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MASTER AGREEMENT

BETWEEN THE

LOGAN-HOCKING LOCAL

BOARD OF EDUCATION

AND THE

LOGAN EDUCATION ASSOCIATION

SEOEA/OEA/NEA

September 1, 2024 – August 31, 2027

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ARTICLE I
RECOGNITION

1. The Logan-Hocking Local Board of Education recognizes the Logan Education Association, affiliated with the OEA/NEA, as the sole and exclusive bargaining agent for all certified personnel under regular teaching contract, both full and part-time whether under contract, on leave, or employed by the Board to perform any work currently being performed by bargaining unit members or any similar work.
2. Non-Bargaining unit members who work less than 3 hours per day shall be paid on a pro-rated basis in accordance with XII B of the Master Contract. No other benefits shall apply.
3. The Association recognizes that Administrators hired under administrative contract, substitute teachers (being those who have taught less than 60 consecutive service days in a single assignment), home instructors, tutors (being those people hired on an hourly basis not to exceed 3 hours per day), and casual employees (being those persons employed from outside the school district for summer school and/or adult education classes) are excluded from the unit.
4. Up to two full-time substitutes who hold a valid teaching or substitute license shall be included in the bargaining unit for the purpose of replacing a permanent building substitute and fulfilling an academic or athletic supplemental.
5. Summer school and adult education positions shall be offered to qualified bargaining unit members before employees from outside the bargaining unit are hired.

ARTICLE II
NEGOTIATION PROCEDURE

1. Either the Association or the Board may initiate negotiations by letter of submission forwarded to the other party only during the month of February in the year of expiration of this contract. Within fifteen (15) working days of transmittal of said submission letter, the parties shall hold their first negotiations session. At any negotiation session, either party may be represented by no more than five (5) representatives of which no less than four (4) shall be teacher employees or Board and/or Administrators of the Logan-Hocking Local School District and one (1) consultant per team.
2. If after forty-five (45) calendar days from the first negotiation session, agreement has not been reached on all terms under negotiation, the parties shall cease to meet. Negotiations shall resume on the 30th day prior to the expiration of the within agreement. If either party calls for the services of the Federal Mediator, the other party shall join in that effort. Federal Mediation Services cannot be employed or used until the 30th day prior to the expiration of the within agreement.
3. There shall be no news releases by either party about negotiations from the commencement thereof until mediation is requested.

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

    a. The time, place and date of the next meeting.
    b. The length of the meeting in session; however, no meetings, except impasse meetings, shall exceed two (2) hours including caucus time, unless mutually agreed upon.
    c. The agenda for the first meeting shall be oral presentation of the full and entire written proposals of the Association and Board.
    d. No new issues may be presented for negotiation after the first meeting.
    e. Items being negotiated will be reduced to writing and the representatives of each side will initial agreed to items which will only indicate their teams pledge to recommend to their respective ratifying groups the items for ratification.

5. When tentative agreement on all items has been reached by both teams, the tentative agreement will be submitted to the Logan Education Association for ratification. The ratified contract must be returned to the Board by the Association within ten (10) calendar days. The Board shall take action at the next regular meeting of the Board but, in any event, within ten (10) calendar days from the date of receipt of the ratified agreement from the Association.

6. The President of the L.E.A. shall sign on behalf of the Association and President of the Board shall sign the contract on behalf of the Board.

ARTICLE III
INTERM BARGAINING COUNCIL

1. An Interim Bargaining Council (IBC) shall be established with the effective date of this contract. The IBC shall consist of six (6) members; three (3) members appointed by the Administration and three (3) members appointed by the Association. The IBC will be established without delay after the effective date of this contract.

2. The IBC shall have the authority to bargain on issues covered under 4117.08 ORC provided those issues are a response to changes in or new state legislation and/or state Department of Education rules/regulations/ standards passed with an effective date on or after July 1, 1989.

3. Any bargaining during the duration of this contract, except the bargaining for a successor contract, shall be through the IBC. A majority of the IBC shall be required for approval of an addendum to the agreement.

4. Any agreement reached on an issue(s) by the IBC shall become addendums to this contract. If agreement is not reached on an issue(s) by the IBC, no changes shall be made in wages, terms and conditions of employment from those currently in existence.

ARTICLE IV
REPRESENTATIVE ELECTIONS

Employees may challenge the status of the L.E.A. as their recognized bargaining agent by circulating and filing a petition requesting a representation election during the month of October preceding the expiration date of this contract. If a valid, timely petition signed by 40% of the employees in the unit is filed with the Superintendent, an election shall be held before the last day of classes in November to determine what labor organization, if any, shall represent the employees.

The election shall be conducted by secret ballot under the auspices of the American Arbitration Association. The Board shall recognize the labor organization, if any, for which a majority of employees cast votes in an election conducted in accordance with this section. If there are three or more choices on the ballot and none receives a majority, a run-off election between the top two choices shall be held. If the L.E.A. is not selected as the representative, this contract shall automatically terminate at expiration date. Cost of such election shall be the responsibility of the challenging party. The challenging party must deposit a bond of $1,500.00 with the Board of Education prior to the election date to cover all expenses.

ARTICLE V
EFFECTS OF CONTRACT

A. Duration of Contract

1. This contract shall be effective from the 1st day of September 2024 to the 31st day of August 2027, both dates inclusive, and shall continue in effect from year to year thereafter, until either party shall notify the other in writing after February 1, 2027 of desire to terminate or modify this agreement.
2. For the purpose of this contract, a school year shall be defined as the time between July 1 and June 30, inclusive.
3. When notice is given, as provided above, the negotiation process shall begin in accordance with the provisions of this contract.

B. Savings Clause

1. If any provision of this agreement or any application thereof, is determined to be illegal by final, unappealed order of a court having jurisdiction over the parties, then the parties shall meet within 30 days to renegotiate only the provision found to be illegal.
2. The Board reserves the right and power to do everything required to comply with all laws and regulations of the State of Ohio, the United States Government or any agency and subdivision thereof, and executive orders of the President of the United States pertaining to employment and discrimination practices.
3. This contract supersedes and cancels all previous agreement and policies between the parties, oral, written, or past practices, and shall constitute the entire agreement between the parties and may be added to, deleted from, or otherwise changed only by an amendment properly signed by each party.
4. The Board shall change its personnel policies and practices as may be necessary in order to give full force and effect to this Agreement. Should there be a conflict between any lawful provision of this agreement and any such policy or practice, then the terms of this Agreement shall prevail.

C. Distribution

Within thirty (30) days after this contract is signed, 450 copies of this contract shall be reproduced, with the costs to be shared equally by the parties. The Board shall distribute copies to the Board members and school administrators, and the L.E.A. shall distribute one copy to each bargaining unit member.

D. Complete Agreement

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals on any subject within the scope of bargaining. The understandings and agreements arrived at by the parties after the exercise of the right and opportunity are set forth herein, and the parties agree that this Agreement constitutes the entire contract between them and settles all demands and issues on all matters submitted for negotiations for the duration of this Agreement.

E. Maintenance of Standards

During this contract the Board of Education shall maintain all terms, conditions, and benefits at not less than the level in effect as of the effective date of this contract. In the event an insurance carrier changes coverage, the insurance committee shall meet as needed to discuss and resolve effects of the changes.

ARTICLE VI
GRIEVANCE PROCEDURE

A. Definitions and Provisions

1. A grievance is a claim that there has been a violation or misapplication of any provision of this agreement.
2. A grievant is a member of the bargaining unit or the Association alleging there has been a violation or misapplication of a specific provision of the agreement. The Association may be present at the adjustment of any grievance at any level for the purpose of ensuring that the adjustment is not inconsistent with the terms of this agreement.
3. A day shall mean work days during the regular school year. During the summer months, "days" means calendar days, excluding Saturdays, Sundays, and legal holidays.
4. Election of Remedies - A grievant shall not be denied his/her legal rights under the law provided, however, upon the filing of a complaint by the grievant or on the grievant's behalf in any court of competent jurisdiction or any administrative agency (excluding SERB), demanding relief upon a matter which is the subject of a pending grievance, such filing shall be deemed a waiver of the rights granted herein and the grievance shall be dismissed.
5. During the terms of this agreement, no grievant may be represented by the teacher organization other than the Logan Education Association in the grievance procedure initiated pursuant to this procedure.
6. A grievance may be withdrawn at any level without prejudice or record.
7. A grievance must cite the Article and section allegedly violated or misapplied and shall indicate the relief requested.
8. Any grievance not advanced to the next level by the grievant within the time limits provided shall be deemed withdrawn.
9. Any grievance not answered by the Administration within the time limit in that level may be appealed to the next level.

10. Grievance Records - All grievance records shall be kept separately from the employee's personnel file and shall be subject to the same rules of confidentiality as the personnel file except that written grievance resolutions and arbitration awards shall not be considered confidential.

B. Procedure

Level One – Informal

The grievant shall meet within 15 days of the occurrence of the cause for the grievance with his/her immediate supervisor in attempt to settle the grievance informally. If the grievance relates to a matter beyond the authority of the supervisor to resolve, the grievant may omit Level One and file the grievance at Level Three. Any grievance initiated at Level Three will so indicate, will indicate the reasons for filing initially at that level, and must be filed within fifteen days of the occurrence.

Level Two – Formal

1. If the grievance is not settled in Level One, the grievant may within 10 days after completion of Level One file a written grievance. Failure to file within the time limits provided shall be deemed a waiver of the grievance.
2. The written grievance shall contain a concise statement of the facts upon which the grievance is based, and a reference to the specific provision of the written agreement allegedly violated, misinterpreted, or misapplied, to his/her Level One supervisor or the appropriate person designated by the Board or its representatives. A copy of such grievance shall be filed with the Superintendent. Within five (5) working days after the presentation of the grievance, the supervisor or designated representative shall give his/her answer in writing to the employee.

Level Three – Formal

If the grievance is not resolved in Level Two, the grievant or his/her Association Representative may within five (5) days of receipt of the supervisor's answer request a conference with the Superintendent or his/her designated representative. The Superintendent or his/her designated representative shall give the grievant and his/her Association representative, an answer in writing no later than five (5) days after receipt of the written grievance or conference when Level Two has been waived.

Level Four – Formal

1. If the grievant is not satisfied with the disposition at Level Three, he/she may request that the issues be submitted to arbitration within five (5) working days after receipt of the written notice of the action taken by the Superintendent or his/her designee.
2. The arbitrator shall be selected from a list or lists submitted by the American Arbitration Association or the Federal Mediation and Conciliation Service. If the parties cannot agree on the selection of an arbitrator, the arbitrator shall be designated by the American Arbitration Association or the Federal Mediation and Conciliation Service.

3. The arbitrator shall have no power to alter, add to, subtract from, disregard or modify any of the terms of this agreement, or to make any award which is inconsistent with the terms of the agreement or contrary to law.
4. The arbitrator shall make his/her report and recommendation to the parties. The arbitrator's decision shall be binding upon the parties.
5. The fees and expenses of the arbitrator shall be shared equally. Any other expenses resulting from the grievance shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses, except where it is agreed to that such hearing is during a witness' regular hours of employment.

ARTICLE VII
RIGHTS

A. Board Rights Clause

Except as expressly limited by the terms of this agreement, the Board retains and reserves to itself all powers, rights, duties and responsibilities conferred upon it by the laws and Constitutions of the United States and the State of Ohio.

B. Teacher Rights

1. Individual Rights
   a. The Board agrees not to discriminate against any employee based upon race, color, religion, creed, national origin, sex, age, marital status, sexual orientation, gender identity and gender expression, disability, genetic information, veteran status or political or union affiliation and to have due regard for employees' privacy and constitutional rights as citizens.

   b. The Board agrees that all personnel actions such as compensation, benefits, transfers, terminations, layoffs, return from layoff, reduction in force (RIF), education, tuition assistance, will be administered without regard race, color, religion, creed, national origin, sex, age, marital status, sexual orientation, gender identity and gender expression, disability, genetic information, veteran status or political or union affiliation and to have due regard for employees' privacy and constitutional rights as citizens.

   c. The Board further agrees that the private and personal life of any teacher is not within the appropriate concern of attention of the Board as a condition of employment or renewed employment, so long as it complies with the Ohio Department of Education Professional Code of Conduct.

   d. The Board and Association agree that an educator’s manner of dress plays an important role in establishing a professional image. All educators are to dress in a way that suggests professionalism and provides a positive role model for students. The Board agrees to recognize that teachers do have the right to determine his/her own mode of dress and personal appearance, so long as it does not interfere with a teacher's teaching performance.

2. Equal Rights Clause

   The provisions of this agreement shall be applied uniformly to all teaching employees without regard to race, color, religion, creed, national origin, sex, age, marital status, sexual orientation, gender identity and gender expression, disability, genetic information, veteran status or political or union affiliation.

C. Association Rights

1. The Association shall have the right to use school buildings for membership meetings, without cost, provided the building principal is notified, except in cases of urgent necessity, no less than twenty-four (24) hours in advance of the time and place of such meetings, and the use does not interfere with the previously scheduled use of the building. During time periods when no custodian is on duty, the Association shall pay the cost of any necessary or requested custodial cleaning and/or setting up expenses.
2. The Association shall have the non-exclusive use of any bulletin board presently located in the teacher's lounge or other non-public area.
3. The Association shall have the right to the use of the school inter-departmental mail service to the extent that such does not interfere with the school use of such service.
4. Duly authorized representatives of the Association and its affiliates may transact Association business on school property at any time before, after, or during the regular school day; provided, however, that no such business shall be conducted during duty time of the individuals involved, nor shall such Association business interfere with any other school function.
5. The Association may use school owned equipment and facilities provided that:
   a. Such use does not interfere with normal school functions.
   b. The cost of expendable supplies and repairs for damage caused by misuse of equipment will be the obligation of the Association.
   c. Prior clearance for any such use is first obtained from the building, provided that no such request shall be unreasonably denied.
6. The District shall provide the following bargaining unit information to the Association President no later than September 30 of each school year and within twenty (20) days of any change in information:
   a. Name
   b. Home address
   c. All phone numbers provided to the District
   d. Work site
   e. Grade level and/or assignment
   f. Date of hire
   g. Seniority date
   h. Full-time equivalent (FTE) status
   i. Employment status, e.g., limited or continuing contract
   j. Type of credential, e.g., provisional, professional, or permanent
   k. An indication of whether the bargaining unit member is participating in payroll deduction of Association dues.

