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AGREEMENT

between the

ST. HENRY EDUCATION ASSOCIATION

and the

ST. HENRY CONSOLIDATED LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

Effective

July 1, 2025

through

June 30, 2028

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TABLE OF CONTENTS

ARTICLE I - NEGOTIATIONS AGREEMENT 1

A. PURPOSE 1
B. RECOGNITION 1
C. DEFINITIONS 1
D. PRINCIPLES/EMPLOYEE RIGHTS 1
E. MANAGEMENT RIGHTS 2
F. DUES DEDUCTION 2

ARTICLE II - NEGOTIATIONS PROCEDURE 3

A. NEGOTIATING TEAM 3
B. AREAS OF DISCUSSION AND AGREEMENT 3
C. "GOOD FAITH" NEGOTIATIONS 4
D. NEGOTIATIONS MEETINGS 4
E. CAUCUS 4
F. EXCHANGE OF INFORMATION 4
G. EXECUTIVE SESSIONS AND PROGRESS REPORTS 4
H. AGREEMENT 4
I. IMPASSE 4
J. MEDIATION 5
K. TEN-DAY ADVANCE NOTICE PRIOR TO ANY WORK STOPPAGE ACTIVITY 5

ARTICLE III - GRIEVANCE PROCEDURES 5

A. DEFINITIONS 5
B. RIGHTS OF THE GRIEVANT AND THE ASSOCIATION 6
C. STEP ONE 6
D. STEP TWO 7
E. STEP THREE 7
F. STEP FOUR 7

ARTICLE IV - CONTRACTS 9

A. TYPES OF CONTRACTS 9
B. CONTINUING CONTRACTS 9
C. SUPPLEMENTAL CONTRACTS 9
D. NON-RENEWAL - TEACHING CONTRACTS 10
E. TERMINATION 10

ARTICLE V - EMPLOYEE EVALUATION 10

A. OTES EVALUATION PROCEDURES 10
B. NON-OTES EVALUATION PROCEDURES 10
C. NON-OTES TIME SEQUENCE FOR EVALUATION 11
D. NON-OTES CONFERENCES 12
E. NON-OTES OBJECTION TO EVALUATION 12

ARTICLE VI - EMPLOYEE PLACEMENT 12

A. REASSIGNMENT AND TRANSFERS 12
B. POSTING OF VACANCIES 12
C. SUBSTITUTE DUTY 13
D. KINDERGARTEN STAFFING 13
E. CERTIFICATION/LICENSE 13

ARTICLE VII - REDUCTION IN FORCE 13

ARTICLE VIII - COMPLAINTS AGAINST TEACHERS **14**

A. OUTLINE OF PROCEDURE 14
B. PROCEDURE 14
C. GENERAL PROVISIONS 14

ARTICLE IX - CALENDAR PROVISIONS **15**

ARTICLE X - ADMINISTRATIVE INITIATED MEETINGS **16**

A. FACULTY MEETINGS 16
B. IN-SERVICE MEETINGS 16
C. IN-SERVICE COMMITTEE 17

ARTICLE XI - LEAVES **17**

A. SICK LEAVE 17
B. EXTENDED SICK LEAVE FOR CATASTOPHIC ILLNESS 19
C. MATERNITY LEAVE 19
D. FAMILY.MEDICAL.LEAVE.ACT 19
E. PERSONAL LEAVE DAYS 20
F. PROFESSIONAL LEAVE 20
G. ASSOCIATION LEAVE 21
H. FUNERAL LEAVE - STUDENT DEATH 21
I. UNPAID LEAVE 21

ARTICLE XII - INSURANCE **21**

A. LIFE INSURANCE 22
B. MEDICAL INSURANCE 22
C. DENTAL INSURANCE 22
D. VISION INSURANCE 23
E. PURCHASE OF INSURANCE 23

ARTICLE XIII.- SALARIES AND PAYMENTS **23**

A. TEACHER SALARIES 23
B. PLACEMENT/ADVANCEMENT ON THE SALARY SCHEDULE 23
C. METHOD OF PAYMENT 24
D. PAYROLL DEDUCTIONS/PROFESSIONAL DUES 24
E. SEVERANCE PAY 25
F. MILEAGE REIMBURSEMENT 25
G. SALARY CHANGES 25
H. EXTENDED DUTY DAYS 25
I. PROFESSIONAL FEES 26

ARTICLE XIV - LOCAL PROFESSIONAL DEVELOPMENT COMMITTEES **26**

ARTICLE XV - TUITION REIMBURSEMENT **26**

A. ELIGIBILITY CRITERIA 26
B. APPLICATION PROCEDURES 27
C. VERIFICATION AND PAYMENT 27

ARTICLE XVI - CONCLUSION/CONTRARY TO LAW **28**

ARTICLE XVII.- DURATION **28**

ADDENDUM TO THE NEGOTIATIONS CONTRACT **29**

CERTIFICATED EMPLOYEES SALARY SCHEDULE AND INDEX EFFECTIVE 2025-2026 SCHOOL YEAR **30**

CERTIFICATED EMPLOYEES SALARY SCHEDULE AND INDEX EFFECTIVE 2026-2027 SCHOOL YEAR **31**

CERTIFICATED EMPLOYEES SALARY SCHEDULE AND INDEX EFFECTIVE 2027-2028 SCHOOL YEAR **32**

EXTRA DUTY SALARY SCHEDULE EFFECTIVE 2025-2026 SCHOOL YEAR 33
EXTRA DUTY SALARY SCHEDULE EFFECTIVE 2026-2027 SCHOOL YEAR 34
EXTRA DUTY SALARY SCHEDULE EFFECTIVE 2027-2028 SCHOOL YEAR 35
ATHLETIC SCHEDULE SALARY AND INDEX EFFECTIVE 2025-2026 SCHOOL YEAR 36
ATHLETIC SCHEDULE SALARY AND INDEX EFFECTIVE 2026-2027 SCHOOL YEAR 38
ATHLETIC SCHEDULE SALARY AND INDEX EFFECTIVE 2027-2028 SCHOOL YEAR 40
ATHLETIC SALARY SCHEDULE TOURNAMENT COMPETITION 42
GRIEVANCE 43
NOTE OF ACTION 44
APPEAL OF GRIEVANCE 45
NOTICE OF HEARING 46
REQUEST FOR ARBITRATION 47

ARTICLE I - NEGOTIATIONS AGREEMENT

A. PURPOSE

The St. Henry Board of Education shall enter into negotiations with the St. Henry Education Association for the purpose of achieving a signed negotiated contract covering all matters pertaining to wages, hours, and terms and conditions of employment of bargaining unit members pursuant to Ohio Revised Code, Chapter 4117.

B. RECOGNITION

The St. Henry Board of Education recognizes the St. Henry Education Association as exclusive representative for certificated/licensed regular teaching personnel. Included in this category are full-time and part-time classroom teachers, special program teachers, guidance counselors, librarians, and L.D. tutors. Excluded from the unit are substitute teachers, classified employees, and administrators and supervisory personnel.

C. DEFINITIONS

1. Employee - refers to bargaining unit member

2. Employer - St. Henry Board of Education

3. Day - any weekday except Saturday, Sunday or legal holiday that is not worked.

4. Calendar Days - All days including Saturdays, Sundays, and legal holidays.

5. Full-time - An employee who is under contract to perform a full day's work for the number of days defined as a work year in Article IX, Calendar Provisions.

6. Part-time - An employee who is under contract to perform less than a full day's work and/ or less than a minimal standard 184 work days.

7. TA - Tentatively Agreed

D. PRINCIPLES/EMPLOYEE RIGHTS

1. No reprisal of any kind shall be taken by or against any participant in such negotiations with the administration or the Board by reason of association activity.

2. Right to join or not to join - All certificated/licensed professional personnel shall have the right to join, participate in, assist the Association, or not join any professional organization, and membership in any organization shall not be a condition of employment or continued employment.

3. Rights of Minorities and Individuals - The rights granted inherent in the Revised Code of the State of Ohio and in the rulings and regulations of the Department of Education affecting certificated/licensed professional personnel are in no way abridged by this agreement unless specifically stated herein.

E. MANAGEMENT RIGHTS

The Association recognizes that the Board is the legally constituted body responsible for the management, direction, and control of all public schools in the District, and employees and other personnel employed by the Board, and for the determination of all resolutions, policies, practices, procedures, rules and negotiations governing any and all aspects of the District, except as restricted by this Negotiated Contract.

These rights and responsibilities include, but are not limited to, all rights provided by Ohio Revised Code 4117.08(c), except as restricted by this Negotiated Contract.

1. To determine all matters of managerial policy which include, but are not limited to, areas of discretion or policy such as the functions, services and programs of the District; its available funds and its budget; and the standards, methods, means, and procedures by which employees shall be required to perform the functions, services, and programs of the District.

2. To hire, appoint, evaluate, promote, assign, reassign, schedule, reschedule, transfer, layoff, train, retrain, suspend, demote, discipline, remove, dismiss, retain, or reinstate employees pursuant to ORC sections 3319.16, 3319.11 and such other provisions which apply or supersede within this contract.

3. To direct, supervise, and manage the workforce, to determine the efficiency and effectiveness of the workforce, to determine the size, composition, and adequacy of the workforce; and to select the personnel by which District operation shall be carried out.

4. To maintain or increase the efficiency and/or effectiveness of District services.

5. To take actions to carry out the mission of the District as a governmental unit.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited to this contract and Ohio statutes; and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution and laws of the United States.

F. DUES DEDUCTION

The Board shall provide, upon written notification of the member, or by the St. Henry Education Association (SHEA) with the member's written authorization, payroll deduction of professional dues to the SHEA.

The Board Treasurer shall forward all dues monies to the SHEA Treasurer within five (5) days after the deductions are made. Accompanying each deposit, the Board shall include a complete listing of the names of the members for which a payroll deduction was made.

Dues shall be deducted in sixteen (16) consecutive equal pays beginning in October. Any member hired or becoming eligible for membership after the beginning of October, shall be entitled to payroll deduction of dues on a schedule determined by the Treasurer of the SHEA and the individual member.

In the event a member severs employment or cancels their membership outside of the cancellation period defined in this contract, the Treasurer of the Board shall deduct all owed and remaining dues from the employee's next check immediately following such notification.

