	**Salary**	**Index**	**Salary**	**Index**	**Salary**	**Index**	**Salary**
0	1.000	$ 44,198	1.050	$ 46,408	1.150	$ 50,828	1.200	$ 53,038
1	1.045	$ 46,187	1.096	$ 48,441	1.197	$ 52,905	1.248	$ 55,159
2	1.090	$ 48,176	1.142	$ 50,474	1.244	$ 54,982	1.296	$ 57,281
3	1.135	$ 50,165	1.188	$ 52,507	1.291	$ 57,060	1.344	$ 59,402
4	1.180	$ 52,154	1.234	$ 54,540	1.338	$ 59,137	1.392	$ 61,524
5	1.225	$ 54,143	1.280	$ 56,573	1.385	$ 61,214	1.440	$ 63,645
6	1.270	$ 56,131	1.326	$ 58,607	1.432	$ 63,292	1.488	$ 65,767
7	1.315	$ 58,120	1.372	$ 60,640	1.479	$ 65,369	1.536	$ 67,888
8	1.360	$ 60,109	1.418	$ 62,673	1.526	$ 67,446	1.584	$ 70,010
9	1.405	$ 62,098	1.464	$ 64,706	1.573	$ 69,523	1.632	$ 72,131
10	1.450	$ 64,087	1.510	$ 66,739	1.620	$ 71,601	1.680	$ 74,253
11	1.495	$ 66,076	1.556	$ 68,772	1.667	$ 73,678	1.728	$ 76,374
12	1.540	$ 68,065	1.602	$ 70,805	1.714	$ 75,755	1.776	$ 78,496
13	1.585	$ 70,054	1.648	$ 72,838	1.761	$ 77,833	1.824	$ 80,617
14	1.630	$ 72,043	1.694	$ 74,871	1.808	$ 79,910	1.872	$ 82,739
15	1.675	$ 74,032	1.740	$ 76,904	1.855	$ 81,987	1.920	$ 84,860
16	1.720	$ 76,021	1.786	$ 78,938	1.902	$ 84,065	1.968	$ 86,982
17	1.765	$ 78,009	1.832	$ 80,971	1.949	$ 86,142	2.016	$ 89,103
18	1.810	$ 79,998	1.878	$ 83,004	1.996	$ 88,219	2.064	$ 91,225
19	1.810	$ 79,998	1.878	$ 83,004	1.996	$ 88,219	2.064	$ 91,225
20	1.810	$ 79,998	1.878	$ 83,004	1.996	$ 88,219	2.064	$ 91,225
21	1.810	$ 79,998	1.878	$ 83,004	1.996	$ 88,219	2.064	$ 91,225
22	1.810	$ 79,998	1.878	$ 83,004	1.996	$ 88,219	2.064	$ 91,225
23	1.810	$ 79,998	1.878	$ 83,004	1.996	$ 88,219	2.064	$ 91,225
24	1.850	$ 81,766	1.918	$ 84,772	2.036	$ 89,987	2.104	$ 92,993
25	1.850	$ 81,766	1.918	$ 84,772	2.036	$ 89,987	2.104	$ 92,993
26	1.850	$ 81,766	1.918	$ 84,772	2.036	$ 89,987	2.104	$ 92,993
27	1.870	$ 82,650	1.938	$ 85,656	2.056	$ 90,871	2.124	$ 93,877
28	1.870	$ 82,650	1.938	$ 85,656	2.056	$ 90,871	2.124	$ 93,877
29	1.870	$ 82,650	1.938	$ 85,656	2.056	$ 90,871	2.124	$ 93,877
30	1.920	$ 84,860	1.988	$ 87,866	2.106	$ 93,081	2.174	$ 96,086
31	1.920	$ 84,860	1.988	$ 87,866	2.106	$ 93,081	2.174	$ 96,086
32	1.920	$ 84,860	1.988	$ 87,866	2.106	$ 93,081	2.174	$ 96,086
33	1.920	$ 85,860	1.988	$ 88,866	2.106	$ 94,081	2.174	$ 97,086
34	1.920	$ 85,860	1.988	$ 88,866	2.106	$ 94,081	2.174	$ 97,086
35	1.920	$ 85,860	1.988	$ 88,866	2.106	$ 94,081	2.174	$ 97,086

Perkins Local School District

Salary Schedule

Effective July 1, 2025 - June 30, 2026

24-25 BASE:		***$ 44,198***
+/- %:		***4.00%***
25-26 BASE		***$ 45,966***

Appendix D - 2

	BACHELORS		***BACHELORS + 15***		***MASTERS***		***MASTERS + 15***	
Step	**Index**	**Salary**	**Index**	**Salary**	**Index**	**Salary**	**Index**	**Salary**
0	1.000	$ 45,966	1.050	$ 48,264	1.150	$ 52,861	1.200	$ 55,159
1	1.045	$ 48,034	1.096	$ 50,379	1.197	$ 55,021	1.248	$ 57,365
2	1.090	$ 50,103	1.142	$ 52,493	1.244	$ 57,182	1.296	$ 59,572
3	1.135	$ 52,171	1.188	$ 54,607	1.291	$ 59,342	1.344	$ 61,778
4	1.180	$ 54,240	1.234	$ 56,722	1.338	$ 61,502	1.392	$ 63,985
5	1.225	$ 56,308	1.280	$ 58,836	1.385	$ 63,663	1.440	$ 66,191
6	1.270	$ 58,377	1.326	$ 60,951	1.432	$ 65,823	1.488	$ 68,397
7	1.315	$ 60,445	1.372	$ 63,065	1.479	$ 67,984	1.536	$ 70,604
8	1.360	$ 62,514	1.418	$ 65,180	1.526	$ 70,144	1.584	$ 72,810
9	1.405	$ 64,582	1.464	$ 67,294	1.573	$ 72,304	1.632	$ 75,016
10	1.450	$ 66,651	1.510	$ 69,409	1.620	$ 74,465	1.680	$ 77,223
11	1.495	$ 68,719	1.556	$ 71,523	1.667	$ 76,625	1.728	$ 79,429
12	1.540	$ 70,787	1.602	$ 73,637	1.714	$ 78,786	1.776	$ 81,635
13	1.585	$ 72,856	1.648	$ 75,752	1.761	$ 80,946	1.824	$ 83,842
14	1.630	$ 74,924	1.694	$ 77,866	1.808	$ 83,106	1.872	$ 86,048
15	1.675	$ 76,993	1.740	$ 79,981	1.855	$ 85,267	1.920	$ 88,255
16	1.720	$ 79,061	1.786	$ 82,095	1.902	$ 87,427	1.968	$ 90,461
17	1.765	$ 81,130	1.832	$ 84,210	1.949	$ 89,588	2.016	$ 92,667
18	1.810	$ 83,198	1.878	$ 86,324	1.996	$ 91,748	2.064	$ 94,874
19	1.810	$ 83,198	1.878	$ 86,324	1.996	$ 91,748	2.064	$ 94,874
20	1.810	$ 83,198	1.878	$ 86,324	1.996	$ 91,748	2.064	$ 94,874
21	1.810	$ 83,198	1.878	$ 86,324	1.996	$ 91,748	2.064	$ 94,874
22	1.810	$ 83,198	1.878	$ 86,324	1.996	$ 91,748	2.064	$ 94,874
23	1.810	$ 83,198	1.878	$ 86,324	1.996	$ 91,748	2.064	$ 94,874
24	1.850	$ 85,037	1.918	$ 88,163	2.036	$ 93,587	2.104	$ 96,712
25	1.850	$ 85,037	1.918	$ 88,163	2.036	$ 93,587	2.104	$ 96,712
26	1.850	$ 85,037	1.918	$ 88,163	2.036	$ 93,587	2.104	$ 96,712
27	1.870	$ 85,956	1.938	$ 89,082	2.056	$ 94,506	2.124	$ 97,632
28	1.870	$ 85,956	1.938	$ 89,082	2.056	$ 94,506	2.124	$ 97,632
29	1.870	$ 85,956	1.938	$ 89,082	2.056	$ 94,506	2.124	$ 97,632
30	1.920	$ 88,255	1.988	$ 91,380	2.106	$ 96,804	2.174	$ 99,930
31	1.920	$ 88,255	1.988	$ 91,380	2.106	$ 96,804	2.174	$ 99,930
32	1.920	$ 88,255	1.988	$ 91,380	2.106	$ 96,804	2.174	$ 99,930
33	1.920	$ 89,255	1.988	$ 92,380	2.106	$ 97,804	2.174	$ 100,930
34	1.920	$ 89,255	1.988	$ 92,380	2.106	$ 97,804	2.174	$ 100,930
35	1.920	$ 89,255	1.988	$ 92,380	2.106	$ 97,804	2.174	$ 100,930