7. Upon request, the Board shall provide the President of the Association with a copy of the Board agenda prior to the regular and special Board meetings and a copy of the minutes of said meetings.
8. The Association shall be provided upon request and payment of reasonable copying costs the following:
    a. School Management Report 1 (SM1) and Report 2 (SM2)
    b. Official Amended Certificate of Estimated Resources
    c. Training and Experience Grid
    d. Temporary and Permanent Appropriations
    e. Treasurer's Monthly Report
9. December and June monthly financial statements will be made available for inspection and copying by the Association.
10. The District shall provide a location for an annual new bargaining unit member orientation for all newly hired bargaining unit members. A location will also be provided for any bargaining unit members hired after the start of the school year an in-person orientation shall be provided within twenty-one (21) calendar days of the date of hire.
11. The Association shall be provided not less than one hundred twenty (120) uninterrupted minutes of time to communicate with bargaining unit members at each new bargaining unit member orientation. Such time will not be provided at the end of the meeting day unless the Association requests, in writing, to be placed at the end of the agenda. All non-bargaining unit members shall excuse themselves during this portion of the orientation. Any Association representatives requested by the Association to be present for this portion of the orientation shall be released from other duties to participate without loss of pay or other benefits.
12. Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls, such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels his or her membership.
13. Any individual who wishes to cancel his or her membership must notify the Association President in writing between August 1 and August 31. A member may cancel his or her membership outside of the cancellation period but shall be responsible for all remaining dues and assessments of the current membership year and by such cancellation acknowledge that he or she is forgoing any rights specifically reserved to members of the Association.

D. Association Officers

Not later than October first of each year, upon request of the Logan-Hocking Local Board of Education, the Association will provide the Board with a certified list containing the names and addresses of each officer of the Association together with the office held. The Board will be advised in writing of any changes to the list not later than ten (10) days after the effective date of change.

ARTICLE VIII
TEACHING EXPERIENCE

1. A teacher in the Logan-Hocking Local School District shall receive credit for the amount of teaching experience accumulated in Ohio within a public elementary or secondary school, not to exceed ten (10) years.
2. A teacher who has teaching experience in any non-public elementary or secondary school chartered by the State Department of Education, or a public elementary or secondary school outside of the State of Ohio, shall receive credit for the amount of such teaching experience, not to exceed ten (10) years.

ARTICLE IX
CONTRACTS

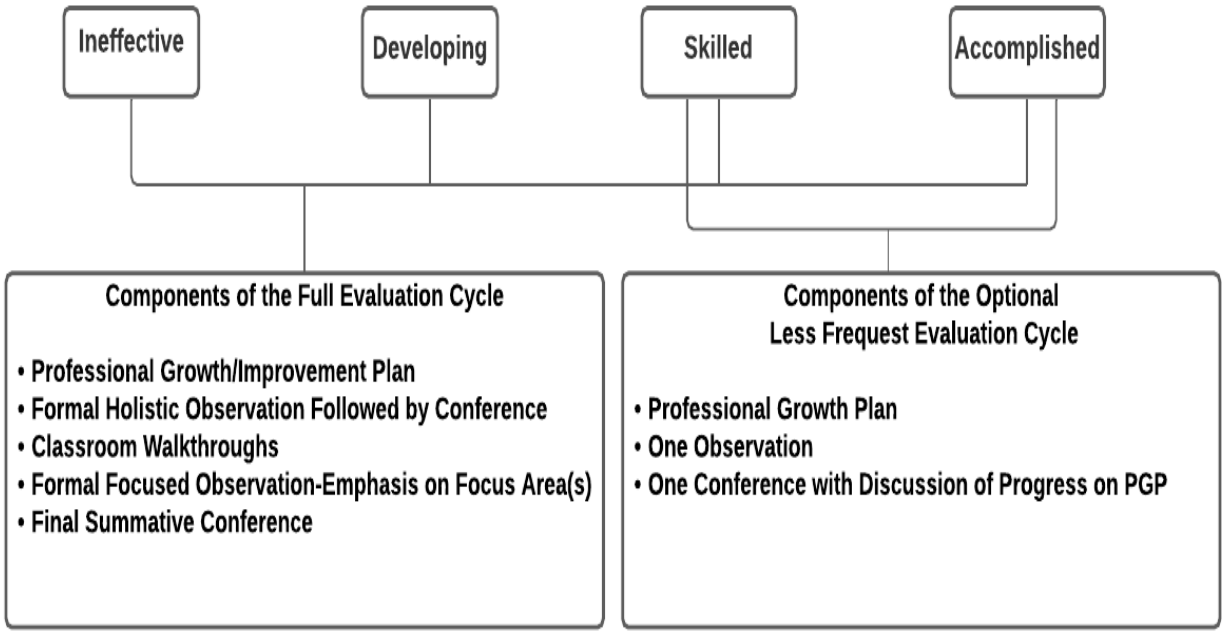
1. The Board shall provide each member of the instructional staff with individually written contracts in keeping with the policies of the ORC and Board adopted policies.
2. Any agreement to act as supervisor for extracurricular activities for which additional compensation is to be paid will be written in a supplemental contract.
3. 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 Logan-Hocking Local School District
4. During the term of this agreement, the teachers shall be employed pursuant to a school calendar requiring total days not to exceed that set forth in Article XV of this agreement.
5. In performing his/her professional duties, the teacher agrees to abide by and maintain the applicable laws, rules and regulations of the Board of Education.
6. Each teacher before signing a contract shall have been notified as to his/her duties and obligations pertaining to the State Teachers Retirement System as a condition of his/her employment, as prescribed by Section 3307.58 of the ORC.
7. Copies of the Board's policies, administrative rules and regulations affecting teachers shall be made available in the principal's office of each school building.
8. Long-term substitutes who have taught 60 consecutive days or more in a single assignment are members of the bargaining unit. In order to prevent an excess number of positions that are not needed more than one year, all long-term substitute contracts will be automatically non-renewed at the conclusion of each school year without required evaluations, without action by the Board, and without required notice by April 30.
9. Limited contracts shall be issued by the Board to the professional staff in the following progression:
    a. One-year contract: upon initial employment;
    b. One-year contract: upon re-employment for the second contract;
    c. Two-year contract: upon re-employment for the third contract;
    d. Three-year contract: upon re-employment for the fourth contract;
    e. Five-year contract: upon re-employment for the fifth contract and every contract thereafter.

10. Any teacher eligible for a multi-year limited contract may be given no more than two one (1) year probationary contracts provided that such teacher is notified on or before April 30th with written reasons directed at the professional improvement of the teacher. Any teacher having been employed under one or more probationary limited contracts and is recommended for re-employment under a non-probationary limited contract will be recommended for a contract of the duration set forth in Section 9.07. The appropriate contract duration will be that which would have been awarded had the probationary limited contract or contracts not been served.
11. Teachers becoming eligible for a Continuing Contract during the term of a limited contract shall be considered for a Continuing Contract at the regular Board meeting during the month of April.
12. A teacher requesting consideration shall waive his/her right to the remainder of his/her limited and Supplemental contract. The Board of Education then shall consider the individual under 3319.11 of the ORC.
13. Any teacher who intends to request such consideration must notify the building principal, in writing, (copy to Superintendent's Office) not later than January 1 of the school year in which consideration is requested and shall have certificate in hand by April 1.

ARTICLE X
TEACHER EVALUATIONS

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.

The Ohio Teacher Evaluation System 2.0 is a performance assessment that is formed by review of Teacher Performance (Formal Holistic Observation, Formal Focused Observation, Walkthroughs, and Professional Growth or Improvement Plan) and High Quality Student Data.



Definition of Terms

Professional Growth Plan
Professional Growth Plans are developed annually to help identify areas of professional development. Plans must be clear and comprehensive, aligned to the most recent evaluation results, and aligned to any district or building improvement plans. Teachers are accountable for developing and completing the plan and should use it as a starting point for the school year.

Improvement Plan
The purpose of an Improvement Plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. Teachers with a final Holistic Rating of Ineffective are placed on an Improvement Plan that is developed by the evaluator.

Formal Holistic Observation
A formal observation consists of an evaluator visiting during one class period to observe a class lesson for a minimum of 30 minutes. The evaluator documents specific information related to teaching and learning, and aligned to the Ohio Teacher Evaluation 2.0 Rubric.

Classroom Walkthroughs
A classroom walkthrough is an informal observation of less than 30 minutes with an emphasis on identified focus area(s) (based on the OTES 2.0 Rubric) when applicable.

Formal Focused Observation
The second formal observation will be a focused one that may occur later in the school year. A Formal Focused Observation is at least 30 minutes in length and emphasizes the focus area(s) identified after the earlier Formal Holistic Observation.

High-Quality Student Data
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.

Ohio's state tests provide value-added data. When value-added data is available for a teacher it must be one of the sources of high-quality student data used in the teacher's evaluation.
HQSD may be used as evidence in any component of the evaluation where applicable.

Pre-Observation Conference
The evaluator and teacher discuss what the evaluator will observe during the classroom visit. The teacher shares important information about the characteristics of the learners and learning environment as well as the lesson objectives and how student learning will be assessed. The pre-observation conference gives the teacher an opportunity to provide evidence of student learning that may not be visible during the observations.

Post-Observation Conference/Final Summative Conference
The post-observation conference is designed to support teacher reflection. It also provides feedback to the teacher on the observed lesson. The post-observation discussion between the evaluator and teacher should focus on identified area(s) of support. The teacher may bring additional evidence from the observed lesson for the evaluator to consider before determining a Final Holistic Rating.

A. This provision applies to the evaluation of any bargaining unit member who spends at least fifty percent (50%) of the time providing content-related student instruction.

    1. The objective of the evaluation program is to improve the teaching performance, to stimulate professional growth, and to provide an accurate reflection of a teacher's job performance. The Teacher Performance Rating will be determined by using the Ohio Evaluation System (OhioES).

    2. The Ohio Teacher Evaluation System 2.0 is a performance assessment that is formed by review of Teacher Performance (Formal Holistic Observation, Formal Focused Observation, Walkthroughs, and Professional Growth or Improvement Plan) and High Quality Student Data.

    3. During walkthroughs and the Formal Focused Observation, 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.

    4. The observation and evaluation of a teacher shall be within his/her scope of employment. The effectiveness rating will be based upon the use of the Ohio Standards for the Teaching Profession.

5. The Teacher Performance Evaluation Rubric describes teacher performance in three organizational areas:
    - Instructional Planning;
    - Instruction and Assessment; and
    - Professionalism.

    It also looks at teacher performance through six (6) domains of teacher practice:
    - Focus for Learning;
    - Knowledge of Students;
    - Lesson Delivery;
    - Classroom Environment;
    - Assessment of Student Learning; and
    - Professional Responsibilities.

6. The Formal Focused Observation and Formal Holistic Observation shall occur within 2-5 working days after evaluator's written notification. Formal observations shall not be two days in a row and feedback shall occur before a second formal observation. Mutual agreements may be made to alter this process.
7. All evaluations and observations shall be reduced to writing via the Ohio Evaluation System (OhioES).
8. Written feedback from the Formal Focused Observation shall be submitted to the teacher being formally observed via the Ohio Evaluation System (OhioES) within ten (10) working days following said observation. Upon receipt of the Formal Focused Observation, a Conference shall be held at the request of the evaluator or teacher within ten (10) working days.
9. Written feedback from the Formal Holistic Observation shall be submitted to the teacher being formally observed via the Ohio Evaluation System (OhioES) within ten (10) working days following said observation. The evaluator will schedule a Final Summative Conference before May 10.
10. Each full-cycle evaluation will result in a Final Holistic Rating of "Accomplished," "Skilled," "Developing," or "Ineffective." Based on the Final Holistic Rating each teacher must develop and/or comply with a Professional Growth Plan or Improvement Plan in accordance with the State Board OTES 2.0 Framework. The Board shall allocate financial resources to support professional development in compliance with State law and the evaluation framework.
11. Development of Professional Development Plans is as follows:
    - Teachers who receive a Final Holistic Rating of "Accomplished" shall develop a self-directed Professional Growth Plan.
    - Teachers who receive a Final Holistic Rating of "Skilled" shall jointly develop a Professional Growth Plan with the evaluator.
    - Teachers who receive a Final Holistic Rating of "Developing" shall be guided by the evaluator in developing their Professional Growth Plan.
12. Teachers who receive a Final Holistic Rating of "Ineffective" will be required to implement an Improvement Plan developed by the evaluator.

13. For those teachers who are being considered for nonrenewal, on probationary contracts, and/or received a Final Holistic Rating of "Ineffective," three formal observations (two Formal Holistic Observations, one Formal Focused) and two Walkthroughs must be conducted. No later than November 1, a copy of the teacher's first formal observation shall be given to the teacher and a post-observation conference shall be held between the teacher and the evaluator. No later than February 1, a copy of the written observation for the teacher's second formal observation shall be given to the teacher and a post-observation conference shall be held between the teacher and the evaluator. No later than May 1, a copy of the written observation for the teacher's third formal observation shall be given to the teacher and a post-observation conference shall be held between the teacher and the evaluator. No later than May 10, a Final Summative Conference shall be held at which the teacher will be given a copy of the Final Holistic Evaluation.

14. For those teachers who have received a Final Holistic rating of "Developing" on their most recent evaluation or who are new to the district and do not have a Final Holistic Rating from the previous year, two formal observations (Formal Focused Observation, Formal Holistic Observation) and two Walkthroughs must be conducted. No later than February 1, a copy of the written observation for the first formal observation shall be given to the teacher and a post-observation conference shall be held between the teacher and the evaluator. No later than May 1, a copy of the written observation for the teacher's second formal observation shall be given to the teacher and a post-observation conference shall be held between the teacher and the evaluator. No later than May 10, a Final Summative Conference shall be held at which the teacher will be given a copy of the Final Holistic Evaluation.

15. For those teachers who have received a teacher performance rating of "Skilled" on their most recent evaluation, one evaluation pursuant to this policy may be conducted once every two 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. Less frequent evaluations must include a minimum of one observation and one conference.

16. For those teachers who have received a teacher performance rating of "Accomplished" on their most recent evaluation, one evaluation pursuant to this policy may be 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. Less frequent evaluations must include a minimum of one observation and one conference. A teacher with a rating of "Accomplished" on their most recent evaluation may select their evaluator. Selection shall occur no later than Friday of the first week of school.

17. All evaluations must be dated and signed via the Ohio Evaluation System (OhioES) by the teacher and administrator no later than five (5) working days following the conference, and before they are made a part of the permanent file.

18. If the teacher objects to the Final Holistic Evaluation with respect to its contents, the teacher shall have the right to attach his/her comments and signature indicating receipt of the evaluation. The signature indicates that the teacher has read the form, but does not necessarily agree with each or any of the comments contained therein.

19. When the Board or any of its administrative agents deem that a teacher's performance may be unsatisfactory and it is the intention to recommend involuntary transfer, non-renewal or termination; the appropriate administrator shall notify such teacher of his/her intent in

writing. Such notification shall set forth the specific areas of alleged unsatisfactory performance, and indicate what specific guidance, assistance, or professional direction was given.

20. No teacher shall be observed within one (1) working day before or after a holiday or break within the school calendar.
21. Observations and evaluations shall be conducted only by a credentialed building principal or other appropriate credentialed district administrator.

B. This provision applies to the evaluation of bargaining unit members who spend less than 50% of the time providing content-related student instruction.