A member who wishes to cancel payroll deduction of dues may do so by notifying the Treasurer of the SHEA and the Treasurer of the Board, in writing between September 1st and September 15th. This cancellation will be effective for the dues that are payable beginning with the second payroll in October.

The Association shall be provided a thirty (30) minute block of time at the District's opening meeting with staff to discuss SHEA matters. Additionally, upon request, the SHEA will be provided an electronic roster of teachers with addresses and phone numbers.

ARTICLE II - NEGOTIATIONS PROCEDURE

A. NEGOTIATING TEAM

The Board of Education and the Association shall be represented at all negotiation meetings by a team of negotiators, not to exceed three (3) members each. At the beginning of negotiations, each party shall designate, in writing, its official team members and two (2) alternates. The membership of the teams may vary from meeting to meeting but shall remain constant at any one meeting and shall be drawn from the regular team members and their alternates. Each party shall be authorized to admit no more than two (2) observers to each meeting. Such observers shall be without the right to speak or to otherwise comment to either party unless by mutual agreement.

In addition to the above, each party may have one (1) consultant admitted to negotiation sessions.

B. AREAS OF DISCUSSION AND AGREEMENT

Any items relating to wages, hours, terms, and conditions of employment, and items in the existing contract may be submitted for negotiations. However, the Board of Education retains and reserves unto itself the responsibility for proper management of the school district as conferred upon it by the Revised Code of Ohio and the Constitution of the State of Ohio and of the United States.

The President of the Association shall submit a letter to open negotiations to the superintendent, or the superintendent's designated representative, at least ninety (90) calendar days prior to the expiration of the negotiated contract. Negotiations shall commence by the parties exchanging complete written proposals on all items to be negotiated five (5) days before the initial negotiations meetings. Both teams will keep the proposals confidential until the other side has an opportunity to present their rationale for each proposal. No additional items may be submitted after this date unless mutually agreed to by the parties. A mutually convenient meeting date shall be set no later than seventy-five (75) calendar days prior to the expiration of the contract unless all parties agree to a later date.

After an opportunity to question the other party to obtain a full understanding of the items submitted, an order of consideration shall be mutually established for the next scheduled meeting. This order of consideration shall provide an orderly basis for discussion of items; but, since all items form a contractual package, any item of that package shall be a fit subject for discussion at any time. Negotiations shall be completed by the expiration date of the contract unless mutually extended by the parties. As issues are resolved they shall be TA'd and initialed by both parties' designated representative.

C. "GOOD FAITH" NEGOTIATIONS

"Good Faith" requires that the Association and the Board be willing to react to each other's proposals. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons and rationale. "Good Faith" requires both parties to recognize negotiations as a shared process.

D. NEGOTIATIONS MEETINGS

The negotiating teams shall meet at reasonable times for the purpose of effecting a free exchange of facts, opinions, and proposals in a sincere effort to reach mutual understanding and agreement. Meetings shall not exceed two hours unless an extension of time is mutually agreed upon by both teams. Meetings shall not be conducted during the regular school day unless mutually agreed upon by both parties.

E. CAUCUS

Upon the request of either party, the negotiations meeting shall be recessed to permit the requesting party a reasonable period to caucus. Such caucus shall not exceed thirty (30) minutes, unless extended by mutual agreement.

F. EXCHANGE OF INFORMATION

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

G. EXECUTIVE SESSIONS AND PROGRESS REPORTS

Negotiating meetings shall be in executive sessions unless mutually agreed that the meetings shall be open to the public.

Periodic progress reports may be issued during negotiations to the public provided that any such release shall have the prior knowledge of both parties.

H. AGREEMENT

When agreement is reached on those matters being negotiated, the entire TA'd package shall be presented to the body that has the power to bind the agreement for the Board and for the Association. While no final agreement shall be executed without ratification by the St. Henry Education Association and adoption by the Board of Education, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

I. IMPASSE

The impasse resolution procedures herein shall supersede the dispute settlement procedures set forth under ORC 4117.14.

The parties pledge themselves to negotiate in good faith, and in the event of failure to reach agreement, to utilize in good faith such mediation facilities as are or may be provided.

J. MEDIATION

If agreement is not reached, either party may declare an impasse and request that an impartial mediator be appointed. The mediator may be selected by agreement between the parties. If agreement on the mediator is not reached within five (5) calendar days after the call for mediation, the mediator will then be provided by the Federal Mediation and Conciliation Services.

Both parties hereby agree to give, upon request, such information as the mediator deems necessary.

Except by mutual written consent, the mediation process shall not extend for more than thirty (30) calendar days from the declaration of impasse. The cost of securing and utilizing the services of a mediator shall be shared equally by the Board and the Association.

K. TEN-DAY ADVANCE NOTICE PRIOR TO ANY WORK STOPPAGE ACTIVITY

In accordance with Chapter 4117 of the Ohio Revised Code, the Association agrees to provide no less than ten (10) days advance notice to the Board prior to engaging in any strike or other concerted refusal to work activity.

ARTICLE III - GRIEVANCE PROCEDURES

A. DEFINITIONS

1. Grievance - complaint involving the alleged violation, misinterpretation, or misapplication of the written agreement entered into between the St. Henry Board of Education and the St. Henry Education Association.

2. Grievant - an employee or the Association alleging that some violation, misinterpretation, or misapplication of the agreement had actually occurred.

3. Class Action Grievance - a grievance that affects more than one employee in the bargaining unit alleging that some violation, misinterpretation, or misapplication of the agreement shall have risen out of similar circumstances affecting each member of said group.

4. Party in Interest - a representative of the Association serving as a party in interest. It is assumed that the Association shall be a party in interest in a class action grievance.

5. Days - all weekdays except Saturday, Sunday, and legal holidays that are not worked. The number of days indicated at each step shall be considered maximum and every effort shall be made by all parties to expedite the process.

6. Resolution - If an appeal to the next level or step is not filed by the individual or class action grievant within the time limit specified, the grievance will be termed settled on the basis of the disposition at the preceding level.

7. Board response - If administration/Board has not responded to the grievance within the time line set forth at any step of this grievance procedure, the grievance shall automatically be deemed appealed to the next step of the grievance procedure, except for appeals to arbitration which will require affirmative Association action.

B. RIGHTS OF THE GRIEVANT AND THE ASSOCIATION

1 The grievant has the right to Association representation at all meetings and hearings involving the grievance.

2. A copy of the grievance form shall be included in the Addendum of this negotiated contract. Copies should be available in each building.

3. Records of grievance proceedings shall not be maintained as a part of the employee's personnel file.

4. All communications regarding grievances shall be reduced to writing and hand-delivered or mailed by certified mail, return receipt requested. The Employer shall provide the Association with copies of all communications.

5. Constructive receipt by the Employer shall be construed to be the delivery date to the appropriate supervisor's office.

6. Constructive receipt by the Association shall be construed to be the delivery date to the president or designated representative of the Association.

7. Meetings and hearings held under this procedure shall be conducted at a time and place which is fair and reasonable.

8. No reprisals or recriminations shall be taken against any employee who files or takes part in a grievance.

9. The Association may submit any grievance that involves a group or class of teachers. If it is limited in effect to one school, the grievance shall be submitted to the immediate supervisor. Grievances that affect more than one school shall first be discussed with the superintendent. If the discussion does not resolve the grievance to the satisfaction of the Association, the Association shall have the right to lodge a written grievance with the superintendent. If such grievance is not lodged within twenty (20) days following the act or condition which is the basis of said grievance, or when the grievant(s) should have reasonably learned of the act which gave rise to the grievance, such grievance shall no longer exist.

C. STEP ONE

Any employee having a grievance shall first discuss such grievance with the immediate supervisor or administrator.

If the discussion does not resolve the grievance to the satisfaction of the grievant, such grievant shall have the right to lodge a written grievance with the immediate supervisor or to contact the Association to lodge the written grievance. If such grievance is not lodged within twenty (20) days of the act which gave rise to the grievance or when the grievant(s) should have reasonably learned of the act which gave rise to the grievance, such grievance shall no longer exist. The written grievance shall be on a standard form contained in the agreement addendum and shall contain a concise statement of the facts upon which the grievance is based with a reference to the specific provision of the agreement allegedly violated, misinterpreted, or misapplied. A copy of such grievance shall be filed with the superintendent and the Association.

The grievant shall have the right to request a hearing before the immediate supervisor. Such hearing shall be conducted within five (5) days after the receipt of such request. The grievant shall be advised in writing of the time, place, and date of such hearing and shall have the right to be represented at such hearing by a representative of the Association.

The immediate supervisor shall take action on the written grievance within five (5) days after the receipt of the grievance, or, if a hearing is requested, within five (5) days after the conclusion of such hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee, the superintendent, and the Association.

D. STEP TWO

If the action taken by the immediate supervisor does not resolve the grievance to the satisfaction of the grievant, such employee may appeal in writing to the superintendent. Failure to file such appeal within five (5) days from receipt of the written memorandum of the immediate supervisor's action on said grievance shall be deemed a waiver of the right of appeal. Upon request, a hearing shall be conducted by the superintendent within ten (10) days after the receipt of request. The grievant shall have the right to be represented at such hearing by the representative of the Association.

The superintendent shall take action on the appeal of the grievance within ten (10) days after the receipt of the appeal, or if a hearing is requested, within ten (10) days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies shall be given to the employee, the immediate supervisor, and the Association.

E. STEP THREE

If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Board within five (5) days after receipt of the written memorandum of the Superintendent's action on the grievance. The appeal must include specific reasons why the action taken by the Superintendent is not satisfactory to the employee. The written appeal to the Board shall be filed with the Treasurer of the Board and the Treasurer will provide a copy to the Superintendent.

At the next regularly scheduled Board meeting, after the receipt of the written appeal, the Board shall conduct a hearing at which the employee, Association representative (if any), and administration may present their positions on the grievance. If the next regularly scheduled Board meeting is within ten or less days of receipt of the written appeal, the Board shall conduct the hearing at the next regularly scheduled Board meeting. The hearing shall be private unless the employee requests a public hearing. The employee and administration shall be advised of the time, place, and date for such hearing as set by the President of the Board of Education. The Board shall act upon the grievance within seven (7) days after the conclusion of the hearing. The action taken by the Board shall be sent to the Grievant and the Association President.

F. STEP FOUR

1. If the grievant is not satisfied with the suggestion for resolving the grievance received at Step Three, the Association, within seven (7) workdays of receipt of such written response, must notify the Superintendent of its intent to proceed to arbitration.