Perkins Local School District

Salary Schedule

Effective July 1, 2026 - June 30, 2027

25-26 BASE:		***$ 45,966***
+/- %:		***3.00%***
26-27 BASE:		***$ 47,345***

	BACHELORS		***BACHELORS + 15***		***MASTERS***		***MASTERS + 15***	
Step	**Index**	**Salary**	**Index**	**Salary**	**Index**	**Salary**	**Index**	**Salary**
0	1.000	$ 47,345	1.050	$ 49,712	1.150	$ 54,447	1.200	$ 56,814
1	1.045	$ 49,475	1.096	$ 51,890	1.197	$ 56,672	1.248	$ 59,086
2	1.090	$ 51,606	1.142	$ 54,068	1.244	$ 58,897	1.296	$ 61,359
3	1.135	$ 53,736	1.188	$ 56,246	1.291	$ 61,122	1.344	$ 63,632
4	1.180	$ 55,867	1.234	$ 58,424	1.338	$ 63,347	1.392	$ 65,904
5	1.225	$ 57,997	1.280	$ 60,601	1.385	$ 65,573	1.440	$ 68,177
6	1.270	$ 60,128	1.326	$ 62,779	1.432	$ 67,798	1.488	$ 70,449
7	1.315	$ 62,259	1.372	$ 64,957	1.479	$ 70,023	1.536	$ 72,722
8	1.360	$ 64,389	1.418	$ 67,135	1.526	$ 72,248	1.584	$ 74,994
9	1.405	$ 66,520	1.464	$ 69,313	1.573	$ 74,473	1.632	$ 77,267
10	1.450	$ 68,650	1.510	$ 71,491	1.620	$ 76,699	1.680	$ 79,539
11	1.495	$ 70,781	1.556	$ 73,669	1.667	$ 78,924	1.728	$ 81,812
12	1.540	$ 72,911	1.602	$ 75,846	1.714	$ 81,149	1.776	$ 84,085
13	1.585	$ 75,042	1.648	$ 78,024	1.761	$ 83,374	1.824	$ 86,357
14	1.630	$ 77,172	1.694	$ 80,202	1.808	$ 85,600	1.872	$ 88,630
15	1.675	$ 79,303	1.740	$ 82,380	1.855	$ 87,825	1.920	$ 90,902
16	1.720	$ 81,433	1.786	$ 84,558	1.902	$ 90,050	1.968	$ 93,175
17	1.765	$ 83,564	1.832	$ 86,736	1.949	$ 92,275	2.016	$ 95,447
18	1.810	$ 85,694	1.878	$ 88,914	1.996	$ 94,500	2.064	$ 97,720
19	1.810	$ 85,694	1.878	$ 88,914	1.996	$ 94,500	2.064	$ 97,720
20	1.810	$ 85,694	1.878	$ 88,914	1.996	$ 94,500	2.064	$ 97,720
21	1.810	$ 85,694	1.878	$ 88,914	1.996	$ 94,500	2.064	$ 97,720
22	1.810	$ 85,694	1.878	$ 88,914	1.996	$ 94,500	2.064	$ 97,720
23	1.810	$ 85,694	1.878	$ 88,914	1.996	$ 94,500	2.064	$ 97,720
24	1.850	$ 87,588	1.918	$ 90,807	2.036	$ 96,394	2.104	$ 99,614
25	1.850	$ 87,588	1.918	$ 90,807	2.036	$ 96,394	2.104	$ 99,614
26	1.850	$ 87,588	1.918	$ 90,807	2.036	$ 96,394	2.104	$ 99,614
27	1.870	$ 88,535	1.938	$ 91,754	2.056	$ 97,341	2.124	$ 100,561
28	1.870	$ 88,535	1.938	$ 91,754	2.056	$ 97,341	2.124	$ 100,561
29	1.870	$ 88,535	1.938	$ 91,754	2.056	$ 97,341	2.124	$ 100,561
30	1.920	$ 90,902	1.988	$ 94,122	2.106	$ 99,708	2.174	$ 102,928
31	1.920	$ 90,902	1.988	$ 94,122	2.106	$ 99,708	2.174	$ 102,928
32	1.920	$ 90,902	1.988	$ 94,122	2.106	$ 99,708	2.174	$ 102,928
33	1.920	$ 91,902	1.988	$ 95,122	2.106	$ 100,708	2.174	$ 103,928
34	1.920	$ 91,902	1.988	$ 95,122	2.106	$ 100,708	2.174	$ 103,928
35	1.920	$ 91,902	1.988	$ 95,122	2.106	$ 100,708	2.174	$ 103,928

APPENDIX E: SUPPLEMENTAL SALARY SCHEDULE

FY25 Supplemental Salary (BA 0 + 5%): $ 46,407.88

Supplemental Salary July 1, 2024 June 30, 2025		**EXPERIENCE**						
ACADEMIC	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Jr. Class Advisor	10	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55
National Honoros Society	10	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55
Senior Class Advisor	11	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,248.55
Academy Exeperience Advisor	11	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,248.55
Fresh / Soph Class Advisor	12	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47
HS Student Council Advisor	12	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47
Academic Challenge Advisor	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
MS Student Council Advisor	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Divserity Club Advisor	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
French Club Advisor	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
HS Model UN	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
Meadowlawn Student Council Advisor	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
LPDC Committee Member	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
MS Model UN	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
MS Language Arts Competition	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
MS Math Competition	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
Mock Trial	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
French Club Advisor	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
Spanish Club Advisor	14	$ 696.12	$ 928.16	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,320.39
PERF. ARTS & MUSIC	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Marching, Stage & Pep Band	3	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95	$ 5,800.99	$ 6,033.02
Assistant Marching, Stage, & Prep Band	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
Auditorium Manager	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
Yearbook Advisor	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
Concert Band & Pit Orchestra	8	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63
Wind Ensemble & Pit Orchestra	8	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63
Fall Play Advisor	10	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55
Flag Corp Advisor	10	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55
HS Vocal Music	10	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55
Musical	10	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55
Robotics Advisor (2)	10	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55
MS Band	12	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47
MS Vocal Music	12	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47
Drama Club Advisor	12	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47
Assistant Aquatones	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Meadowlawn Magic Choir	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Musical Percussion Instructional	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Musical Vocal Instructor	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Muscial Choreography	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Pirette Advisor	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Set Construction	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47
Stage and Scenery Design	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47