1. The objective of the evaluation program is to improve the teaching performance, to stimulate professional growth, and to provide an accurate reflection of a teacher's job performance.
2. The evaluation of a teacher shall be within his/her scope of employment and based on the Ohio Teaching Standards per content area when available and/or objectives and responsibilities listed on the job description.
3. Each member must develop and/or comply with a Professional Growth Plan or Improvement Plan.
4. All formal evaluations and observations shall be reduced to writing. Teachers shall be observed within 2-5 working days after evaluator's written notification. Observations shall not be two days in a row and feedback shall occur before a second observation. Mutual agreements may be made to alter this process.
5. A copy of the written formal observation shall be submitted to the teacher being formally observed within ten (10) working days following said observation. Upon receipt of the formal observation, the teacher shall have the right to a follow-up conference to be held within ten (10) working days.
6. If the teacher objects to the formal written observation with respect to its contents, the teacher shall have the right to attach his/her comments and signature indicating receipt of the form. Prefacing the signature line for the teacher shall be the statement that this signature indicates that the teacher has read the form, but does not necessarily agree with each or any of the comments contained herein.
7. For those teachers who are being considered for non-renewal, on probationary contracts, and/or received an "Ineffective" rating on their most recent evaluation, three formal observations and two walkthroughs must be conducted. No later than November 1, a copy of the teacher's first formal observation shall be given to the teacher and a post-observation conference shall be held between the teacher and the evaluator. No later than February 1, a copy of the written observation for the teacher's second formal observation shall be given to the teacher and a post-observation conference shall be held between the teacher and the evaluator. No later than May 1, a copy of the written observation for the teacher's third formal observation shall be given to the teacher. No later than May 10, a Final Evaluation Conference shall be held at which the teacher will be given a copy of the Final Evaluation.

8. For those teachers who have received a teacher performance rating comparable to "Skilled" on their most recent evaluation, one evaluation may be conducted once every two years provided the teacher submits a Professional Growth Plan to the evaluator, and the evaluator determines the teacher is making progress on that plan. Less frequent evaluations must include one observation.
9. For those teachers who have received a teacher performance rating comparable to "Accomplished" on their most recent evaluation, one evaluation conducted pursuant to this policy may be conducted 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. Less frequent evaluations must include one observation. A teacher with a rating of "Accomplished" on their most recent evaluation may select their evaluator. Selection shall occur no later than Friday of the first week of school.
10. Observations and evaluations shall be conducted only by a credentialed building principal or other appropriate credentialed district administrator.

ARTICLE XI
PROCEDURE FOR NON-RENEWAL OF A TEACHER'S LIMITED CONTRACT

1. Reasons for non-renewal of a teacher's contract shall be based upon the evaluation of the individual's total job performance. Reasons for non-renewal of a teacher's contract shall be given in writing to the teacher by the Superintendent as to why the Superintendent intends to recommend the teacher's contract not be renewed. After the first two years, reasons for non-renewal shall be for just cause.
2. A teacher who has been so advised shall be granted, upon request, a conference with the Superintendent. The conference shall be held within ten (10) school days of request. A decision in writing shall be rendered by the Superintendent within five (5) school days.
3. The reasons for non-renewal of the first two limited contracts given pursuant to this section shall not be challenged by utilization of the grievance procedure, provided that nothing in this subsection shall be construed as a waiver to bring any cause of action in any court of competent jurisdiction he/she might have against the Board, Board members, or any employee of the Board of Education.
4. Such teacher shall have the right to be represented by a person of his/her choice at the conference set forth in paragraph 2.
5. This Article shall not apply to the non-renewal of Supplemental Contracts.
6. The parties acknowledge that the foregoing non-renewal of limited contracts provisions are intended to supersede and take the place of all evaluation and nonrenewal procedures contained in the Ohio revised Code, Sections 3319.11 and 3319.111.

ARTICLE XII
SALARY AND BENEFITS

1. Before the salary of a teacher is determined under the provisions of this schedule, he/she shall file a certificate of transcript from the training institution certifying the number of semester or quarter hours earned, and this certificate must be filed with the Superintendent by September 15 of the school year beginning. No teacher shall be eligible to receive remuneration for teaching until he/she has filed a valid Ohio Teaching Certificate or License with the Superintendent of Schools.
2. A year of credit for teaching service must consist of at least 120 days in one continuous school year. Credit will not be given for apprenticeship or training to be used as part of one's educational requirements for receiving a degree or certification.
3. Teachers' contract salaries will be issued in twenty-six (26) pay periods.
4. Credits must be earned in those institutions approved by the Board of Education, and the State Board of Regents in order to be considered for placement on the salary schedule. All steps indicated above the Bachelor's Degree Level signify that the teacher has earned that number of additional credits after receiving the Bachelor's Degree.
5. Each teacher who has completed training which would qualify that teacher for a higher salary bracket pursuant to RC 3317.14 shall file by the fifteenth (15th) day of September with the Treasurer of the Board of Education satisfactory evidence of the completion of such additional training, in order to be placed at that salary level for the ensuing school year. Any teacher not meeting the September 15 deadline who subsequently earns sufficient credits to advance on the salary scale may submit satisfactory evidence of completion to the Treasurer by January 15 in order to move to a higher salary bracket for the second semester of the school year.
6. The regulations in this document regarding placement on the salary schedule for credits earned shall not be retroactive.

A. Index

2024 - 2027

STEP	BACHELOR'S	BACHELOR'S +150	MASTER'S	MASTER'S +15	MASTER'S +30
0	1.00000	1.05000	1.10000	1.15000	1.20000
1	1.04500	1.10000	1.15500	1.20420	1.25500
2	1.09000	1.15000	1.21000	1.25840	1.31000
3	1.13500	1.20000	1.26500	1.31260	1.36500
4	1.18000	1.25000	1.32000	1.36680	1.42000
5	1.22500	1.30000	1.37500	1.42100	1.47500
6	1.27000	1.35000	1.43000	1.47520	1.53000
7	1.31500	1.40000	1.48500	1.52940	1.58500
8	1.36000	1.45000	1.54000	1.58360	1.64000
9	1.40500	1.50000	1.59500	1.63780	1.69500
10	1.45000	1.55000	1.65000	1.69200	1.75000
11	1.49500	1.60000	1.70500	1.74620	1.80500
12	1.54000	1.65000	1.76000	1.80040	1.86000
13	1.58500	1.70000	1.81500	1.85460	1.91500
20	1.63000	1.75000	1.87000	1.90880	1.97000
25	1.67500	1.80000	1.92500	1.96300	2.02500
27	1.72000	1.85000	1.98000	2.01720	2.08000
30	1.76500	1.90000	2.03500	2.07140	2.13500

1. The index and base salary for non-degree certificated staff shall be as provided by Board policy.
2. Hours earned in excess of a Master's Degree for purposes of this schedule shall include only credit hours in the field of education earned after completion of the Master's Degree.
3. The BA-0 base salary for the 2024-2025 school year shall be $46,792. The BA-0 base salary for the 2025-2026 school year shall be $48,430. The BA-0 base salary for the 2026-2027 school year shall be $50,125.

   2024-2025 – 5.5%
   2025-2026 – 3.5%
   2026-2027 – 3.5%
4. A bargaining unit member holding a Doctorate degree shall be paid an annual stipend of one thousand dollars ($1,000). Bargaining unit members earning a Doctorate degree during the school year shall receive a prorated stipend.

B. Salary — Salary Schedule

2024-2025 Salary Schedule Base = $46,792 5.50%

Step	BA	BA+150	MA	MA+15	MA+30
0	$46,792	$49,132	$51,471	$53,811	$56,150
	1.00000	1.05000	1.10000	1.15000	1.20000
1	$48,898	$51,471	$54,045	$56,347	$58,724
	1.04500	1.10000	1.15500	1.20420	1.25500
2	$51,003	$53,811	$56,618	$58,883	$61,298
	1.09000	1.15000	1.21000	1.25840	1.31000
3	$53,109	$56,150	$59,192	$61,419	$63,871
	1.13500	1.20000	1.26500	1.31260	1.36500
4	$55,215	$58,490	$61,765	$63,955	$66,445
	1.18000	1.25000	1.32000	1.36680	1.42000
5	$57,320	$60,830	$64,339	$66,491	$69,018
	1.22500	1.30000	1.37500	1.42100	1.47500
6	$59,426	$63,169	$66,913	$69,028	$71,592
	1.27000	1.35000	1.43000	1.47520	1.53000
7	$61,531	$65,509	$69,486	$71,564	$74,165
	1.31500	1.40000	1.48500	1.52940	1.58500
8	$63,637	$67,848	$72,060	$74,100	$76,739
	1.36000	1.45000	1.54000	1.58360	1.64000
9	$65,743	$70,188	$74,633	$76,636	$79,312
	1.40500	1.50000	1.59500	1.63780	1.69500
10	$67,848	$72,528	$77,207	$79,172	$81,886
	1.45000	1.55000	1.65000	1.69200	1.75000
11	$69,954	$74,867	$79,780	$81,708	$84,460
	1.49500	1.60000	1.70500	1.74620	1.80500
12	$72,060	$77,207	$82,354	$84,244	$87,033
	1.54000	1.65000	1.76000	1.80040	1.86000
13	$74,165	$79,546	$84,927	$86,780	$89,607
	1.58500	1.70000	1.81500	1.85460	1.91500
20	$76,271	$81,886	$87,501	$89,317	$92,180
	1.63000	1.75000	1.87000	1.90880	1.97000
25	$78,377	$84,226	$90,075	$91,853	$94,754
	1.67500	1.80000	1.92500	1.96300	2.02500
27	$80,482	$86,565	$92,648	$94,389	$97,327
	1.72000	1.85000	1.98000	2.01720	2.08000
30	$82,588	$ 88,905	$95,222	$ 96,925	$ 99,901
	1.76500	1.90000	2.03500	2.07140	2.13500

2025-2026 Salary Schedule Base = $48,430 3.50%

Step	BA	BA+150	MA	MA+15	MA+30
0	$48,430	$50,852	$53,273	$55,695	$58,116
	1.00000	1.05000	1.10000	1.15000	1.20000
1	$50,609	$53,273	$55,937	$58,319	$60,780
	1.04500	1.10000	1.15500	1.20420	1.25500
2	$52,789	$55,695	$58,600	$60,944	$63,443
	1.09000	1.15000	1.21000	1.25840	1.31000
3	$54,968	$58,116	$61,264	$63,569	$66,107
	1.13500	1.20000	1.26500	1.31260	1.36500
4	$57,147	$60,538	$63,928	$66,194	$68,771
	1.18000	1.25000	1.32000	1.36680	1.42000
5	$59,327	$62,959	$66,591	$68,819	$71,434
	1.22500	1.30000	1.37500	1.42100	1.47500
6	$61,506	$65,381	$69,255	$71,444	$74,098
	1.27000	1.35000	1.43000	1.47520	1.53000
7	$63,685	$67,802	$71,919	$74,069	$76,762
	1.31500	1.40000	1.48500	1.52940	1.58500
8	$65,865	$70,224	$74,582	$76,694	$79,425
	1.36000	1.45000	1.54000	1.58360	1.64000
9	$68,044	$72,648	$77,246	$79,319	$82,089
	1.40500	1.50000	1.59500	1.63780	1.69500
10	$70,224	$75,067	$79,910	$81,944	$84,753
	1.45000	1.55000	1.65000	1.69200	1.75000
11	$72,403	$77,488	$82,573	$84,568	$87,416
	1.49500	1.60000	1.70500	1.74620	1.80500
12	$74,582	$79,910	$85,237	$87,193	$90,080
	1.54000	1.65000	1.76000	1.80040	1.86000
13	$76,762	$82,331	$87,900	$89,818	$92,743
	1.58500	1.70000	1.81500	1.85460	1.91500
20	$78,941	$84,753	$90,564	$92,443	$95,407
	1.63000	1.75000	1.87000	1.90880	1.97000
25	$81,120	$87,174	$93,228	$95,068	$98,071
	1.67500	1.80000	1.92500	1.96300	2.02500
27	$83,300	$89,596	$95,891	$97,693	$100,734
	1.72000	1.85000	1.98000	2.01720	2.08000
30	$85,479	$92,017	$98,555	$100,318	$103,398
	1.76500	1.90000	2.03500	2.07140	2.13500

2026-2027 Salary Schedule Base = $50,125 3.50%

Step	BA	BA+150	MA	MA+15	MA+30
0	$50,125	$52,631	$55,138	$57,644	$60,150
	1.00000	1.05000	1.10000	1.15000	1.20000
1	$52,381	$55,138	$57,894	$60,361	$62,907
	1.04500	1.10000	1.15500	1.20420	1.25500
2	$54,636	$57,644	$60,651	$63,077	$65,664
	1.09000	1.15000	1.21000	1.25840	1.31000
3	$56,892	$60,150	$63,408	$65,794	$68,421
	1.13500	1.20000	1.26500	1.31260	1.36500
4	$59,148	$62,656	$66,165	$68,511	$71,178
	1.18000	1.25000	1.32000	1.36680	1.42000
5	$61,403	$65,163	$68,922	$71,228	$73,934
	1.22500	1.30000	1.37500	1.42100	1.47500
6	$63,659	$67,669	$71,679	$73,944	$76,691
	1.27000	1.35000	1.43000	1.47520	1.53000
7	$65,914	$70,175	$74,436	$76,661	$79,448
	1.31500	1.40000	1.48500	1.52940	1.58500
8	$68,170	$72,681	$77,193	$79,378	$82,205
	1.36000	1.45000	1.54000	1.58360	1.64000
9	$70,426	$75,188	$79,949	$82,095	$84,962
	1.40500	1.50000	1.59500	1.63780	1.69500
10	$72,681	$77,694	$82,706	$84,812	$87,719
	1.45000	1.55000	1.65000	1.69200	1.75000
11	$74,937	$80,200	$85,463	$87,528	$90,476
	1.49500	1.60000	1.70500	1.74620	1.80500
12	$77,193	$82,706	$88,220	$90,245	$93,233
	1.54000	1.65000	1.76000	1.80040	1.86000
13	$79,448	$85,213	$90,977	$92,962	$95,989
	1.58500	1.70000	1.81500	1.85460	1.91500
20	$81,704	$87,719	$93,734	$95,679	$98,746
	1.63000	1.75000	1.87000	1.90880	1.97000
25	$83,959	$90,225	$96,491	$98,395	$101,503
	1.67500	1.80000	1.92500	1.96300	2.02500
27	$86,215	$92,731	$99,248	$101,112	$104,260
	1.72000	1.85000	1.98000	2.01720	2.08000
30	$88,471	$95,238	$102,004	$103,829	$107,017
	1.76500	1.90000	2.03500	2.07140	2.13500

C. Rehired Retirees

Beginning the 2016-2017 contract year any member who retired under STRS and subsequently is employed in the district may be hired at a rate of pay different from his or her years of service as specified in the salary index contained in this agreement. Members will be paid at their academic training level at no less than ten (10) years' experience and employed on a yearly basis. If employed in consecutive years, they will remain at Step 10. All contracts will expire at the conclusion of the last contracted teacher day, unless the Board acts to renew the contract on or before April 30. All rehired retirees shall be evaluated according to ORC 3319.111, 3319.112, and 3319.114.

This provision and such salary and individual contract provisions with a member expressly supersede ORC Section 3317.13 and all other applicable laws.