2. The parties mutually agree to use the following three arbitrators:

    i. Robert Stein

ii. David Stanton
iii. Michael Paolucci

Assignment of grievances shall be made on a continuous rotating basis among the three above-mentioned arbitrators. In the event that an arbitrator is unable to remain on the list, the parties shall meet to mutually agree on a replacement.

3. With the exception of the selection of the arbitrator, or any other contractual provision related to the arbitration hearing, the parties agree that the arbitration process shall adhere to the American Arbitration Association's rules.

4. The arbitrator shall hold such meetings as he/she determines necessary to make a fair and impartial ruling and issue his/her decision within forty-five (45) calendar days of the hearing.

5. The arbitrator shall expressly confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him or her. The arbitrator shall not submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall in no way interfere with management prerogatives involving Board discretion nor interfere with the powers, duties and rules and regulations having the force and effect of law. Additionally, the arbitrator shall have no power to alter, add to, modify or subtract from the terms of this agreement.

6. The arbitrator has the authority to determine arbitrability if such an issue exists. The Board must raise the issue of arbitrability thirty (30) workdays after receiving notice from the Association of its intent to proceed to arbitration. Such notice shall include a supporting memorandum submitted to both the Association and the arbitrator. The Association shall have ten (10) workdays in which to file a response to the Board's memorandum to both the Board and the arbitrator. The arbitrator shall make a ruling on the arbitrability issue prior to hearing the grievance.

7. The arbitrator shall have the power to subpoena witnesses and documents.

8. No later than ten (10) workdays prior to the scheduled arbitration hearing a disclosure conference must be held between the representatives of the Board and the Association at which time all documents, exhibits, evidence, and names of witnesses and the nature of their testimony shall be disclosed. Failure to disclose prior to the hearing shall result in the exclusion of said evidence, exhibit, or testimony at the arbitration hearing.

9. The ruling of the arbitrator shall be binding.

10. Arbitrator expenses and fees shall be the responsibility of the losing party. Each party shall be responsible for the fees and expenses of its own representatives.

11. If the Association unilaterally withdraws the request for arbitration after being filed, the Association shall be responsible for all costs and fees associated with said withdrawal unless the allocation of the costs and fees are mutually agreed to by the Board and the Association.

ARTICLE IV – CONTRACTS

A. TYPES OF CONTRACTS

1. Limited
2. Continuing
3. Supplemental

B. CONTINUING CONTRACTS

Employees shall be eligible for continuing contracts and such contracts shall be granted in accordance with the provisions of applicable Ohio Revised Code sections to include, but not limited to, Section 3319.08 and 3319.11, et. seq.

Those teachers who have been granted continuing contracts prior to July 1, 2013 shall be entitled to continuing contract status under the terms and conditions of the preceding collective bargaining agreements in existence at the time such continuing contracts were granted. In order to be considered for a continuing contract, a teacher must provide written notice to the Superintendent prior to October 1 in the year the teacher expects to be eligible to receive a continuing contract under R.C. 3319.08. Failure to provide written notice prior to October 1 of the teacher's eligibility and consideration for continuing contract may result in the teacher receiving a one-year limited contract. Any employee wishing to obtain a continuing contract will be fully evaluated by the building principal for recommendation to the Board of Education.

C. SUPPLEMENTAL CONTRACTS

The Board shall enter into limited supplemental contracts with each employee who is to perform additional non-administrative duties for which compensation is authorized by the Board.

For any new supplemental position to be considered for approval by the Board, it must be proposed to the Board through the administration.

The personnel directory, as published at the beginning of each school year, shall include a listing of supplemental contracts and the persons under contract.

Employees' supplemental contracts shall be established as a percentage of the base teaching salary.

A copy of the supplemental salary indexes as established shall be attached to this contract.

Employees performing supplemental duties shall be issued written, individual, limited contracts that include:

1. Duration of contract.
2. Title of position.
3. Amount of compensation.

4. All first-year supplemental employees shall be provided with a current copy of their job description upon hire. All job descriptions thereafter shall be made available upon request.

D. NON-RENEWAL - TEACHING CONTRACTS

By June 1, the Superintendent shall notify each employee for whom he intends to recommend non-renewal of contract. Such notice shall be in writing with circumstances given for that non-renewal.

Upon receiving such notice, the employee is allowed ten (10) workdays in which to file with the treasurer a written demand for a hearing with the Board. Once such demand has been received, the treasurer must, within ten (10) days, provide the employee with a written notice setting forth the time, date, and place of the hearing.

The persons permitted to attend the hearing, in addition to the Board members and the employee, include the superintendent, the employee's immediate supervisor, legal counsel for the Board, legal counsel or other designated representative of the employee, and any person designated by either party to make a record of the hearing.

The non-renewal provisions shall supersede and replace in their entirety Ohio Revised Code Section 3319.11.

E. TERMINATION

The termination of an employee's contract shall be only for those reasons and following those procedures set forth in Section 3319.16 of the Ohio Revised Code.

ARTICLE V - EMPLOYEE EVALUATION

A. OTES EVALUATION PROCEDURES

Each employee covered by this Agreement and who is subject to R.C. 3319.112 shall be evaluated in accordance which Ohio Teacher Evaluation System (OTES) 2.0 standards and the procedures set forth in this agreement.

The Board and Association shall jointly form a committee to be known as the "OTES Committee". The OTES Committee shall comprise of the Superintendent, the building principals, two teachers from each building, and the Association's president. The committee shall meet as necessary to formulate and propose the OTES evaluation policy to the Board. The OTES Committee shall thereafter be a standing committee which shall meet a minimum of twice per school year to review the OTES policy adopted and make any necessary revisions and develop or revise forms needed to implement the policies. All modifications or revisions to OTES must be recommended by the OTES Committee before becoming part of the official OTES policy.

B. NON-OTES EVALUATION PROCEDURES

Each employee covered by this agreement who is not subject to OTES requirements and Section A of this Article shall be evaluated by his or her immediate supervisor in accordance with the following procedures.

Unless more frequent evaluations are requested by the employee or evaluator:

1. Each limited contract employee shall be formally evaluated twice during the final year of a limited contract; and

2. Each continuing contract employee shall be formally evaluated prior to December 1, at least once every third year. Should deficiencies be noted, a second evaluation shall be scheduled in accordance with the existing time sequence in Section B of this Article.

Each employee being evaluated shall also perform a self-evaluation using pre-determined criteria.

The first evaluation shall be prior to December 1 and the employee being evaluated shall receive the written evaluation form not later than December 10. The second evaluation shall be conducted and completed between January 2 and April 1 and the employee shall receive the written evaluation form by April 15.

Each formal evaluation in part shall consist of at least two (2) observations of thirty (30) minutes or more in duration.

1. The first observation will be announced to the teacher at least 24 hours prior to the observation.

2. More than two observations may be used per evaluation.

3. Both the employee and evaluator must sign the observation log form indicating the time the observation began and the time the observation ended.

4. Strengths will be noted and deficiencies will be diagnosed. The evaluator shall share checklists and observation reports used to support the conclusions reached in the formal evaluation. The evaluator shall provide specific written recommendations and means and methods for improvement for all areas in which a deficiency is noted.

Evaluation methods and techniques other than classroom observations may be used to determine job performance. Documented deficiencies not noted during the formal observations must be put in writing and provided to the employee. The evaluator must include a plan for improvements of these deficiencies and a reasonable time for improvement.

If an illness or a leave of absence of an employee should prevent the evaluation from being completed within the given timelines, then any recommendation for renewal/non-renewal of the employee's contract shall be made on the basis of a modification of this process by the immediate supervisor. No employee may file a grievance on the content of an evaluation.

C. NON-OTES TIME SEQUENCE FOR EVALUATION

SEPTEMBER

Immediate supervisors shall acquaint employees with district performance expectations, procedures for observation and supervision, evaluation, and school district forms to be used in the evaluation process.

SEPTEMBER – DECEMBER

Initial evaluation shall be conducted prior to December 1. The employee shall receive the written evaluation form by December 10.

JANUARY – APRIL

A second evaluation shall be conducted between January 2 and April 1. The immediate supervisor shall provide a copy of the completed evaluation to the employee and Superintendent no later than April 15.

All evaluation forms shall be submitted to the superintendent's office by April 15.

D. NON-OTES CONFERENCES

At either the request of a teacher or an evaluator, a follow-up conference will be scheduled. The employee shall receive a written copy of the evaluation report. Both the employee and the evaluator shall sign and date the evaluation report. The employee by affixing his/her signature to the evaluation indicates only that he/she has received and read such report. The employee's signature does not necessarily indicate that he/she agrees with the evaluation. Copies of the evaluation shall be retained by each person involved and an additional copy shall be filed with the superintendent.

E. NON-OTES OBJECTION TO EVALUATION

If the employee disagrees with the contents of the formal written evaluation, the employee may put objections in writing and have them attached to the evaluation report to be placed in the employee's personnel file in the immediate supervisor's office. A copy signed by both parties shall be retained by the employee. The signature of the immediate supervisor indicates only that he/she has read the objections.

ARTICLE VI - EMPLOYEE PLACEMENT

A. REASSIGNMENT AND TRANSFERS

Any employee wishing to request a transfer to a different building or reassignment in the same building shall follow the procedure below - Posting of Vacancies.

Whenever an employee's duties shall be changed from the previous year, or the time of hiring, the employee shall receive immediate notice of such change.

B. POSTING OF VACANCIES

1. When an opening occurs that the Board decides to fill or a new position is created in a professional position and/or supplemental contract during the school year, notice of such opening and a basic job title and description shall be posted by electronic mailbox of all employees. Change in a job title of a supplemental contract does not create a new position.

2. Applications for openings shall be filed at the Central Office within five (5) school days or seven (7) calendar days.

3. Those involved in the hiring process are obliged to consider any person currently under contract for a change in position or supplemental contract, but nothing in this agreement shall be construed so as to provide this person with prior right or special consideration for said position. Notification of the successful candidate shall be made.

C. SUBSTITUTE DUTY

SUBBING DURING PREPARATION PERIODS

When an employee who is regularly scheduled for a preparation period is requested by the immediate supervisor to teach another employee's class during that time period, that employee shall be compensated at the rate of fifteen dollars ($15) per period.