ATHLETIC DEPARTMENT	LEVEL	0	1	2	3	4	5	6
HS Faculty Manager (3)	2	$ 5,568.95	$ 5,800.99	$ 6,033.02	$ 6,265.06	$ 6,497.10	$ 6,729.14	$ 6,961.18
Strength and Conditioning Seasonal (1)	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
MS Faculty Manager (1)	5	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71	$ 4,408.75	$ 4,640.79
FOOTBALL	LEVEL	0	1	2	3	4	5	6
HS Head Coach (1)	1	$ 7,425.26	$ 7,657.30	$ 7,889.34	$ 8,121.38	$ 8,353.42	$ 8,585.46	$ 8,817.50
HS Assistant Coach (6)	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
Frosh Head Coach / Varsity Assistant (2)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71
MS Coordinator (1)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71
MS Assitant Coach (3)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59
VOLLEYBALL	LEVEL	0	1	2	3	4	5	6
Head Coach	3	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95	$ 5,800.99	$ 6,033.02
HS Assistant Coach (2)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
Frosh Head Coach / Varsity Asstant (1)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71
MS Coach (2)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59
SOCCER	LEVEL	0	1	2	3	4	5	6
Head Coach	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
Assistant Coach (2 Boys / 2 Girls):	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
CROSS COUNTRY	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
MS Coach (1)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59
GOLF	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
CHEERLEADING	LEVEL	0	1	2	3	4	5	6
Varsity Cheer Advisor	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
JV Cheer Advisor (1)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
Freshman Cheer Advisor (1)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71
MS Cheer Advisor (2)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59
BASKETBALL	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	1	$ 7,425.26	$ 7,657.30	$ 7,889.34	$ 8,121.38	$ 8,353.42	$ 8,585.46	$ 8,817.50
Assistant Coach (2 Boys / 2 Cirls)	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
Boys Frosh Coach / Varsity Assistant (1)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71
Girls Frosh Coach / Varsity Assistant (1)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71
MS Coach (2 Boys / 2 Girls)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59
WRESTLING	LEVEL	0	1	2	3	4	5	6
Head Coach	2	$ 5,568.95	$ 5,800.99	$ 6,033.02	$ 6,265.06	$ 6,497.10	$ 6,729.14	$ 6,961.18
HS Assistant Coach (2)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
MS Coach (1)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59
SWIMMING AND DIVING	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	3	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95	$ 5,800.99	$ 6,033.02
Asst HS Coach (2)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
MS Swim Coach (2)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59
BOWLING	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95

BASEBALL	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach	3	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95	$ 5,800.99	$ 6,033.02
Assistant Coach (2)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
Frosh Coach / Varsity Assistant (1)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71

SOFTBALL	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach	3	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95	$ 5,800.99	$ 6,033.02
Assistant Coach (2)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
Frosh Coach / Varsity Assistant (1)	7	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 4,176.71

TRACK	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach (1 Boys / 1 Girls)	3	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95	$ 5,800.99	$ 6,033.02
Assistant Coach (4)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71
MS Coach (4)	9	$ 2,088.35	$ 2,320.39	$ 2,552.43	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59

TENNIS	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach (1 Boys / 1 Girls)	4	$ 4,176.71	$ 4,408.75	$ 4,640.79	$ 4,872.83	$ 5,104.87	$ 5,336.91	$ 5,568.95
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,784.47	$ 3,016.51	$ 3,248.55	$ 3,480.59	$ 3,712.63	$ 3,944.67	$ 4,176.71

eSports	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach - Seasonal (1)	13	$ 1,160.20	$ 1,392.24	$ 1,624.28	$ 1,856.32	$ 2,088.35	$ 2,320.39	$ 2,784.47

FY26 Supplemental Salary (BA 0 + 5%): $ 48,264.20

Supplemental Salary July 1, 2025 June 30, 2026		EXPERIENCE						
ACADEMIC	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Jr. Class Advisor	10	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49
National Honoros Society	10	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49
Senior Class Advisor	11	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,378.49
Academy Exeperience Advisor	11	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,378.49
Fresh / Soph Class Advisor	12	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85
HS Student Council Advisor	12	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85
Academic Challenge Advisor	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
MS Student Council Advisor	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Divserity Club Advisor	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
French Club Advisor	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
HS Model UN	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
Meadowlawn Student Council Advisor	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
LPDC Committee Member	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
MS Model UN	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
MS Language Arts Competition	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
MS Math Competition	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
Mock Trial	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
French Club Advisor	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
Spanish Club Advisor	14	$ 723.96	$ 965.28	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,413.21
PERF. ARTS & MUSIC	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Marching, Stage & Pep Band	3	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70	$ 6,033.02	$ 6,274.35
Assistant Marching, Stage, & Prep Band	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
Auditorium Manager	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
Yearbook Advisor	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
Concert Band & Pit Orchestra	8	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14
Wind Ensemble & Pit Orchestra	8	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14
Fall Play Advisor	10	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49
Flag Corp Advisor	10	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49
HS Vocal Music	10	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49
Musical	10	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49
Robotics Advisor (2)	10	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49
MS Band	12	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85
MS Vocal Music	12	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85
Drama Club Advisor	12	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85
Assistant Aquatones	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Meadowlawn Magic Choir	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Musical Percussion Instructional	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Musical Vocal Instructor	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Muscial Choreography	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Pirette Advisor	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Set Construction	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85
Stage and Scenery Design	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85

ATHLETIC DEPARTMENT	LEVEL	0	1	2	3	4	5	6
HS Faculty Manager (3)	2	$ 5,791.70	$ 6,033.02	$ 6,274.35	$ 6,515.67	$ 6,756.99	$ 6,998.31	$ 7,239.63
Strength and Conditioning Seasonal (1)	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
MS Faculty Manager (1)	5	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78	$ 4,585.10	$ 4,826.42
FOOTBALL	LEVEL	0	1	2	3	4	5	6
HS Head Coach (1)	1	$ 7,722.27	$ 7,963.59	$ 8,204.91	$ 8,446.23	$ 8,687.56	$ 8,928.88	$ 9,170.20
HS Assistant Coach (6)	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
Frosh Head Coach / Varsity Assistant (2)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78
MS Coordinator (1)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78
MS Assitant Coach (3)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81
VOLLEYBALL	LEVEL	0	1	2	3	4	5	6
Head Coach	3	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70	$ 6,033.02	$ 6,274.35
HS Assistant Coach (2)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
Frosh Head Coach / Varsity Asstant (1)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78
MS Coach (2)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81
SOCCER	LEVEL	0	1	2	3	4	5	6
Head Coach	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
Assistant Coach (2 Boys / 2 Girls):	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
CROSS COUNTRY	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
MS Coach (1)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81
GOLF	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
CHEERLEADING	LEVEL	0	1	2	3	4	5	6
Varsity Cheer Advisor	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
JV Cheer Advisor (1)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
Freshman Cheer Advisor (1)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78
MS Cheer Advisor (2)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81
BASKETBALL	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	1	$ 7,722.27	$ 7,963.59	$ 8,204.91	$ 8,446.23	$ 8,687.56	$ 8,928.88	$ 9,170.20
Assistant Coach (2 Boys / 2 Cirls)	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
Boys Frosh Coach / Varsity Assistant (1)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78
Girls Frosh Coach / Varsity Assistant (1)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78
MS Coach (2 Boys / 2 Girls)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81
WRESTLING	LEVEL	0	1	2	3	4	5	6
Head Coach	2	$ 5,791.70	$ 6,033.02	$ 6,274.35	$ 6,515.67	$ 6,756.99	$ 6,998.31	$ 7,239.63
HS Assistant Coach (2)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
MS Coach (1)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81
SWIMMING AND DIVING	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	3	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70	$ 6,033.02	$ 6,274.35
Asst HS Coach (2)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
MS Swim Coach (2)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81
BOWLING	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70