While employed by the district subsequent to retirement, such member who is interested in obtaining health care benefits must opt for the health care benefits offered by the Logan-Hocking School District or an outside source. Reemployed retirees choosing the district health care benefits must enroll in the High Deductible Health Plan (HDHP) and pay15% of the total premium of such insurance. However, the Board will reimburse retired teachers choosing an outside source $1,500 per year. Additional benefits the retired member is eligible for include the Section 125 Plan, Life Insurance, and dental with the agreed upon premium sharing.

Such retired member is not eligible to receive a severance payment upon leaving employment with the district, nor will he or she accrue seniority.

This provision of the agreement and such salary and contract will not be grievable under the grievance procedures on this agreement nor through any claim or action filed before the State Employment Relations Board (SERB) or any court of law.

Rehired retirees shall not exceed five percent (5%) of the bargaining unit.

D. Supplementals

Certificated employees of the Board shall be compensated for supplemental duties according to the attached supplemental salary schedule, which is based on five tiers. If 0.5 years of experience, do not round up to 1.0.

If moving to a position of higher responsibility within the same area (i.e. Assistant Varsity to Varsity), bargaining unit members will be given credit of 0.5 for each year in the lower position. If moving to a lower position (i.e. Varsity to Assistant Varsity), all credit in the higher position will be honored. A move from one area to another (i.e. Football to Basketball) will start at the first step in the supplemental schedule.

SUPPLEMENTAL PAY

% for Supplementals with steps as follows:
0 – 2 years – BA – Step 0
3 – 5 years – BA +150 – Step 1
6 – 8 years – MA – Step 2
9 – 11 years – MA +15 – Step 3
12+ years – MA +30 – Step 4

ATHLETIC

FOOTBALL		
a. Varsity	17.50%	1 position
b. Varsity Assistant	12.00%	6 positions
c. 7th & 8th Grade		
1. 7th Grade	8.00%	2 positions
2. 8th Grade	8.00%	2 positions
BASKETBALL (Boys and Girls)		
a. Varsity	17.50%	2 positions
b. Varsity Assistant	12.00%	2 positions
c. Junior Varsity (JV)	12.00%	2 positions
d. Freshman	10.00%	2 positions
e. 7th & 8th Grade		
1. 7th Grade	8.00%	2 positions
2. 8th Grade	8.00%	2 positions
f. 7th & 8th Flex Team		
1. 7th/8th Girls	5.00%	1 position
2. 7th/8th Boys	5.00%	1 position
BASEBALL and SOFTBALL (Boys and Girls)		
a. Varsity	13.00%	2 positions
b. Varsity Assistant	9.00%	2 positions
c. Junior Varsity (JV)	7.00%	4 positions
d. 7th/8th Grade		
1. 7th/8th Girls	7.00%	1 position
2. 7th/8th Boys	7.00%	1 position
TRACK (Boys and Girls)		
a. Varsity	13.00%	2 positions
b. Varsity Assistant	9.00%	4 positions
c. 7th & 8th Grade		
1. 7th/8th Girls	7.00%	2 positions
2. 7th/8th Boys	7.00%	2 positions
d. Indoor Track (Grades 7-12)	4.00%	2 positions
WRESTLING (Boys and Girls)		
a. Varsity	13.00%	2 position
b. Varsity Assistant	9.00%	2 position
c. 7th & 8th Grade	7.00%	2 positions

VOLLEYBALL (Girls)		
a. Varsity	13.00%	1 position
b. Varsity Assistant	9.00%	1 position
c. Junior Varsity (JV)	9.00%	1 position
c. Freshman	9.00%	1 position
d. 7th & 8th Grade		
1. 7th Grade	7.00%	1 position
2. 8th Grade	7.00%	1 position
e. 7th/8th Flex Team	5.00%	1 position
SOCCER (Boys and Girls)		
a. Varsity	13.00%	2 positions
b. Varsity Assistant	9.00%	3 positions (2 boys;1 girls)
c. Junior Varsity (JV)	9.00%	2 positions
d. 7th & 8th Grade		
1. 7th Grade	7.00%	1 position
2. 8th Grade	7.00%	1 position
GOLF (Boys and Girls)		
a. Varsity	9.00%	2 positions
b. Varsity Assistant	6.00%	2 positions
TENNIS (Boys/Girls)		
a. Varsity (Boys)	9.00%	1 position
b. Varsity (Girls)	9.00%	1 position
CROSS COUNTRY (Boys/Girls)		
a. Varsity	9.00%	2 positions
b. 7th & 8th Grade	7.00%	2 positions
ATHLETIC TRAINER	30.00%	1 position
CHEERLEADER (ONE PER SEASON)*		
a. Varsity	6.50%	2 positions (Seasonal)
b. Junior Varsity (JV)	4.50%	2 positions (Seasonal)
c. Freshman	4.50%	2 positions (Seasonal)
d. Middle School	3.50%	2 positions (Seasonal)
WEIGHT ROOM (Monthly)		
a. August - June	1.00%	11 positions
BOWLING (BOYS/GIRLS)		
a. Varsity	9.00%	1 position
b. Varsity Assistant	6.00%	1 position
ADDITIONAL ASSISTANT COACH (Eligible to be used in any sport based on numbers)	6.00%	Up to 2 positions
EVENTS MANAGER		
a. HS – Fall	4.00%	1 position
b. HS – Winter	4.00%	1 position
c. MS – Fall	4.00%	1 position
d. MS – Winter	4.00%	1 position

INSTRUMENTAL MUSIC – Marching Season		
a. Director	20.00%	1 position
b. Assistant Director (10 month)	15.00%	2 positions
c. Assistant Director (9 month)	10.00%	1 position
d. General Assistant	4.00%	1 position
INSTRUMENTAL MUSIC – Concert Season		
a. Director	5.00%	1 position
b. Assistant Director	2.00%	2 positions
PEP BAND	3.00%	1 position
JAZZ BAND	4.00%	1 position
VOCAL MUSIC		
a. HS Vocal Music Director	12.00%	1 position
b. HS Assistant Vocal Music Director	6.00%	1 position
c. MS Vocal Music Director	6.00%	1 position
THEATER		
a. HS Director of Theater	8.00%	1 position
b. HS Assistant Director	4.00%	1 position
c. HS Technical Director	4.00%	1 position
d. HS Assistant Production Staff	3.00%	1 position
e. MS Director of Theater	4.00%	1 position
f. MS Technical Director	2.00%	1 position
SPRING MUSICAL		
a. Music Director	7.00%	1 position
b. Stage Director	7.00%	1 position
c. Technical Director	7.00%	1 position
d. Assistant Production Staff	5.00%	3 positions
TEACHER LEADERS		
a. High School		
1. English/Foreign Language	4.00%	1 position
2. Math	4.00%	1 position
3. Science	4.00%	1 position
4. Social l Studies	4.00%	1 position
5. Intervention Specialists	4.00%	1 position
6. Guidance	4.00%	1 position
7. Elective Technology (VoEd/Bus)	4.00%	1 position
8. Fine Arts	4.00%	1 position
9. Physical Education/Health	4.00%	1 position
b. Middle School (Grades 7-8)		
1. English/Foreign Language	4.00%	1 position
2. Math	4.00%	1 position
3. Science	4.00%	1 position
4. Social l Studies	4.00%	1 position
5. Intervention Specialists	4.00%	1 position

c. Middle School (Grades 5-8)		
1. Guidance	4.00%	1 position
2. Fine Arts	4.00%	1 position
3. Physical Education/Health	4.00%	1 position
d. Middle School (Grades 5 & 6)		
1. Grade 5	4.00%	2 positions
2. Grade 6	4.00%	2 positions
3. Intervention Specialists	4.00%	1 position
e. Elementary		
1. Preschool	4.00%	1 position
2. Kindergarten	4.00%	1 position
3. Grade 1	4.00%	1 position
4. Grade 2	4.00%	1 position
5. Grade 3	4.00%	1 position
6. Grade 4	4.00%	1 position
7. Intervention Specialists	4.00%	1 position
8. Title 1	4.00%	1 position
9. Unified Arts	4.00%	1 position
f. Digital Academy	4.00%	1 position
JOURNALISM		
a. Chieftain Advisor	10.00%	1 position
b. Middle School Advisor	10.00%	1 position
CLASS ADVISORS		
a. Senior	3.00%	1 position
b. Junior	7.50%	1 position
c. Sophomore	3.00%	1 position
d. Freshman	3.00%	1 position
YEAR BOOK		
a. Aerial (HS)	10.00%	1 position
b. Tempus (MS)	6.00%	1 position
LITERARY ANTHOLOGY	3.00%	1 position
DIRECTOR OF ARTS FESTIVAL	3.00%	1 position
WORK STUDY EVALUATOR		
a. High School	10.00%	1 position
b. Middle School	3.00%	1 position
TV-2/MEDIA	15.00%	1 position
STUDENT COUNCIL		
a. High School	7.50%	1 position
b. Middle School	3.00%	1 position
c. Elementary	2.00%	As needed up to 5 positions
CAREER ED./ENRICHMENT REP	3.00%	1 per building
NATIONAL HONOR SOCIETY	3.00%	1 position

RENASSIANCE COORDINATOR	1.00%	1 position
FAMILY & CONSUMER SCIENCE ADVISORY COUNCIL	3.00%	1 position

CAREER TECH STUDENT ORGANIZATIONS (CTSOs)

a. Family, Career, & Community Leaders of America (FCCLA)		
1. High School	3.00%	1 position
2. Middle School	3.00%	1 position
b. Technology Student Association (TSA)	3.00 %	1 position
c. Business Professionals of America (BPA)	3.00%	1 position
d. Health Occupations Students of America (HOSA)	3.00%	1 position

KEY CLUB

a. High School	3.00%	1 position

PROFESSIONAL DEVELOPMENT SCHOOLS SITE LIAISON	4.00%	1 position

ACADEMIC COACHES

Two positions, to be decided, will be filled by agreement of the Board and the Association president by reviewing proposals submitted no later than February for the following year.

a. Math Counts	3.00%	1 position
b. Envirothon	3.00%	1 position
c. In the Know	3.00%	1 position
d. Mock Trial	3.00%	1 position
e. Battle Over Books		
1. High School	3.00%	1 position
2. Middle School	3.00%	1 position
f. Science Club	3.00%	1 position
g. To Be Determined	3.00%	1 position
h. To Be Determined	3.00%	1 position

MENTORS (For Entry-Year Teachers)	3.50%	As needed
LEAD MENTOR	5.00%	1 position
ENERGY EDUC. SPECIALIST	25.00%	1 position
MILITARY SCIENCE SENIOR INSTRUCTOR	6.00%	2 positions

Supplemental positions will be posted and filled only if deemed necessary by the Superintendent or his/her designee.

SHARING OF SUPPLEMENTAL CONTRACTS

Individuals who wish to share a supplemental may apply to the Activities Director. In the event the request is granted, the supplemental pay will be divided and the Treasurer's Office will be notified.

SUPERVISOR FOR PROFESSIONAL INTERNS

The Ohio Ethics Commission no longer permits colleges to compensate individual teachers who host teacher candidates. Per funding availability, all colleges and universities will instead compensate school districts. The administration will disburse funds received to those teachers who supervise a professional intern.

EXTENDED SERVICE

Only those positions that qualify for funding under the provisions of the State Foundation Program will be accepted as extended service positions for salary purposes in the Logan-Hocking Local Schools. Certified employees who work on extended service shall be paid at a daily rate of 1/183 of the regular contract salary.

E. Insurance

Medical

1. The insurance carrier is to be designated by the Board. Employees hired for the 2024-2025 school year who enroll in health insurance will automatically be enrolled in a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). Employees must establish a Health Savings Account within two (2) weeks of the New Teacher Orientation meeting. For employees hired after the New Teacher Orientation, the Board HSA will be prorated. The proration will be calculated based on one-twelfth (1/12) of the annual Board contribution multiplied by the number of eligible months covered under the HDHP. The Board's contribution to the HSA will be funded in the first payroll in which the employee is paid, provide all enrollment paperwork and account information is received by the payroll deadline. The Board shall offer employees who were hired prior to the 2024-2025 school year their choice of two (2) health insurance plans: A Preferred Provider Organization Plan (PPO) and a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). Employees shall have a choice of plans and can enroll in either plan each year in January by notifying the Board by November 30 of each year of their intent to change plans.
2. All insurance-eligible members will be required to meet with an insurance representative, as well as the American Fidelity representative, on an annual basis for the purpose of reviewing the benefit options and completing required benefit paperwork.
3. The Board will establish an Annual Maximum Board Contribution for Family and Single plans. The Annual Maximum Board Contribution for anyone hired prior to September 2011 will be as follows:

   2024 – Ninety percent (90%) of the High Deductible Premium plus one hundred percent (100%) of the Board's contribution to an HSA.

   2025 – Eighty-seven percent (87%) of the of the High Deductible Premium plus one hundred percent (100%) of the Board's contribution to an HSA.

   2026 – Eighty-five percent (85%) of the High Deductible Premium plus one hundred percent (100%) of the Board's contribution to an HSA.

   For those members hired after September 2011, the Annual Maximum Board Contribution for Family and Single plans will equal eighty-five percent (85%) of the High Deductible Health Plan premium plus one hundred percent (100%) of the Board's contribution to an HSA.

   The employee share will equal the difference between the total annual cost of whichever plan the employee chooses and the Annual Maximum Board Contribution.

   The Annual Maximum Board Contribution is subject to change based on plan premium changes.

LEA Medical Insurance Plan Options
January 1, 2025

	PPO		HIGH DEDUCTIBLE HEALTH PLAN	
	In Network	**Out of Network**	**In Network**	**Out of Network**
Deductible	$1,500/$3,000	$3000/$6,000	$3,300/$6,600	$6,600/$13,200
Co-insurance	80%	60%	90%	70%
Max Out of Pocket (Ded & CoIns)	$4,000/$8,000	$8,000/$16,000	$4,500/$9,000	$9,000/$18,000
Wellness Services	100%	100%	100%	100%
Office Visit	$40	Ded & CoIns	Ded & Coins	
Urgent Care	$75	Ded & CoIns	Ded & CoIns	
Emergency Room	$300	$300	Ded & Co-Ins	
Outpatient Lab & Diagnostic	80%	60%	90%	70%
Rx Card – 30 Day				
Generic	$15		Ded & CoIns	
Preferred Brand	$60		Ded & CoIns	
Non-Preferred Brand	$120		Ded & CoIns	
Specialty	$300		Ded & CoIns	

	PPO		
	Total Premium	*EE Cost (10%)*	*EE Cost (15%)*
Single	$988.70	$115.78	$154.96
Family	$2,721.30	$446.64	$554.22
	FSA – Annual Board Contribution		
Single	$0		
Family	$0		

	HIGH DEDUCTIBLE HEALTH PLAN		
	Total Premium	*EE Cost (10%)*	*EE Cost (15%)*
Single	$782.39	$78.24	$117.36
Family	$2,152.43	$215.24	$322.86
	Health Savings Account (HSA) – Board Contribution		
Single	$2,025		
Family	$4,050		

Deductible and Maximum Out of Pocket amounts for High Deductible Health Plans (HDHPs) are subject to change annually per IRS regulations. Members will be notified of these changes as well as any premium or coverage changes for the PPO and/or the HDHP prior to their occurrence.