It shall be the responsibility for the employee to execute the proper form and return the form to the immediate supervisor. Payment for substitutions done shall be made on the first payroll processed after properly executed forms have been received at the payroll office.

No employee can be required to sub during a preparation period more often than once per week.

Monitoring a class for a short time while teaching another class, and/or monitoring a study hall to which students have been added do not qualify for payment under this section.

No employee will be requested to monitor a class for an entire period while teaching another class.

D. KINDERGARTEN STAFFING

Teachers or teacher aides on either a full or part-time basis shall be provided so as to provide a twenty-five (25) student class size limit.

E. CERTIFICATION/LICENSE

Each employee shall provide to the Central Office a copy of every certificate/license held by that employee at any time during the year.

ARTICLE VII - REDUCTION IN FORCE

Reductions in force shall be accomplished in accordance with the provisions of R.C. 3319.17, and as supplemented by the following provisions:

A. The names of employees whose contracts are suspended in a reduction in force will be placed on a restoration list consisting of two categories: 1) teachers with continuing contracts and 2) teachers with limited contracts. Employees on the recall list will have the following rights as in Section B below.

B. Teachers with continuing contracts who have had their contract suspended pursuant to R.C. 3319.17 shall have the right of restoration to continuing service status by the Board and the first right of restoration to any teaching positions which become vacant or are created for which they are or become qualified. If any teaching positions which become vacant or were created and remain vacant or unfilled after all teachers with continuing contracts have been restored as required under this section, then teachers

with limited contracts on the restoration list shall have the right to restoration to such teaching positions which remain vacant or unfilled, provided they are qualified for or become qualified for such position.

ARTICLE VIII - COMPLAINTS AGAINST TEACHERS

A. OUTLINE OF PROCEDURE

1. Immediate Supervisor
2. Superintendent
3. Board of Education

B. PROCEDURE

Regardless of what level a complaint is made against a teacher, no action will be taken until it has been referred to the teacher's immediate supervisor.

1. Step 1 – Immediate Supervisor

   Complaints lodged against teachers by students, parents, or members of the community should be referred to and resolved informally by the immediate supervisor. The immediate supervisor will inform teachers who are the subject of any complaint, oral or written, lodged in accordance with this paragraph as soon as possible after it is lodged. The immediate supervisor may arrange a meeting with the teacher and/or the source of the complaint.

2. Step 2 – Superintendent

   If efforts to resolve the complaint do not lead to understanding or resolution of the problem at the building level, the complainant shall have the complaint reduced to writing for submission to the superintendent. The teacher shall be given a copy of the complaint as soon as possible after submission.

3. Step 3 - Board of Education

   If efforts to resolve the complaint do not lead to understanding or resolution of the problem at the superintendent's level, the complainant may submit a written complaint to the Board of Education. Such meeting shall be held in Executive Session of the Board. Complaints lodged with the Board first shall be referred to the first step of this procedure.

C. GENERAL PROVISIONS

At step one of this procedure, the teacher shall be invited to any meeting where the complainant has secured professional representation of his/her interests. If such professional representation occurs, the teacher shall have up to ten (10) days to obtain representation prior to the complaint being heard.

The teacher shall be informed and invited to any meeting held at the superintendent or Board level contained in Steps 2 or 3 above to discuss the complaint if the complainant and/or his/her representative(s) are present. The complainant and/or the teacher may be accompanied by representative(s) of their choosing. Conferences regarding such complaints shall be private. A teacher may have up to ten (10) days to obtain counsel.

Any material placed in the teacher's folder must meet the conditions of Professional Personnel Files.

ARTICLE IX - CALENDAR PROVISIONS

1. The Association may provide input to the superintendent relating to the development of a district calendar prior to March 1 of any year. A copy of the calendar as adopted by the Board shall be distributed to each employee within five (5) days after the adoption.

2. An employee's work year shall consist of one hundred eighty-four (184) days. This includes the day of employees' meeting prior to the beginning of school (Orientation Day), the day for records and reports at the end of the year (Records Day), plus the one hundred eighty-two (182) days of school, of which two (2) days may be used for professional meetings. The number of days scheduled under this Article shall not limit the District's ability to require additional days worked to ensure compliance with the State minimum number of hours of instruction per year. The District shall continue the practice of permitting up to five (5) calamity days per year, as long as the District remains in compliance with mandatory State minimum number of hours of instruction. Employees shall not be required to report for duty during these first five (5) calamity days. All employees shall be required to make up any calamity days beyond five (5) in a contract year. These make-up day(s) may or may not involve the attendance of students. If a student make-up day(s) is deemed necessary by the Superintendent then a make-up schedule will be developed by the Superintendent and communicated to both the Board and SHEA. In the event that teachers are required to report on a day that school is cancelled for students, teachers shall not be required to report until 10:00 a.m. and shall end their workday at 3:00 p.m. Teachers will not be required to report to work if there is a Level 2 snow emergency ordered in Mercer County or the county in which a particular teacher resides. In the event that a teacher is unable to attend because of a declared snow emergency, the teacher shall make arrangements with their principal to make up the day.

3. Building and employee schedules and tentative class rosters will be distributed by e-mail a minimum of four (4) weeks prior to the first meeting of any course; class lists and study room lists are to be distributed by e-mail a minimum of two (2) weeks prior to the first class meeting of any course provided that changes do not need to be made in course assignments or schedules due to resignations, student changes, or curriculum developments or changes.

4. The scheduled length of the instructional day, including homeroom periods, shall not exceed seven (7) hours and twenty (20) minutes. The beginning and end of the instructional day shall be established by the respective building administrators in accordance with individual staffing and student supervision needs of the particular building. This includes a minimum of thirty (30) minutes of duty-free lunch. Preparation time shall be scheduled within the instructional school day with a minimum of two hundred (200) minutes per week for full-time employees and pro-rated for part-time

employees. Time periods of less than fifteen (15) minutes shall not be considered planning time.

5. Employee orientation day shall be a full day for all certificated employees.

6. Each employee will be required to stay only until noon on the records day at the end of the year provided that the work is completed and checked by the immediate supervisor.

7. Two (2) parent-teacher conference days may be scheduled on regular school days, exclusive of professional days. The structure, schedule, and organization of the parent-teacher days are to be established cooperatively by the faculty and principal. A parent-teacher day shall consist of two (2), non-consecutive three and one-half (3.5) hour sessions. There will be no school on Friday of that week.

ARTICLE X - ADMINISTRATIVE INITIATED MEETINGS

A. FACULTY MEETINGS

It is hereby agreed that the following provisions shall apply to staff meetings, in-service meetings, and other administrative-initiated meetings.

1. Staff meetings shall be scheduled a minimum of one (1) week in advance, and shall not exceed one and one-half hours in length.

2. A comprehensive written agenda shall be established and provided at least two (2) workdays prior to the meeting.

3. All employees are to be present for a called meeting. An excuse may be requested in writing from the immediate supervisor at least two (2) days in advance. An unexcused absence is to be noted in the employee's attendance record.

B. IN-SERVICE MEETINGS

1. In order to encourage professional growth in the disciplines, understanding of child development, methodology, and the use of multimedia instructional materials, in-service programs shall be developed each year. The content and nature of the programs developed should be designed to meet identified interests and to provide assistance with areas which the school appraisal shows need upgrading.

2. Each faculty member must attend fourteen (14) hours of professional in-service training per year. These fourteen (14) hours of in-service must be prior approved and will be counted as two (2) days in a staff member's work year.

3. Each faculty member will be paid the regular daily rate of pay for each in-service day. If fewer than the required number of hours are documented, the employee will receive a reduction in pay directly in proportion to the number of hours missed. Reduction in pay for each part-time teacher will be pro-rated according to his/her F.T.E.

4. Requests for approval shall be submitted on an official form to the immediate supervisor a minimum of one (1) week in advance. After reviewing, the immediate supervisor shall

submit the request to the superintendent for final approval. The form will be returned to the teacher indicating the superintendent's approval or denial.

5. Documentation of attendance will be provided by the teacher by completing the verification portion of the official form. It shall be returned to the immediate supervisor. A yearly record of the participation in these activities is to be maintained by each employee on the in-service record on file in the immediate supervisor's office.

Any faculty person, who does not provide this documentation of attendance, will be considered as absent without leave unless some other leave is applicable.

In the event that a scheduled, local in-service meeting must be canceled and rescheduled to a later date, the date shall be a weekday already provided in the calendar as a possible make-up day. A written survey of the employees will be done to get their input concerning the choice of the day. The survey will be jointly constructed, administered, and tabulated by the superintendent and the president of the Association or their designees.

C. IN-SERVICE COMMITTEE

A committee of three (3) employees, each representing one of the three (3) faculties in the district and selected by them, along with the president of the Association, the superintendent, and a principal shall comprise the committee. Terms of the faculty representatives may be for more than one year.

The committee shall develop an on-going long-range program, and establish direction, rules, patterns and procedures for use of those days. The first meeting each year of the committee shall be held prior to February 1.

ARTICLE XI – LEAVES

A. SICK LEAVE

Full-time Employees: An employee that fulfills the terms of a contract even though not employed the full day. Example: A bus driver is a full-time employee as a bus driver.

Immediate Family: Shall include the following: the employee's (1) spouse; (2) children (natural or legally adopted); (3) grandchildren; (4) parents; (5) siblings; (6) grandparents; (7) others residing in the same household as the employee (e.g., a foster child) and (8) those related through marriage at the same level as those above.

The Board of Education, subject to the recommendation of the administrative officer, may extend these provisions if it feels the situation warrants further consideration, or the employee may file a written request for reconsideration by the Board. This request shall be presented to the administrative head of the school system.

1. Use: An employee may use sick leave pursuant to Section 3319.141 of the Ohio Revised Code, for absence due to personal illness, pregnancy-related illness, injury, exposure to contagious disease, and/or to care for a person in the employee's immediate family who is ill or injured. Any absence is subject to the approval of the administrative officer of the Board of Education. Sick leave shall be limited to the maximum sick leave accumulated by the employee.

The length of time to be allowed for a death in the immediate family shall be determined by the administrative head of the school system. The closeness of the relationship and the circumstances involved shall be used as criteria for this judgment. No more than two (2) days may be used for the death of a grandparent, an aunt, uncle, niece, nephew, first cousin or spouse's grandparent, aunt, uncle, niece, nephew or first cousin, unless approved by the superintendent. An employee may use up to one (1) day of sick leave each year for the death of a close friend or another relative not listed herein.

2. Accumulation: Each full-time employee of the St. Henry Board of Education shall accrue one and one-fourth (1¼) days of sick leave for each completed month of service. Unused sick leave is cumulative up to two hundred forty-eight (248) days maximum. All employees shall earn leave credit on the basis of twelve (12) months per year. The school year shall be calculated from September 1.

   At the beginning of a school year, new employees or returning employees who have less than five (5) days accumulated sick leave, may borrow from their future accumulation enough days to bring their balance up to five (5) days. If the employee leaves the employ of the Board before the advanced sick leave days have been paid back, the appropriate amount will be deducted from the employee's last paycheck. For absence beyond the allowable leave time, or for any unapproved absence, full wage deduction shall be made for each day or part day involved.

3. Use of Sick Leave for Childbirth and Adoption: Sick leave shall be available for purposes of medical appointments, illness or injury due to pregnancy and/or childbirth. Immediately following childbirth, an employee shall be granted up to six (6) weeks for a typical delivery and up to eight (8) weeks for a caesarian delivery. Additional sick leave may be available with written physician documentation.

   In the event of an adoption, a mother may use up to six (6) weeks of sick leave immediately after bringing the child home.

   A father may use up to five (5) days of sick leave after the birth or adoption of a child. The leave must be used immediately after the child's birth, or in the case of adoption, when the child is brought home.

   A grandparent may take one (1) day of sick leave for the birth or adoption of a grandchild.

4. Each full-time teaching employee will receive additional compensation according to the following schedule if they have used two (2) or fewer days of sick leave during the school year:

   0 days of sick leave used - $165
   1 day of sick leave used - $110
   2 days of sick leave used - $ 55

This compensation shall be paid no later than the second pay date after the end of the school year and shall be paid in one lump sum.

B. EXTENDED SICK LEAVE FOR CATASTROPHIC ILLNESS

In the event of a catastrophic (life-threatening) illness or injury to the employee, his/her spouse, natural or legally adopted child(ren) or parents, any bargaining unit member may request from the extended sick leave committee, an advance of up to twenty (20) additional sick leave days per person per year, provided the following criteria are met:

a. All accumulated sick leave and personal leave has been exhausted.

b. Appropriate documentation of the catastrophic illness shall be submitted to the committee along with the request for the additional day(s).

c. Denial of a request for additional sick leave day(s) for catastrophic illness or injury shall be neither arbitrary nor capricious in its application. Denial of the request for additional day(s) shall not be subject to the grievance procedure.

The extended sick leave committee shall be comprised of two members appointed by the SHEA President, two members of the classified staff and one administrator appointed by the Superintendent. The decisions of the committee shall be made by majority rule. The committee shall use the definition of catastrophic illness utilized by the FMLA as a guideline in making their decisions.

Any bargaining unit member utilizing additional sick days under this provision shall be required to "pay back" the additional sick days advanced. For bargaining unit members who are advanced more than five days, they shall not be required to be paid back more than five days a year. The negative balance will be forwarded to the next school year. This pay back will be accomplished by deducting the appropriate number of days from the bargaining unit member's annual sick leave accrual. For accounting purposes the bargaining unit member would begin the year with a negative balance and will not be able to use or accrue additional sick days for that year until the negative balance for that year has been paid back in full.

Persons who are no longer employed by the District due to a reduction in force, termination, non-renewal, death and/or inability to work due to the illness they were on leave for shall not be required to pay back the advanced sick leave days.

C. MATERNITY LEAVE

Sick leave shall be available for purposes of medical appointments, illness, or injury due to pregnancy and childbirth. Following childbirth, an employee shall be granted up to six (6) weeks for a vaginal delivery and eight (8) weeks for a caesarian delivery. A total of eight (8) weeks is available if the physician submits written documentation that an additional two (2) weeks is needed beyond the original six (6) week maternity leave in the case of a vaginal delivery. Sick leave will run concurrently with Family Medical Leave Act leave. Employees must exhaust sick leave before unpaid leave will be applied.

D. FAMILY MEDICAL LEAVE ACT

The Board of Education agrees to provide leave in accordance with the rules in effect under the Family Medical Leave Act at the time of the leave request. The teachers shall not be required to use their personal days when utilizing leave under the Family Medical Leave Act (FMLA). Instead, teachers have the option to retain their personal days while utilizing accrued sick leave or unpaid FMLA leave.

E. PERSONAL LEAVE DAYS

1. Each year, professional employees covered by this contract shall be entitled to four (4) personal leave days that may be used without restriction (except for limitations below). Up to one (1) unused day may be carried over to the next school year. No employee shall have more than five (5) days of personal leave to his/her credit at the beginning of a school year.

2. Personal leave may be used in half-day and full-day increments.

3. Personal leave days shall be limited to three (3) employees each in grades K-4, 5-8 and 9-12 for a total of nine (9) employees for the District A teacher may not use a personal leave day during the first three (3) or last three (3) instructional days of the school year unless prior written approval is provided by the Superintendent or his/her designee.

4. Application for use of these days shall be made through an approved method to the immediate supervisor at least two (2) days in advance of the intended use except in case of an emergency. Approvals shall be considered on the basis of the earliest application. Emergency approval shall be handled by phone or in person; however, the approved method shall be completed in and approved by the immediate supervisor or his agent at a later time.

5. Any personal days (or part thereof) remaining to the credit of or unused by a professional employee at the end of the school year shall result in additional payment for each unused day in an amount of One Hundred Fifty Dollars ($150.00). An employee may request to have up to one (1) unused day carried over to the next school year in lieu of payment for that day. The additional compensation shall be paid by the second pay date after the end of the school year in one lump sum payment.

F. PROFESSIONAL LEAVE

1. Visitation, Workshops, Professional Meetings

Employees may request administrative approval for attendance at workshops, professional meetings, or for a visitation to another school system. An immediate supervisor may also encourage that an individual attend certain functions. Teachers or supervisors requesting approval of professional leave shall file an application form which is available in each of the building offices. If approved, reasonable expenses will be paid upon request. Meals shall be reimbursed up to the following amounts:

Breakfast:	$ 5.00
Lunch:	$10.00
Dinner:	$15.00

An agenda of the meeting to be attended or a summary of reasons for the visit should accompany the request along with an estimate of the expenses or cost.

Upon approval by the immediate supervisor and the superintendent, the attendance would provide for the teacher's regular daily rate of pay.

Decisions regarding approval will be based upon the reasonableness of the request, the distance and the cost involved, the degree of probability of value to the district, and the frequency of the request. Reasons shall be provided when the request is denied.

Approval will not be granted for requests that are primarily personal in nature, and do not indicate a probability of value to the district.

A yearly record of the participation in these activities is to be maintained by the participant on the in-service record on file in the immediate supervisor's office.

Professional leave cannot be used for in-service credit.

2. College Courses

Upon request and approval of the superintendent, employees shall be allowed to leave for the purpose of attending college classes at a maximum rate of one-halft(½) hour per week, once per week. This shall not be counted against approved leave days.

G. ASSOCIATION LEAVE

The St. Henry Education Association president or his/her designee shall be granted up to two (2) days of leave to be used for conducting Association business. The Board shall only pay the cost of substitute teachers.

H. FUNERAL LEAVE - STUDENT DEATH

When a student death occurs within the student membership of a building, the principal of that building shall appoint a faculty group not to exceed three (3) faculty persons to be the official school representatives at the funeral service of that pupil. Volunteers for this function are to notify the principal of their willingness to serve as soon as possible after the announcement of the service. A faculty member may decline the appointment.

If persons other than the official representatives decide of their own volition to attend a student funeral service, their absence shall involve the use of sick leave or personal leave if applicable and requested.

If unusual circumstances, such as multiple deaths or a total exodus of students to attend a funeral service, the local superintendent may modify the policy to reflect the situation.

I. UNPAID LEAVE

The Superintendent may approve unpaid leave for emergency situations, death in the family, and/or exigent circumstances. The Superintendent is directed to consider an employee's attendance record and history in deciding to grant or deny unpaid leave.

ARTICLE XII - INSURANCE

A Summary Plan Description, which describes the benefits available to employees, shall be distributed to every employee. A copy of the Summary Plan Description, signed and dated by representatives of the Board and the Association, shall be on file in the Central Office and a copy provided to SHEA

president. Any additions to coverage will be added to the Summary Plan Description as soon as possible.

A. LIFE INSURANCE

The Board shall purchase a group term life insurance policy for each employee in the amount of forty thousand dollars ($40,000).

B. MEDICAL INSURANCE

1. The insurance plans offered by the Board of Education will be the plans that are offered by the Mercer-Auglaize Employee Benefit Trust.

   Employees will pay fifteen percent (15%) of the monthly insurance premiums.

   The employees choosing the HDP/HSA shall pay the applicable employee percentage of the HDP/HSA as stated in this Article.

   The Mercer-Auglaize Employee Benefit Trust offers a high deductible, health savings account plan that the Board is making available to its employees.

   The Board agrees to contribute One Thousand One Hundred Dollars ($1,100.00) annually toward a single HSA and Two Thousand Two Hundred Dollars ($2,200.00) annually toward a family HSA. Contributions shall be made in two (2) equal installments. The first installment will be paid with the first pay in January and the second installment will be paid with the first pay in July.

   For employees who are enrolled in the District's insurance plan but are ineligible to receive contributions to Health Savings Accounts, the Board will contribute the agreed upon amounts to a Health Reimbursement Account in lieu of a Health Savings Account.

   The open enrollment period of the medical insurance program shall be consistent with the open enrollment period set by the Mercer-Auglaize Benefit Trust.

   The employer shall make a listing of plans and the employee contribution levels available to the employee.

2. If both spouses of a family are employed by the school system, they may select one family plan.

3 A Section 125 plan shall be available that will enable an employee to pay contributions on a pre-tax basis.

C. DENTAL INSURANCE

The Board shall purchase an individual or family dental insurance policy for each employee. Employees may choose among plans offered by the Mercer/Auglaize Employee Benefit Trust.

Employees will be required to pay fifteen percent (15%) of the monthly premium.

D. VISION INSURANCE

The Board shall purchase an individual or family vision insurance policy for each employee.

Employees will pay fifteen percent (15%) of the monthly insurance.

E. PURCHASE OF INSURANCE

Employees may purchase insurance through the provision of the COBRA law after their eligibility for employee insurance benefits expires.

ARTICLE XIII - SALARIES AND PAYMENTS

A. TEACHER SALARIES

1. Salaries for the school year 2025-2026 shall be based upon an indexed salary schedule with the base amount of forty-three thousand two-hundred fifty-two dollars ($43,252) for the bachelor's degree column, 0 years' experience. (Complete index and schedule included in the addendum.)

2. Salaries for school year 2026-2027 shall be based upon an indexed salary schedule with the base amount of forty-four thousand seven hundred sixty-six thousand dollars ($44,766) for the bachelor's degree column, 0 years' experience. (Complete index and schedule included in the addendum.)

3. Salaries for school year 2027-2028 shall be based upon an indexed salary schedule with the base amount of forty-six two hundred twenty-one dollars ($46,221) for the bachelor's degree column, 0 years' experience. (Complete index and schedule included in the addendum.)

4. Longevity increments of $300, $600, $900, $1,500 and $2,000 are provided after 5, 10, 15, 20 and 25 years of consecutive local service, respectively.

5. Salary notices will be provided to all teaching employees at the beginning of each school year.

THE ASSOCIATION AND THE BOARD HAVE AGREED TO A SALARY INCREASE:

2025-2026	3.75% on Base
2026-2027	3.50% on Base
2027-2028	3.25% on Base

B. PLACEMENT/ADVANCEMENT ON THE SALARY SCHEDULE

1. An employee with a Bachelor's Degree shall be paid on the Bachelor's Degree column.

2. An employee with a Bachelor's Degree that has completed a total of one hundred fifty (150) semester hours shall be paid on the Five (5) Year column. The hours may be graduate hours, undergraduate hours, or a combination of both.

3. An employee with a Master's Degree shall be paid on the Master's Degree column. The employee's Master's Degree must be in the employee's area of licensure and/or any other educational area including but not limited to school administration or guidance to qualify for advancement to the Master's Degree column.

4. An employee with a Master's Degree who has completed an additional fifteen (15) semester hours of graduate credit after completing a Master's degree shall be paid on the Master's +15 hour column. Undergraduate hours will count if prior written approval was granted by the superintendent. Any employee qualifying for Master's +15 before January 1, 1984 will continue to qualify for this classification. In order for an employee to advance to the Master's Degree +15 column, the additional hours must be in the employee's area of licensure and/or any other educational area including but not limited to school administration or guidance.

5. An employee shall advance horizontally on the salary schedule by acquiring additional training as follows:

    a. Sufficient course work or a higher degree is earned.

    b. Satisfactory evidence of such completion is provided to the Employer. Satisfactory evidence shall be an official transcript issued by the appropriate institution or program.

6. Horizontal advancements on the salary schedule shall be made effective September 1 and February 1 of each year. A February 1 advancement will increase an employee's pay by one-half of the schedule increment on the salary schedule in effect at the beginning of the school year and shall be paid in a lump sum.

C. METHOD OF PAYMENT

Salaries shall be paid in twenty-four (24) substantially equal payments. Payroll pay dates will be on the fifth (5^{th}) and twentieth (20^{th}) of each month.

All employees must be enrolled in direct deposit.

If a teacher submits his/her letter of resignation for retirement purposes through STRS by March 1^{st}, the teacher shall receive a five hundred dollar ($500.00) retirement incentive payment no later than the teacher's last payroll in April.

D. PAYROLL DEDUCTIONS/PROFESSIONAL DUES

1. A written authorization form for professional dues to be deducted must be submitted to the Central Office by the Friday of the first week in which there is a school day.

2. Deductions will be made for the sum total of all professional dues.

3. Deductions will be made in substantially equal installments on each of the twenty-four (24) payroll checks issued each year.

4. The payroll deduction form shall provide for one (1) year dues deduction, continuing membership dues deduction, or revocation of continuing dues deduction.

5. The treasurer of the Board shall pay the total dues authorized withheld each month to the Association on the last payday of the month.

E. SEVERANCE PAY

1. Upon presentation to the Board of proof of retirement from active teaching service in the State of Ohio, the Board will pay severance pay calculated on the basis of one-fourth (1/4) day of severance pay for each day of unused accumulated sick leave. The severance credit cannot exceed sixty-two (62) days.

2. Payment shall be made in one (1) total payment within thirty (30) days of establishment of proof of retirement.

3. Calculation shall be based upon the employee's daily rate of pay in effect at the time of retirement.

4. Payment for extra duty contracts shall be excluded.

5. Upon official notification of the retirement approval by the appropriate state retirement system, the Treasurer shall cause the cash payment to be made directly to a tax-deferred 403(b) account according to the provisions of the adopted Accumulated Leave 403(b) Plan of the St. Henry Consolidated Local School District and provisions governing the office of the Treasurer.

F. MILEAGE REIMBURSEMENT

The reimbursement rate for approved travel for employees shall be the current IRS rate.

G. SALARY CHANGES

Whenever a change in pay occurs for an individual because of a supplemental contract that extends over a period of time less than a full school year, a leave of absence, or a retirement during the school year, the pattern of payment shall be mutually agreed upon by the individual and the treasurer of the school district.

If a change in pay occurs because an absence not covered by leave results in a reduction of pay, the reduction in pay will be taken from the check(s) in the payroll period(s) next following the absence.

H. EXTENDED DUTY DAYS

The Board acknowledges and understands that in the event the Board wishes to create, amend and/or change the amount of extended duty days assigned to teachers or to eliminate any extended duty days, the Board will enter into effects bargaining with the Association.

Extended day compensation shall be limited to Fourteen Thousand Dollars ($14,000) per position. The Pep Band supplemental will be eliminated. It is understood that the Pep Band shall be included in the band Extended Days.

I. PROFESSIONAL FEES

The Board agrees to reimburse teachers covered under this master agreement for professional association fees up to $80.00 per year. These association fees must be relevant to their teaching fields. Examples include: teachers assigned to teach music shall be reimbursed for Ohio Music Education Association fees; teachers who teach gifted children shall be reimbursed for Ohio Association of Gifted Children fees; school counselors shall be reimbursed for Ohio School Counselors Association fees. Such reimbursement shall be made within 30 calendar days of the Board's receipt of evidence that the employee has paid the fees.

ARTICLE XIV - LOCAL PROFESSIONAL DEVELOPMENT COMMITTEES

The Association and the Board agree to abide by the rules and regulations established by the county Local Professional Development (LPDC) Committee.

A teacher who serves on the county-wide LPDC Executive Committee shall be compensated at the rate of $600 per year.

A subcommittee member other than the Executive Committee member, will be compensated at $25 per hour up to a maximum of $500 per year.

ARTICLE XV – TUITION REIMBURSEMENT

A tuition reimbursement fund will be created each school year. This fund is not to exceed thirty-five percent (35%) of the base salary at the Bachelor's level.

A. ELIGIBILITY CRITERIA

1. Course work

   a. Shall be from an approved college or university.

   b. Shall be at the graduate level. (Undergraduate hours may be approved for special circumstances, but the superintendent must grant prior approval.)

   c. Shall be restricted to an educational area that would benefit the school system.

   d. Shall be successfully completed.

2. Applicants will attest that no other compensation from any source is being received.

3. The reimbursement rate may not exceed $2,500 per year per teacher.

4. Teachers will become eligible for the tuition reimbursement program beginning on teacher orientation day of their first work year under contract with the district.

5. To be eligible for payment, the courses must have been taken during the school year beginning with the institution's fall term and ending with the institution's summer term. (Example: reimbursement paid in October of 2009 will be for the courses satisfactorily completed during the fall terms of 2008 through the summer terms of 2009 as reported on the official transcript.) In the event a course is completed in a different contract year than when the course started, the employee shall be required to submit written verification from the university of the date the course was completed.

6. Applicants for tuition reimbursement will agree to remain employed by the District for a period of two (2) years immediately following the school year during which the reimbursement is approved. If a release is requested and granted, the employee will reimburse the amount of tuition reimbursement received during the time period for the course or courses to the Board. Persons who are released by a reduction in force, termination, non-renewal, death, and or long-term illness of themselves, spouses or children are not subject to the two-year provision.

B. APPLICATION PROCEDURES

1. An application shall be filed and approved by the superintendent prior to enrolling in the course.

2. Application will list course and tuition amount being requested.

C. VERIFICATION AND PAYMENT

Upon completion of coursework, but no later than October 1 in the year the payment is made, the applicant will submit the following to the superintendent:

1. Proof that payment of tuition has been made by the applicant.

2. The applicant shall attest that no payment for this course has been received from any other source.

3. Evidence of successful completion of the course. Satisfactory evidence shall be an official transcript issued by the granting institution. A grade of an A or B (or a P in Pass/Fail courses) must have been attained.

4. Part-time certificated staff members shall receive a prorated percentage benefit based upon the employee's percentage time employed.

5. If the total aggregate cost of the authorized number of credit hours submitted by certificated staff exceeds the maximum limit established each year, the hourly reimbursement rate will be adjusted and prorated by dividing the maximum limit by the total aggregate number of hours submitted. The result of this calculation will be the adjusted reimbursement rate.

6. Payment will be made by warrant check in October following the end of the prior contract school year.

ARTICLE XVI - CONCLUSION/CONTRARY TO LAW

A. All items in this contract which supersede applicable state law and which may permissibly do so under ORC 4117.10(A) shall not be affected by this article. Should any clause of this contract be held to be in violation of the law by a court of competent jurisdiction or new legislation, then that clause of the contract shall be rendered null and void, but the remainder of the contract shall remain in full force and effect.

B. Consistent with Ohio Revised Code Chapter 4117, this agreement shall supersede and replace in its entirety any and all provisions of Ohio law which are in conflict or inconsistent with any provisions of this agreement.

ARTICLE XVII - DURATION

A. This contract shall take effect July 1, 2025 and expire June 30, 2028.

B. This contract may be extended by mutual consent of both parties.

Ratified and Approved

Date: 4-22-2025

ST. HENRY EDUCATION ASSOCIATION

By: AJ Kremer
President

By:
Vice President

Date: April 14, 2025

ST. HENRY BOARD OF EDUCATION

By:
President

By:
Treasurer

By:
Superintendent

ADDENDUM TO THE NEGOTIATIONS CONTRACT

A. The following items are not covered in the contract, but they are covered in the Ohio Revised Code.

1. Sabbatical Leave

2. Military Leave

3. Jury Leave

4. Leave of absence

CERTIFIED EMPLOYEES SALARY SCHEDULE AND INDEX
2025-2026 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

Base	43,252		.044 index	.049 index	.051 index
Yrs. Exp.	Non-Degree	Bachelors	Five Years	Masters	Masters + 15
		1.000	1.039	1.120	1.140
0	37,410	43,252	44,939	48,443	49,308
		1.039	1.083	1.169	1.191
1	38,907	44,939	46,842	50,562	51,514
		1.078	1.127	1.218	1.242
2	40,366	46,626	48,745	52,681	53,719
		1.117	1.171	1.267	1.293
3	41,778	48,313	50,648	54,801	55,925
		1.156	1.215	1.316	1.344
4	43,241	50,000	52,552	56,920	58,131
		1.195	1.259	1.365	1.395
5	44,668	51,687	54,455	59,039	60,337
		1.234	1.303	1.414	1.446
6		53,373	56,358	61,159	62,543
		1.273	1.347	1.463	1.497
7		55,060	58,261	63,278	64,749
		1.312	1.391	1.512	1.548
8		56,747	60,164	65,398	66,955
		1.351	1.435	1.561	1.599
9		58,434	62,067	67,517	69,160
		1.390	1.479	1.610	1.650
10		60,121	63,970	69,636	71,366
		1.429	1.523	1.659	1.701
11		61,808	65,873	71,756	73,572
		1.468	1.567	1.708	1.752
12		63,494	67,776	73,875	75,778
		1.507	1.611	1.757	1.803
15		65,181	69,680	75,994	77,984
		1.546	1.655	1.806	1.854
18		66,868	71,583	78,114	80,190
				1.855	1.905
21				80,233	82,396
				1.904	1.956
28				82,352	84,602

Teachers teaching a CCP course will receive a $500 stipend for each class prep taught each semester.

CERTIFIED EMPLOYEES SALARY SCHEDULE AND INDEX
2026-2027 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

Base	44,766		.044 index	.049 index	.051 index
Yrs. Exp.	Non-Degree	Bachelors	Five Years	Masters	Masters + 15
		1.000	1.039	1.120	1.140
0	38,720	44,766	46,512	50,138	51,033
		1.039	1.083	1.169	1.191
1	40,268	46,512	48,481	52,331	53,316
		1.078	1.127	1.218	1.242
2	41,778	48,258	50,451	54,525	55,599
		1.117	1.671	1.267	1.293
3	43,241	50,003	52,421	56,718	57,882
		1.156	1.215	1.316	1.344
4	44,754	51,749	54,390	58,912	60,165
		1.195	16259	1.365	1.395
5	46,231	53,495	56,360	61,105	62,448
		1.234	1.303	1.414	16446
6		55,241	58,330	63,299	64,731
		1.273	1.347	16463	16497
7		56,987	60,300	65,492	67,014
		1.312	1.391	1.512	1.548
8		58,733	62,269	67,686	69,297
		1.351	16435	1.561	1.599
9		60,479	64,239	69,879	71,581
		1.390	1.479	1.610	1.650
10		62,224	66,209	72,073	73,864
		16429	1.523	1.659	1.701
11		63,970	68,178	74,266	76,147
		1.468	1.567	1.708	1.752
12		65,716	70,148	76,460	78,430
		1.507	1.616	1.757	1.803
15		67,462	72,118	78,654	80,713
		1.546	1.655	1.806	1.854
18		69,208	74,087	80,847	82,996
				1.855	1.905
21				83,041	85,279
				16904	1.956
28				85,234	87,562

Teachers teaching a CCP course will receive a $500 stipend for each class prep taught each semester.

CERTIFIED EMPLOYEES SALARY SCHEDULE AND INDEX
2027-2028 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

Base	46,221		.044 index	.049 index	.051 index
Yrs. Exp.	Non-Degree	Bachelors	Five Years	Masters	Masters + 15
		1.000	1.039	1.120	1.140
0	39,978	46,221	48,024	51,767	52,692
		1.039	1.083	1.169	1.191
1	41,577	48,024	50,057	54,032	55,049
		1.078	1.127	1.218	1.242
2	43,136	49,826	52,091	56,297	57,406
		1.117	1.171	1.267	1.293
3	44,646	51,629	54,125	58,562	59,764
		1.156	1.215	1.316	1.344
4	46,209	53,431	56,158	60,827	62,121
		1.195	1.259	1.365	1.395
5	47,733	55,234	58,192	63,092	64,478
		1.234	1.303	1.414	1.446
6		57,037	60,226	65,356	66,835
		1.273	1.347	1.463	1.497
7		58,839	62,260	67,621	69,193
		1.312	1.391	1.512	1.549
8		60,642	64,293	69,886	71,550
		1.351	1.435	1.561	1.599
9		62,444	66,327	72,151	73,907
		1.390	1.479	1.610	1.650
10		64,247	68,361	74,416	76,264
		1.429	1.523	1.659	1.701
11		66,050	70,394	76,680	78,622
		1.468	1.567	1.708	1.752
12		67,852	72,428	78,945	80,979
		1.507	1.616	1.757	1.803
15		69,655	74,462	81,210	83,336
		1.546	1.655	1.806	1.854
18		71,458	76,496	83,475	85,694
				1.855	1.905
21				85,740	88,051
				1.904	1.956
28				88,005	90,408

Teachers teaching a CCP course will receive a $500 stipend for each class prep taught each semester.

EXTRA DUTY SALARY SCHEDULE AND INDEX
2025-2026 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

	Base Salary	43,252
POSITION	**INDEX**	**SALARY**
Intervention/Tutor (per instructional hour)	n/a	26
Sophomore Class Advisor	0.004	173
Future Educators Advisor Heritage Club Advisor	0.008	346
Art Club Advisor, High School Art Club Advisor, Elementary Freshman Class Advisor Camp Willson Field Trip Coordinator Asst. Drama Director Science Club Advisor Foreign Lang. Club Advisor, per language	0.011	476
National Honor Society Advisor	0.014	606
SADD Club Advisor	0.019	822
8th Grade Advisor Choral Director EL/MS/HS	0.025	1,081
Drama Director (may be shared) (per production) Yearbook Advisor Junior Class Advisor Senior Class Advisor Student Council Advisor	0.046	1,990
Assistant to the Band Director	0.057	2,465
Academic Team Coach	0.066	2,855

EXTRA DUTY SALARY SCHEDULE AND INDEX
2026-2027 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

	Base Salary	**44,766**
Intervention/Tutor (per instructional hour)	n/a	26
Sophomore Class Advisor	0.004	179
Future Educators Advisor Heritage Club Advisor	0.008	358
Art Club Advisor, High School Art Club Advisor, Elementary Freshman Class Advisor Camp Willson Field Trip Coordinator Asst. Drama Director Science Club Advisor Foreign Lang. Club Advisor, per language	0.01¢	492
National Honor Society Advisor	0.014	627
SADD Club Advisor	0.019	85¢
8th Grade Advisor Choral Director EL/MS/HS	0.025	1,1¢9
Drama Director (may be shared) (per production) Yearbook Advisor Junior Class Advisor Senior Class Advisor Student Council Advisor	0.046	2,059
Assistant to the Band Director	0.057	2,552
Academic Team Coach	0.066	2,955

EXTRA DUTY SALARY SCHEDULE AND INDEX
2027-2028 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

	Base Salary	46,221
Intervention/Tutor (per instructional hour)	n/a	26
Sophomore Class Advisor	0.004	185
Future Educators Advisor Heritage Club Advisor	0.008	370
Art Club Advisor, High School Art Club Advisor, Elementary Freshman Class Advisor Camp Willson Field Trip Coordinator Asst. Drama Director Science Club Advisor Foreign Lang. Club Advisor, per language	0.01¢	508
National Honor Society Advisor	0.014	647
SADD Club Advisor	0.019	878
8th Grade Advisor Choral Director EL/MS/HS	0.025	1,155
Drama Director (may be shared) (per production) Yearbook Advisor Junior Class Advisor Senior Class Advisor Student Council Advisor	0.046	2,¢26
Assistant to the Band Director	0.057	2,635
Academic Team Coach	0.066	3,051

ATHLETIC SALARY SCHEDULE AND INDEX
2025-2026 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

					Base Salary	43,252
	POSITION	0 YEAR	1 YEAR	2 YEAR	3 YEAR	4 YEAR
Class I	Head Football - 1 Head Basketball, HS - Boys -1 Head Basketball, HS - Girls-1	0.109 4,714	0.125 5,407	0.141 6,099	0.157 6,791	0.173 7,483
Class II	Head Volleyball - 1 Head Baseball - 1 Head Softball - 1 Head Track - 1	0.090 3,893	0.103 4,455	0.116 5,017	0.129 5,580	0.142 6,142
Class III	Assistant Football, HS - 5 Assistant Varsity Basketball, HS - Boys -1 Assistant Varsity Basketball, HS - Girls-1 Junior Varsity Basketball - Boys - 1 Junior Varsity Basketball- Girls - 1 Cheerleader/Compeition Cheer Coach, HS -1 Weight Room Coordinator - 1	0.070 3,028	0.080 3,460	0.090 3,893	0.100 4,325	0.110 4,758
Class IV	Golf - Boys - 1 Golf - Girls - 1 Head Cross Country, HS - 1 Head Football, MS - 1 Assistant Varsity Baseball, HS - 1 Assistant Varsity Volleyball, HS - 1 Assistant Varsity Softball, HS - 1 Junior Varsity Baseball, HS - 1 Junior Varsity Volleyball, HS - 1 Junior Varsity Softball HS - 1 9th Grade Basketball - Boys - 1 9th Grade Basketball - Girls - 1	0.058 2,509	0.065 2,811	0.072 3,114	0.079 3,417	0.086 3,720
Class V	Assistant Track, HS - 3 Head Track, MS -1 Assistant Cross Country 9th Grade Volleyball - 1 9th Grade Baseball - 1 9th Grade Softball - 1 8th Grade Basketball - Boys - 1 8th Grade Basketball - Girls - 1 7th Grade Basketball - Boys - 1 7th Grade Basketball - Girls - 1 Cheerleader/Compeition Cheer Coach, MS -1	0.050 2,163	0.057 2,465	0.064 2,768	0.071 3,071	0.078 3,374
Class VI	Assistant Football, MS - 3 8th Grade Volleyball - 1 7th Grade Volleyball - 1 MS Track- 2	0.042 1,817	0.048 2,076	0.054 2,336	0.060 2,595	0.066 2,855

Positions will be filled if participation is high enough to field a team.

After each five (5) years of consecutive local service in a particular sport as a head coach, an individual will receive an additional $100 applied to his/her regular salary figure. Maximum increment from such source is limited to $300.

After each five (5) years of consecutive local service in a particular sport as an assistant or Middle School coach, an individual will receive an additional $50 applied to his/her regular salary amount. Maximum additional increment from such source is limited to $150.

All salary payments for athletic duties are contingent upon the satisfactory performance of such duties as stated in the Administrative Regulations for the interscholastic program of the St. Henry Schools.

ATHLETIC SALARY SCHEDULE AND INDEX
2026-2027 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

					Base Salary	44,766
	POSITION	0 YEAR	1 YEAR	2 YEAR	3 YEAR	4 YEAR
Class I	Head Football - 1 Head Basketball, HS - Boys -1 Head Basketball, HS - Girls-1	0.109 4,879	0.125 5,596	0.141 6,312	0.157 7,028	0.173 7,745
Class II	Head Volleyball - 1 Head Baseball - 1 Head Softball - 1 Head Track - 1	0.090 4,029	0.103 4,611	0.116 5,193	0.129 5,775	0.142 6,357
Class III	Assistant Football, HS - 5 Assistant Varsity Basketball, HS - Boys -1 Assistant Varsity Basketball, HS - Girls-1 Junior Varsity Basketball - Boys - 1 Junior Varsity Basketball - Girls - 1 Cheerleader/Compeitiion Cheer Coach, HS -1 Weight Room Coordinator - 1	0.070 3,134	0.080 3,581	0.090 4,029	0.100 4,477	0.110 4,924
Class IV	Golf - Boys - 1 Golf - Girls - 1 Head Cross Country, HS - 1 Head Football, MS - 1 Assistant Varsity Baseball, HS - 1 Assistant Varsity Volleyball, HS - 1 Assistant Varsity Softball, HS - 1 Junior Varsity Baseball, HS - 1 Junior Varsity Volleyball, HS - 1 Junior Varsity Softball HS - 1 9th Grade BasketballH Boys - 1 9th Grade Basketball - Girls - 1	0.058 2,596	0.065 2,910	0.072 3,223	0.079 3,537	0.086 3,850
Class V	Assistant Track, HS - 3 Head Track, MS -1 Assistant Cross Country 9th Grade Volleyball - 1 9th Grade Baseball - 1 9th Grade Softball - 1 8th Grade Basketball - Boys - 1 8th Grade Basketball - Girls - 1 7th Grade Basketball - Boys - 1 7th Grade Basketball - Girls - 1 Cheerleader/Compeitiion Cheer Coach, MS -1	0.050 2,238	0.057 2,552	0.064 2,865	0.071 3,178	0.078 3,492
Class VI	Assistant Football, MS - 3 8th Grade Volleyball - 1 7th Grade Volleyball - 1 MS Track - 2	0.042 1,880	0.048 2,149	0.054 2,417	0.060 2,686	0.066 2,955

Positions will be filled if participation is high enough to field a team.

After each five (5) years of consecutive local service in a particular sport as a head coach, an individual will receive an additional $100 applied to his/her regular salary figure. Maximum increment from such source is limited to $300.

After each five (5) years of consecutive local service in a particular sport as an assistant or Middle School coach, an individual will receive an additional $50 applied to his/her regular salary amount. Maximum additional increment from such source is limited to $150.

All salary payments for athletic duties are contingent upon the satisfactory performance of such duties as stated in the Administrative Regulations for the interscholastic program of the St. Henry Schools.

ATHLETIC SALARY SCHEDULE AND INDEX
2027-2028 SCHOOL YEAR
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

					Base Salary	46,221
	POSITION	0 YEAR	1 YEAR	2 YEAR	3 YEAR	4 YEAR
Class I	Head Football - 1 Head Basketball, HS - Boys -1 Head Basketball, HS - Girls-1	0.109 5,038	0.125 5,778	0.141 6,517	0.157 7,257	0.173 7,996
Class II	Head Volleyball - 1 Head Baseball - 1 Head Softball - 1 Head Track - 1	0.090 4,160	0.103 4,761	0.116 5,362	0.129 5,963	0.142 6,563
Class III	Assistant Football, HS - 5 Assistant Varsity Basketball, HS - Boys -1 Assistant Varsity Basketball, HS - Girls-1 Junior Varsity Basketball - Boys - 1 Junior Varsity Basketball - Girls - 1 Cheerleader/Compeitiion Cheer Coach, HS -1 Weight Room CoordinatorH1	0.070 3,235	0.080 3,698	0.090 4,160	0.100 4,622	0.110 5,084
Class IV	Golf - Boys - 1 Golf - Girls - 1 Head Cross Country, HS - 1 Head Football, MS - 1 Assistant Varsity Baseball, HS - 1 Assistant Varsity Volleyball, HS - 1 Assistant Varsity Softball, HS - 1 Junior Varsity Baseball, HS - 1 Junior Varsity Volleyball, HS - 1 Junior Varsity Softball HS - 1 9th Grade Basketball - Boys - 1 9th Grade Basketball - Girls - 1	0.058 2,681	0.065 3,004	0.072 3,328	0.079 3,651	0.086 3,975
Class V	Assistant Track, HS - 3 Head Track, MS -1 Assistant Cross Country 9th Grade Volleyball - 1 9th Grade Baseball - 1 9th Grade Softball - 1 8th Grade Basketball - Boys - 1 8th Grade Basketball - Girls - 1 7th Grade Basketball - Boys - 1 7th Grade Basketball - Girls - 1 Cheerleader/Compeitiion Cheer Coach, MS -1	0.050 2,311	0.057 2,635	0.064 2,958	0.071 3,282	0.078 3,605
Class VI	Assistant Football, MS - 3 8th Grade Volleyball - 1 7th Grade Volleyball - 1 MS Track - 2	0.042 1,941	0.048 2,219	0.054 2,496	0.060 2,773	0.066 3,051

Positions will be filled if participation is high enough to field a team.

After each five (5) years of consecutive local service in a particular sport as a head coach, an individual will receive an additional $100 applied to his/her regular salary figure. Maximum increment from such source is limited to $300.

After each five (5) years of consecutive local service in a particular sport as an assistant or Middle School coach, an individual will receive an additional $50 applied to his/her regular salary amount. Maximum additional increment from such source is limited to $150.

All salary payments for athletic duties are contingent upon the satisfactory performance of such duties as stated in the Administrative Regulations for the interscholastic program of the St. Henry Schools.

ATHLETIC SALARY SCHEDULE TOURNAMENT COMPETITION
ST. HENRY CONSOLIDATED LOCAL SCHOOLS

In the event that a high school interscholastic team advances beyond the first level in tournament competition, the following payment schedule will apply:

POSITION	PAYMENT
Head Football Head Volleyball Head Basketball Head Baseball Head Softball	$200 per additional week
Head Track Golf Cross Country Assistant High School Coaches (if involved in all practices and games)	$100 per additional week
Band Director	$75 per additional week
Assistant Track Assistant Cross Country Coach Cheerleader Advisor Assistant to the Band Director	$50 per additional week

In those sports such as track, golf, and cross country, that may have participation at the tournament level of less than five (5) team members, the amounts listed above shall be reduced by one-half.

Middle School and 9th grade coaches will not be considered for these payments.

GRIEVANCE

_____ _____

Date of Grievance Date of Filing

Concise statement of grievance:

Specific provision of agreement allegedly violated, misinterpreted, or misapplied:

Name of person who allegedly violated, misinterpreted, or misapplied the agreement:

This matter has been discussed with _____ on _____ and it has not been resolved to my satisfaction.

I hereby officially file this grievance and make the following request:

_____ I do not request a hearing.
_____ I request a hearing.
_____ I request representation of the Association at the hearing.

_____

Signature of the Claimant

(If Class Action Grievance, signature should be that of the spokesperson for the group or the Association President. List names of other employees included in Class action below or on other side of page.)

NOTE OF ACTION

_____ _____

Name of Grievant Date of Action

You are hereby notified that the action taken on your grievance dated _____ is as follows:

ACTION:

REASON:

_____

Signature of Official

The above action is
_____ Original
_____ Appeal Superintendent
_____ Appeal Board of Education

Copies provided to
_____ Grievant
_____ Immediate Supervisor
_____ Superintendent
_____ Association

APPEAL OF GRIEVANCE

_____ _____
Name of Grievant Date of Appeal

_____
Date of Grievance

I hereby request an appeal of the action taken by _____
on _____ for the following reasons:
Date

I hereby officially file this appeal and make the following requests:

_____ I do not request a hearing.
_____ I request a hearing.
_____ I request representation of the Association at the hearing.

_____
Signature of Grievant

(If Class Action Grievance, signature should be that of the spokesperson for the group or the Association President. List names of other employees included in Class action below or on other side of page.)

NOTICE OF HEARING

_____ _____
Name of Grievant Date of Notice

You are hereby notified that the hearing request on the

_____ Grievance
_____ Appeal Action

filed on _____ has been set for:
Date

_____
Time (a.m. or p.m.)

_____
Date

_____
Place

_____
Signature of Official

REQUEST FOR ARBITRATION

_____ _____

Name of Grievant Date of Request

I hereby request that the grievance dated _____ be submitted to arbitration.

_____

Signature of Grievant

(If Class Action Grievance, signature should be that of the spokesperson for the group or the Association President. List names of other employees included in Class action below or on other side of page.)

Certificate of Adequate Revenue
(Section 5705.412 O.R.C.)

The St. Henry Consolidated Local School District, Mercer County, Ohio, has in effect the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs for all the days set forth in its adopted school calendars and in future fiscal years for the term of the Agreement between the Board and the St. Henry Education Association, effective from July 1, 2025 through June 30, 2028.

The District estimates of revenue and determination of whether such revenue is sufficient to provide necessary operating revenue for the purpose of making certifications required were made consistent with relevant rules of the Auditor of State and Department of Education.

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

Jennifer Bruns, Treasurer/CFO

Adam Puthoff, Superintendent

President of the Board

Dated: April 14, 2025