BASEBALL	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach	3	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70	$ 6,033.02	$ 6,274.35
Assistant Coach (2)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
Frosh Coach / Varsity Assistant (1)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78

SOFTBALL	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach	3	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70	$ 6,033.02	$ 6,274.35
Assistant Coach (2)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
Frosh Coach / Varsity Assistant (1)	7	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,343.78

TRACK	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach (1 Boys / 1 Girls)	3	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70	$ 6,033.02	$ 6,274.35
Assistant Coach (4)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78
MS Coach (4)	9	$ 2,171.89	$ 2,413.21	$ 2,654.53	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81

TENNIS	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach (1 Boys / 1 Girls)	4	$ 4,343.78	$ 4,585.10	$ 4,826.42	$ 5,067.74	$ 5,309.06	$ 5,550.38	$ 5,791.70
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,895.85	$ 3,137.17	$ 3,378.49	$ 3,619.81	$ 3,861.14	$ 4,102.46	$ 4,343.78

eSports	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach - Seasonal (1)	13	$ 1,206.60	$ 1,447.93	$ 1,689.25	$ 1,930.57	$ 2,171.89	$ 2,413.21	$ 2,895.85

FY27 Supplemental Salary (BA 0 + 5%): $ 49,712.12

Supplemental Salary July 1, 2026 June 30, 2027		**EXPERIENCE**						
ACADEMIC	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Jr. Class Advisor	10	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85
National Honoros Society	10	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85
Senior Class Advisor	11	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,479.85
Academy Exeperience Advisor	11	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,479.85
Fresh / Soph Class Advisor	12	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73
HS Student Council Advisor	12	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73
Academic Challenge Advisor	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
MS Student Council Advisor	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Divserity Club Advisor	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
French Club Advisor	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
HS Model UN	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
Meadowlawn Student Council Advisor	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
LPDC Committee Member	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
MS Model UN	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
MS Language Arts Competition	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
MS Math Competition	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
Mock Trial	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
French Club Advisor	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
Spanish Club Advisor	14	$ 745.68	$ 994.24	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,485.61
PERF. ARTS & MUSIC	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Marching, Stage & Pep Band	3	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45	$ 6,214.02	$ 6,462.58
Assistant Marching, Stage, & Prep Band	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
Auditorium Manager	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
Yearbook Advisor	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
Concert Band & Pit Orchestra	8	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97
Wind Ensemble & Pit Orchestra	8	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97
Fall Play Advisor	10	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85
Flag Corp Advisor	10	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85
HS Vocal Music	10	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85
Musical	10	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85
Robotics Advisor (2)	10	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85
MS Band	12	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73
MS Vocal Music	12	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73
Drama Club Advisor	12	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73
Assistant Aquatones	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Meadowlawn Magic Choir	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Musical Percussion Instructional	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Musical Vocal Instructor	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Muscial Choreography	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Pirette Advisor	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Set Construction	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73
Stage and Scenery Design	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73

ATHLETIC DEPARTMENT	LEVEL	0	1	2	3	4	5	6
HS Faculty Manager (3)	2	$ 5,965.45	$ 6,214.02	$ 6,462.58	$ 6,711.14	$ 6,959.70	$ 7,208.26	$ 7,456.82
Strength and Conditioning Seasonal (1)	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
MS Faculty Manager (1)	5	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09	$ 4,722.65	$ 4,971.21
FOOTBALL	LEVEL	0	1	2	3	4	5	6
HS Head Coach (1)	1	$ 7,953.94	$ 8,202.50	$ 8,451.06	$ 8,699.62	$ 8,948.18	$ 9,196.74	$ 9,445.30
HS Assistant Coach (6)	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
Frosh Head Coach / Varsity Assistant (2)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09
MS Coordinator (1)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09
MS Assitant Coach (3)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41
VOLLEYBALL	LEVEL	0	1	2	3	4	5	6
Head Coach	3	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45	$ 6,214.02	$ 6,462.58
HS Assistant Coach (2)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
Frosh Head Coach / Varsity Asstant (1)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09
MS Coach (2)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41
SOCCER	LEVEL	0	1	2	3	4	5	6
Head Coach	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
Assistant Coach (2 Boys / 2 Girls):	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
CROSS COUNTRY	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
MS Coach (1)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41
GOLF	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
CHEERLEADING	LEVEL	0	1	2	3	4	5	6
Varsity Cheer Advisor	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
JV Cheer Advisor (1)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
Freshman Cheer Advisor (1)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09
MS Cheer Advisor (2)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41
BASKETBALL	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	1	$ 7,953.94	$ 8,202.50	$ 8,451.06	$ 8,699.62	$ 8,948.18	$ 9,196.74	$ 9,445.30
Assistant Coach (2 Boys / 2 Cirls)	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
Boys Frosh Coach / Varsity Assistant (1)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09
Girls Frosh Coach / Varsity Assistant (1)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09
MS Coach (2 Boys / 2 Girls)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41
WRESTLING	LEVEL	0	1	2	3	4	5	6
Head Coach	2	$ 5,965.45	$ 6,214.02	$ 6,462.58	$ 6,711.14	$ 6,959.70	$ 7,208.26	$ 7,456.82
HS Assistant Coach (2)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
MS Coach (1)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41
BOWLING	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
SWIMMING AND DIVING	LEVEL	0	1	2	3	4	5	6
Head Coach (1 Boys / 1 Girls)	3	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45	$ 6,214.02	$ 6,462.58
Asst HS Coach (2)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
MS Swim Coach (2)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41

BASEBALL	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach	3	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45	$ 6,214.02	$ 6,462.58
Assistant Coach (2)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
Frosh Coach / Varsity Assistant (1)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09

SOFTBALL	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach	3	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45	$ 6,214.02	$ 6,462.58
Assistant Coach (2)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
Frosh Coach / Varsity Assistant (1)	7	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,474.09

TRACK	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach (1 Boys / 1 Girls)	3	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45	$ 6,214.02	$ 6,462.58
Assistant Coach (4)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09
MS Coach (4)	9	$ 2,237.05	$ 2,485.61	$ 2,734.17	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41

TENNIS	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach (1 Boys / 1 Girls)	4	$ 4,474.09	$ 4,722.65	$ 4,971.21	$ 5,219.77	$ 5,468.33	$ 5,716.89	$ 5,965.45
Assistant Coach (1 Boys / 1 Girls)	6	$ 2,982.73	$ 3,231.29	$ 3,479.85	$ 3,728.41	$ 3,976.97	$ 4,225.53	$ 4,474.09

eSports	**LEVEL**	**0**	**1**	**2**	**3**	**4**	**5**	**6**
Head Coach - Seasonal (1)	13	$ 1,242.80	$ 1,491.36	$ 1,739.92	$ 1,988.48	$ 2,237.05	$ 2,485.61	$ 2,982.73