4. For those members choosing the High Deductible Health Plan (HDHP), the Board will contribute annually towards a Health Saving Account (HSA) in the amount of four thousand and fifty dollars ($4,050) for a family plan and two thousand and twenty-five dollars ($2,025) for a single plan. Funding of the HSA will occur at seventy-five percent (75%) on the first business day in January and at twenty-five percent (25%) on the first business day in September.
5. Additionally, five hundred dollars ($500) shall be contributed to the employee's HSA following completion and written verification by a primary care provider of a wellness exam for the employee if on a single plan or wellness exams for both the employee and spouse if on a family plan. The five hundred dollars ($500) cannot be partially paid and two (2) wellness exams must be completed for any employee enrolled in a family plan to be eligible for the five hundred dollars ($500) additional contribution. Contributions will be based on wellness exams each calendar year, and no employee may receive more than one contribution in any calendar year. Contributions will be paid to qualifying employees' HSA accounts in June (documentation must be submitted no later than June 15) or in December (documentation must be submitted no later than December 15). Contributions for wellness exams occurring after or verified after December 15 of any calendar year will be paid in June of the following calendar year.
6. Coverage for new members will be effective the first day of the month following their first day of employment.
7. The Board recognizes that a collaborative effort among all Logan-Hocking School employees is essential. Therefore, a Labor-Management Health Insurance Committee, comprised of representatives of the Board and Employee Unions, will be formed in order to discuss, evaluate, and recommend options for employee health insurance. Each group shall have appointed representatives selected to serve on the Committee and be permitted to invite outside experts/consultants. The Committee will meet quarterly or at the request of any group. The Committee will review and have access to monthly and annual costs relative to medical claims, prescription claims, and any other cost incurred with health insurance expenses. The Committee will study the monthly and annual cost/claims to share, educate, and communicate to the bargaining unit members of each Union the most current cost and expenses of the District's health insurance plans. The Committee shall create an annual report to communicate to district personnel the insurance benefits plan options.
8. Members of the same household with both spouses employed by the Board shall only be covered by the most cost-effective plan for the District.

Adverse Benefit Determination and Appeal Procedures

The Logan-Hocking Local School Board will follow the Adverse Benefit Determination as recommended by the insurance consortium through the appeal process outlined in the plan document.

Life Insurance

The Board will provide $50,000 of Life Insurance for all bargaining unit members. The policy will include a double-indemnity provision in the case of accidental death or dismemberment.

Dental Insurance

The Board will pay 90% of the insurance premium. The insurance carrier is to be designated by the Board.

Vision

The Board will offer vision insurance as a voluntary, employee paid, payroll deduction.

Internal Revenue Service Section 125 Plan

1. Effective September 1, 1997, the Board shall apply that part of the teacher's salary which is the teacher's participation in the monthly health benefits premium so as to tax shelter that participation. Voluntary employee payroll deductions for health insurance premiums will also be tax-sheltered. The Board shall comply with IRS and Federal law regulations in doing so.
2. A Section 125 Flexible Spending Account (FSA) shall be available to each eligible employee. Participation in such account shall be at the option of each individual employee.

Part-time Unit Members

1. Unit members working on a part-time basis are entitled to all benefits and provisions under this negotiated agreement with the stipulation that said benefits shall be earned and utilized on a proportionate basis as the hours worked (see below).

$$\frac{\text{Individual's Contract Salary}}{\text{Salary (183 days)}}$$

2. Any part-time employee who is required to pay a portion of an insurance premium must do so through payroll deductions. Deductions shall be made for Board-approved insurance plans only.
3. Anyone assuming a part-time position will have benefits computed according to the above formula.

F. Reimbursement for Traveling Teachers

1. Teachers who have regular assignments in more than one building or by the nature of their assignments must travel during their regular day shall be reimbursed at the IRS approved rate per mile; mileage will be measured from the first school assigned for the day to the final school for the day. Teachers who are required to pick up necessary educational materials from a school prior to reporting to a teaching assignment at a different school will be reimbursed for mileage beginning with the school at which the materials are stored.
2. Teachers will submit travel vouchers on the final regularly scheduled school day of each month. In the event that a teacher is not in attendance on said day, he/she will submit said voucher on the first day he/she is back in attendance.
3. Payment of Board approved reimbursement for traveling teachers will be made as follows:
    a. Teachers entitled to reimbursement for approved travel expenses totaling $25.00 or more will be paid no later than the fifteenth of the month following the submission of the voucher.

b. Teachers entitled to reimbursement for approved travel expenses totaling, in the aggregate, less than $25.00 will be paid for those expenses at the time of the final pay for that school year.

G. Retirement

1. Certificated employees shall receive severance pay upon retirement from active service with the Logan-Hocking Local School District as follows:
   a. Certificated employees retiring during the first year in which the member becomes eligible for retirement will receive fifteen (15) days in addition to b, c, d, or e below. The first year of eligibility for retirement means the year in which the employee becomes eligible for retirement benefits under STRS regulation. Employees retiring at any other time will receive a maximum benefit as described below.
   b. Certificated employees with thirty (30) or more years of service with the Logan-Hocking Local School District shall be paid one-fourth (1/4) of their accumulated unused sick leave with a maximum based upon one-fourth (1/4) of 320 days (80 days maximum).
   c. Certificated employees with twenty (20) or more years of service with the Logan-Hocking Local School District, shall be paid one-fourth (1/4) of their accumulated unused sick leave with a maximum based upon one-fourth (1/4) of 240 days (60 days maximum).
   d. Certificated employees with ten (10) or more years of service with the Logan-Hocking Local School District, shall be paid one-fourth (1/4) of their accumulated unused sick leave with a maximum based upon one-fourth (1/4) of 160 days, not to exceed 40 days.
   e. All other certificated employees shall be paid, as retirement pay, one-fourth (1/4) of the certificated employee's accumulated unused sick leave with a maximum based on one-fourth (1/4) of 80 days, not to exceed 20 days.
   f. Employees, where accumulated sick leave exceeds 320 days, will be paid their per diem rate for days in excess of 320, 60 days maximum.
2. Payments under this provision shall be based on the certificated employee's per diem rate at the time of retirement.
3. In order to qualify for retirement pay under this section, written evidence of the employee's approval for retirement benefits from STRS must be received by the Superintendent within 120 days from the date of separation of service with the Logan-Hocking Local Schools. The payment of retirement pay shall be made only once to any one employee and shall result in the cancellation of all accumulated sick leave.
4. Employees who notify the Board of Education of their retirement by February 1 of the year in which they plan to retire, and who work through the end of the school year, shall receive a one-time payment of $1,000.00. Notification of retirement is irrevocable except at the discretion of the Board.
5. In the event of the death of an employee who would have qualified for severance, payment shall be made to the employee’s estate or heirs.

H. STRS Pick-up Through Salary Reductions

1. The Board of Education agrees to deduct from the gross earnings of each member of the bargaining unit that amount determined to be the contribution to the State Teachers Retirement System. Amounts so paid will be designated as employee-paid retirement contributions and will be excluded from the employee's gross earnings for Federal and State income reporting and withholding tax purposes so long as such reporting and exclusion are in compliance with Federal, State and local tax law and regulations.
2. The Association and Board agree that any salary reduction necessary to comply with this provision is a proper, lawful and uniform salary reduction.

I. Tuition Reimbursement Program

1. The Board of Education will appropriate the sum of $75,000 per school year for the purpose of reimbursing teachers for the tuition cost of graduate study undertaken in accordance with the provisions of this section.
2. Teachers may be reimbursed for the actual cost of graduate study in Board approved courses of study leading to a Master's Degree. Teachers completing coursework beyond the Master's Degree may be reimbursed for actual cost of post-graduate study (graduate level courses). Reimbursement will be at a rate not exceeding $275.00 per quarter hour or $400.00 per semester hour for all courses successfully completed provided that no teacher shall be entitled to reimbursement in the amount in excess of $4,800.00 in any year and further provided that the aggregate amount paid in any one (1) year by the Board of Education shall not exceed the sum of $75,000.
3. Teachers may be reimbursed for the actual cost of undergraduate study in LPDC approved courses of study at a rate not exceeding $15.00 per quarter hour or $22.50 per semester hour for all courses successfully completed provided that no teacher shall be entitled to reimbursement in the amount in excess of $250.00 in any year and further provided that the aggregate amount in any one (1) year by the Board of Education shall not exceed the sum of $3,000.
4. The following limitations will apply:
   a. An employee must work in the District for one (1) school year in order to be eligible for any tuition reimbursement.
   b. Reimbursement shall be paid not later than thirty (30) days after presentation of a transcript or other evidence of satisfactory completion of the course.
   c. Applications for participation in this program must be filed in the Superintendent's office during the time frames indicated in this sub-paragraph. Additionally, applications may only be filed for the school term indicated after the various time frames.

      Aug. 1 – Nov. 30 - Session 1
      33.3% of total funds will be distributed.

      Dec. 1 – Mar. 31 - Session 2
      33.3% of total funds, plus carry-over funds will be distributed.

      April 1 – July 31 - Session 3
      33.3% of total funds, plus carry-over funds will be distributed.

d. Funds will be equally distributed each distribution period based on the total number of hours requested. The amount per hour in Paragraph 2 will not be exceeded.

e. Any teacher who receives reimbursement under this provision agrees to be available for employment in the Logan-Hocking Local School District for a period of four (4) years thereafter. In the event the teacher resigns or is terminated from his or her employment prior to that time, the Board may deduct the cost of graduate study paid that teacher at the following rate:

Years of Service Completed After Graduate Stipend	Percent of Cost Deducted From Final Pays
0 - 2 Years	100%
2+ - 4 Years	50%

f. Any funds collected or carried over will be added to the next year's appropriation under this agreement.

J. Payroll Deductions

1. The employer agrees to deduct from the wages of any employee-member of the Association, the dues, initiation fees, and assessments of the Association, upon presentation of a written deduction authorization from any member of the Association. This deduction shall be without cost to the Association or the member.
2. Deductions of the annual dues and assessments will be made in as nearly equal pay period installments as possible during the school year and in an amount determined by the Association. Deductions shall begin with the first pay period in October and continue for fourteen (14) pays. Any member hired or becoming eligible for membership after October 1 shall be entitled to payroll deduction of dues on a schedule determined by the Association Treasurer and the individual member.
3. All monies deducted for such purposes shall be transmitted to the Association at the end of each month.
4. In the event an employee cancels his or her membership outside the cancellation period defined in Article VII, the District Treasurer shall continue to deduct all owed and remaining dues from the employee's checks for the remainder of the dues deduction schedule.
5. In the event an employee severs employment, the District Treasurer shall deduct all owed and remaining dues from the employee's final check.
6. A member who wishes to cancel payroll deduction of dues may do so by notifying the Association Treasurer and District Treasurer, in writing, not less than two (2) weeks prior to the effective date of the payroll change.

7. Health insurance may be authorized for payroll deductions to the Treasurer of the Board of Education by a member. Further, members may authorize, in writing, additional deductions for contributions to any of the following:

    a. F.C.P.E.
    b. U.S. Savings Bonds
    c. B.Y.F.
    d. L.E.A. Scholarship Fund
    e. Ohio Public Employees Deferred Compensation Program
    f. OASBO 457(b) Deferred Compensation Plan
    g. United Way
    h. Credit Union
    i. A.C.E.
    j. STRS Purchase Service Credit
    k. Other Board of Education held Scholarships

8. Deductions will not be made for annuity contracts with new annuity companies (those companies not having an annuity contract with a teacher in the Logan-Hocking Local School District as of the effective date of this agreement) unless 10 or more employees request annuity deductions for that annuity company.

9. The Treasurer will directly deposit paychecks of members of the bargaining unit**.** Payroll stubs will be emailed to employees.

K. Event Passes

Bargaining unit members will receive free general admission to all home athletic events upon presentation of their district photo identification.

L. Certification/Licensure Cost Reimbursement

1. The Board shall reimburse bargaining unit members for all costs assessed by the Ohio Department of Education for the renewal of up to two (2) teaching certificates/licenses being used for employment in the Logan-Hocking School District.

2. The Board shall also reimburse the cost for any background checks (BCI, FBI, etc.) required by the ODE or the school district relative to the certification/licensure renewal process.

ARTICLE XIII
LEAVE PROVISIONS

A. Association Leave

1. Officers and/or delegates of the Association will be granted leave to attend district, state, or national teachers' association meetings, or conduct other Association business in accordance with this policy. A cumulative total of forty (40) paid days of such leave will be available each school year. Except in cases of emergency, Association officers and/or delegates will notify the Superintendent, or his/her designee, at least five (5) work days in advance of the day for which Association Leave is requested. All expenses incurred in

connection with Association Leave will be paid by the Association, excluding pay for substitutes.

2. Bargaining Unit Members elected to State or National offices shall be allowed an additional nine (9) days. The Board shall pay for the first seven (7), the Association for the last two (2).

B. Jury Duty Leave

When it becomes necessary for a teacher to accept jury duty, the teacher shall be paid his/her regular salary for the time spent serving jury duty. A teacher serving jury duty shall submit any compensation received to the Treasurer's office of the Logan-Hocking Local School District. Such leave shall not be deducted from any other type leave.

C. Military Leave

Military Leave will be granted to teachers pursuant to the ORC. Upon return from such service, restoration to employment shall be as provided by Section 3319.14, ORC.

D. Personal Leave

1. An employee may be absent for the purpose of conducting personal business, as provided below, that cannot be conducted at times other than such employee's regularly scheduled work day. Said paid absence shall not exceed three (3) days per school year, shall be unrestricted, and shall not be deducted from sick leave.
2. Personal Leave may not be used during the last fifteen (15) student days of school, on the day(s) a teacher is administering a state mandated test, or on a professional development day, except under unusual circumstances at the sole discretion of the Superintendent or his/her designee.
3. An employee must submit a written request for Personal Leave at least five (5) days in advance of the taking of Personal Leave, or Personal Leave will not be granted.
4. If the Superintendent or his/her designee, in his/her sole discretion, determines that circumstances beyond the employee's control prevent advance written request for, and written approval of, Personal Leave as required above, then the Superintendent or his/her designee may, in his/her sole discretion, grant an oral and/or late request. A written explanation shall be submitted at the earliest practical time, in no event later than five (5) days after the last day of absence. A report of such absence, signed by the employee and the Superintendent or his/her designee, shall be filed with the Treasurer within five (5) days following the last day of absence.
5. A request for Personal Leave must be made pursuant to paragraph 3. Such a request must be granted to any teacher unless more than 5% of the teachers in that teacher's building have previously applied for such leave for the same day.
6. Unused Personal Leave may be converted to Sick Leave at the end of each school year. Personal leave that is not converted to sick leave will be paid at $150 per day at the request of the member. Request to have personal leave paid must be submitted to the Treasurer by May 1st. Payment will be made no later than June 30. A maximum of three (3) days per year may be converted to sick leave or cashed out.

E. Child Care Leave (Birth of a Child/Adoption)

1. Leave without pay for a period of up to two (2) years will be granted a member requesting child care leave. The term of the leave shall be scheduled to the extent possible, to cause the least disruption to the educational program and may, as recommended by the Superintendent, be for the remainder of the school year and may be extended for an additional school year upon application for extension.

2. Application for Child Care Leave shall be made in writing and shall advise the Board of Education of the commencement of the leave as far in advance as possible. The application shall be filed with the Superintendent.
3. For purposes of paragraph E of this provision, "Child Care Leave" is available to a teacher who is the mother or father of a child (by birth or adoption) and who is directly and immediately responsible for the full-time care of that child.
4. Child Care Leave shall be granted without pay.
5. A teacher on Child Care Leave shall have the right to maintain in force health and life insurance benefits, pending approval and subject to the conditions of the carrier(s) involved. The teacher shall pay 100% of the premiums, in advance, directly to the Treasurer of the Board of Education by the first of each month. Failure to pay such premiums by the first of each month shall void the teacher's right to maintain insurance benefits for the duration of her leave.
6. No teacher shall return to service prior to the expiration date of such leave without the approval of the Superintendent. Any teacher who does not return to service at the stated termination date of such leave shall be deemed as having abandoned his/her contract and all rights and privileges of employment shall thereupon be extinguished.
7. A teacher on Child Care Leave shall notify the Superintendent by February 1 of the teacher's intent to return to duty, request additional leave or resign from service.
8. Upon return the teacher shall be assigned to a position for which he or she is certified and shall resume the remaining portion of the contract after deduction of the term of the leave of absence.
9. Bargaining unit members granted this leave shall not be employed and/or self-employed during the scheduled school work day.

F. Professional Leave

1. Professional Leave with pay may be granted by the Superintendent or his/her designee in accordance with the following policy adopted pursuant to the ORC Section 3313.20. For the purpose of authorizing attendance at professional meetings, the words "professional meetings" shall mean any gathering at which the content leads itself to increasing the knowledge of the participant in his/her assigned teaching field or supplemental duties in such a way as to make that individual more valuable to the school system. The teacher shall submit a request for Professional Leave to the Superintendent's office no less than fifteen (15) school days before the date of the requested leave. The Superintendent or his/her appointed designee shall notify the teacher in writing of his/her decision within ten (10) school days after the receipt of the request for leave. The time limits for submitting a

request for leave may be waived by the Superintendent or his/her designee at his/her discretion.

2. If the request for leave is denied, the notice will include a reason or reasons for denial, provided however, the denial of Professional Leave will not be subject to review through the grievance procedure.
3. Upon submission by the teacher on approved expense forms and approval by the Board of Education, the teacher will be reimbursed for the reasonable and necessary costs of transportation, hotel bills, meals and registration connected with the leave.
4. A teacher will write a report regarding the information gained from the meeting within one month following the leave.

G. Sabbatical Leave

1. Sabbatical Leave will be available to members of the bargaining unit who are qualified to the following provisions:
   a. No leave will be granted unless the Board has approved a written plan of professional improvement submitted by the teacher. Such plan must include full-time attendance at an accredited college or university.
   b. No Sabbatical Leave shall be granted to any teacher who has not been a full-time employee for at least seven (7) years in the Logan-Hocking Local Schools.
   c. A request for leave must be submitted by March 31, immediately preceding the leave.
2. All Sabbatical Leave granted shall be under the following conditions:
   a. No Sabbatical Leave shall exceed one (1) school year in length.
   b. No more than three (3) percent of the instructional staff may be on Sabbatical Leave simultaneously. Requests for Sabbatical Leave may be denied if the Board determines that a particular school or curriculum area would be adversely affected by the absence.
3. Payment to teachers on Sabbatical Leave will be according to the following provisions:
   a. Teachers on Sabbatical Leave shall be paid a part salary equal to the difference between his/her regular salary and the salary of the replacement. If no replacement is necessary, the teacher shall be paid a part salary equal to the difference between his/her regular salary and that paid a beginning teacher without experience and with a Bachelor's Degree as set forth in the adopted salary schedule.
   b. The teacher may continue to participate in medical, dental, and term life insurance by paying, in advance, the full premiums for such coverage, provided that the insurance carrier permits such participation.

   Miscellaneous:
   a. A second Sabbatical Leave, according to the provisions of the Article, may be granted to teachers who have been full-time employees of the Logan-Hocking Local Board of Education for ten (10) years following the first Sabbatical Leave.
   b. Denial of any request for Sabbatical Leave will be explained in writing to the teacher.
   c. Upon return, the teacher shall resume the remaining portion of his/her contract after the deduction of the term of the leave of absence and the teacher shall be assigned to a position for which she/he is certified.

H. Assault Leave

Any certificated teacher of the Logan-Hocking Local Board of Education who is assaulted while in the course of such teacher's employment and is temporarily disabled by any injury from such assault, shall remain on the payroll as a regular employee and shall receive all benefits as if on sick leave as hereinafter provided. The certificated employee shall apply for Workers' Compensation. If Workers' Compensation benefits are paid, the Board shall pay to the employee the difference between the benefits received and the employee's regular salary. On those days that payment is made to the injured employee by the Bureau of Workers' Compensation, there shall be no deduction from the accumulated sick leave of the certificated employee. Assault Leave as provided herein shall not exceed more than thirty (30) days from the date of injury and shall terminate at such time Workers' Compensation payments are terminated, whichever comes first. In the event of an assault, the Bargaining Unit Member shall notify the immediate supervisor and shall notify the appropriate law enforcement agency.

I. Sick Leave

1. Teachers shall accumulate sick leave at the rate of one and one-quarter (1.25) days for each completed month of service. Sick Leave may be used, upon approval of the responsible administrative officer, for absence due to personal illness, pregnancy, adoption (after custody), injury, or exposure to contagious disease which could be communicated to others, and for absence due to pregnancy, adoption (after custody), illness, injury, or death in the employee's immediate family.
2. The definition for immediate family as used in this Article shall be: father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, of said employee and such other relatives or persons not listed above who make their home with the bargaining unit member or who, by reason of special circumstances, stand in the place of the above enumerated individuals, or other family members with Superintendent approval.
3. In the case of death, this definition shall be expanded to include the "Immediate Family" of the spouse. One day of sick leave may be used in the case of death of a person not included in the definition of "Immediate Family". Additional days may be granted at the discretion of the Superintendent.
4. Seven (7) days Sick Leave shall be advanced to each teacher at the time of the teacher's initial employment with the Logan-Hocking Local School District. This advance of Sick Leave will be charged against that teacher's accumulated Sick Leave.
5. Unused Sick Leave shall be cumulative up to 390 days.

Verification – The Board of Education may require a teacher to furnish a written signed statement on a form or forms provided by the Board to justify the use of Sick Leave. If medical attention is required, the employee's statement shall list the name and address of the attending physician and the dates when consulted. Falsification of a statement may be grounds for suspension or termination of employment under sections 3319.081 and 3319.16 of the ORC.

Sick Leave Transfer – When a bargaining unit member has exhausted all of his/her accumulated sick leave and additional days are still needed, then he/she may request through the Association that the additional days be transferred from other bargaining unit members' accumulated sick leave. The Association shall establish an internal policy to administer such a transfer. The Association shall notify, in writing, the Treasurer of the Board; the number of days to be deducted, from whom, and the person receiving the transferred days. Included in the notice shall be a signed statement by the bargaining unit member involved authorizing the Board Treasurer to transfer the days. Donation shall be limited to five (5) days per bargaining unit member per school year. Sick leave transferred to another member shall be counted as a day against sick leave in paragraph G. Sick leave days transferred then returned prior to the end of the current fiscal year will not be counted as a day against sick leave in paragraph G. Any teacher who has received sick leave transfer days under this provision agrees to be available for employment in the Logan-Hocking Local School District for a period of two years thereafter. In the event the teacher resigns his or her employment prior to that time, the Board shall deduct the teacher's per diem for the number of days transferred. Leaving the district for disability and/or any other reason directly related to the illness shall be the only exceptions.

Absence Report Procedure – Any employee who intends to utilize a sick leave day will contact his/her building principal to notify of his/her absence.

J. Leave of Absence

1. Leaves of Absence for certificated personnel may be applied for by filing with the Superintendent a letter requesting the leave together with reasons for the request.
2. The Board of Education may grant the Leave of Absence for the period requested or for such other period as it deems appropriate but not to exceed two years.
3. Leaves of Absence are without pay or other benefits except that an employee may, upon payment of the entire monthly premium amounts as due, request the continuation of insurance benefits. Such benefits will be subject to approval by the insurance carrier. Any employee requesting the continuation of insurance must notify the treasurer at or before the commencement of the leave.
4. A bargaining unit member on a Leave of Absence shall notify the Superintendent by February 1 of the member's intent to return to duty, request additional leave, or resign from service.
5. Bargaining unit members granted this leave shall not be employed and/or self-employed during the scheduled school work day.

K. Family and Medical Leave

1. Notwithstanding other provisions of this agreement, the Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993. The parties to this agreement agree that all benefits guaranteed by the Act will be provided to employees covered by this agreement. Any alleged violations of the Act may be processed as grievances using the procedure herein. Pursuit of such a grievance in no way prevents an employee from enforcing their rights under the act as provided by law.
2. Eligibility - An employee must have worked 1250 hours with the Logan-Hocking Local School District in the 12-month period preceding leave to be eligible for benefits under the Act.

3. Leaves granted under the Act shall be granted upon request at the expiration of those granted under the Family and Medical Leave Act. Return from any unpaid leave shall be under the same terms as those provided for under the Family and Medical Leave Act. However, eligible employees may choose to substitute paid leave granted by other provisions of this agreement for all or part of the unpaid leave granted under this article.
4. The year begins the date a leave is started.

L. Witness Leave

When a bargaining unit member is subpoenaed as a witness in a criminal or civil proceeding, in which they are not the defendant or otherwise a party to the case, shall be granted witness leave.

ARTICLE XIV
JOB SECURITY

A. Vacancies, Transfers, and Promotions

Voluntary Transfers

1. Any time a vacancy occurs the Superintendent or his/her designee shall notify the certified staff. During months school is in session, such vacancies will be posted in each building; during the summer months such vacancies will be posted to the district web-site and on the information voice mailbox of the Board Office phone system. Vacancy notices will be provided to the LEA President. Ten (10) days prior to the first (1st) day of the teachers' school year, the Superintendent has the option to fill positions at his/her discretion.
2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than five (5) working days after posting. In cases of urgent necessity, the Superintendent may fill a vacancy within the five (5) day period.
3. Mid-year vacancies shall be filled by bid of bargaining unit members. If the selected applicant cannot be logistically placed at mid-year, then the applicant shall assume said position at the beginning of the next year. In the event the mid-year vacancies must be filled by interim personnel, such person shall relinquish the position to the selected applicant at the beginning of the next school year. A displaced teacher under this provision shall receive all benefits of Article XVI (RIF).
4. In acting on requests for voluntary reassignment and/or transfer, the Board shall only consider the following criteria:
    a. Proper certification and licensure as required by the Ohio Department of Education. (Any and all certifications and licensures that the Ohio Department of Education deems as proper certification and licensure for a position shall be considered equally.)
    b. Teacher experience at grade level and/or subject area.
    c. District seniority. District seniority shall be defined as continuous, uninterrupted employment in the Bargaining Unit.
    d. Where the foregoing factors are substantially equal, the determining factor shall be based on the Superintendent's discretion following an interview of all applicants.

Involuntary Reassignments

1. Members of the bargaining unit who are involuntarily reassigned to a different building or teaching position (elementary – grade level and/or area of certification; middle school – content area and/or grade level; high school – department) will be notified of the reassignment in writing by certified mail. The written notification shall include reasons for transfer. If the reason for the reassignment is due to unsatisfactory performance, it must have been referenced and noted in the teacher's most recent evaluation. Reasons for reassignment shall not be based solely on student test scores. Such members may request a meeting with the Superintendent to discuss the transfer and may have an Association Representative present at such meeting.
2. Bargaining unit members being transferred as a result of demographic changes shall be based upon seniority.
    a. For the purpose of this Article, seniority shall be defined as continuous, uninterrupted employment in the bargaining unit.
    b. The bargaining unit member having the least seniority shall be displaced unless a more senior teacher in the same grade level (elementary) or subject area (middle and high school) volunteers to be displaced.
    c. The displaced teacher shall have the right to either take the position of the teacher with least district-wide seniority for which he or she is qualified or bid on all other posted vacancies.
3. Members of the bargaining unit who are involuntarily reassigned after August 1 will be granted two (2) days extended service for the purpose of preparing for the reassignment.
4. Extended Service shall be defined as, for purposes of this Article, 2/183 of regular contract salary.

Promotions

1. Promotional positions are defined as positions paying a salary differential and/or positions on the administrative /supervisory level, including but not limited to positions such as assistant principal, principal, coordinator, project director, but excluding the positions of Superintendent and Assistant Superintendent.
2. The Superintendent shall post a notice in each school of any administrative/supervisory vacancy. Such notice shall include the duties, compensation and qualification for the position. A copy of said notice will be given to the Association at the time of the posting.
3. Teachers who desire to apply for such positions shall submit their applications, in writing, to the Superintendent not later than five (5) days after posting.

B. Reduction in Staff

1. The employment contracts of teachers may be suspended, pursuant to section 3319.17, ORC, when the position to which such teachers are assigned or eliminated as a result of any of the following:
   a. Insufficient funds available to the Board. The Board shall meet with and seek input from the Association prior to taking action;
   b. A reasonable reduction in pupil enrollment;
   c. The suspension of schools;
   d. Territorial changes affecting the school district;
   e. Return to duty of regular teachers after leaves of absence.
2. If the Board is contemplating the lay-off (suspension of employment contracts) of any teachers, it shall so notify the Association at least thirty (30) days before the proposed effective date of the lay-off, except in cases of emergency. Such notice shall be in writing and shall include the specific positions to be affected, the proposed time schedule, and the reasons for the proposed action. Within fifteen (15) days after receiving the aforesaid notice, the Board shall, if requested to do so, grant the Association the opportunity to appear before the Board to present written and oral arguments concerning the reduction in force. If the contemplated lay-off is as a result of insufficient funds available to the Board, the Board shall, in connection with said appearance, make available to the Association all relevant data at Board expense.
3. Every teacher's name shall appear in order of seniority on a list for his or her area(s) of certification. Teachers with continuing contracts shall be deemed senior to all teachers on limited contracts.

   Teachers rated "Developing," "Skilled," or "Accomplished" through the evaluation procedure shall be considered "Effective" and "comparable" to the rest of the bargaining unit for the purpose of reduction in force.

   Teachers rated "Ineffective" through the evaluation procedure shall no longer be considered "comparable" to the rest of the bargaining unit for the purpose of reduction in force.

   Selection of teachers to have their contract suspended for the purpose of a reduction in force shall be based on "comparable" evaluations in the following order:
   a) Ineffective by seniority
   b) Effective by seniority

   Recall of teachers affected by the reduction in force shall be in the reverse order of the layoff.
4. Any teacher who is laid off shall be notified, in writing, at least thirty (30) days before the effective date of the lay-off, except in cases of emergency. Such notice shall include the proposed time schedule and the reasons for the proposed action.

5. For purposes of this Article, seniority shall be computed from a teacher's date of continuous, uninterrupted employment in the bargaining unit. Seniority shall continue to accrue during all leaves of absence including disability retirement for up to five (5) years. When seniority is equal, upon consultation with the Association, the teacher to be laid off shall be determined by the Superintendent.
6. Upon the giving of notice as provided in section 2 of this article, the Superintendent shall cause a list to be posted in each school building, showing the seniority of each teacher employed by the Board and shall promptly cause the posting of any changes in said list. A copy of such list and all changes thereto shall be given to the President of the Association and/or his/her designated representative.
7. A teacher who is laid off shall remain on the recall list for 24 months after the effective date of his/her lay-off unless he/she:
   a. waives his/her recall rights in writing;
   b. resigns;
   c. fails to accept recall to the position that he/she held immediately prior to the lay-off or to a substantially equivalent position;
   d. fails to report for work in a position that he/she has accepted within ten days after receipt of the notice of recall by registered or certified mail, unless such employee is sick or injured. If a teacher has secured temporary employment elsewhere, he/she will be allowed a reasonable amount of additional time before being required to report to work.
8. When there is a vacancy in a bargaining unit position, that teacher with the most seniority among those teachers laid off and certificated for the position shall be recalled by the Board at the same seniority, level of salary and fringe benefits as he or she would have received if the lay-off had not taken place; provided, however, that such teacher shall not be granted service credit, for salary purposes, for such time such teacher's contract was suspended. No new teachers may be hired by the Board for any position as long as there is an eligible teacher certificated for the position on the recall list as provided in Sections 7, 8 and 9 of this article.
9. Notice of recall shall be given in writing and sent by certified mail to the last address given to the Board by the teacher. A copy of the notice of recall will be given to the Association. If a teacher fails to respond within ten days after receipt of the above notice of recall, he/she will be deemed to have refused the position offered.

C. Sub-contracting

The Board of Education will not subcontract regular teaching or supplemental contract duties currently being performed by bargaining unit members without first posting those duties as provided in Article XV of the Master Agreement. Any new teaching or supplemental positions will also be first posted in accordance with the Master Agreement. This provision does not apply to student teaching and intern programs.

ARTICLE XV
TERMS AND CONDITIONS

A. Length of School Year and Day

School Year

1. The calendar adopted by the Board shall not exceed one-hundred eighty-three (183) days**.**
2. The Board shall have the right and hereby reserves the right to adopt and adjust the calendar to provide for emergencies and make-up days. Furthermore, if the State of Ohio mandates additional teacher days, bargaining unit members shall be compensated additionally at their regular daily rate for up to four (4) days beyond the negotiated school year. In the event that more than four (4) additional days are mandated, the parties agree to reconvene to negotiate compensation. A teacher-day shall be only those days counted as in session and days designated as record days, in-service days and other days by the Board for teacher attendance.
3. A committee consisting of two people appointed by the Superintendent and three LEA members appointed by the Association President shall meet in March each year to construct a school calendar for two (2) years hence.
4. The calendar shall include:
    a. At least five (5) designated make-up days, which may include Spring Break, President's Day and days at the end of the year.
    b. Staff professional development days
    c. Non-workdays will include a minimum of one (1) fair day, Labor Day, Veteran's Day, Christmas Vacation, New Year's Day, Martin Luther King Day, Good Friday, and Memorial Day.
5. The Superintendent shall submit the calendar to all bargaining unit members no later than April 15 of each year.
6. Except in case(s) of emergency when it is necessary to adjust the calendar to provide additional make-up days, the committee designated in Paragraph 3 above shall develop the calendar. If the Board adopts an alternative calendar, the parties shall meet within five (5) working days to negotiate the effects.
7. In case(s) of emergency circumstances, if the Board unilaterally adopts a change in the calendar, the Association reserves its right to negotiate the effects of that change.
8. When schools are closed by the Superintendent or his/her designated representative for inclement weather or other public emergency, the following procedures will be used:
    a. Bargaining unit members do not have to make up the first five (5) calamity days.
    b. After the first five (5) calamity days, the Board will designate five (5) make-up days to the yearly calendar. Any days required beyond these make-up days shall be determined by the Board. The Board has the discretion to forgive missed days as long as the District has met the State's minimum hour requirement for student contact.

9. Members will not be required to report to work when the Board has declared a calamity day. In the event of a school delay and students are not required to report to school, staff members are to use caution and arrive to work as close to the members' start time as possible. If the Board declares an early release due to weather, staff members may leave once all of the students are gone.

School Day

1. Each member of the professional staff shall be on duty before and after regular school hours long enough to plan and carry out his/her individual professional responsibilities.
2. The school day shall not be in excess of seven hours plus a one-half hour duty free lunch period. The seven-hour day may include time spent before and after the organized student school day.

3. The principal of each building is responsible for organizing the time schedule for his/her building within the framework of the above policy, with the exception of necessary faculty, grade level, and department meetings.

B. Class Size

1. A reasonable effort will be made to maintain the pupil-teacher ratio as set forth by the minimum standards of the North Central Association of Colleges and Secondary Schools.
2. Class size and teaching load shall be assigned in an equitable manner by the Superintendent and principal.
3. In order to allow flexibility in balancing classes, in grades K-6 there may be reasonable exceptions to class sizes during the first ten student days of the school year and for the first ten student days of each semester in grades 7-12. During this period, the section shall not apply.
   a. Let **N**=25 (K-6)
      Let **N**=30 (7-12)
   b. The number **N** will be used to limit the students in regular education.
   c. In any classroom with more than **N** students the teacher will be paid per instructional minute.
   d. Instructional minutes reimbursed may not exceed 420 minutes. This represents the current negotiated 7-hour teacher workday.
   e. Base ÷ 170 x 1/25 ÷ 420 = rate per instructional minute.
   f. Teachers qualifying for extra pay must complete online spreadsheet and submit to building principal for approval on the Friday ending each pay period. Late forms will not be accepted, except at the sole discretion of the Superintendent or his/her designee.
   g. Secondary Teachers (7-12) shall not have more than the accumulative number of one hundred and seventy-five (175) students per day, excluding Band, Choir, Music, Media, Physical Education, Computer, and Art. The number of students per class shall not exceed 30, excluding Band, Choir and Media.
   h. Elementary specialists shall not have more than 30 students per class.

i. A committee composed of two (2) administrators and five (5) bargaining unit members (LEA President, Art, Music, Physical Education, and Technology) will meet no later than August 1st of each year to review schedules and class size.

j. This section shall not apply in cases where:

- additional teachers have been employed to help reduce class size but for which there is a lack of classroom space. In such cases, the additional teacher may be assigned to teach in the same room, at the same time, with another teacher. Or, the additional teacher may take students from one class and instruct them in an available space elsewhere. No overage form is to be submitted.
- the overage is created due to special education students being assigned to a regular classroom with an intervention specialist working with the regular classroom teacher to provide support (two teachers in or assigned to the regular classroom). Please note: it is the intent of administration to keep class size under 25 in grades K-6 and under 30 in grades 7-12 in an inclusion setting. In the event there is a need to accommodate additional students, class size will not exceed 30 in grades K-6 and 35 in grades 7-12. If class size exceeds 30 in K-6 and 35 in a 7-12 classroom, an overage form may be submitted and payment per student will be split between the Intervention Specialist and regular classroom teacher. At no time will class size exceed room capacity per fire code regulation.
- an aide has been assigned to the grade level full time per section h. No overage form is to be submitted.

k. The administration will determine how many seats are appropriate in a room. In no case shall students be assigned to a classroom in greater numbers than there are stations/desks to accommodate them.

l. Intervention Specialists will follow the Ohio Department of Education Operating Standards for Serving Children with Disabilities and will be reimbursed for caseloads that exceed said operating standards per disability category at the rate of twenty-five dollars ($25.00) to write the Individualized Education Plan and twenty-five dollars ($25.00) per student per quarter for progress monitoring.

C. Building Staff Meetings

1. Building staff meetings and department head meetings will be held at such times as may be required by the principal or Superintendent. Meetings held at times other than the teacher's regular work day will not be held more often than 4 times per month. Members will not be required to spend more than 120 minutes per month nor more than 45 minutes beyond the normal school day in attendance at such meetings.
2. Building staff meetings the afternoon of teacher organizational day will be scheduled for not more than one hour with the remainder of the afternoon scheduled for class preparation.
3. Building administrators will use their best efforts to limit parent teacher conferences, I.A.T., and I.E.P. meetings conducted beyond school hours. Compensation will be given at the per diem rate for meetings lasting longer than one hour beyond the teacher’s duty day.

D. Hazardous Condition Report

1. A teacher must report in writing to the Building Administrator an alleged hazardous condition in any school.
2. After thirty (30) days of making the report and the alleged condition still exists, the teacher must notify the Board or its designee. No administrative reprisal shall be taken against any teacher so notifying the Board.

E. In-Service

1. The Board will pay all reasonable and necessary expenses incurred by members who attend pre-approved or required workshops, seminars, conferences, training sessions, or other such programs, held beyond the contracted work day or on days outside the contracted work year.
2. All teacher requests for attendance will be submitted in writing preferably not less than ten days prior to the conference for which approval is sought. All Board or Administration requests for attendance will be submitted to the teacher in writing subject to the same time limits. Denial of request will be accompanied by written reasons for such denial. Teachers who attend conferences under this section at the request of the Board or the Administration will be paid for all time spent in actual attendance at said session at his/her regular hourly rate determined as follows:

$$\frac{\text{Regular Annual Salary}}{\text{Teacher Calendar Days}} = \frac{\text{Daily Rate}}{\text{Seven (7)}} = \text{Hourly Rate}$$

3. Each in-service within the District, excluding any professional development days at the beginning of the year, shall provide for a minimum of two (2) hours of unencumbered time to allow teachers to work in their classrooms to complete tasks at their own discretion. This requirement shall be waived only for District in-services that offer flexible sessions.

F. Non-Teaching Duties

Elementary bargaining unit members shall not be required to collect lunch money or submit lunch counts. Principals will make efforts to equalize all other non-teaching duties within each building.

G. Use of Special Teacher's Time - Elementary

1. The elementary teacher will not be scheduled to substitute for any other regular classroom teachers in the building when his/her class is being instructed by a special teacher.
2. The following areas are suggested as examples, not limits, for the use of professional planning time. Planning time may entail program planning with the principal, guidance counselor, central office staff; parent conference; clerical work; or research when a special teacher is instructing the regular teacher's class.

H. Teaching Assignment During Planning Period

1. The Board of Education shall strive to provide equitable scheduled conference/planning time throughout the district, exclusive of lunch or travel time. In the absence of special area teachers, e.g. elementary music and physical education, every effort will be made to obtain a substitute. All members shall have a minimum of two hundred (200) minutes per week for planning and preparation free of student responsibility. Planning time shall be in blocks of at least twenty (20) minutes and there shall be at least one (1) planning period per day. Elementary teachers will have a block of 30 minutes daily planning. This is time exclusive of the duty-free lunch or travel time and will be within the seven (7) hour school day.
2. Any member who is assigned the responsibility of another class during his/her planning time shall be reimbursed for the time spent at the per diem rate unless that member volunteers to do this to help another teacher. Teachers required to supervise extra students due to a lack of substitute teacher availability will be reimbursed according to Section B of this article.
3. A teacher may be required by a building principal and /or other administrators in charge of the building to waive his/her planning period to assume responsibilities of teaching a class in lieu of a substitute teacher. The teacher will be responsible for submitting a time sheet as prescribed by the Board of Education at the end of each day to the building principal noting the periods taught. Teachers will be paid pro-rata at the hourly rate determined as follows:

$$\frac{\text{Teacher Salary}}{\text{Teacher Calendar Days}} = \frac{\text{Daily Rate}}{\text{Seven (7)}} = \text{Hourly Rate}$$

I. Protection of Teachers, Students and Property

1. It is primarily the responsibility of the classroom teacher to maintain the discipline of students assigned to each teacher's class. Every reasonable effort shall be made by the teacher to administer discipline and maintain control of students without the intervention of the administration. Problems of student discipline beyond the ability of the teacher shall be referred to the principal after consultation with the principal, except in those extraordinary circumstances warranting prompt and immediate administrative intervention.
2. Pursuant to Section 3319.41, ORC, physical force may be used by a teacher to protect himself/herself or another teacher and/or student from possible injury, or in an extraordinary case of breach of discipline, to restrain a disruptive pupil, provided the force used is reasonable under the circumstances. Teachers will immediately report all such instances, as well as any cases of assault upon themselves in connection with their employment, to their principal or immediate supervisor in writing, giving in detail the circumstances thereof.
3. This report will be forwarded to the Superintendent. The Superintendent may, in his/her discretion, transmit such report to the Board. The Board and the Superintendent will not interfere with the teacher's right to seek legal redress against any person inflicting injury upon such teacher or destroying such teacher's personal property.

4. Although it is primarily the responsibility of the classroom teacher to maintain the classroom discipline, it is also the responsibility of the administration to establish and consistently enforce policies for the classroom teachers to follow. Therefore, the Board of Education will review and amend its progressive discipline policies for students at all levels. The Board shall then make available to students, teachers and parents a procedure for the discipline, suspension and expulsion of students.
5. A teacher may exclude a pupil from one class period upon the terms and conditions as set forth in 3313.66 of the ORC.
6. Recognizing that parental and community involvement is important to a child's education, it is nevertheless vital to the operation of the school that such involvement be appropriate, consistent, and orderly. To that end, the administration will establish specific written guidelines and enforce these standards of behavior for parents, volunteers and other guests within the school building. These policies will promote a quality educational program while allowing reasonable access to the schools.
7. In the event that an employee suspects child abuse, said employee shall first contact the local enforcement agency or children services agency about the suspected abuse and second, shall tell the principal that he/she has taken this action. The law clearly imposes this mandatory, individual duty upon all school officers and employees.

J. Personnel Files

1. The Board shall comply with the provisions of the Chapter 1347 of the ORC in procedures regulating the keeping and maintaining of personnel files.
2. There shall be established and maintained one (1) official file on all members. This file will be maintained in the Superintendent's Office and will be locked after office hours.
3. The bargaining unit member shall have access to his/her personnel file and shall be given a copy of each document placed therein.
4. The member will sign any document placed in his or her personnel file. The signature will not reflect agreement with said document.
5. If and when a member and the Superintendent or his/her Designee agree that certain material in said member's official file is unwarranted, such material shall be removed from the file or corrected.
6. Anonymous letters or materials shall not be placed in a member's file nor shall they be made a matter of record.

K. Providing for Students' Special Needs

1. Any teacher who has a child assigned that cannot take care of his/her own personal bodily needs or must be physically lifted for any reason will not be required to assist that student except in an emergency situation. If a teacher voluntarily agrees to perform any such assistance, then he/she shall be considered to be acting in accordance with Board Policy.
2. Except in emergency situations, no teacher will be required to administer any medicine(s) or perform any medical procedure(s) for student(s). If teachers voluntarily agree to administer any medicine(s), they shall be considered to be acting in accordance with Board Policy.
3. All teachers involved with the education of a handicapped student shall be included in the IEP Conference for that child. Unless the teacher agrees otherwise, all such participation shall be on school time with release time for the affected teacher(s).
4. Special education teachers and classroom teachers shall be provided time, as needed, during the school day, to jointly meet to plan the instructional needs of the included students. At least two full days of release time shall be granted so that special education teachers may work on IEP's, inclusion, or team-teaching needs. Additionally, clerical support will be provided in coordination with building administrators and/or Coordinator of Special Services for special education teachers to assist them in routine paper work, i.e., notifying parents and other teachers of periodic reviews.
5. Current Standards of Ohio Department of Education will be followed.

L. Complaints Against and Discipline of the Professional Staff

Complaints Against the Professional Staff

Action concerning a complaint by a member of the community other than a student shall be initiated by the following procedure:

1. If requested by the complainant or teacher, a meeting involving the teacher, the principal and the complainant shall be arranged at a mutually convenient time within five (5) working days unless mutually extended to discuss the complaint.
2. If the complaint is unresolved, it may be submitted to the Superintendent.
3. If such conferences do not lead to understanding and resolution of the problems involved, the complainant may pursue further action by submitting in writing to the Board of Education a complaint against a teacher. The Superintendent shall give a copy of such complaint to the teacher.
4. The Board shall take action on such complaint at its next scheduled regular or special meeting which occurs no less than fifteen (15) days from its receipt of such written complaint.
5. The teacher may be represented at any step of this procedure by a representative of his/her choosing. Conferences regarding such complaint shall be private.

Discipline of Professional Staff

1. Disciplinary action of a teacher by a school administrator shall mean written and/or oral reprimand.
2. Discussion of a written reprimand with the responsible administrator shall be in the presence of an Association representative upon the request of the teacher.
3. If the employee is unable to secure representation for a disciplinary meeting scheduled for the same day, such meeting will not take place until the employee is given sufficient time to secure representation.
4. Teachers shall not be verbally reprimanded in the presence of students, parents, other teachers, employees or members of the community unless such verbal reprimand is necessary to maintain the well-being of the school, (including the orderly conduct of school programs), the students, faculty and/or employees.

M. Committees

1. The Board and the Association agree that teachers should participate in the following committees: (1) Calendar; (2) Curriculum; (3) Textbook; (4) Evaluation; (5) In-Service, reviewing and amending current educational problems and to make recommendations to the Board of Education thereon; (6) Local Professional Development Committee; (7) Wellness Committee.
2. The Board recognizes that a collaborative effort among all Logan-Hocking School employees is essential. Therefore, a Labor-Management Committee will be formed in order to keep lines of communication open, encourage cooperation, and discuss issues of relevance to all parties.
3. With the exception of the Local Professional Development Committee and the Labor-Management Committee, the Association shall have the right to appoint at least 50% of the membership of committees. The Superintendent or his/her designee shall appoint the balance of committee membership.
4. The Local Professional Development Committee (LPDC) will have 8+1 members, comprised of the following: the Assistant Superintendent or Director of Instruction; the LEA president or his or her designee; two elementary teachers, two middle school teachers and two secondary teachers, appointed by the LEA President with input from the Assistant Superintendent and/or Director of Instruction. The district's EMIS Coordinator will sit on the LPDC, assist the LPDC Chairperson and not have a vote on the LPDC. All LPDC committee members will be compensated for time spent at the rate of $25.00 per hour. Storage files and secretarial services shall be provided by the Board of Education.
5. A committee comprised of specialists, regular classroom teachers, and administrators shall be formed to discuss equitable distribution of specials and specialists' schedules. The committee will address these issues prior to and during the transition to the new school buildings and will meet on an as-needed basis afterwards.

6. Master Teacher Committee
    a. A Master Teacher Committee shall be established for the purpose of designating teachers in the building/district as Master Teachers in accordance with the recommendations of the Ohio Department of Education.
    b. The Master Teacher Committee shall be comprised of a majority of practicing teachers. The Association shall appoint three (3) teachers to the committee and the Superintendent shall appoint two (2) district administrators.
    c. The Master Teacher Committee members shall jointly establish a Plan of Operation for the appropriate designation of a Master Teacher, including but not limited to: the time and location of meetings, the application and review process, the dissemination of general information to local Association members, and the appeal procedure.
    d. All members of the Master Teacher Committee shall be compensated for time spent at the rate of $15.00 per hour.
7. Standing Joint Committee for Teacher Evaluation

    The Association and Board agree to establish a Standing Joint Evaluation Committee. This committee will establishthe policies, procedures, and processes, including the evaluation instrument and determination of HQSD, for the evaluation of teachers in the District and will regularly review the effectiveness of the aforementioned items.

N. Tobacco-Free School Buildings

All school buildings will be smokeless and tobacco-free when required by State or Federal Law.

O. Audio and Video Usage

Audio and video devices within the school district will not be utilized to monitor members' everyday work activities. Subject to the foregoing, the cameras, however, can be utilized to provide evidence in disciplinary proceedings that will confirm or rebut incidents or problems that involve misconduct.

P. College Credit Plus/Advanced Placement

1. The opportunity to teach any course offered by the district through College Credit Plus (CCP) and Advanced Placement shall be offered to all members of the bargaining unit who are qualified to teach the course.
2. No bargaining unit member shall be forced to meet the requirements to teach CCP/AP classes.
3. Any bargaining unit member who teaches a CCP/AP class shall be approved for required in-service days to engage in planning with the cooperating college/university instructor and any other days as required by the higher learning institution. The bargaining unit member shall be paid his/her per diem rate of pay for the in-service day, plus mileage at the IRS rate and any other expenses (hotel, meals, etc.) at the district rate.
4. Any required CCP performance assessment shall not be used as part of the OTES or shall it be included in the bargaining unit member's personnel file unless requested by the member.

5. If the Board deems it necessary to offer a CCP class, it may request that a bargaining unit member voluntarily obtain the qualifications needed to teach said course. The Board will cover the cost for the member who voluntarily agrees to obtain the CCP credentials through the tuition reimbursement program.
6. Bargaining unit members will be compensated for each CCP/AP class taught as follows:
   a. Semester courses – two hundred and fifty dollars ($250)
   b. Year-long courses – five hundred dollars ($500)

ARTICLE XVI
FORMS

A committee composed of three (3) administrators and three (3) bargaining unit members shall review the following forms and make recommended changes to the parties. The recommended changes shall be submitted to the Board and the Association for ratification. If approved by both parties, they shall be included as part of this agreement:

1. Leaves of Absence
2. Teacher Evaluation Form
3. Teacher Observation Form

ARTICLE XVII
BUILDING ADMINISTRATOR ASSESSMENT

The Association and the Board will develop a building administrator assessment survey to request member input for improving those areas listed in the Ohio Standards for Principals which include: Leadership, Learning, Culture, and Management. Each year the Association will distribute the assessment survey to the bargaining unit members. The Association President will provide results of the completed assessment to each building administrator no later than May 1st. If requested, a conference between the bargaining unit member and the building administrator may be held, and the bargaining unit member may have Association representation.

M A S T E R

A G R E E M E N T

Between the

Logan-Hocking Board of Education

and the

Logan Education Association/OEA/NEA

Adopted June 10, 2024

Lance Bell, President
Logan-Hocking Board of Education

Brenda L. Lemon, President
Logan Education Association

Matthew Conrad
O.E.A. Labor Relations Consultant

APPENDIX A - PRE- & POST-OBSERVATION CONFERENCE QUESTIONS

Pre-Observation Conference Form (OTES 2.0) **Logan-Hocking Schools**

Pre-Observation Conference - Required Questions for Holistic Observation

The following questions are required to be completed for the holistic pre-observation conference. Please provide as much detail as possible. In addition to answering the questions, feel free to embed live links to lesson plans, survey results, data, and other artifacts and evidence that supports your daily performance.

Focus for Learning

- What content will students know/understand? What skills will they demonstrate? How do the activities, assessments, and resources align with student needs, school/district strategic plans/priorities, and Ohio's Learning Standards?
- 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?

Knowledge of Students

- Aside from traditional demographics, what should the evaluator know about the student population?

Delivery

- How will feedback be used to support student learning?

Assessment of Student Learning

- What potential learning obstacles might students encounter and how will instruction be modified to meet the needs of groups of students?
- What high quality student data was analyzed to create your lesson, and how was this data used to plan for instruction including differentiated instruction?
- How will you use assessment data to inform your next steps?
- What evidence does high-quality student data provide about student learning?

Professional Growth Plan

- Discuss the progress you are making toward your professional growth plan.

APPENDIX A - PRE- & POST-OBSERVATION CONFERENCE QUESTIONS

Pre-Observation Conference Form (OTES 2.0) **Logan-Hocking Schools**

Pre-Observation Conference - Required Questions for Targeted Observation

- Why did you choose these goals for your professional growth plan?
- How are you making progress toward your professional growth plan?
- What data are you collecting to show your progress toward our growth plan?
- What impact is your growth plan having on your students/ yourself?
- Principal may pick up to 6 questions from the general question bank.

General Question Bank

The questions provided are intended to guide thinking and conversation, provide evidence, and support growth throughout the evaluation process. ***Every question/bullet point does NOT need to be answered****. Answer questions that are* ***relevant to your upcoming observation*** *(i.e., only complete those necessary for your holistic observation or focus area). Please provide as much detail as possible. In addition to answering the questions, feel free to embed live links to lesson plans, survey results, data, and other artifacts and evidence that supports your daily performance.*

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/district strategic plans/priorities, and Ohio's Learning Standards?

KNOWLEDGE OF STUDENTS

- Aside from traditional demographics, 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?

APPENDIX A - PRE- & POST-OBSERVATION CONFERENCE QUESTIONS

Pre-Observation Conference Form (OTES 2.0) **Logan-Hocking Schools**

INSTRUCTION AND ASSESSMENT

LESSON DELIVERY

- How will the goals for learning be communicated to students?
- How will content specific concepts, assumptions, and skills be taught? How will developmental gaps be addressed?
- What collaborative and whole class instructional strategies will be used to engage all students and promote independent learning and problem solving?
- 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 will respect for all be modeled and taught?
- 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 and how will instruction be modified to meet the needs of groups of students?
- What different methods of assessment are used in this lesson? How will you support students' self-assessment?
- What data was analyzed to create your lesson, and how was this data used to plan for instruction including differentiated instruction?
- 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?
- What are some proactive ways you further your own professional growth?

Post-Observation Conference Questions

The following three questions will be answered prior to the post-observation conference. In addition to answering the questions, feel free to embed live links to lesson plans, survey results, data, and other artifacts and evidence that supports your daily performance.

- How do you think the lesson went?
- Were the instructional goals met? What evidence do you have to support this?
- What and how will high quality student data be used to move forward with planning and instruction?

Other reflective questions that may be discussed.

- If you were able to bring samples of student work, what do those samples reveal about those students' levels of engagement and understanding?
- During your lesson, did you depart from your instructional plans as you taught the lesson? Why?
- If you had the opportunity to teach this lesson again to this same group of students, what would you do differently? Why?
- What are your next steps for your growth plan?
- What support or resources do you need from your administrator to meet your goals?

PHYSICIAN SCREENING FORM - Logan-Hocking Local School District



TO BE COMPLETED BY PATIENT:

Patient Name: _____

Employee Name: _____

Home Address (*Street, City, State, Zip*):

_____

DOB: _____ **Insurance ID #** _____

Coverage: _____ **Single** _____ **Family**

Date of Exam: _____

Notification

I,_____ (*patient name*) grant permission to Dr._____ to notify the Logan-Hocking Local School District that I have completed a wellness exam.

Patient Signature: _____ **Date:** _____

Wellness Financial Incentive Program

Faculty, staff and spouses are encouraged to participate in the wellness incentive program, a program providing a financial incentive to all benefit-eligible employees covered under Logan-Hocking Local SchoolDistrict (LHLSD) High Deductible Health Plan (HDHP/HSA). By participating in this voluntary program and completing a wellness exam from your primary care physician, you will receive a $500 contribution to your HSA. If on a family plan, both employee and spouse must have a wellness exam in order for the contribution to be made to their HSA.

This form must be completed by your primary care physician and returned to the LHSD Treasurer's office. Contributions will be based on wellness exams each calendar year. Incentives will not be given until the forms have been submitted and approved. Contributions will be paid to qualifying employees' HSA accounts in June (documentation must be submitted no later than June 15) or in December (documentation must be submitted no later than December 15). Contributions for wellness exams occurring after or verified after December 15 of any calendar year will be paid in June of the following calendar year. No employee may receive more than one contribution in a calendar year.

What is a Wellness Exam?

A wellness exam must be performed by your **Primary Care Physician** and consists of a physical exam, a review of your biometric screening results including glucose, cholesterol (Total, LDL, and HDL), triglycerides, A1-C, blood pressure, height and weight, a discussion of your overall health, and applicable preventive screenings. Wellness exams are covered at 100% via the SCOIC health plan; therefore, there is no out-of-pocket cost.

Physician Signature: _____ **Date:** _____

REQUIRED (please print or stamp):	**Please fax completed form to:**
Physician Name: _____	Logan-Hocking Local School District
Phone: _____	Office of the Treasurer - Attn: Cindy Cook
Address: _____	Fax: 740-385-3683
_____	

LOGAN-HOCKING SCHOOL DISTRICT
Intervention Specialist Report
Payment for Pupils Exceeding Caseload
(IEP & Progress Monitoring)

1. Intervention Specialists will follow the Ohio Department of Education Operating Standards for Serving Children with Disabilities (See chart on reverse.) and will be reimbursed for caseloads that exceed said operating standards per disability category at the rate of twenty-five ($25.00) to write the Individualized Education Plan and twenty-five ($25.00) per student per quarter for progress monitoring.

2. Forms must be completed and submitted as follows:
   a) IEP Development and Meeting - At the completion of the IEP meeting
   b) Progress Monitoring - The same date grades are due each grading period

STAFF MEMBER'S NAME: _____

BUILDING: _____

Activity	# of Students	Amount	Total Amount
IEP			
1st Grading Period			
2nd Grading Period			
3rd Grading Period			
4th Grading Period			
Final Total			

_____ _____
Teacher's Signature Date

_____ _____
Principal's Signature Date

_____ _____
Assistant Superintendent's Signature Date

APPENDIX C – INTERVENTION SPECIALIST PAYMENT FOR EXCEEDING CASELOAD

OPERATING STANDARDS FOR SERVING CHILDREN WITH DISABILITIES
RATIO REQUIREMENTS

INTERVENTION SPECIALIST

DISABILITY CATEGORY ASSIGNED	MAXIMUM NUMBER TO BE SERVED BY SCHOOL LEVEL	
	Elementary, Middle, JH	High School
Cognitive Disabilities	16	24
Specific Learning Disabilities	16	24
Hearing Impairment/Visual Impairment/Orthopedic Impairment/Other Health Impairment	10	10
Emotional Disturbance	12	12
Multiple Disabilities	8	8
Autism/Deaf-Blindness/ Traumatic Brain Injury	6	6
Multiple Categories of Students	16	24
Speech-Language Pathologist (1:2000 students served by LEA)	50(MD, HI, and OH/OHI)	