APPENDIX F

CO-CONTRIBUTING 403.B ANNUITY PLAN

Current Years of Service	School Board Matching Amount	Number of Years	Board's Total Contribution
29	$500	1	$500
28	$500	2	$1,000
27	$500	3	$1,500
26	$1,500	4	$6,000
25	$1,200	5	$6,000
24	$1,000	6	$6,000
23	$900	7	$6,300
22	$900	8	$6,400
21	$800	9	$6,750
20	$750	10	$7,000
19	$700	11	$7,150
18	$650	12	$7,200
17	$600	13	$7,475
16	$575	14	$7,700
15	$550	15	$7,875
14	$525	16	$8,000
13	$500	17	$8,500
12	$500	18	$9,000
11	$500	19	$9,500
10	$500	20	$10,000
9	$500	21	$10,500
8	$500	22	$11,000
7	$500	23	$11,500
6	$500	24	$12,000
5	$500	25	$12,500
4	$500	26	$13,000
3	$500	27	$13,500
2	$500	28	$14,000
1	$500	29	$14,500
0	$500	30	$15,000

Steps 15-29 apply only to bargaining unit members employed as of June 30, 1999 representing their documented STRS experience.
All bargaining unit members employed after June 30, 1999 shall receive $500 per year.

APPENDIX G

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE GUIDELINES

The Perkins Public Schools are an integral part of the community and provide for the intellectual, physical, social, and emotional growth of the people we serve.

Our mission is to:

Provide a safe, positive, learning environment.
Encourage maximum personal growth.
Develop productive and responsible citizens.

A. MEMBERSHIP QUALIFICATIONS

The LPDC shall consist of seven (7) members. A majority shall be teachers (4), two (2) building administrators, and one (1) administrator appointed by the Superintendent.

Teacher membership shall be representative of primary (K-2), intermediate (3-5), middle school (6-8), and high school (9-12). For the purpose of identification as an elementary or secondary, a teacher engaged in both elementary and secondary responsibilities shall be designated at the level at which the majority of their student contact time dictates. Any one so elected shall be allowed to finish the duration of their term despite any transfer, voluntary or involuntary, which takes place prior to the completion of their term.

Committee members who discover they are unable to fulfill their role as an active committee member may withdraw by notifying the chair in writing and shall receive a prorated share of their supplemental salary. A new member elected for a resigning member shall receive a prorated supplemental salary. No reason need be given. Each committee member must have a minimum of three (3) years of professional experience in Perkins Schools.

Committee vacancies among teacher members shall be addressed by the bargaining unit, which shall designate replacement members as necessary. Similarly, the Superintendent shall address administrative vacancies.

Committee members shall be issued a limited supplemental contract subject to their election by the bargaining unit. Each building shall nominate teacher candidate(s) to be elected by the general membership in August or September for teacher committee vacancies.

B. FREQUENCY OF MEETINGS

Committee members shall be compensated pursuant to the supplemental salary for service as committee members.

The Perkins Public Schools LPDC members shall determine the frequency, time, and place of meetings.

Members shall be compensated at Level 14 of the current negotiated agreement.

C. TRAINING

LPDC members shall participate in a maximum of twenty (20) hours of professional development designed to prepare them for their roles as members of the district's LPDC. Training shall include information about Senate Bill 230 requirements, LPDC guidelines, team building, decision-making, and roles and responsibilities. The training shall include evaluation training so the committee can monitor its operation. Training shall be approved by the chairperson.

D. DUTIES

Committee members will serve as staff information contact persons, serve as reviewers of district educator professional development plans for the certificate/license renewal, and suggest necessary professional growth needs for educators.

Members shall conduct business during LPDC meetings using the following rules:

The vote to approve a teacher's renewal of license and/or certificate shall be three (3) teachers and two (2) administrators.

The vote to approve an administrator's renewal of license and/or certificate shall be by three (3) administrators and two (2) teachers.

Committee members may abstain from voting when approving an IPDP or a renewal request from their building.

Approval of all IPDP's is by simple majority.

A quorum shall be six (6) of the seven (7) members in order to conduct LPDC business.

Minutes of all meetings shall be maintained.

E. INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

Beginning with the 1998-1999 school year, all district educators, except those working under a permanent certificate/license, will prepare an Individual Professional Development Plan (IPDP) to address their personal, professional, and assigned goal as they relate to student needs, grade level and assignment, building goals, district goals, regional and state performance standards.

Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, and/or individual. The majority of the

professional development indicated in the IPDP should be relevant to current working assignments.

An IPDP will be submitted to the LPDC by the second Friday of October to begin a five-year cycle.

Year one:

Step 1 Each educator must complete an informal self-assessment.

Step 2 Each educator may meet with members of a support team (i.e. grade level team member, department head, mentor, etc.) assisting in the development of another's educators IPDP.

Step 3 By the second Friday in October, each teacher will submit their IPDP to their building administrator for review.

Step 4 Growth Plan submitted.

Years two, three, four, and five will include a yearly building level reflection/update due by the second Friday in October.

Educators new to the district shall meet with the LPDC committee in late September to complete or review their IPDP. This is during release time.

F. PROCEDURES

A simple majority, three (3) of the five (5) members of the LPDC, must approve all decisions affecting the status of IPDP's, revisions of IPDP's and/or CEU proposals. LPDC members shall review each proposal with respect to the Checklist criteria. Each Checklist item must have 3/5 agreement to be approved. All Checklist items must indicate "yes" to qualify for IPDP approval.

The educator must maintain a log of professional growth activities for his/her own review and for later post-approval by the LPDC prior to the time of the educator's certificate/license renewal. Any changes to the IPDP must be approved by the LPDC prior to implementing the change. It is the responsibility of the educator to maintain a personal record of all locally approved CEU's and university transcripts.

Coursework must conform to the existing negotiated agreement policy for consideration. Other courses/classes/workshops may be submitted as equivalent activities.

Every employee of the Perkins Local Schools Board of Education, holding an Ohio Provisional or Professional certificate(s)/license(s), must have an approved IPDP on file by the second Friday of October, 1998.

Any submitted proposal deemed unreadable by the LPDC shall be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.

IPDP's are to be returned within five (5) working days after the LPDC has reviewed the plan.

IPDP's which are denied may be resubmitted with modifications, or they may be appealed.

IPDP's must be submitted on the forms prescribed by the LPDC.

Coursework and Ohio Department of Education (ODE) approved CEU's must be from ODE accredited providers and must have been earned during the life of the certificate or license to be renewed.

Reimbursement for tuition or movement on the salary schedule as part of the district's negotiated agreement is not related to LPDC approval of coursework or CEU's for renewal purposes.

Coursework, CEU classes/workshops, and/or equivalent activities completed prior to July 1, 1998 shall be accepted if included in the applicant's IPDP.

G. APPEALS

An appeals process is available for any IPDP or section of an IPDP not approved by the LPDC. All appeals correspondence must be directed to the LPDC.

The appeals process is as follows:

Step 1: If the IPDP is rejected by the LPDC, the educator shall be given a copy of the IPDP Review Criteria with the reasons for rejection clearly indicated. Educators may then submit a revised plan prior to the next regularly scheduled LPDC meeting.

Step 2: If the plan is rejected following Step 1, the educator may request reconsideration through a personal explanation to the LPDC within five (5) working days of the rejection in Step 1.

Step 3: If lack of approval still exists, the educator may request the formation of a three-person appeals panel consisting of:

1 certificated/licensed educator selected by the educator;
1 certificated/licensed educator selected by the LPDC;
1 certificated/licensed educator mutually agreed upon by the educator and the LPDC.

The appeal's panel is the final step in local resolution to the appeal. The Ohio Department of Education as the administrative agency of the Ohio State Board of Education is the issuing authority for educator certificates and licenses.

H. RECIPROCITY

Previously employed new hires that hold an Ohio Certificate/License and who have had coursework/activities approved by their prior LPDC during the current renewal cycle shall have that coursework/activities approved by the Perkins LPDC when accompanied by supporting documentation.

I. CREDITS

Units may be granted if they support an individual's Professional Development Plan that is based on the Ohio Department of Education's Teacher Education and Licensure Standards (Administrative Code, Chapter 3301-24). Units may not be granted for what is part of your job expectation. Balanced professional growth is dependent upon a variety of experiences, including:

- Courses taken at accredited colleges or universities
- CEU's
- Workshops
- Building/district projects
- Individual projects

Under the standards for license renewal, eighteen (18) professional development units or six (6) semester hours are required.

1 semester hour = 3 CEU units
1 quarter hour = 2 CEU units
10 contact hours = 1 CEU unit for workshop/project experiences

To nurture the development of master teachers with expansive liberal arts knowledge, the LPDC has set limits on the following areas:

- The number of units earned during student attendance days is two (2) units per year
- The number of units that can be earned from locally developed initiatives (i.e. summer writing, district workshops) is two (2) units per year
- The number of units that can be earned from individual projects is two (2) units per year
- Year refers to growth plan year, March-March, overlapping experiences may be assigned to either year.

Units will be granted according to how they support an individual's IPDP in one (1) or more of the following areas, but not limited to:

Subject matter	Student learning	Diversity of learners
Planning instruction	Instructional strategies	Learning environment
Communication	Assessment	Student support

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$500**/single, **$1,000**/family Network **$500**/single, **$1,000**/family Non-Network	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there benefit changes related to COVID-19?	Yes, in accordance with Families First Coronavirus Response Act and Ohio Department of Insurance Bulletin 2020-05.	Testing for COVID-19 is covered with no member cost sharing. Also, all treatment related to a COVID-19 diagnosis is covered as an emergency service, at the in-network benefit level.
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$1,000**/single, **$2,000**/family Network **$2,500**/single, **$5,000**/family Non-Network **Out-of-pocket Limit:** **$1,500**/single, **$3,000**/family Network **$3,000**/single, **$6,000**/family Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit?	**Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.
Will you pay less if you use a network provider?	Yes, See MedMutual.com/SBC or call 800-540-2583 for a list of participating providers.	This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services.
Do you need a referral to see a specialist?	No	You can see the **specialist** you choose without a **referral.**

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out of Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$25 copay/visit	$25 copay/visit, 30% coinsurance	None
	Specialist visit	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
	Preventive care/screening/ immunization	No charge	$25 copay/visit, 30% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	10% coinsurance	30% coinsurance	None
	Imaging (CT/PET scans, MRIs)	10% coinsurance	30% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out of Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information is available at www.ExpressScripts.com	Generic Copay – Retail Generic Copay – Mail Order Generic Copay – Specialty Mail Order Preferred Copay – Retail Preferred Copay – Mail Order Preferred Copay – Specialty Mail Order Non- Preferred Copay – Retail Non- Preferred Copay – Mail Order Non-Preferred Copay – Specialty Mail Order	$7.50 $15 $15 $25 $50 $50 $50 $100 $100	Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply	Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 30-day supply Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 30-day supply Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 30-day supply
	See HESE Health Benefit Plan Prescription Drug Summary for further information.			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (outpatient)	10% coinsurance	30% coinsurance	None
If you need immediate medical attention	Emergency room care	$100 copay/visit		None
	Emergency medical transportation	10% coinsurance	30% coinsurance	None
	Urgent care	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (inpatient)	10% coinsurance	30% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out of Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	30% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	10% coinsurance	30% coinsurance	None
	Childbirth/delivery facility services	10% coinsurance	30% coinsurance	None
If you need help recovering or have other special health needs	Home health care	10% coinsurance	30% coinsurance	None
	Rehabilitation services (Physical Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Occupational Therapy)
	Habilitation services (Occupational Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Physical Therapy)
	Habilitation services (Speech Therapy)	10% coinsurance	30% coinsurance	(20 visits per benefit period)
	Skilled nursing care	10% coinsurance	30% coinsurance	None
	Durable medical equipment	10% coinsurance	30% coinsurance	None
	Hospice services	10% coinsurance	30% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	$25 copay/visit, 30% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside of the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Eye Care (Adult)
• Children's glasses	• Infertility Treatment	• Routine Foot Care
• Cosmetic Surgery	• Long-Term Care	• Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Chiropractic Care	• Private-Duty Nursing

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet the Minimum Value Standards? Yes

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost-sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby
(9 months of in network pre natal care and a hospital delivery)

The plan's overall deductible	**$500**
Specialist copay	**$40**
Hospital (facility) coinsurance	**10%**
Other coinsurance	**10%**

This EXAMPLE event includes services like:
Specialist office visits *(prenatal care)*
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests *(ultrasounds and blood work)*
Specialist visit *(anesthesia)*

Total Example Cost	**$12,800**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$500
Copayments	$0
Coinsurance	$1,000
What isn't covered	
Limits or exclusions	$100
The total Peg would pay is	**$1,600**

Managing Joe's Type 2 Diabetes
(a year of routine in network care of a well controlled condition)

The plan's overall deductible	**$500**
Specialist copay	**$40**
Hospital (facility) coinsurance	**10%**
Other coinsurance	**10%**

This EXAMPLE event includes services like:
Primary care physician office visits *(including disease education)*
Diagnostic tests *(blood work)*
Prescription drugs
Durable medical equipment *(glucose meter)*

Total Example Cost	**$7,400**
In this example, Joe would pay:	
Cost Sharing	
Deductibles	$100
Copayments	$200
Coinsurance	$0
What isn't covered	
Limits or exclusions	$6,000
The total Joe would pay is	**$6,300**

Mia's Simple Fracture
(in network emergency room visit and follow up care)

The plan's overall deductible	**$500**
Specialist copay	**$40**
Hospital (facility) coinsurance	**10%**
Other coinsurance	**10%**

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	**$1,900**
In this example, Mia would pay:	
Cost Sharing	
Deductibles	$500
Copayments	$200
Coinsurance	$60
What isn't covered	
Limits or exclusions	$0
The total Mia would pay is	**$760**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-540-2583.

The plan would be responsible for the other costs of these EXAMPLE covered services.

*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

The plan would be responsible for the other costs of these EXAMPLE covered services.

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$1,000**/single, **$2,000**/family Network **$2,000**/single, **$4,000**/family Non-Network	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there benefit changes related to COVID-19?	Yes, in accordance with Families First Coronavirus Response Act and Ohio Department of Insurance Bulletin 2020-05.	Testing for COVID-19 is covered with no member cost sharing. Also, all treatment related to a COVID-19 diagnosis is covered as an emergency service, at the in-network benefit level.
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$3,000**/single, **$6,000**/family Network **$6,000**/single, **$12,000**/family Non-Network **Out-of-pocket Limit:** **$7,150**/single, **$14,300**/family Network **$8,000**/single, **$16,000**/family Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit?	**Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.
Do you need a referral to see a specialist?	No	You can see the **specialist** you choose without a **referral.**

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out of Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic			30% coinsurance	
	Specialist visit	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
				aren't preventive. Ask your provider if Then check what your plan will pay
If you have a test	Diagnostic test (x-ray, blood work)	10% coinsurance	30% coinsurance	None
		10% coinsurance	30% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out of Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information is available at www.ExpressScripts.com	Generic Copay – Retail	$5 copay	Does Not Apply	Covers up to a 30-day supply
	Generic Copay – Mail Order	$10 copay	Does Not Apply	Covers up to a 90-day supply
	Preferred Copay – Retail	$30 copay	Does Not Apply	Covers up to a 30-day supply
	Preferred Copay – Mail Order	$60 copay	Does Not Apply	Covers up to a 90-day supply
	Non- Preferred Copay – Retail	$60 copay	Does Not Apply	Covers up to a 30-day supply
	Non- Preferred Copay – Mail Order	$120 copay	Does Not Apply	Covers up to a 90-day supply
	Specialty Generic Copay	10% - $100 max. copay	Does Not Apply	Covers up to a 30-day supply
	Specialty Generic Copay – Mail Order	10% - $200 max. copay	Does Not Apply	Covers up to a 90-day supply
	Specialty Preferred Copay – Retail	20% - $150 max. copay	Does Not Apply	Covers up to a 30-day supply
	Specialty Preferred Copay – Mail Order	20% - $300 max. copay	Does Not Apply	Covers up to a 90-day supply
	Specialty Non-Preferred Copay – Retail	20% - $250 max. copay	Does Not Apply	Covers up to a 30-day supply
	Specialty Non-Preferred Copay – Mail Order	20% - $500 max. copay	Does Not Apply	Covers up to a 90-day supply
	See HESE Health Benefit Plan Prescription Drug Summary for further information.			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (outpatient)	10% coinsurance	30% coinsurance	None
If you need immediate medical attention	Emergency room care	$250 copay/visit		None
	Emergency medical transportation	10% coinsurance	30% coinsurance	None
	Urgent care	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (inpatient)	10% coinsurance	30% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out of Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	30% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	10% coinsurance	30% coinsurance	None
	Childbirth/delivery facility services	10% coinsurance	30% coinsurance	None
If you need help recovering or have other special health needs	Home health care	10% coinsurance	30% coinsurance	None
	Rehabilitation services (Physical Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Occupational Therapy)
	Habilitation services (Occupational Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Physical Therapy)
	Habilitation services (Speech Therapy)	10% coinsurance	30% coinsurance	(20 visits per benefit period)
	Skilled nursing care	10% coinsurance	30% coinsurance	None
	Durable medical equipment	10% coinsurance	30% coinsurance	None
	Hospice services	10% coinsurance	30% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	$25 copay/visit, 30% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside of the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Eye Care (Adult)
• Children's glasses	• Infertility Treatment	• Routine Foot Care
• Cosmetic Surgery	• Long-Term Care	• Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Chiropractic Care	• Private-Duty Nursing

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet the Minimum Value Standards? Yes

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

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Peg is Having a Baby
(9 months of in network pre natal care and a hospital delivery)

The plan's overall deductible	$1,000
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Specialist office visits *(prenatal care)*
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests *(ultrasounds and blood work)*
Specialist visit *(anesthesia)*

Total Example Cost	**$12,800**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$1,000
Copayments	$0
Coinsurance	$1,200
What isn't covered	
Limits or exclusions	$100
The total Peg would pay is	**$2,300**

Managing Joe's Type 2 Diabetes
(a year of routine in network care of a well controlled condition)

The plan's overall deductible	$1,000
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Primary care physician office visits *(including disease education)*
Diagnostic tests *(blood work)*
Prescription drugs
Durable medical equipment *(glucose meter)*

Total Example Cost	**$7,400**
In this example, Joe would pay:	
Cost Sharing	
Deductibles	$100
Copayments	$200
Coinsurance	$0
What isn't covered	
Limits or exclusions	$6,000
The total Joe would pay is	**$6,300**

Mia's Simple Fracture
(in network emergency room visit and follow up care)

The plan's overall deductible	$1,000
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	**$1,900**
In this example, Mia would pay:	
Cost Sharing	
Deductibles	$1,000
Copayments	$300
Coinsurance	$10
What isn't covered	
Limits or exclusions	$0
The total Mia would pay is	**$1,310**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-540-2583.

The plan would be responsible for the other costs of these EXAMPLE covered services.

*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

The plan would be responsible for the other costs of these EXAMPLE covered services.

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$3,750**/single, **$7,500**/family Network **$3,750**/single, **$7,500**/family Non-Network	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there benefit changes related to COVID-19?	Yes, in accordance with Families First Coronavirus Response Act and Ohio Department of Insurance Bulletin 2020-05.	Testing for COVID-19 is covered with no member cost sharing. Also, all treatment related to a COVID-19 diagnosis is covered as an emergency service, at the in-network benefit level.
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$2,500**/single, **$5,000**/family Network **$6,250**/single, **$12,500**/family Non-Network **Out-of-pocket Limit:** **$6,250**/single, **$12,500**/family Network **$10,000**/single, **$20,000**/family Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit?	**Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.
Will you pay less if you use a network provider?	Yes, See MedMutual.com/SBC or call 800-540-2583 for a list of participating providers.	This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services.
Do you need a referral to see a specialist?	No	You can see the **specialist** you choose without a **referral.**

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out of Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$50 copay/visit	$50 copay/visit, 50% coinsurance	None
	Specialist visit	$100 copay/visit	$100 copay/visit, 50% coinsurance	None
	Preventive care/screening/immunization	No charge	$50 copay/visit, 50% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	30% coinsurance	50% coinsurance	None
	Imaging (CT/PET scans, MRIs)	30% coinsurance	50% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out of Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information is available at www.ExpressScripts.com	Generic Copay – Retail Generic Copay – Mail Order Generic Copay – Specialty Mail Order Preferred Copay – Retail Preferred Copay – Mail Order Preferred Copay – Specialty Mail Order Non- Preferred Copay – Retail Non- Preferred Copay – Mail Order Non-Preferred Copay – Specialty Mail Order	$10 $20 $400 $50 $100 $400 $100 $200 $400	Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply	Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 90-day supply Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 90-day supply Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 90-day supply
	See HESE Health Benefit Plan Prescription Drug Summary for further information.			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	30% coinsurance	50% coinsurance	None
	Physician/surgeon fees (outpatient)	30% coinsurance	50% coinsurance	None
If you need immediate medical attention	Emergency room care	$300 copay/visit		None
	Emergency medical transportation	30% coinsurance	50% coinsurance	None
	Urgent care	$100 copay/visit	$100 copay/visit, 50% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	30% coinsurance	50% coinsurance	None
	Physician/surgeon fees (inpatient)	30% coinsurance	50% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out of Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	50% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	30% coinsurance	50% coinsurance	None
	Childbirth/delivery facility services	30% coinsurance	50% coinsurance	None
If you need help recovering or have other special health needs	Home health care	30% coinsurance	50% coinsurance	None
	Rehabilitation services (Physical Therapy)	30% coinsurance	50% coinsurance	(40 visits per benefit period, combined with Occupational Therapy)
	Habilitation services (Occupational Therapy)	30% coinsurance	50% coinsurance	(40 visits per benefit period, combined with Physical Therapy)
	Habilitation services (Speech Therapy)	30% coinsurance	50% coinsurance	(20 visits per benefit period)
	Skilled nursing care	30% coinsurance	50% coinsurance	None
	Durable medical equipment	30% coinsurance	50% coinsurance	None
	Hospice services	30% coinsurance	50% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	$50 copay/visit, 50% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside of the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Eye Care (Adult)
• Children's glasses	• Infertility Treatment	• Routine Foot Care
• Cosmetic Surgery	• Long-Term Care	• Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Chiropractic Care	• Private-Duty Nursing

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet the Minimum Value Standards? Yes

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost-sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby
(9 months of in network pre natal care and a hospital delivery)

The plan's overall deductible	$3,750
Specialist copay	$100
Hospital (facility) coinsurance	30%
Other coinsurance	30%

This EXAMPLE event includes services like:
Specialist office visits *(prenatal care)*
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests *(ultrasounds and blood work)*
Specialist visit *(anesthesia)*

Total Example Cost	**$12,800**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$3,750
Copayments	$0
Coinsurance	$2,500
What isn't covered	
Limits or exclusions	$100
The total Peg would pay is	**$6,350**

Managing Joe's Type 2 Diabetes
(a year of routine in network care of a well controlled condition)

The plan's overall deductible	$3,750
Specialist copay	$100
Hospital (facility) coinsurance	30%
Other coinsurance	30%

This EXAMPLE event includes services like:
Primary care physician office visits *(including disease education)*
Diagnostic tests *(blood work)*
Prescription drugs
Durable medical equipment *(glucose meter)*

Total Example Cost	**$7,400**
In this example, Joe would pay:	
Cost Sharing	
Deductibles	$100
Copayments	$400
Coinsurance	$0
What isn't covered	
Limits or exclusions	$6,000
The total Joe would pay is	**$6,500**

Mia's Simple Fracture
(in network emergency room visit and follow up care)

The plan's overall deductible	$3,750
Specialist copay	$100
Hospital (facility) coinsurance	30%
Other coinsurance	30%

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	**$1,900**
In this example, Mia would pay:	
Cost Sharing	
Deductibles	$1,100
Copayments	$500
Coinsurance	$0
What isn't covered	
Limits or exclusions	$0
The total Mia would pay is	**$1,600**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 800-540-2583.

The plan would be responsible for the other costs of these EXAMPLE covered services.

*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

The plan would be responsible for the other costs of these EXAMPLE covered services.

APPENDIX I

EXPENSE REIMBURSEMENTS

TRAVEL POLICY

1. ELIGIBLE EXPENSES

Activities which justify the reimbursement of travel expenses include the conduct of District errands, transactions of District business, and attendance at District meetings, workshops, conferences, or other selected educational/professional functions related to the Staff member's job.

2. PERSONAL VEHICLES/MILEAGE REIMBURSEMENT

The District will reimburse a Staff member for the use of personal vehicles for District business at the current IRS mileage allowance rate adopted by the IRS and effective on July 1 of each year.

3. CARPOOLING

Carpooling is required whenever feasible.

4. MEALS

Certified employees will be reimbursed up to one hundred ten percent (110%) of the maximum CONUS (Continental United States) per diem rates for federal travel customers per day for meals. Certified employees are reimbursed with bona fide documentation for gratuities for any meals while on professional leave in the performance of their duties within the limits of prior approved meal reimbursements.

On partial days of a multiple day meeting/workshop/conference (first day of travel and last day of travel), the District will pro rate the amount of reimbursement.

If a certified employee is attending a one-day meeting and is approved for overnight lodging, the day prior to the meeting, the employee will be reimbursed for meals the day of the meeting only.

When a certified employee is attending a workshop/seminar/conference where some meals are provided as part of the professional development activity, the certified employee will be reimbursed up to one-half (½) or one hundred ten percent (110%) of the maximum CONUS (Continental United States) per diem rates for federal travel customers per day for meals.

5. LODGING

Reimbursement is allowable for lodging expenses associated with attendance at out-of-area conferences or meetings. Reimbursement will not exceed conference lodging rate [if accommodations are available at conference related lodging establishment]. If conference-related accommodations are not available, reimbursement will not exceed one hundred ten percent (110%) of conference lodging.

For one-day meetings within a seventy-five (75) mile radius of the District, reimbursement for lodging will NOT be granted for overnight lodging. For one-day meetings within a one hundred fifty (150) mile radius of the District, reimbursement for lodging may be granted if the overnight stay is justified based on early morning or late hour attendance requirements. The Superintendent must preauthorize such overnight stay.

For multi-day meetings within a seventy-five (75) mile radius of the District, reimbursement will be granted for overnight lodging for nights inclusive of the multi-day meeting. For multi-day meetings within a one hundred fifty (150) mile radius of the District, reimbursement for lodging will be granted with the inclusion of the night before or after the workshop/seminar as justified by early morning or late hour attendance requirements.

6. OTHER TRANSPORATION COSTS

Other transportation costs which may be reimbursed are parking charges, transportation fares, and tolls. Receipts must be attached to the "Application for Professional Travel Reimbursement" form #005 for reimbursement.

7. EXPENSE REIMBURSEMENT

Mileage and travel costs must be listed on the "Application for Travel Reimbursement" form #005. A Staff member will submit all receipts with forms to the Treasurer within twenty-one (21) calendar days following the end date of the leave. Proof of attendance at a seminar/workshop must be submitted with the "Application for Travel Reimbursement". Under no circumstances will reimbursements be made without a receipt.

8. CONFERENCE REGISTRATION FEES:

Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher.

9. CANCELLATIONS

A Staff member will be responsible for the costs incurred by unreasonable failures to cancel conference/seminar, transportation or hotel reservations. If there are extenuating

circumstances, a Staff member must provide documentation in writing to the Superintendent. The Superintendent is the authorized administrator to approve whether or not the explanation his viable.

10. EXAMPLES OF NON-REIMBURSABLE EXPENSES INCLUDE BUT ARE NOT LMITED TO:

Gratuities in Excess of fifteen percent (15%)
Personal telephone calls
In-room movie rentals/airline headsets
Alcoholic beverages
Meals for relatives and friends
Fines for automobile violations
Lost or stolen tickets, cash or property
Coat check
Late checkout and room guaranteed charges
Entertainment
Keys locked in personal automobile
Laundry and dry cleaning
Personal automobile accident insurance
Tobacco products
Towing personal automobile
Costs incurred by unreasonable failures to cancel transportation or hotel reservations
Travel accident insurance premiums/travel insurance e.g., baggage insurance, airline ticket insurance, etc.
Expenses not directly related to the performance of the travel assignment
Excessive costs, such as those caused by circuitous routes or luxury services or accommodations

Please check with the Treasurer if you are in doubt about reimbursable expenses. The Superintendent may grant variances in special circumstances.

NOTE: Gratuities in excess of fifteen percent (15%) will be eligible for reimbursement if dinning establishment automatically includes higher gratuity percentage as standard policy [i.e. large party standard gratuity of twenty percent (20%)]

Perkins Education Association

Alice James, President

Perkins Local School District Board of Education

James P. Gunner, Superintendent

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process**.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME