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MASTER AGREEMENT

between the

NORTHWESTERN TEACHERS ASSOCIATION

and the

NORTHWESTERN LOCAL BOARD OF EDUCATION

July 1, 2025 – June 30, 2028

SCHOOL YEARS

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ARTICLE ONE

RECOGNITION

1.01 Recognition

The Northwestern Local Board of Education (hereinafter referred to as the "Board") recognizes the Northwestern Teacher's Association, affiliated with the Ohio Education Association and the National Education Association (hereinafter referred to as the "Association"), as the sole and exclusive representative of its full-time and regular part-time certificated/licensed personnel employed by the Board under contract as certificated/ licensed teachers, librarians, school counselors, nurses, and speech/language pathologists (all of whom shall be collectively referred to herein as "teachers"), excluding administrative and supervisory personnel.

ARTICLE TWO

NEGOTIATION PROCEDURES

2.01 Definition of Day

"Day" is defined in this Master Agreement as calendar day.

2.02 Negotiation Procedures

2.021 Initiating Meetings

Either the president of the Association or the Superintendent may make written request to the other for the start of negotiations. Agreement by the Parties on the exact date shall be made within ten (10) days of the receipt of the request. The first negotiating meeting shall be held no earlier than one hundred twenty (120) days prior and no later than ninety (90) days prior to the expiration of this Agreement, unless a mutually satisfactory later date is agreed upon.

2.022 Submission of Issues

2.0221 Each Party shall present to the other at the first session or a week earlier, if possible, complete written proposals it wishes to negotiate. No further proposals may be added without the consent of both Parties.

2.0222 During negotiations, the Board and the Association shall prepare written proposals and counter proposals for consideration at scheduled meetings. Additional rules for conducting negotiations which are deemed necessary and are not covered in this document shall be discussed and agreed upon at this first (negotiation) session.

2.023 Negotiating Team

2.0231 The Board and the Association shall be represented at all negotiations by a team of negotiators not to exceed five (5) members each. All negotiations shall be conducted exclusively between said teams, except as provided in 2.0243.

2.0232 In addition to said teams; each team shall be authorized to admit no more than two (2) observers at one time to negotiating meetings.

2.0233 Each team is privileged to call upon consultants or resource people. No more than two (2) consultants may be admitted at one time to negotiating meetings. Consultants may be permitted to address the negotiations when requested by the Chairperson of their respective team.

2.0234 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.

2.024 Meetings

2.0241 Negotiating meetings shall be conducted at times and locations mutually agreeable to the parties.

2.0242 Negotiating meetings shall be in executive session unless otherwise agreed upon by both parties.

2.0243 Either team may be granted time for independent caucus at any time.

2.0244 Meetings may be adjourned or recessed at the request of either team.

2.0245 Each meeting shall include a decision on time and place for the next subsequent meeting until all negotiations are completed.

2.025 Reporting

While it is expected that the negotiating team will keep their constituents informed of progress, every effort should be made to prevent the release of information from interfering with the negotiating process. No information will be released to the public about matters under negotiation without the approval of both Parties prior to achieving agreement or exhausting disagreement procedures as outlined in 2.027 of this Agreement.

2.026 Agreement

2.0261 Tentative Agreement

As negotiation items reach tentative agreement, they shall be reduced to writing and initialed by the chief spokesperson of each Party. When all items have been tentatively agreed to, they shall comprise a tentative settlement.

2.0262 Ratification

When a settlement is reached as described in Section 2.0261 above, it shall then be reduced to writing and submitted for ratification to the Association and then to the Board by their respective Parties. When approved by the Association and the Board, it shall constitute the Collective Bargaining Contract between the Parties.

2.0263 Contract Supersedes Past Practice, Etc.

Any written Agreement reached and accepted by the Association and the Board shall supersede any rules, regulations or practices of the Board or Association which are contrary to or inconsistent with the terms of said Agreement.

2.027 Disagreement

2.0271 Mediation

At any time during negotiations and prior to the expiration of the Agreement, impasse may be declared by either Party, at which time a joint written request shall be made to the Federal Mediation and Conciliation Service (FMCS), or mutually agreed upon provider, to assist the Parties in reaching an agreement. Mediation shall begin as soon as the mediator can be available to the Parties and shall continue until agreement is reached or

until the expiration of this agreement or when mutually agreed upon extension(s) expire.

2.0272 Costs of Disagreements

Each party shall bear its own costs incident to mediation, and they shall share equally any direct costs charged by the mediator.

2.0273 Posting Last Offers at Impasse

If impasse is declared, the Board shall promptly post in a conspicuous location on its website, the terms of the last collective bargaining agreement offered by the Board and by the Association.

2.028 Contract Extension

The Collective Bargaining Agreement currently in effect may be extended by written mutual agreement.

2.029 Definitions

2.0291 Negotiations

Negotiations means conferring, discussing, exchanging written proposals, and negotiating in good faith through the designated teams in an effort to reach agreement with respect to salaries, hours and other working conditions of employment and the continuation, modification, or deletion of existing provisions of the Collective Bargaining Agreement.

2.0292 Good Faith

Both parties are pledged to conduct negotiations in good faith which means that there will be sincere efforts on the part of all negotiators to strive for agreement without interruption of the education of youth.

ARTICLE THREE

GRIEVANCE PROCEDURE

3.01 Purpose

The Board recognizes that in the interest of effective personnel management, a procedure is necessary whereby its employees can be assured of a prompt, impartial, and fair hearing of their grievances. Such procedures shall be available to all employees, and no reprisals shall be taken against any employee initiating or participating in the grievance procedure.

3.02 Grievance Defined

A grievance is a complaint involving the violation, interpretation, or application of the negotiated agreement between the Parties.

3.021 Parties

A "Grievant" is the person or persons making the complaint. A "party of interest" is the person or persons making the claim and any person whom might be required to take action or against whom action might be taken in order to resolve the claim. The individual employee shall have the right to file a grievance.

3.022 Class Action Grievance

A class action grievance may be filed by the Association if a class or group of employees is affected by the grievance. The Association may submit such grievance in writing to the Principal or Superintendent, identifying the employees for whom the grievance is brought. Processing of such grievance shall be commenced at Level Two, if the matter cannot be resolved by the employees' principal within five days of receipt of grievance. Not all involved employees need be named to initiate a class action grievance.

3.03 Informal

Within twenty-one (21) days after the event which precipitated the condition that the employee considers grievable or twenty-one (21) days from when the employee should have knowledge of the event, the employee shall discuss the matter with his/her principal. He/She may do this alone or with an Association representative present.

3.04 Level One - Formal (Principal)

3.041 Initiation of Grievance

If the discussion does not resolve the complaint to the satisfaction of the employee, such employee shall file a written grievance with such employee's principal.

3.042 Time Limits for Filing Grievance

Such written grievance must be filed within fourteen (14) days after the employee has participated in the Informal Grievance Procedure as defined in 3.03.

3.043 Completion of Grievance Form

The written grievance shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the negotiated agreement allegedly violated, misinterpreted, or misapplied, and relief sought by Grievant. (See Appendix C)

3.044 Distribution of Grievance Form

A copy of such grievance shall be filed with the Superintendent, the President of the Association and the building principal.

3.045 Right of Employee for Hearing

The employee shall have a right to request a hearing before the principal. Such hearing shall be conducted within five (5) days after the receipt of such request.

3.046 Principal's Response to Grievance

The principal shall take action on the written grievance within five (5) days after the receipt of said grievance, or, if a hearing was requested, within five (5) days after said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employees, the Superintendent, and the President of the Association by the principal. (See Appendix D)

3.05 Level Two (Superintendent)

3.051 Appeal of Principal's Decision

If the action taken in Level One by the principal does not resolve the grievance to the satisfaction of the employee or no decision has been rendered by the principal per 3.046, the employee(s) may appeal in writing to the Superintendent within five (5) days of the outcome of the Level One Formal Grievance. (See Appendix D)

3.052 Hearing Before Superintendent

Upon request, a hearing shall be conducted by the Superintendent or his/her designee within five (5) days after the receipt of the request.

3.053 Decision of Superintendent

The Superintendent or his/her designee shall take action of the appeal of the grievance within five (5) days after receipt of the appeal, or if a hearing is requested, within five (5) days after the hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee, the principal, and the President of the Association by the Superintendent. (See Appendix F)

3.06 Level Three (Mediation)

3.061 Appeal of Superintendent’s Decision to Mediation

If the action taken in Level Two by the Superintendent or his/her designee does not resolve the grievance to the satisfaction of the employee(s) or no decision has been

rendered by the Superintendent or his/her designee per 3.053, the Association will utilize the services of the Federal Mediation and Conciliation Service (FMCS), or mutually agreed upon provider, to attempt to mediate a resolution to the dispute. The agreement to utilize the FMCS mediation services must be in writing, signed by the Association President and the Superintendent, and must be dated no later than 10 (ten) days after the outcome of the Level Two Grievance. (See Appendix E)

3.062 Cost of Mediator's Services

Costs of the mediator shall be borne equally by the Board and the Association.

3.07 Level Four (Arbitration)

3.071 Appeal of Superintendent's Decision to Arbitration

If the action taken in Level Three does not resolve the grievance to the satisfaction of the employee(s), the Association may within ten (10) days after the date of the mediation meeting notify the Superintendent in writing of intent to submit to arbitration. (See Appendix F)

3.0711 Appeal of Contractual Grievance

If the grievance has arisen under a violation, interpretation, or application of the negotiated agreement between the parties, the arbitrator's decision shall be binding.

3.072 Grievances Controlled by American Arbitration Association Rules and Regulations

Grievances submitted to arbitration shall be filed pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association and the selection of the arbitrator shall be pursuant to such rules.

3.073 Scope of Arbitrator's Authority

The arbitrator's authority shall be limited in scope to the negotiated contract between the parties. The arbitrator is specifically prohibited from making any decision which is inconsistent with the terms of the agreement or contrary to law.

3.074 Cost of Arbitrator's Services

Costs of the arbitrator shall be borne equally by the Board and the Association.

3.075 Right of Association to Proceed to Arbitration

No grievance shall go to Level Four without the consent of the Northwestern Teachers' Association.

3.08 Miscellaneous Provisions

3.081 Right to Pursue Contractual Matters through Other Agencies

Nothing in this procedure shall be construed to deny the Association or the Board of Education or their representatives the right to redress before an appropriate administrative agency or through the courts, provided the grievance procedure has been completely

followed as defined by Article 3 of the Master Agreement. Nothing contained herein shall deprive any teacher of any legal right which he/she presently has, provided that if a teacher elects to pursue any legal or statutory remedy other than provided in ORC 4117, such election shall bar any further or subsequent proceedings for relief under the grievance procedure.

3.082 Right to Representation

The aggrieved teacher, the Board, and/or the representative of either shall not be denied the right to advice, counsel, and/or representation in any of the levels listed above.

3.083 Right to Withdraw Grievance

A grievance may be withdrawn at any level without prejudice or record.

3.084 Denial of Filing Grievance After Resignation

No teacher shall file a grievance after the effective date of his or her resignation.

3.085 Processing of Grievance After Work Hours

Processing of grievance shall be during non-school hours except as otherwise approved by the Superintendent, Board, and the Association.

3.086 Availability of Grievance Forms

Forms for processing grievances shall be made available through Association officers or building representatives.

3.087 Confidentiality of Grievance Process

While a grievance is in process of resolution, records of the grievance proceedings shall be confidential information.

3.088 No Reprisals

There shall be no reprisals against any participant in the grievance process.

ARTICLE FOUR

BOARD RIGHTS

4.01 Board's Compliance with State and Federal Constitutions and Laws

The Board, by mutual agreement with the Association, commits itself to such Association rights and other conditions of employment as incorporated in the Agreement; and the Board, on behalf of the electors of the district, retains and reserves unto itself the ultimate responsibilities for proper management of the school district conferred upon and vested in it by the Revised Code of Ohio and the Constitution of the State of Ohio and the United States.

The Board complies with all State and Federal rules and regulations and does not discriminate on the basis of race, color, national origin, religions, sex, disability, military status, ancestry, age, gender identity, gender expression, sexual orientation, union membership, union activism or political affiliation. The Board also does not tolerate harassment of any kind and requires its employees to follow Board policies in reporting such harassment.

4.02 Conferred Rights Only to Extent of State and Federal Constitution and Laws

The exercise of the 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 only by the terms of this Agreement and then only to the extent such terms thereof are in conformance with the Constitution and laws of the State of Ohio and the Constitution and laws of the United States.

ARTICLE FIVE

ASSOCIATION RIGHTS

5.01 Exclusive Rights Granted to Association

Rights and privileges provided in this Agreement shall be exclusively granted to the Association only as the sole and exclusive bargaining agent for teachers.

5.02 Rights of Association President

The President of the Association or his/her designee shall have the right to visit all schools in the district for the purpose of carrying out Association business. Upon entering a school, the President or his/her designee shall first notify the office of his/her visitation. In no event shall such visit interfere with or interrupt normal school operations.

5.03 Names of New Employees to be Forwarded to Association

5.031 Upon Association request, the names, addresses, phone numbers, dates of hire, worksite and grade level or assignments of newly hired teachers will be provided to the Association upon Board approval of contracts.

5.04 Access to Mail Boxes

The Association shall have access to the teachers' mailboxes (including electronic mail addresses) for distribution of Association related information.

5.05 Association to be Included on Pre-Conference and Orientation Programs

The Association shall be given a place on the program of the pre-school conference for the orientation of new teachers of no less than forty-five (45) minutes.

5.06 Association to be Presented Board Agenda, Exhibits, and Board Policy Modifications

5.061 Time of Receipt of Data

The Association President or his/her designee shall be furnished a tentative agenda at least twenty-four (24) hours in advance of any Board meeting. The Association President will also receive copies of exhibits and proposed modifications to Board Policy, if the previous items are provided to the Board at least twenty-four (24) hours in advance of any Board meeting. In the case of meetings involving important considerations (e.g., appropriations, budget adoption), the Board will attempt to supply copies of such attachments for Association study as soon as they can be made available. All items to be covered in Executive Session are exempt from this article.

5.062 Right of Association to be in Attendance

The Association, through a designated representative, shall have the right to attend all regularly scheduled or special meetings of the Board and to speak to any issue opened for public discussion.

5.07 Right of Association to Use Buildings

The Association shall have the right to use school buildings and facilities without charge for professional meetings at a time when the building is being heated and a custodian normally is on duty. At other times, the Association may use the buildings according to the regulations and rentals established by the Board.

5.08 Use of Board Owned Property

If the Association wishes to use school-owned equipment, it shall file a timely request with the person in charge of such equipment and if the equipment is not in use, it shall be made available. The Association agrees to assume the full responsibility for loss or damage to such equipment while in its possession on a prorated basis.

5.081 Bulletin Boards

Association shall have the right to use the bulletin boards in the office and teachers' lounges for the posting of notices and other material relating to Association activities.

5.09 Dues by Payroll Deductions

The Association members shall be granted rights to payroll deductions for its annual dues and those of its affiliates and their departments. All money so deducted shall be remitted each pay period, via electronic transfer, to the Association Treasurer with a list of employees for whom deductions were made and the amount for each employee. The complete list of payroll deductions will be submitted to the Treasurer's Office by September 15. The deductions shall be in equal payments beginning with the first paycheck after authorization and lasting for eighteen (18) pays or through June 30, whichever is less. Association membership shall run from September 1 through August 31, annually. Membership shall be continuous in subsequent membership years unless the member cancels their membership between August 1 and August 31. In the event an employee severs employment or cancels their membership outside of the cancellation period defined, the District Treasurer shall deduct all owed and remaining dues from the employee's next check immediately following such notification, The Association Treasurer shall inform the District's Treasurer in writing, of the remaining dues amount owed. Should the employee's owed dues exceed the employee's final check, the District will not be liable for the remaining collection,

The Association shall indemnify the Board, its members and its administrative and supervisory employees, including the Board's Treasurer (all herein after referred to as "the indemnities"), and hold them harmless from any liability, damages and expenses as the result of any legal action or administrative claim brought against them as a result of the provision of this section. Dues by Payroll Deduction.

5.10 Association Leave

5.101 Number of Days

The Board shall permit the President of the Association or his/her designee up to five (5) days leave of absence, or the equivalent, without loss of pay, with the understanding that the request for leave is of a professional nature. Four (4) additional days may be made available for OEA/NTA purposes, upon agreement by the Association President and the Superintendent. No expense for such meetings shall be assumed by the Board.

5.102 Notification by Association for Use of Leave

The President of the Association or his/her designee shall submit the leave request at least three (3) days in advance of the date of the leave for the purpose of securing an appropriate substitute teacher.

5.11 Exchange of Information

The Board will make available to the Association upon written request public records, public data, and public information including public financial data of the School District. The Association will provide the Board a list of the Association membership upon written request.

5.12 Right of Association to Make Announcements

The Association shall have permission to make brief announcements during faculty meetings with prior approval of the building principal.

5.13 Right of Association to Use Public Address System

The Association shall have the use of the school building public address system to make announcements subject to the prior approval of the building principal.

5.14 Right of Association to Use of Computer System

The Association shall have the use of the computers and e-mail systems for exchanging news and other announcements. The Association understands that the District's "Acceptable Use Policy" must be complied with and any information on computers and e-mail is available for public access as required by Public Information Laws.

5.15 Release Time for Executive Committee of Association

The Executive Committee of the Association will be permitted a total of one (1) hour released time each month at either the beginning or at the close of the school day to attend Executive Committee meetings. All classes missed will be covered by other teaching staff members, without costs to the Board.

5.16 Signing of Grant Applications

The Association President or his/her designee will be informed of requests for grants that affect teachers that are beyond the writer of the grant. Grants requiring the Association to sign off on the grant application will be presented to the Association Executive committee for their approval or disapproval with the understanding that the approval or disapproval will be given within three

(3) school days. It is understood that any grant that changes the working conditions of teachers will be dealt with through the grievance procedure.

5.17 Building Advisory Council (BAC)

5.171 Function of Council

The BAC is established to review and discuss building and district issues and policies, as well as needed additions or revisions in facilities, and recommend future action. It is to serve as a forum for communicating concerns pertaining to the smooth functioning of the building. Each BAC will establish ground rules at the opening meeting each year.

5.172 Composition of Council

All teachers of each building will select an advisory council. The council will be comprised of building principals and up to ten (10) teachers in the pre-K through grade 6 building and ten (10) teachers in the grades 7 through 12 building, one (1) of which must be an NTA Executive Committee Member at each building.

5.173 Scheduled Meetings

Each council shall meet with the principal at least once a month during the regular school year.

5.174 Selection of Chairperson

Each BAC shall select a chairperson each year who will conduct meetings in cooperation with the building principal.

5.175 Derivation of Agenda

Each member of the BAC shall have the right to propose items to be placed on the agenda. Agenda items shall be proposed using the designated electronic form. The chairperson and the building principal will cooperatively prepare the agenda. Proposed agenda items shall be included on the agenda unless mutually agreed by both the chairperson and building principal. If chairperson and building principal cannot come to a mutual agreement, item will remain on the BAC agenda.

5.176 Selection of District Advisory Council Representatives

Each building advisory council shall select two of its members as a representative to the District Advisory Council. One member shall be selected by the BAC and one member shall be selected by the NTA.

5.177 A member who is not fulfilling his/her duties or following the established ground rules, may be removed for just cause, of a simple majority vote conducted by paper ballot.

5.178 If a BAC agenda item is unresolved, by majority vote of the BAC, the agenda item shall be proposed for the subsequent DAC agenda.

5.18 District Advisory Council (DAC)

5.181 Function of Council

The DAC is established to discuss district-wide issues, policies, and activities and provide long-range planning within the district. It is to serve as a forum for communicating concerns pertaining to the smooth functioning of the district. In good faith, DAC will try to resolve issues brought to DAC agenda.

5.182 Composition of Council

The DAC will consist of the Association President, two (2) BAC representatives from each building, one building administrator from each building, and the Superintendent.

5.183 Scheduled Meetings

The DAC will meet as needed. All DAC members should be present in order to conduct the meeting.

5.184 Selection of Chairperson

The Association President, in cooperation with the Superintendent, will act as Co-Chairpersons.

5.185 Derivation of Agenda

Agenda items placed on the DAC agenda, if appropriate, shall first be discussed at the BAC level. Agenda items shall be proposed using the designated electronic form. The Association President and the Superintendent will cooperatively prepare the agenda. Proposed agenda items shall be included on the agenda unless mutually agreed by both the Association President and the Superintendent. If Association President and Superintendent cannot come to a mutual agreement, item will remain on the DAC agenda.

5.186 Restrictive Functions of Council

The DAC does not replace or diminish the rights, authority, duties, or responsibilities of the Board and/or the Association.

5.19 Preparation of Certain Documents by Board

5.191 Documents Defined

The documents pertaining to this section are the Master Agreement, the Northwestern Local Board of Education Policies, and the Administrative Rules and Regulations

5.192 Agreement Posted on District Website

The Master Agreement will be posted on the District’s website. New teachers will receive a copy upon hiring.

5.193 Board Policies and Administrative Guidelines

The Board will maintain updated “Northwestern Local Board of Education Board Policies and Administrative Guidelines” available to all staff over the Internet.

5.20 Fair Share Fee Exclusive Right of Association- The Board and the Association agree that the collection of fair share fees is contrary to law and unenforceable until such time that the law changes and permits the collection of fair share fees.

ARTICLE SIX

WORKING CONDITIONS

6.01 Personnel Files

6.011 File Location

A personnel file for each teacher shall be maintained in the office of the Superintendent. This shall be considered the only official file of recorded information of teachers maintained by the Board and administration.

6.012 Access to File

6.0121 Right of Employee to Access File

Individual teachers and/or designee shall have access to their personnel file upon request. Request of teachers to have access to their personnel files shall be handled by the Superintendent or his/her designee. Personnel files are to remain at all times in the office of the Superintendent.

6.0122 Rights of Public Access to File

It shall be the right of any citizen to review the file of any employee of the bargaining unit. Such review shall be in accordance with adopted Board Policies and Administrative Guidelines.

6.0123 Addition of Materials to Personnel File

Before any item is placed in an employee's personnel file except for material listed in 6.0125, credentials, or payroll information, the employee will be given the opportunity to view and initial the item. The employee's initials or signature will not indicate agreement with the content of the material, but indicates only that the material has been inspected. The employee has the right to see and rebut any material placed in his/her file in writing. All rebuttals will be attached to any addition to the file. If an employee refuses to initial an item, the supervisor and a witness will document the time and date of the refusal. The material will be placed in the personnel file.

6.0124 Public Review of the Personnel File

In the event a member of the public requests to see or requests copies of a personnel file, the employee will be notified and be given a copy of the material provided to the public. An association member will be granted release time if the public is to view his/her personnel file during work hours. Items prohibited from disclosure by law will not be accessible to the public.

6.0125 Items to be Included in the Personnel File

6.01251 Letters of request by teacher for consideration for a vacancy, transfer of position, leave of absence, or other special requests.

6.01252 Copies of letters of commendation or merit directed to the teacher.

6.01253 Those items necessary for proper payment to the individuals, including transcripts, military separation or DD 214's, experience validations, and leave records.

6.01254 Letters of recommendation, college credentials and other related information used for initial employment. (These items may not be reviewed by the teacher unless authorized by the college or writer of the letter.)

6.01255 Copy(ies) of certification/license authorized by the State Department of Education.

6.01256 Records of employment history with this school district and previous employment with other school districts. Information included in this record may consist of:

(a) Numbers of years taught and dates
(b) Records of sick days accumulated
(c) Certificate numbers
(d) Building, grade level, and course assignments
(e) Position on salary schedule and current salary
(f) Any additional information included in reports sent by other school districts shall be subject to the stipulations of this section of this article.

6.013 Entry of Materials by Teacher

The teacher may submit letters of merit which shall be placed in his/her personnel file.

6.014 Removal of Materials in File

6.0141 Right of Teacher to Challenge Materials

Any materials entered into a teacher's file may be questioned or grieved as to the accuracy, relevance, timeliness, or completeness of such material. If it is found to lack in any of the aforementioned by the Superintendent it shall be removed from the professional staff member's file.

6.0142 Disciplinary Materials

Disciplinary notices shall remain in the file. If no further similar disciplinary action has occurred after four (4) years, the material will remain in the file but not be used for any future disciplinary purpose.

6.015 Anonymous Communication

Anonymous letters, materials, or other forms of communication that are kept anonymous from the employee shall not be placed in a teacher's file, nor shall they be made a matter of record.

6.016 Copies of Materials

The District recognizes that in its role as the sole and exclusive representative of bargaining unit members at Northwestern Local Schools, the Ohio Education Association ("OEA") may request copies of an employee's personnel file on his/her behalf. It is understood that the employee or his/her sole representative will be provided a single copy of any material in her/her file (upon request) at no charge to the employee or the recognized representative organization, namely the OEA. Additional copies will be billed to the employee or the OEA.

6.02 Contract Day

6.021 Definition of Work Day

The teachers' work week will be thirty-eight and three-quarter (38 ¾) hours, seven and three-quarter (7 ¾) hours per day. This does include an uninterrupted lunch period of at least one-half (1/2) hour each day.

6.0211 Responsibilities Beyond the Work Day

Teachers are expected, within reason, but not required to attend open house, and perform other professional duties beyond the normal workday.

6.022 Starting and Dismissal Times

The starting and dismissal times for teachers may vary from building to building provided the length of the teachers' workday does not exceed seven and three-quarter (7 ¾) hours and the time for students is within the statutes set forth by the State of Ohio (RC 3313.48). Teachers will be notified annually by August 1 of their starting and dismissal times, as set forth in Section 6.02. The full time teacher day will start fifteen (15) minutes before the start of the student day. The full time teacher day will end 7 ¾ hours after the teachers' starting time, including one half (1/2) hour duty free lunch. Professional Development days will have a district wide common start/end time determined by administration at least one week in advance.

6.0221 Changing Starting and Dismissal Times

The President of the Association is to be notified of any change or modification of starting and dismissal times before public announcement is made. The starting and dismissal times for students and the duty assignments of individual teachers may be changed so long as such change does not increase the number of hours during which the teachers are required to be present.

6.023 Faculty Meetings

If needed, one (1) faculty meeting and one (1) department or grade level meeting may be held per month, each lasting no more than one (1) hour, with required attendance. Additional meetings held before or after the regular school day shall be on a volunteer basis with no fear of reprisal for non-attendance.

6.024 Planning Time for All Teachers

All full-time teachers**,** except school counselors and librarians who do not have a teaching assignment, shall have at least one (1) individual, duty-free, and uninterrupted planning period of a minimum of forty (40) consecutive minutes per day during the regular student day. The forty (40) minute minimum will not apply on days with alternate schedules.

6.0241 Professional planning will be provided through early release time, state approved waivers, and half-day release time. This planning time will be contingent upon availability of substitutes, superintendent approval, board approval, and state approval as required.

6.02411 At the discretion of the administration, Professional Development days may include time for team planning and/or co-teaching team planning.

6.0242 Common Planning Time for Special Education Inclusion Programs

Administration will do their due diligence during the scheduling process for special education teachers to have common planning time with their inclusion teachers.

6.025 Conferences

Upon request by the administration, teachers' conferences with parents will be scheduled during planning periods, before school, or after school. Conferences will take place within two (2) school days of the request.

When communicating sensitive issues with a teacher, efforts will be made by the administrator not to interrupt instructional time.

6.026 Duty Free Lunch Period

Each full-time teacher shall have at least one-half (1/2) hour uninterrupted duty-free lunch period daily. Each part-time teacher shall have uninterrupted duty-free lunch time as determined in section 7.072.

6.027 Right to Leave Building During Work Day

Once a teacher has arrived at school he/she may leave the building during non-student times for non-professional purposes with permission of the principal. Teachers may leave the building after school starts during non-student time for professional purposes at their discretion with notification of the building office.

6.028 Committee Participation

Teacher participation on building and district committees shall be voluntary. If the number of volunteers is insufficient to meet the needs of a committee, additional teachers may be assigned to a committee. No teacher shall be assigned to more than one (1) building or district committee; however, this does not prohibit a teacher from volunteering for more committee assignments.

6.029 Travel Time between Buildings

Any classroom teacher traveling from one building to another during the workday shall be scheduled a minimum of fifteen (15) minutes for travel.

6.03 Contract Year

6.031 Definition of Work Year

The contract year for teachers on regular teaching contracts shall consist of not more than one hundred and eighty-four (184) days, two (2) days of which shall be for record keeping and classroom work; placement in school calendar or year to be determined by item 6.034 below.

6.032 Definition of Work Week

The standard work week for all bargaining unit employees shall be Monday through Friday, exclusive of scheduled school holidays. Saturdays and holidays may be scheduled, upon agreement with the Association. For payroll purposes only, the work week will be calculated from Sunday through Saturday.

6.033 Official Closing of Schools

The official closing of schools by the Superintendent or designee on account of severe weather or other emergency conditions shall not result in loss of pay. No additional pay will be earned for make-up days caused by severe weather or other emergency conditions. Any school closure days after 5 days of closure will be made up with students. Possible make-up dates will be listed on the school calendar.

6.034 Scheduling of Parent-Teacher Conferences

Parent-teacher conference will be held on school time. The clock hours of school time may be altered, with prior approval of the building principal or his/her designee, to encourage parent-teacher communication. Teachers will not be required to schedule conferences past 8:00PM. The teacher will verify conferences held.

6.035 IEP Conference Time

Special education teachers will be given release time for writing of Individual Education Plans (IEPs) and for holding IEP conferences. If necessary, conferences may be held outside the contracted work day. All release time will be preapproved by the building principal.

6.0351 IEP/MFE Compensation

If the conferences are held outside the contracted workday and preapproved by the building principal, all teachers required to attend IEP/MFE conferences shall be compensated at the tutor rate.

6.04 Internal Substitution

A teacher may be asked by an Administrator to substitute for an absent teacher during his/her planning time if a regular substitute cannot be hired. The teacher will be paid at the tutor rate per period of substitute teaching. The teacher has the right to refuse the request. If asked, a teacher

with a student teacher may choose to leave his/her assigned planned class schedule with students to substitute for another teacher. Classes will not be divided among other teachers, unless agreed upon by all parties involved.

6.041 Coverage of Classes

In extreme situations teachers may be asked if they would be willing to cover a class or classes for an absent teacher. Each building will annually create a list of teachers who are willing to cover classes. These teachers will be asked first to sub.

6.05 Safety

The district is committed to providing a safe working environment for staff.

6.051 Training on safety equipment.

Upon request, teachers will be provided with training on the safe use of any district or student provided safety equipment before they are required to use such equipment.

6.052 Verbal Intervention Training

The district shall annually provide training to interested staff in the use of verbal intervention training (CPI).

6.053 Threat Assessment Teams

The district shall maintain a trained threat assessment team in each building. Threat assessment teams will consist of the Special Education Director, school counselor(s), at least one principal, school psychologist(s), one Intervention Specialist, and the SRO. These members will be trained in age-appropriate, non-violent crisis interventions (restraint training).

ARTICLE SEVEN

EMPLOYMENT PRACTICES

7.01 Definition of Seniority

Seniority shall be defined as continuous years of service to the district. Approved years of absence shall not interrupt seniority and shall not be counted as years of service.

7.02 Vacancies

7.021 Definition of Vacancy

For the purpose of this section, knowledge of a vacancy is determined when the superintendent has been officially notified by the employee that he/she is resigning from the position or the employee occupying the position retires or dies; and after the Superintendent has determined if and how the position will be filled.

7.022 Posting of a Vacancy

A notice of all vacancies, including supplemental positions and newly created positions shall be emailed to the staff and posted on the main bulletin board in the office and teachers' lounge in each building, as well as on the district website, when the position is officially open.

7.023 Time Limits for Posting of a Vacancy

If the Superintendent determines the need for filling the vacancy, including supplemental contracts, the posting will be made within three (3) days of the determination.

7.024 Duration of Posting

All posting shall be for no less than ten (10) days except during the months of June, July and August.

7.025 Information Included on Posting

All posting shall include the following:

7.0251 Position(s) available
7.0252 Requirements for the position
7.0253 Deadline for the application
7.0254 Effective starting date
7.0255 Date of posting

7.026 Notice of Vacancies during Summer Months

In addition to 7.022, during the summer months, all teachers will be notified of all vacancies by the posting of all vacancies on the district's web site. To be assured of being considered for potential openings, employees must notify the principal in writing of a preferred method of contact before leaving for the summer of positions that they may be interested in applying for the next school year.

7.027 Reasons for Temporary Filling of a Vacancy

Temporary filling of a vacancy shall be granted only when the vacancy occurs for less than one half (1/2) of the school year. Any ensuing contract resulting from temporary filling of a vacancy shall be non-renewed, or a certified/licensed substitute teacher may fill the position. If the vacancy is for greater than one half (1/2) year and no qualified bargaining unit member is available, the position may be filled temporarily or permanently.

7.03 Time Lines for Bidding on Vacancies

When a vacancy is determined, it shall be posted internally for three (3) days. Any candidate applying internally will be considered to be seeking a Voluntary Transfer. If the administrator determines that there are no internal candidates meeting the qualifications for the vacancy, the vacancy will be posted externally.

Internal candidates will still be able to apply during the external vacancy. The teacher will have ten (10) days from the opening date of the posting to submit a written request to the Superintendent for transfer to a specific position that is open. If specified on the posting, the district may require an electronic response in place of the written request. The teacher applying for the transfer will be given full consideration and informed as to his/her status in writing. If solely determined by the administration the qualifications of applicants are equal, seniority within the district shall be a determining factor. During the months of June, July and August the ten (10) day timeline does not apply per Sections 7.024 and 7.026.

7.04 Board Right Not to Fill Vacancy

Nothing in this Article shall require the Board to fill any vacancy.

7.05 Voluntary Transfers

7.051 Definition of Voluntary Transfer

A voluntary transfer shall be defined as any bargaining unit member initiating, by means of completing an annual letter of intent, and being granted a request to be placed in a vacancy within the school district.

7. 052 Requesting Reasons for Denial of Voluntary Transfer

If a bargaining unit member is denied a voluntary transfer, upon written request to the Superintendent, the member shall be given the reason(s) for the denial of the transfer.

7.06 Involuntary Transfers

7.061 Definition of Involuntary Transfer

An involuntary transfer is the placement of a bargaining unit member into a different grade level, subject matter, or building.

7.062 Reasons for Involuntary Transfer

An involuntary transfer for the following year will be made only in case of emergency, to prevent undue disruption of the instructional program, or to place staff members in positions to the best interest of the school district and students.

7.063 Notification of Involuntary Transfer to Teacher

The administration will notify the affected teacher of the transfer and the reason for such transfer, at the earliest possible opportunity.

7.0631 Involuntary Transfers Made After August 1

If an involuntary transfer must be made after August 1, the affected teacher will be provided three (3) days of extended time.

7.0632 Involuntary Transfers Made After Beginning of School

If an involuntary transfer must be made after the start of the school year, the affected teacher will be provided with a substitute for three (3) days. Such time is for the planning and meeting with administration; also an extended period of acclimation before being formally evaluated will be allowed to provide a smooth transition of assignment.

7.07 Type of Employment

7.071 Full Time Employment

Employees who have seven (7) hours and forty-five (45) minutes per day of regularly scheduled time (including lunch and planning time) are considered full time employees. Full time employees will receive full benefits (per Article 11) and will be placed on the appropriate steps on the salary schedule based on experience and education.

7.072 Part Time Employment

Employees who are less than full time, per section 7.071, are considered part time. Part time employees will receive prorated benefits, a prorated paid lunch time, and prorated planning time. Placement on the salary scale will be prorated based on scheduled work time, experience, and education. All types of leave will be credited and deducted at a rate rounded up to the nearest quarter portion as compared to full-time employees.

7.0721 Prorated Portion

The prorated portion received by employees will be determined by dividing regularly scheduled time (excluding lunch time and planning time) by seven (7) hours and forty-five (45) minutes. The prorated lunch time and prorated planning time will be added to the work time to determine salary and benefits.

7.08 Shared Staffing

Shared staffing shall be defined as the duties and responsibilities of one specific teaching assignment being voluntarily shared equally by two employees for a specific length of time.

7.081 A teacher must have completed two (2) years of service in the District to be eligible to initiate a shared staffing assignment. The teacher is responsible for finding the job sharing partner, however the Board has the sole right to decide if the person meets the qualifications for employment.

7.082 Shared staffing assignments shall be limited to no more than six (6) current full-time teachers in any school year. Priority for such assignment requests shall be given to teachers with greater district seniority.

7.083 Job sharing teachers who substitute teach will be paid at the rate set by the Board for substitute teachers.

7.084 Shared staffing shall not be implemented for the purpose of avoiding the filling of a full-time position, to cover work of employees on RIF, nor to achieve a reduction in benefits.

7.085 All leaves and other privileges shall be in accordance with the appropriate provisions of the current Board-NTA Negotiated Agreement.

7.086 While in a shared staffing position, an employee will earn sick leave at the rate of .625 days per month.

7.087 Shared Staffing partnerships must last through the end of the school year.

7.088 The bargaining unit member with the greatest seniority shall have the right to the fringe benefits provided for the position. There will be one medical insurance plan, one dental insurance plan, one vision insurance plan, and one life insurance plan available to the job sharing team. The teachers sharing the jobs can divide the different types of insurances, but no divisions can be made within each type of insurance coverage. The person not receiving the insurance benefits will have the opportunity to purchase the insurance at rates charged to the Board. Details of who will receive the insurance coverage must be made in writing at the time the request is made to the Principal. If one of the teachers purchases the insurance, the Treasurer must be notified by the first day of school. If Federal regulations make both teachers eligible for medical insurance, the total Board share of the two plans will not exceed the Board share of one (1) family medical plan in Section 11.032. The amount that exceeds Board share will be paid equally by the teachers. This section is subject to change with Federal regulations.

7.089 Job sharing teachers shall be paid their salary according to their placement on the salary schedule, pro-rated to the percentage of the full-time job for which they are contracted.

7.0810 Current full-time teachers who are seeking to form a possible job sharing team for the next school year, or continue a current job sharing team into the next school year, must apply prior to April 1 in writing to the Superintendent.

7.0811 The job sharing team shall present a proposed teaching schedule, including all building responsibilities, to the appropriate building principal. While it may not be possible, efforts shall be made to make the teaching schedules and responsibilities as equal as possible. Members of a team shall not be assigned duties or responsibilities in excess of a regular full-time position. The schedule shall be approved by the principal. Both members of the team shall attend orientation day, in-service day, and system-scheduled parent conferences. Staff meetings will be attended by one member of the team depending on when they are held (a.m. or p.m.), and that member shall inform the other member of the team of the meeting content.

7.0812 The Board shall reinstate all eligible job sharing members to full-time status before hiring personnel from outside the district to fill a position for which the eligible job sharing member has applied and is certificated/licensed.

7.0813 An employee denied a shared staffing assignment shall, upon request, have a conference with the Superintendent to review the denial.

7.0814 The position of job sharing, if granted, is for a duration of one (1) school year; however, it may be extended for one (1) or more additional years with agreement of all parties.

7.09 Sequence of Contracts

7.091 Limited Contracts

Teachers holding professional licenses shall be granted contracts as follows:

7.0911 All teachers new to the district shall be granted a limited contract with duration of one (1) year unless they have been employed in another district under a continuing contract and are recommended by the Superintendent for continuing contract status upon initial employment.

7.0912 Teachers who have completed two (2) limited contracts with duration of one (1) year each, and are recommended for another contract by the Superintendent, may be recommended for a limited contract with duration of two (2) years.

7.0913 Teachers who have completed a limited contract with duration of two (2) years, and who have been recommended for another contract by the Superintendent, may continue to be recommended for a limited contract with duration of two (2) years.

7.0914 Teachers, who have completed a limited contract with duration of two (2) years, may be granted a limited contract with duration of three (3) years. Such teachers may continue to receive a contract of the same period, as long as they continue to demonstrate acceptable teaching performance and are recommended by the Superintendent.

7.10 Continuing Contracts

At their request, teachers on multi-year contracts will be considered for continuing contract status when they become eligible. Teachers making such written request for consideration to the Superintendent shall make their request from July 1 to August 31 in the year for which they want to be considered.

7.101 Teachers Eligible for Continuing Contracts

7.1011 Must be on a multi-year contract.

7.1012 Have a valid, professional, or higher, grade certificate/license in the state of Ohio.

7.1013 Have been recommended for continuing contract status by the Superintendent.

7.1014 Have taught in the District for three (3) of the last five (5) years.

7.102 Teachers Holding a Continuing Contract from a Previous District.

7.1021 Must be on a multi-year contract.

7.1022 It is the responsibility of the teacher to provide the Superintendent of his/her prior Continuing Contract status at the time they request consideration.

7.11 Non-Renewal of Limited Contract Teachers

The Superintendent shall notify a Limited Contract teacher of his/her intention to recommend non-renewal to the Board by the earlier of the last contracted teacher work day of the school year or June 1.

7.111 Non-renewal for Justifiable Reasons

A bargaining unit member's limited contract can only be non-renewed by giving a justifiable reason. This provision shall not apply to teachers for their first three (3) years in the District.

7.112 Notification of Employee by Superintendent

At least twenty (20) days prior to the Superintendent making a recommendation to the Board to non-renew the limited contract of a bargaining unit member with three (3) or more years in the District, the Superintendent shall provide the member with the written reason(s) for the recommendation.

7.113 Right of Bargaining Unit Member for Hearing

The bargaining unit member shall have the right to a conference with the Superintendent to discuss his/her recommendation. The bargaining unit member shall have the right to representation at this, and all meetings, pertaining to the recommendation.

7.114 Right of Employee to Appeal Superintendent's Decision

If the Superintendent is to make a negative recommendation to the Board after the meeting with the bargaining unit member, then the member shall have a right to a meeting with the Board.

7.115 Language Supersedes ORC 3319.11

It is the express intention of the Board and Association that the language in this Article, Article Seven (Sequence of Contracts) and Article Thirteen (Teacher Evaluation Program) collectively replace and supersede the requirements contained in ORC 3319.11.

7.116 Right to File a Grievance

It is the express intention of the Board and Association that a bargaining unit member, who feels he/she has been improperly non-renewed in accordance with Section 7.11 of this agreement, may file a grievance at Step 2 as the sole and exclusive remedy.

7.12 Class Preparation / Class Size

7.121 Class Size

The Board will make every effort that is feasible to keep classes as low as possible and equalize as much as possible all classes – excluding Band and Choir.

7.122 Teachers Who Teach More than Three (3) Preparations

Teachers of grades 7 – 12 (excluding Foreign Language, Art, Business, Agricultural Education, Family and Consumer Science, Industrial Technology, Music, Phys. Ed., and Inclusion Teachers who teach from a classroom teacher's lesson plan) that teach more than three (3) preparations per semester shall be compensated two-and-a-half percent (2.5%) per semester of the Class I, Step 0 pay schedule. Payment shall be made within twenty-one (21) days after the Treasurer receives the "Supplemental Close Out Form" found in Appendix G.

7.123 Assignment Exclusions

For purposes of this section, different ability levels within a grade or subject (i.e., Academic English 10, Basic English 10) will not be considered separate preparations. AP courses will be considered separate preparations.

7.13 Electronic Grade Reporting

If the district provides software that allows parent access to grades, teachers of students in grades 3 – 12 must update grades on the software on a bi-weekly basis. Teachers of students in grades PK – 2, will work collaboratively with their principal and/or designee to provide ongoing student assessments that will be routinely communicated to parents.

7.14 Grading Periods/Interim Reports

There will be a nine-week grading period. Interim progress reports will be provided for all students with a C+ or below unless Building Principal and Building Advisory Committee agree to give feedback in some other form.

7.15 Parental Complaints against Teacher

7.151 Conferences to be Held between Involved Persons

Community and school communication should be such that most parental complaints may be resolved through personal conferences at the school level between teacher, pupil, parent, principal, or other appropriate staff personnel.

7.152 Appeals of Conference if No Resolution to Complaint

If such conferences do not lead to satisfactory solutions of problems involved, a parent or citizen may pursue further action by submitting a written complaint against a bargaining unit member to the principal. The complaint shall include the time and date of the incident, the person who was supposedly wronged, and a brief statement of the charge. The principal shall notify the bargaining unit member of the complaint at the time of receipt of the written complaint or the next regular work day of the bargaining unit member.

7.153 Complaint to be Resolved at Lowest Possible Level

If the complaint is received by a Board member, it shall be forwarded to the Superintendent who shall forward the complaint to the proper administrator. If the complaint is not forwarded to the bargaining unit member, the parent's complaint shall be considered null and void.

7.154 Process for Written Complaint

Further action shall be initiated by the following procedure upon receipt of a written complaint.

7.1541 Meeting

If requested by the complainant or the teacher, a meeting involving the teacher, the principal and complainant will be arranged at a convenient time for the participants to discuss the complaint.

7.155 Representation Rights of Teacher

A teacher may request Association representation at any time. A bargaining unit member shall have the right to representation at all steps of this procedure.

7.156 Conferences between Parties

Conferences regarding such complaints shall be private.

7.16 Tuition Waiver

A member shall have the opportunity to enroll his/her children in the District's K-12 educational program tuition-free. If possible, the student will be enrolled as an "Open Enrollment" student. The Association agrees the Board, the Administration, and Treasurer will be held harmless from an adverse Auditor of State or Court opinion on this matter.

7.17 Local Professional Development Committee

7.171 Structure:

In accordance with ORC 3319.22, OAC 3301-24, and the Standard and Bylaws adopted by the Association and the Board, a Local Professional Development Committee (LPDC) shall be maintained to establish, review, and oversee the standards and requirements for obtaining, upgrading and renewing professional educator licenses.

7.1711 LPDC Membership:

The LPDC shall be comprised of nine (9) members. Six (6) shall be teachers with three (3) teachers representing each building. Members shall be paid at an hourly rate.

7.17111 Teacher Members:

Six (6) teacher members shall be appointed as per the NTA Constitution and By-laws.

7.17112 Terms of Teacher Members:

Teacher members shall serve a term of three (3) years in a staggered rotation as per the NTA Constitution and By-laws.

7.17113 Vacancy:

In the event there is a vacancy for a teacher member on the LPDC, a new member will be appointed as per the NTA Constitution and By-laws to fulfill the vacant term.

7.17114 LPDC Operating Procedures:

Members of the LPDC shall elect a Chairperson and Secretary at the first meeting. Additionally, the LPDC shall determine its operating procedures and meeting schedule by consensus. Meetings shall be held outside the school day. Where consensus is not possible, a vote of simple majority of the full membership of the Committee shall be required for action.

7.17115 Removal of a Member:

A member who is not fulfilling his/her duties on any LPDC may be removed for just cause by a vote of a simple majority of all other members of the Committee.

7.1712 Teacher Individual Professional Development Plan:

In accordance with ORC 3319.22 and the Department of Education Regulation 3301-24-08, each educator who desires to fulfill the license renewal is responsible for the design of an Individual Professional Development Plan (IPDP) subject to approval of the LPDC. In addition, each educator requesting tuition reimbursement will be responsible for the design of an IPDP subject to approval of the LPDC pursuant to Section 12.123. The plan shall be based on the needs of the educator, the students, the school, and the District.

7.1713 Appeals Process:

An Educator may request a written explanation of the decision of the LPDC and may appeal to the LPDC first, and if not satisfied, the decision may be appealed through a due process hearing with the Ad Hoc Committee of LPDC. This Ad Hoc Committee shall be comprised of one teacher member approved by the LPDC, one Administrator approved by the LPDC, and a teacher member of the Educators' choice. Upon receipt of an appeal, the LPDC Ad Hoc Committee shall meet within fourteen (14) days with the Educator and his/her representative(s). The appeal shall be filed with the Chairperson of the LPDC. The decision of the LPDC Ad Hoc Committee shall be final and binding, however, an Educator shall retain the right to pursue other legal means as available.

7.1714 Records:

The Board shall be responsible to keep records and information received from the LPDC. The LPDC Chairperson will be responsible for submitting the records and information to the Board.

7.1715 Evaluation:

This plan will be evaluated and/or revised annually by the LPDC through the Association and the Board.

7.1716 Chairperson of LPDC Stipend

Chairperson of the LPDC shall receive an additional annual stipend of two hundred ($200) dollars beyond the hourly rate as listed in Section 12.082.

7.18 Curriculum Committees

Curriculum Revision/Development Committees shall be allowed release time to complete this task.

7.19 Daily Lessons Required

7.191 Lesson Plans Available Upon Request

Daily required lesson plans prepared by each teacher will be kept in the classroom. Such plans will be available upon request of the appropriate administrator. Lesson plans are to serve as a personal guide for the teacher in the classroom.

7.192 Lesson Plans as Guide

Daily lesson plans shall give direction for instruction and any formal assessment. The lesson plan format shall reflect the personal preference of the teacher.

7.193 Lesson Plans

Lesson plans for each week's instruction shall identify:

7.1931 short instructional objectives consistent with the District's Courses of Study and current content standards.

7.1932 lesson procedures to accomplish the objective(s) (i.e. introduce, discuss, review, practice, work in small groups, do the work on page.)

7.1933 Resources to be used in the lesson (i.e. text, speaker, video, reference material, technology devices.)

7.1934 assessment of student learning (i.e. quiz, unit test, observation, discussion, essay.)

7.20 Student Removal from Classroom by Teacher

7.201 If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a teacher may remove the pupil from the curricular or extra-curricular activity(ies) under his/her control for a minimum of the remainder of the class period or for a period of no less than thirty (30) minutes (elementary buildings). Board policy 5610.03 will be followed for emergency removals.

7.21 Department/Grade Level Chairpersons

7.211 Assignment Process

With input from the members in identified grade level or departments, the administration will recommend for appointment from among those members a department/grade level head.

7.212 Responsibilities of the Chairperson

This person shall provide leadership, coordinate programs and materials and shall serve as instructional liaison between the members of the department and the school administration. Duties will be described in a job description. Such department head/grade level chairperson shall not be considered an administrative or supervisory employee. (See Job Description, Appendix A)

7.213 Department Chairperson Categories

Department Chairpersons for Grades 7-12 will be considered by the Board for the following departments:

7.2131 Math
7.2132 English
7.2133 Science
7.2134 Social Studies
7.2135 Special Areas
7.2136 Special Education

7.214 Grade Level Chairpersons Categories

Grade Level Chairpersons for Grades Pre-School through 8, Instructional Coaches, Special Area, and Special Education will be considered by the Board.

7.22 Purchasing Procedure

The following purchasing procedure will be followed by all parties noted in the procedure.

7.221 All purchases to be paid from school district funds must be ordered on official purchase orders issued from the Office of the Board. The Superintendent and Treasurer must approve all purchase orders. Employees will be responsible for payment of items purchased without an approved purchase order.

7.222 Orders involving textbooks and workbooks, instructional materials, equipment, and supplies will be requisitioned by the teachers and principals on the proper forms provided

for that purpose. It shall be the responsibility of the administration to attempt to provide up-to-date catalogues.

7.223 The teacher and principal will meet to check on the status of requisitioned items. The teachers may requisition alternate items in the event that the original item or items were back ordered or cancelled.

7.224 As part of the annual appropriations, the Board will allocate money for each building to be used for classroom supplies. The amount allocated for supplies will be determined by the building principal. Teachers may request the principals to initiate a purchase order(s) to reimburse the teacher for supplies the teacher buys. After receiving the approved purchase order number, the teacher may purchase the requested supplies. The teacher will turn in the receipt to the principal's office. The principal's office will send the receipt and approved purchase order to the treasurer's office so the teacher will be reimbursed.

7.23 Drug/Alcohol-Free Work Place Policy

7.231 Board to Provide a Drug/Alcohol Free Work Place

Northwestern Local Schools will provide a drug/alcohol-free work place in accordance with the Drug/Alcohol-Free Work place Act of 1988 and its implementing regulations.

7.232 Notification to Employees by Board

All employees will be notified that as required by adopted Board policies, the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises is prohibited.

7.233 Imposition of Policy for Violations

Disciplinary sanctions, as provided by Association negotiated agreement will be imposed on employees who violate the above referenced standards of conduct.

7.234 Awareness Program to be Developed

A drug/alcohol-free awareness program will be established to inform employees about: the danger of drug/alcohol abuse in the work place, the District's policy of maintaining a drug/alcohol-free work place, any available drug/alcohol counseling rehabilitation and employee assistance program, and the penalties that may be imposed on employees for drug/alcohol abuse violations occurring in the work place.

7.235 Employees Who Work Under Federal Programs

All employees whose employment is funded by a federal grant shall receive a policy statement describing Northwestern's compliance actions in accordance with the Drug/Alcohol-Free Work Place Act. These employees shall be required, as a condition of employment, to abide by the conditions of the statement and will notify the District of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction.

7.236 Board Responsible to Federal Agencies for Violations

Northwestern Local Schools will notify the appropriate Federal Agency within ten (10) days after receiving notice from an employee or otherwise receiving notice of such

conviction. Established policies will govern action taken upon receipt of a conviction notice.

7.24 Least Restrictive Environment Program (CWD-Children With Disabilities)

7.241 The term “inclusion” shall mean the placement of students with special needs whose least restrictive environment has been determined to include the general education classroom.

7.242 All non-special/general education teachers who have inclusion students shall be a part of the development of the IEP, either by attending the IEP meeting or by giving input to the general education teacher or intervention specialist who will be attending the meeting.

7.243 The general education or special area teacher will not be responsible for any diapering, toileting, or procedures such as catheterization for any student. Lifting will only be required by those employees who have completed mandatory training provided by the District.

7.25 Resident Educator Program

The Resident Educator program will follow Ohio Revised Code and/or requirements of the Ohio Department of Education.

ARTICLE EIGHT

REDUCTION IN FORCE

8.01 Reduction-in-Force

8.011 Reasons for Reduction-in-Force

In case of a necessary reduction in teaching staff because of decreasing enrollment, curriculum changes (as in the elimination of a course) cutbacks in school programs, or financial reasons, the following procedures will be administered in making the reduction.

8.02 Process to be Followed by Board

8.021 Criteria to be Used by Board

The Board will suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts.

8.022 Determination of Program Cuts Enacted by Superintendent

The Superintendent and the Board shall determine the curricular area, subject grade level, or programs that will lose positions as well as the date that such reductions are necessary.

8.023 Reduction by Attrition

Every effort will be made to reduce staff through normal attrition (retirement, resignation, reassignment, etc.) where possible.

8.024 Restoration

Teachers whose continuing contracts were suspended because of a necessary reduction in staff shall be re-instated within their area of certification/licensure on the following basis if positions become vacant or are created within one (1) year from the last contract day worked by the affected teacher. Teachers whose contracts are suspended after April 1 and are re-employed for the school year following the one in which the contract was suspended shall suffer no break in seniority or benefits.

8.0241 Method of Notifying Laid Off Teachers of Recall

Teachers being recalled shall be notified by U.S. Certified Mail to the address on file with the Board within five (5) days.

8.0242 Time Limits to Respond to Recall

Recalled teachers must respond within fifteen (15) days of the certified letter being sent to their address of record or they will forfeit their recall right. The teacher(s) shall be responsible for maintaining their current address and telephone number on file with the Board. The teacher will notify the Board office of plans to be away from home for any extended time (two (2) weeks or more during this period of recall).

8.03 Rights of Laid off Teachers Over New Employees

In a given area of certification, new teachers will not be employed prior to the re-employment of teachers (as outlined in 8.024 above) whose contracts were suspended.

8.04 Reduction-in-Force Not to be Used to Non-Renew

The provisions of this Section shall not be used to non-renew the limited contract of a bargaining unit member.

ARTICLE NINE

DISCIPLINE PROCEDURES

9.01 Initiation of Process

The administration may take disciplinary action against any teacher for violations of, or failure to comply with, any provisions of this contract, rules and regulations adopted by the Board, administrative rules, guidelines, or practices including social media posts that are disrespectful towards school employees or the school.

9.02 Definition of Progressive Discipline

Progressive discipline means implementation of one of the following steps; however, it shall be the administrator's decision which step, dependent upon the nature and magnitude of the conduct bringing about the reprimand.

9.021 Right of Representation

At the teacher's request, Association representation shall be present at any step below. Regardless of the initial step of the reprimand the principles of progressive discipline will be applied.

9.03 Step One Verbal Warning

A verbal warning in private of the improper act will be given to the teacher and a conference with the principal will be held. Such verbal warning may be recorded in the employee's personnel file containing the subject, date, and time of the meeting. Specific details will not be recorded.

9.04 Step Two Written Warning by Administrator

A written warning signed and dated by the administrator shall be given to the teacher with a copy forwarded to the Superintendent. The written warning shall be signed and dated by the teacher; such signature shall indicate that the teacher has seen the warning, but not necessarily that he/she is in agreement with the warning. The warning may be placed in the personnel file. The teacher or administrator may request a conference to discuss the written warning before or after the school day.

9.05 Step Three Written Letter by Superintendent

A Superintendent's letter of reprimand signed and dated by the Superintendent must be placed in the teacher's personnel file. Within five (5) days of issuance of a Superintendent's letter of reprimand, a conference shall be held with the teacher, principal, Superintendent and Association representative.

9.06 Step Four Suspension by Superintendent

Depending upon the nature and magnitude of the conduct bringing about the reprimand, the Superintendent may suspend with pay for up to three (3) contract days.

9.07 Step Five Suspension Without Pay by Superintendent

The Superintendent may suspend without pay for up to ten (10) contract days as a final step of progressive discipline before termination proceedings, or for serious failures to comply with board policy such as harassment of students or staff.

9.08 Due Process

Employees have the right to due process including a hearing with representation to present any information in reference to the reprimand. Suspensions may be appealed to the Board.

9.09 Right of Member to File Grievance

If a member feels he/she has been unjustly reprimanded, he/she may file a grievance and, should the member be supported in his/her position, all records of such reprimand shall be removed from all personnel and anecdotal records. If a member feels he/she has been unjustly reprimanded, he/she may file a grievance at Step Three of the Grievance Procedure.

9.10 Reservation of the Right to Terminate

Nothing herein shall preclude the Board from instituting contract termination proceedings pursuant to 3319.16 and 3319.161 of the Ohio Revised Code at any time for any misconduct of a teacher when in the sole and exclusive discretion of the Board it is determined such action is warranted.

ARTICLE TEN

LEAVES

10.01 Sick Leave

10.011 General rules pertaining to sick leave:

10.0111 Total Accumulation

The total accumulated sick leave credit for members of the bargaining unit shall be three hundred (300) days.

10.0112 Accrual Per Year

Sick leave shall accumulate at a rate of fifteen (15) days per year. All such employees shall receive credit for one and one-fourth (1 ¼) days of sick leave per month.

10.0113 Credit and Deductions of Benefit

Sick leave for regular employees on other than a full-time basis shall be credited and deducted at the proportionate rate set forth in their employment contract.

10.0114 Responsibility of Employee to Transfer Unused Sick Leave

It shall be the responsibility of each employee to transfer any unused sick leave from a previous Ohio Public School employer to the Office of the Treasurer.

10.01141 Return of Former Employee

When a former employee of the Northwestern Board returns to the employ of the Board, unused accumulated sick leave shall be reinstated in full unless lost by prior conversion to pay upon STRS retirement or if the days have been previously transferred to another District.

10.01142 Maximum Limits on Transfer of Sick Leave

In no case shall the accumulation of sick leave credit exceed the maximum allowed in this district at the time of such transfer.

10.012 Reasons for Use of Sick Leave

Sick leave with pay may be used for the following purposes:

10.0121 For absence of the employee because of personal illness, pregnancy/adoption, injury, medical appointment, or exposure to contagious disease which could be communicated to others.

10.01211 For the purposes of paid sick leave, pregnancy/adoption leave is defined as twelve (12) calendar weeks from the birth of the baby or date of adoption. Adoption leave is for children under the age of six (6). Additional paid sick leave will be granted with verification by the employee's doctor.

10.01212 For absence of the employee because of illness, medical appointment, exposure to contagious disease, or injury in the employee's immediate family. Immediate family shall be defined as spouse, parents, parent-in-law, step-parents, children, step-children, grandparents, grandchildren, brother, or sister. Immediate family shall also include any blood or marital relative living in the employee's household.

10.0122 For absence because of death in the immediate family of an employee:

10.01221 five (5) sick days may be allowed in each case of death of the employee's father, mother, sister, brother, spouse, child, grandparent, parent-in-law or grandchild.

10.01222 three (3) sick days will be allowed in each case of death of the employee's step-parent, step-children, brother-in-law, sister-in-law, grandparent-in-law, or children-in-law

10.01223 one (1) sick day may be allowed in each case of death of the employee's aunt, uncle, first cousin, niece, nephew, current/former student or current/former staff.

10.01224 the usage of two (2) additional sick days may be granted by the local superintendent when such is warranted.

10.013 Notification to Supervisor for Use

The principal or supervisor shall be notified by telephone and/or district electronic notification system as soon as possible by any employee who wishes to use sick leave in accordance with the above procedures.

10.014 Completion of Form Upon Return of Leave

Upon the first day returning from the use of sick leave, the bargaining unit member shall complete the electronic leave form noting the number of days absent and check the appropriate reason for the use of said leave. Unless pursuant to Article 10.016, a bargaining unit member shall not be required to provide the name and address of a physician, if one was consulted.

10.015 Sick Leave Bank

The purpose of the Sick Leave Bank is to provide paid days for serious personal illness/injury or family illness/injury to contributors to the Bank who have exhausted their accumulated sick days and who are experiencing prolonged personal or family illness and/or injury. Withdrawals will be limited to participating employees for use only in cases of serious illness, injury or nonelective surgery occurring under unusual, severe or emergency conditions as determined by the Sick Leave Bank Committee (SLBC).

Members may enroll in the Sick Leave Bank, during the enrollment period, which shall be during the months of September and October of each school year.

Upon enrollment, a member shall contribute two (2) of his/her accumulated sick days to the Sick Leave Bank. Existing members may donate up to five (5) additional days during the annual enrollment period. Days contributed to the Sick Leave Bank are non-returnable. This is the only contribution until the SLBC notifies employees of the need for additional days.

Enrollment in the Sick Leave Bank shall be continuous from year to year until a member withdraws. Withdrawals are accepted only during an enrollment period and only upon written notice by the member to the SLBC of his/her intent to withdraw.

10.0151 Sick Leave Bank Committee shall be composed as follows:

10.01511 The Superintendent or his designee.

10.01512 A member of the Association's Executive Committee to serve as a chairperson.

10.01513 Three members appointed by the Association President.

10.0152 The SLBC shall review and approve or deny by a majority vote all applications to the Sick Leave Bank. The chairperson shall vote only in the case of a tie vote. The SLBC shall also determine the necessity for additional contributions to the Bank and shall notify Bank members of the need for said contributions.

10.0153 The SLBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer.

10.0154 Decisions of the SLBC are final.

10.0155 General Procedures

10.01551 An application for a withdrawal from the Sick Leave Bank will be accepted only from those individuals who have contributed to the Bank.

10.01552 Withdrawals will be limited to use for serious personal illness or injury and serious illness or injury in the immediate family. A doctor's statement is required with the application in order for the request to be considered.

10.01553 An application will be considered effectuated only after a member has used all of his/her accumulated sick days.

10.01554 Days withdrawn from the Sick Leave Bank will be paid at 100% of the member's daily rate of pay.

10.01555 Once qualified to receive a withdrawal from the Bank, the maximum number of days a member may receive from the Sick Leave Bank shall not exceed forty (40) days per academic year. Withdrawals from the Sick Leave Bank shall commence on the first day of absence for which a member has no accumulated sick

days, and shall be renewed, upon request from the member and approval of the SLBC, each thirty (30) day payroll period.

10.01556 Withdrawals from the Sick Leave Bank will be made only for absences under a member's normal teaching contract. Withdrawals will not be made for absences in programs such as summer school, extended services, or any other part-time or second position held by a member with a full-time contract.

10.01557 Days may not be received from the Bank for absences due to childbirth, natural or caesarian (maternity leave).

10.01558 Days may not be received from the Bank once the member qualifies for disability retirement.

10.01559 Whenever the total number of available days in the Sick Leave Bank falls below forty (40), the SLBC may require the Sick Leave Bank enrollees to donate up to one (1) additional day of their accumulated sick days to the Sick Leave Bank.

10.015510 Contributions to the Sick Leave Bank shall not count against a member's record of perfect attendance.

10.015511 Members withdrawing days from the bank will not be required to return days to the bank.

10.016 Doctor Verification

An employee who has five (5) nonconsecutive occurrences of sick leave in a given month or a total of ten (10) nonconsecutive occurrences in a school year may be required to provide a physician's statement as noted in Ohio Revised Code 3319.141. An occurrence is defined as any date with a full or partial use of sick leave.

10.0161 Extended Sick Leave

Extended sick leave of greater than twenty (20) days will require the verification of a doctor for duration of the leave. The doctor shall also provide a release for return to work which the employee must provide upon return.

10.02 Personal Leave

10.021 Number of Days Granted

School staff members will be granted up to three (3) days absence per year from duty not chargeable to sick leave. For employees starting after the beginning of the contract year, leave days will be granted on a pro-rated basis, to the nearest quarter (1/4) day. Unused personal leave days may be accumulated to a total of four (4) days.

10.0211 Credit and Deductions of Benefit

Personal leave for regular employees on other than a full-time basis shall be credited and deducted at the proportionate rate set forth in their employment contract. Personal days shall be taken in no less than ½ day increments.

10.0212 Unused Personal Leave Balance

If any teacher has unused personal leave at the end of the school year, one day or less shall be carried forward to the following year and the balance of unused personal leave converted to sick leave.

10.022 Reasons for Use

These days may be taken for the reasons listed below provided the request is made at least three (3) days (except in emergencies) prior to the requested day and is approved by the principal and the superintendent. Said personal leave may be granted for the following reasons:

10.0221 Personal business which cannot be performed at any other time.
10.0222 Religious holidays not included in the school calendar.
10.0223 College graduation in the immediate family.
10.0224 Funeral of a close friend or fellow employee.
10.0225 Extension of sick leave for funerals because of special circumstances, i.e., travel distance.
10.0226 Mechanical breakdowns or accidents preventing or delaying arrival to school.
10.0227 Emergency to property of teacher or immediate family such as flooding, or storm, or fire, etc.
10.0228 Attendance at an official meeting not covered by the professional leave policy.
10.0229 Other reasons for personal leave may be approved at the discretion of the Superintendent, depending on the merit and emergency of the situation.
10.02210 Weddings of self, close friends, and relative.
10.02211 Professional meetings not related to contractual assignment.
10.02212 Children going to college.
10.02213 Changes in the school calendar after its official adoption by the Board of Education, provided that the applicant can show anticipated unavoidable financial loss in excess of twenty-five dollars ($25) if leave is not granted.
10.02214 Delays or inability to travel due to travel conditions if the employee is out of town or has an unusually long distance to travel.
10.02215 Attendance at Military Graduation or Deployment Events.

10.023 Number of Teachers to Use Leave

Normally, no more than three (3) teachers assigned to a building, or ten percent (10%) of the teachers assigned to a building, whichever is greater, shall be on personal leave from any building per day.

10.024 Restrictions on Use of Personal Leave

Personal leave, except in the case of an extreme emergency, shall not be granted on the first and last day of school, the school day preceding or following a day when school is closed for a holiday or Christmas, spring or summer breaks, and professional conference days. In the event of extenuating circumstances, such as once in a lifetime family events, the superintendent, at his/her discretion, may make exceptions. No more than four (4) days may be used in any one (1) school year. The superintendent can grant an additional

day charged from the employee's sick leave in extreme circumstances upon satisfactory explanation of the employee.

10.025 Restrictions on Use of Personal Leave

Personal leave is not to be considered or used for recreation, entertainment, amusement, hunting, fishing, shopping, or as a paid day of vacation, except as granted under the provision of 10.02213 above.

10.026 Leave Does Not Restrict Request of Unpaid Leave

This policy shall not infringe upon the right of a teacher to request unpaid leave at the discretion of the Superintendent.

10.027 Proper Leave Form to be Completed

Application for personal leave shall be submitted on the electronic form and submitted to the building principal, who will forward it to the Superintendent for his/her approval prior to the leave being taken. In case of emergency when prior approval is not possible, the leave must be submitted upon the first day returning from the use of personal leave.

10.03 Leave Accumulations Recorded on Pay Stubs

Teachers will receive a statement of sick leave and personal leave days (used and credited) with each paycheck. If a teacher uses sick and/or personal leave days beyond his/her accumulated balance, the teacher will request unpaid leave.

10.04 Unpaid Maternity/Child Care/Adoptive Care Leave

10.041 Leave to be Granted

The Board may grant an unpaid leave of absence for maternity/child care/adoptive care, without pay, to any regularly employed staff member after one (1) full year of employment.

10.042 Right of Employee to Request Leave

An unpaid leave request must be submitted to the Superintendent at least thirty (30) days prior to the start of the requested leave of absence when possible. The request shall state the length of absence desired by the employee up to one (1) year except as allowed 10.0431. The leave must be continuous and not intermittent. The employee must notify the Board by April 30 of his/her return for the following year

10.043 Proper Notice Must be Given to Superintendent

10.0431 Duration of Leave

The duration of an unpaid maternity/child care/adoptive care leave of absence shall be for the remainder of the current school year if the leave is requested before March 1 of the involved year. If the leave is after March 1, the bargaining unit member shall have the right for leave for the next school year.

10.0432 Return from Leave

If the leave of absence is for the balance of the school year, the bargaining unit member shall return to the position which he/she vacated. If the leave is for

more than one (1) school year, the bargaining unit member shall be replaced to his/her position he/she vacated or to a similar position for which the bargaining unit member is licensed.

10.044 Such Leave Does Not Affect Contract Status

The continuing contract status of any such employee shall not be adversely affected by maternity/child care/adoptive care leave, but the normal annual salary increment shall not be granted unless one hundred and twenty (120) days of the contract have been fulfilled.

10.05 Assault Leave

10.051 Not Deductible From Sick Leave Accumulations

Notwithstanding the provision of Section 3319.141 of the Ohio Revised Code, the Board will grant assault leave to covered employees because of physical or mental disability, as determined by a licensed professional, resulting from assault under the following conditions:

10.052 Number of Days of Assault Leave

Any certified teacher who must be absent from his or her duties because of physical or mental disability resulting from an assault by a student or the parent or legal guardian of a student of this system, while teaching or at school-related activities, on or off school premises before, during or after school hours, will be paid his or her full scheduled compensation for a maximum period of thirty (30) days.

10.053 Assault Leave Defined

Assault shall be defined as intentional physical touching.

10.054 Effects of Permanent Disability

If permanently disabled, the teacher must apply for disability retirement and no assault leave shall be granted after such retirement has been approved. The period of such absence, as defined in this provision, shall be termed “assault leave.”

10.055 Process of Being Granted Leave

Before the assault leave can be approved, the teacher shall furnish to the Superintendent, a written, signed statement describing the circumstances and the events surrounding the assault, and the cause thereof, including the location and time of the assault, name and address of victims and witnesses, if known.

10.056 Statement Furnished to Superintendent

The teacher shall also furnish to the Superintendent a statement of the nature of the disability and its anticipated duration which has been signed by a physician licensed in the State of Ohio.

10.057 Assault Leave Not to be Deducted From Any Other Leave

Assault leave, which is approved by the Superintendent shall not be charged against sick leave earned or earnable by the teacher or leave granted under regulations adopted by the Board, pursuant to 3319.08 O.R.C., or any other leave to which the teacher is entitled.

10.058 First Day Qualifier

The bargaining unit member shall be granted the use of said leave upon the first day of the disability.

10.06 Professional Leave - Meetings

10.061 Board May Grant Leave

The Board and/or Superintendent may grant professional leave day(s) to each annually contracted teacher for such purposes as professional improvement, special needs, and/or visiting other districts.

10.062 Reasons for Use of Leave

The leave shall be for professional workshops, conventions, or other professional educational experience and shall be requested as far in advance as possible, but at a minimum of three (3) days prior notice.

10.063 Reimbursement by Board if Granted

If granted, the Board shall be responsible for requested expenses incurred by the teacher (registration, meals, transportation, hotel, etc. per Administrative Guidelines.) An approved purchase order is required prior to incurring the expenses. Reimbursement for authorized expenses shall be made within ten (10) days of filing the necessary vouchers and forms with the treasurer. Request for reimbursements after travel must be made by the end of the following month.

10.07 Court Leave

10.071 Jury Duty

A teacher who is summoned for jury duty during normal teaching hours will be granted a leave of absence with pay from normal teaching duties to permit compliance, provided the requirements in 10.0721 and 10.0722 are met. Teachers must submit their jury duty payment to the Treasurer’s Office, in order to receive their daily rate of pay.

10.072 Witness Subpoena

An employee who is subpoenaed to serve as a witness, in a proceeding directly related to his/her job or as a witness in a criminal proceeding, will be granted a leave of absence from normal duties to permit compliance for the actual time required for the court appearance provided requirements in 10.0721 and 10.0722 are met.

10.0721 Notifies the supervisor or building principal within two (2) days after receipt of the jury summons or subpoena.

10.0722 Submits proof of attendance from the court showing date, time, and place of the proceedings.

10.08 Family Medical Leave Act

Teachers, who qualify, shall be entitled to a leave of absence under the Family and Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement to the extent that provisions of the FMLA are covered by paid leave provisions of this Agreement, the twelve (12) weeks of leave and benefit coverage to which a teacher is entitled under the FMLA shall run concurrently with existing paid leave benefits. Employees are permitted twelve (12) weeks of FMLA in a twelve (12) month period. The twelve (12) month period begins on the first date of FMLA absence.

10.09 Changes in Leave Request

The type of leave requested will not be changed after the leave is taken, or after one (1) day of the teacher's return to work.

10.10 Paid Leave on School Closure Days

An employee using sick or personal leave will not be charged with such a day of leave if a school closure day occurs on the requested date of leave.

ARTICLE ELEVEN

FRINGE BENEFITS

11.01 Availability to Employees

Medical, dental, vision, and life insurances will be available to all employees. No employee will be covered on more than one medical, dental, and vision plan provided by the district.

11.011 Spousal Eligibility for Medical Insurance

Spouses of staff members who are eligible for insurance through their own employer, or another source, are not eligible to be covered under the district's medical insurance plan. All covered staff members, including those who are single or automatically exempt, must complete and return the Spousal Eligibility Rule Form annually during the open enrollment period. Staff members will be notified if the form is to be completed on paper or electronically.

11.012 Spousal Eligibility Exemption

Staff members are automatically exempt from above (11.011) if their spouse: (1) is not employed, (2) is employed but does not have insurance available or does not qualify for insurance through their employer, or (3) works for the District in which case the staff members may enroll in two single plans or one single and one employee/kids plan.

11.02 Board Payment for Benefits

All Board payments for benefits described in Article Eleven are the amounts paid for full-time employees as described in Section 7.071. Board payments for part-time employees are proportional as described in Sections 7.072 and 7.0721.

11.03 Medical Insurance

11.031 PPO

Employees can choose in network or out of network coverage of medical expense at the time the expense is incurred.

11.0311 Co-Pay for In Network Coverage

For services in network, deductibles are one thousand dollars ($1,000) per person, two thousand dollars ($2,000) per family. The annual out of pocket maximum is two thousand five hundred dollars ($2,500) per person and five thousand dollars ($5,000) per family.

11.0312 Co-Pay for Out Of Network Coverage

For services out of network deductibles are two thousand dollars ($2,000) per person, four thousand dollars ($4,000) per family. The annual out of pocket maximum is two thousand dollars ($2,000) per person, four thousand dollars ($4,000) per family.

11.0313 Board Payment of Medical Premium

The Board share of the monthly payment of medical insurance premiums will be as listed below:

Single	85%
Employee + Children	85%
Employee + Spouse	80%
Family	80%

11.032 High Deductible Health Plan (HDHP)

The district will offer a High Deductible Health Plan (HDHP). The plan design, district's share of premium, and the district's contribution to a Health Savings Account will be as listed below. Spouses will be eligible for the HDHP. If a spouse has coverage through his/her employer, the Board contribution to the Health Savings Account level will be at the employee only level. In the event that an employee is hired after the board has contributed to the HSA accounts for said plan year, the contribution to the HSA would be prorated based on the number of pay periods remaining in the calendar year.

Calendar Year 2026
Single- 86% premium with a $1,800 HSA contribution
Employee+ Children- 86% premium with a $2,500 HSA contribution
Employee + Spouse- 82% premium with a $2,500 HSA contribution
Family- 82% premium with a $2,500 HSA contribution

Calendar Years 2027 and 2028
Single- 85% premium with a $1,800 HSA contribution
Employee+ Children- 85% premium with a $2,500 HSA contribution
Employee + Spouse- 81% premium with a $2,500 HSA contribution
Family- 81% premium with a $2,500 HSA contribution

11.033 Hepatitis B Shots

The Board shall pay for the hepatitis B shots for all bargaining unit members who request the shot at a location specified by the Board. Insurance coverage should be sought, with the Board picking up the co-pay if required by the insurance carrier.

11.034 Medical Insurance Payment in Lieu

Any member who is eligible for medical insurance and does not participate in the District's insurance plan, either through his/her own coverage or through an eligible spouse, will receive a monthly payment of $275 for each month of nonparticipation. The member must be enrolled in another health plan with proof of coverage to be eligible for the payment. In lieu payments are proportional as described in Sections 7.072 and 7.0721.

11.035 Excise Tax on Medical Plans

If annual medical insurance premiums come within $1,000 of the annual thresholds that will impose an excise tax on the district for a high cost employer sponsored health plan, adjustments will be made to the benefits offered in the plan to reduce the annual premium

by a minimum of $2,000. This section applies to any state or federal laws that are currently in place and/or enacted during the term of this agreement.

11.04 Dental Insurance

11.041 Amount of Deductible

A twenty-five dollar ($25) deductible dental plan fifty dollar ($50) maximum family deductible will be as follows:

11.0411 Class I - Preventative & Diagnostic (no deductible) Routine oral exams (2 x per 12 mo.), teeth cleaning (2 x per 12 mo.), fluoride treatment (once yearly), emergency pain treatment, space maintainers, diagnostic x-rays, test and lab exams.

11.0412 Class II - Basic Restorative (80% after deductible) Fillings (amalgams, silicate, acrylic), root canal therapy, gum disease treatment, bridgework & denture repair, extractions, oral surgery and general anesthesia (if medically necessary).

11.0413 Class III - Major Restorative (50% after deductible) Inlays, onlays, gold fillings, crown restoration, fixed bridgework (initial installation), installment of removable dentures (partial or full), replacement of existing bridgework or dentures.

11.0414 Class IV - Orthodontia [sixty percent (60%), one thousand ($1000) lifetime per person)]. Full-banded orthodontic treatment, appliances for tooth guidance, appliances to control harmful habits and retention appliances (not in connection with full-banded treatment).

11.0415 Maximum benefit each calendar year for class I, II, & III services are $1,500.

11.042 Board Payment of Dental Premium

The Board share of the monthly payment of dental insurance premiums will be capped at the amounts listed below:

Single	$34.34
Family	$86.90

11.05 Life Insurance

The Board will provide in full for each half-time or more teacher a fifty-thousand-dollar ($50,000) policy which includes a double indemnity provision in case of accidental death will be provided by the Board. This policy includes waiver of premium during total disability to age 60, and conversion privileges.

11.06 Vision Insurance

11.061 Vision Coverage Defined

The Board will provide eligible employees a vision care benefit with exam and lenses every twelve (12) months, frames every twelve (12) months, full coverage for medically

necessary contact lenses or an one hundred twenty dollars ($120) cosmetic contact lens allowance.

11.062 Amount of Deductible

There is a ten dollar ($10) deductible on exams and a fifteen dollar ($15) deductible on prescription glasses if subscribing doctors are used; payment according to schedule with the same deductibles if non-subscribing doctors are used.

11.063 Board Payment of Vision Premium

The Board share of the monthly payment of vision insurance premiums will be capped at the amounts listed below, with the teacher paying the balance of the monthly premium through twice monthly payroll deduction, for either the individual or family plan as selected by the teacher.

Single	$11.22
Family	$30.94

11.07 Availability of Insurance

Effective during the period of this master contract, the above insurance programs shall be available for all members of the bargaining unit as specified. Notification regarding the open enrollment period will be made electronically.

11.08 Change in Carrier

In the event the board changes the carrier for any insurance program during the term of the contract, the coverage shall be substantially equal to or greater than the existing coverage. “Substantially equal” in this context shall mean when all of the variations of the new policy are reviewed by the parties, the amount of summative variation of the new policy from the old policy shall be of very little difference. It shall be the responsibility of the Superintendent and Treasurer to meet with the leadership of the Association at least sixty (60) days prior to the changing of the carrier.

11.09 Effective Dates and Changes in Coverage

Coverage for new regular teachers becomes effective their first working day on the payroll. In the event a teacher desires to change coverage (i.e. single to family), the teacher must file an application with the Treasurer or electronically if required by the Treasurer’s Office. The effective date of change will be the date such changes are accepted by the carrier. Changes of coverage can be made if there is a loss of spousal insurance, change in family status, or during the open enrollment period.

11.10 Continuance of Coverage While Not on Duty

11.101 Reasons for Not Being Covered

The above insurance shall be continued for any eligible teacher member who pays the member's portion when such teacher is on the active working payroll, compensated sick leave, compensated leave of absence, non-disability leave of absence of less than thirty (30) days, disability leave of absence of less than thirty (30) days, or until such teachers either resign their employment status or fail to return to active working status at the commencement of the next school year.

11.102 COBRA Benefits

Teachers on non-compensated approved leave of absence (including disability leave of absence) of over thirty (30) days' duration or on lay-off under a suspended contract, who desire to continue medial insurance coverage for the teaching staff member may do so under the federal regulations of COBRA.

11.11 Employee Insurance Contributions by Payroll Deduction

Employee insurance contributions shall be by payroll deduction, twice monthly.

ARTICLE TWELVE

SALARIES AND ECONOMIC WELFARE

12.01 Regulations and Conditions of the Salary Schedule (Schedules Attached as Appendix N)

12.02 Procedures for Determining Salaries

The salaries of all members of the bargaining unit shall be determined in accordance with the terms of this schedule.

12.03 Credit from Other Districts

12.031 Transfer of Service

Bargaining unit members will be permitted to transfer ten (10) years of service requiring teaching certification/licensure (one hundred and twenty (120) or more contract days each within a twelve (12) month period) from another public school system or private accredited system or from any institution of higher learning. Additional years of service may be granted at the discretion of the superintendent and approval of the Board of Education.

12.032 Credit for Armed Services Duty

Any person employed in any public school system in Ohio who has served or who may serve in the Armed Forces of the United States shall be given up to five (5) years of service credit for the time spent in such forces.

12.033 Verification of Transferred Service

New employees are responsible for having their service outside of the district verified on the district's verification form. (Appendix M)

12.04 Advancements for Extra Training

Teachers who meet requirements to advance a class on the adopted salary schedule may request advancement beginning the semester following finishing the requirements for such advancement. To request advancement, teachers must submit a completed Salary Advancement Form to the Treasurer's office (found in Appendix K).

12.041 Advancement for Credits Earned during the First Semester

For advancement effective the first semester, written proof of having met the requirements [course work verification showing additional hour(s) with transcript to follow within 60 days] for advancement shall be provided to the treasurer on or before the first day for teachers.

12.042 Advancement for Credits Earned during the Second Semester

For advancement effective the second semester, proof shall be submitted on or before the last day of the first semester with transcript to follow within sixty (60) days.

12.05 Direct Deposit

All employees are required to use direct deposit as his/her method of payment.

12.06 Regulations of the Additional Duty Pay Scale (Schedule Appendix N)

12.061 Reasons for Issuance of Supplemental Contracts

Teachers assigned additional responsibilities and granted additional compensation for such responsibilities shall be given a written supplemental limited contract that is in addition to their regular contract.

12.062 Supplemental and Extended Contracts

All extended and supplemental contracts are limited one (1) year contracts and are automatically terminated at the end of each school year. Employees are required to annually apply for those positions they are interested in filling. If determined by the administration the qualifications of applicants are equal, the certificated/licensed applicant with the most seniority will be recommended for the position.

12.063 Rights of Board to Offer Supplemental Contracts

Nothing herein contained shall be construed to prohibit the Board from offering a supplemental contract to any individual classroom teacher, such additional time to be paid at the rate as established by contract, provided no individual teacher shall be required to accept a supplemental contract nor shall anything herein contained be construed to prohibit the addition of supplementary contract categories to the schedule as proposed. (O.R.C. 3319.08) The supplemental salary schedule, with a listing of supplemental positions and the amounts to be paid for the performance of the supplemental duty, shall be attached to this document as Appendices Q, R, S.

12.064 Offer of Supplemental Contracts Prior to Offers Made Outside of Unit

Supplemental positions shall be offered to qualified (as determined by the Superintendent) members of the bargaining unit prior to any offer outside the unit. This section of the Agreement shall not limit the legal right of the Board to reject the recommendation of the Superintendent.

12.065 Duties of Supplemental Contracts to be Defined in Writing

The duties of all supplemental contract positions will be defined by the administration in writing and presented to the teacher at contract time.

12.066 Payment for all supplemental contracts (except chairpersons, band, and choir directors) will be made by the Board within twenty-one (21) days after the Treasurer receives the “Supplemental Close Out Form”.

12.067 Athletic Supplementals

12.0671 All teachers holding an athletic supplemental contract will be evaluated by an Administrator or Athletic Director.

12.0672 The cost of fulfilling training requirements needed to receive a pupil activity permit from the state shall be paid for by the District.

12.068 Supplemental Contract Amounts

Pay for Supplemental Contracts shall be based upon a percentage of the base salary.

12.069 Supplemental Contract as an Effect on Teaching Contract

No bargaining unit member's regular teaching contract shall be affected as to whether the member accepts, rejects or resigns from a supplemental contract.

12.06910 Establishing New Supplemental Positions

In the event the Board of Education establishes a new supplemental position during the terms of this contract, the Superintendent will propose a salary schedule that must be approved by the Board of Education. The new supplemental salary will be open for discussion at the conclusion of the negotiated agreement.

12.07 Accumulated Sick Leave Pay

12.071 Number of Days Accumulated

A teacher in the District who officially retires with STRS from active service with this district and who has ten (10) or more years of service with the district, may at the time of retirement be paid for twenty-five percent (25%) of their days of accrued but unused sick leave, not to exceed three hundred (300) days.

12.072 Dollar Amount of Calculation

The payment shall be based on the teacher's daily rate of pay at the time of retirement and shall eliminate all unused sick leave from the teacher's records.

12.073 Rights of Employee's Estate

In case of death of a bargaining unit member who has ten (10) or more years of service credit with the STRS will be eligible for accumulated sick leave pay and will be deemed to have made application for such the day prior to his/her death. The accumulated sick leave pay will be based on the member's daily rate of pay at the time of death and will be paid to his/her estate. For teachers hired after July 1, 2005, ten (10) or more years of service must be with Northwestern.

12.074 Method of Payment

Accumulated sick leave pay will be paid in the same calendar year as retirement and/or the teacher may elect to establish a tax-deferred annuity. In lieu of receiving accumulated sick leave pay in a lump sum the teacher may elect to establish a tax-deferred annuity provided the annuity amount falls within the maximum exclusion allowance as described by the IRS. The calculation of the maximum exclusion allowance will be the responsibility of the teacher. The money will be deposited to the approved annuity company of the teacher’s choice with the other payroll deductions mailed the pay date of the severance check. Any remaining dollar amount will be paid to the teacher within the same calendar year. If the teacher chooses this option, the teacher will notify the Treasurer, in writing with the maximum exclusion allowance attached, at least thirty (30) days prior to the effective retirement date. If the IRS declared this section illegal, this section of the Agreement will become null and void.

12.075 Qualifications and Certification

The employee must within one hundred and twenty (120) days of the last day of employment prove acceptance into the retirement system by having received and cashed his/her first retirement check.

12.08 Hourly Rate for Instruction

12.081 Method of Compensation for Tutoring

The rate for all classroom tutors shall be the appropriate negotiated salary with credit for training and experience.

12.082 Hourly Rate

The rate of compensation for all other tutoring, summer school, adult education, proficiency tutoring, LPDC Committee Members, IAT members, IEP/ETR meetings, internal substitution and home instruction will be paid at a rate of 0.00055 of the Class I, Step 0 pay schedule.

12.0821 IAT Chairperson Payment

The IAT chairperson will receive a two-hundred-dollar ($200.00) stipend beyond the hourly rate. Members of the IAT teams shall elect these IAT Chairpersons at its first meeting of the year.

12.083 Mileage Reimbursement

Reimbursement for mileage and travel allowance for regular assigned contractual duties for employees will be at the rate established by the Board of Education annually.

12.084 Attendance Incentive Plan

Each teacher shall be credited with a five-hundred dollar ($500) attendance incentive for the first semester. For each occurrence of either sick leave, personal leave, or unpaid leave the incentive shall be decreased in the amount of one hundred and twenty-five dollars ($125) for use of a full day and sixty-two dollars and fifty cents ($62.50) for use of a quarter sick day or half (sick or personal) day. At the end of the semester, the teacher will be entitled to any remaining funds, which shall be paid in the second pay of January. Each teacher shall be credited with a five-hundred dollar ($500) attendance incentive for the second semester. For each occurrence of either sick leave, personal leave or unpaid leave the incentive shall be decreased in the amount of one hundred and twenty-five dollars ($125) for use of a full day and sixty-two dollars and fifty cents ($62.50) for use of a quarter sick day or half (sick or personal) day. At the end of the semester, the teacher will be entitled to any remaining funds, which shall be paid in the second pay of June.

The maximum incentive an employee may earn is $1,000 per school year.

12.09 Salary Reduction Payment to S.T.R.S.

12.091 Equal Reduction of Salary of All Staff

Each teacher's salary shall be reduced in an amount equal to the teacher's contribution to the State Teachers Retirement System and paid to STRS on behalf of the teacher.

12.092 Equally Applied to All Staff

The salary reduction method of STRS payment shall apply uniformly to all teachers and no teacher covered by STRS shall be exempt.

12.093 Effective Date of Benefit

The payment defined herein shall become effective July 1 of the involved year and shall apply to all compensation earned after this date including regular contract and supplemental contract earnings.

12.094 Forfeiture Due to IRS Regulations

Should the Internal Revenue Service or the State Teachers Retirement System determine that this reduction provision is not qualified under the IRS code, or is unlawful in any manner, this provision shall be controlled by Article I.

12.095 The W-2 Form issued will comply with I.R.S. regulations.

12.096 Any teacher requesting payroll deduction for buying additional credit with STRS shall have this deduction pre-tax of the salary.

12.10 Workers' Compensation

12.101 Qualifications for Workers' Compensation

In the event of a service-connected occupational illness or injury, as determined by the industrial commission, professional staff members will not be required to exhaust sick leave before receiving compensation from the industrial commission.

12.102 Reinstatement Rights Upon Return to Duty

Any professional staff member absent from work because of any service-connected occupational illness or injury, as determined by the industrial commission, shall be entitled to reinstatement at the appropriate rate of pay upon approval of the application to return to work. Such application shall include medical certification of ability to assume full-time teaching responsibilities. Such application must be made within one (1) school year following the date of the last receipt of compensation benefits from the State of Ohio to permit return in accordance with this section.

12.103 Accommodations for Medical Conditions

Accommodations for medical conditions will be processed through Worker’s Compensation. If not approved for Worker’s Compensation coverage, the employee will agree to be examined by a doctor of the Board’s choice to determine the medical need of the accommodation.

12.11 Plan 125

The Board shall select a carrier for a Section 125 plan available to each member of the bargaining unit. There will be no maintenance charges to the Board. Bargaining unit members

shall have the right to participate in all phases of the 125 plan (i.e. medical premium, medical out of pocket and qualified dependent care.) All employees must annually sign the form to participate in the program or to decline participation.

12.12 Tuition Reimbursement

Teachers on active payroll who enroll in a college course related to their employment responsibilities may be reimbursed for up to two thousand, two hundred, and fifty dollars ($2,250.00) per year of college credit tuition. If courses are taken in pursuit of CCP accreditation, the teacher may be reimbursed for up to four thousand fifty dollars ($4,050) per year of college credit tuition.

Such reimbursement is limited to courses receiving the Superintendent's approval prior to registration and is limited to an annual budget amount of twenty-five thousand dollars ($25,000). Each year the amount will be divided equally into two six month periods of July 1 through December 31, and January 1 through June 30. Money not used in the first half of the year will be carried over to the second half. Money not expended by June 30 will be added to the balance for the next fiscal year.

12.121 Method of Reimbursement

Reimbursement is to be obtained by submitting an official transcript or grade report of a prior approved course to the Treasurer i.e. passing grade or higher. Payment is limited to courses for the semester requested by the teacher. Courses must be approved by the LPDC. Grades must be turned in for payment within sixty (60) days of the employee's estimated course completion date. Classes not turned in during this time period will not be eligible for reimbursement and the money will go back into the total available for tuition reimbursement. Proof of payment will be submitted to show the amount the employee paid for tuition.

12.13 Salary Increases

Salary increase shall be three percent (3%) to the base salary for the 2025-2026 school year, three percent (3%) to the base salary for the 2026-2027 school year, and three percent (3%) to the base salary for the 2027-2028 school year.

12.14 Employment of Retired Employees

The following provisions will apply to the employment of employees who have retired from a qualified retirement system, and expressly supersede all relevant provisions of the Ohio Revised Code, including but not limited to 3317.13, 3319.08, 3319.11, 3319.111. The board is authorized to fill any bargaining unit vacancy with a retired employee to the conditions provided below.

12.141 No Guarantee of Post Retirement Employment

Prior employment in the District is no guarantee of post-retirement employment or a particular assignment. Retired employees must apply for each vacancy for which they wish to be considered, and compete with other applicants as a part of the selection process.

12.142 Post Retirement Employment Salary Schedule Placement

For the purposes of salary schedule placement retired employees shall be granted up to a maximum of five (5) years' service credit. Employees will be credited with all earned training/education for purpose of salary schedule placement.

12.143 Post Retirement Employment Contracts

Post retirement employees will be awarded one-year contracts of employment that will automatically expire at the end of the applicable school year without notice of non-renewal. Employees may be re-employed from year to year under these limitations, but shall not be eligible for continuing contract status.

12.144 Post Retirement Employment Seniority

Post retirement employees will not retain or accrue seniority.

12.145 Post Retirement Employment Severance Pay

Post retirement employees shall not be eligible for severance pay upon separation from employment.

12.146 Post Retirement Employment Contract Provisions

Post retirement employees shall follow all contract provisions of the negotiated agreement unless otherwise limited by specific provisions of this Article.

12.147 Post Retirement Employment Beginning Sick Leave Balance

Retired Professional Staff Members who are rehired will begin employment with zero (0) days of accumulated sick leave, and will accrue and accumulate sick leave in accordance with provisions of the agreement.

12.148 Post Retirement Employment Insurance Benefits

Post retirement employees shall be eligible to participate in the District's medical, dental, vision, and life insurance programs offered to bargaining unit members.

12.15 College Credit Plus (CCP)

CCP is a dual enrollment program in which college ready students, grades 7-12, may enroll in a college, and upon successful completion of the college-level course receive transcript credit from that college, which is reflected on the student's official college record. To be qualified to teach a College Credit Plus course, a bargaining unit member must be an adjunct professor at a college or university.

12.151 Qualified bargaining unit members shall be given the first opportunity to teach CCP classes in accordance with this article.

12.152 All CCP instructor positions will be voluntary and will not apply as an involuntary transfer assignment by the Board or the Superintendent.

12.153 Any evaluation done by the Higher Education institution of the bargaining unit member teaching a CCP class will not impact the teacher's OTES evaluation cycle. If the bargaining unit member makes a request, in writing, CCP teachers may choose to allow

for the observation of their CCP class to be considered as one of their formal observations within their OTES evaluation cycle.

12.154 Teachers of CCP courses shall be afforded release time, as needed, to attend quality workshops and conferences related to CCP.

12.155 Teachers will receive two hundred dollars ($200) per section of CCP courses taught per semester. Teachers will be paid twenty-one (21) days after the Treasurer receives the “Supplemental Close Out Form” found in Appendix G.

12.16 Background Check

The Board will incur the cost of one BCI check and one FBI check for each Bargaining Unit Member once every five (5) years, if done through Northwestern Local Schools Board Office. The district will retain the background check, unless paid by employee.

ARTICLE THIRTEEN

TEACHER EVALUATION PROGRAM

13.01 Teacher/Counselor Evaluation

The improvement of instruction is the primary purpose of the teacher evaluation program. The secondary purpose is documentation for re-employment recommendations. Evaluation procedures will be established by a Joint Evaluation Committee.

13.011 Joint Evaluation Committee

A Joint Evaluation Committee will be established. The committee will be comprised of up to six (6) teachers per building, one (1) of which must be an NTA Executive Board Committee member, and four (4) building Administrators. The Committee may elect to invite the OEA LRC to attend committee meetings. The purpose of this committee will be to review all issues, recommended changes regarding Teacher Evaluation and/or School Counselor Evaluation, to include requirements in ORC 3319.111 and ODE best practices, to develop evaluation procedures for Non-OTES teachers and create a manual of the Evaluation procedures. The Committee will be responsible for educating all staff on the evaluation process.

1. The Joint Committee will meet at least three (3) times per year.
2. Joint Committee members will receive training.
3. The President of the Association and the Superintendent will act as co-chairs.

If the Ohio General Assembly promulgates a law that invalidates portions of this evaluation procedure, or a Court of competent jurisdiction or the State Employee Relations Board (SERB) determines that a provision of this section is unlawful, the parties shall meet within thirty (30) days to bargain over the impact of the changes. If the parties fail to reach agreement within thirty (30) days of the initial bargaining meeting, the parties shall utilize the Dispute Resolution Procedure found in Article Two of this agreement. If the parties are unable to reach an agreement after thirty (30) days of the enactment of the Dispute Resolution Procedures, the parties may avail themselves of any other legal remedy. The Association specifically retains the right to strike under Ohio Rev. Code at the end of the thirty (30) day dispute resolution procedure period.

13.012 Definitions

A. Evaluation Rating: The final summative evaluation level that is assigned to a teacher based on the holistic review of all Evaluation Factors, observed during the Evaluation Cycle. The rating shall be “accomplished”, “skilled”, “developing”, or “ineffective”.

B. Observation Rating: An overall rating for the observation will be based on all evidence collected. After an observation, a rating will be assigned for each component observed.

C. Evidence: Information collected by the evaluator and/or information provided to the credentialed evaluator by the teacher, to support and inform the accurate reflection of the Evaluation Factors. Examples include, but are not limited to,

student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, student portfolios, summative assessments, and student work samples.

D. High Quality Student Data (HQSD): Quantitative information, derived from instrument(s) rigorously reviewed and approved by locally determined education experts, which provides evidence of student learning that can be directly attributed to the teacher being evaluated.

E. Poorly performing Teacher: A teacher who receives an evaluation rating of ineffective for a period of no less than two (2) out of the last three (3) years under OTES 2.0.

13.013 Schedule of Evaluation

13.0131 No teacher shall be subject to more than one (1) Evaluation Cycle per school year.

13.0132 The evaluation cycle shall be completed no later than May 1 and the teacher shall receive the final written report of the cycle, including the assigned evaluation rating, no later than May 10.

13.014 Criteria for Performance Assessment

13.0141 A teacher's performance shall be based on the Ohio Educator Standards (or aligned standards) and rubrics for teaching and the criteria set forth in the Ohio Teacher Evaluation System.

13.0142 Teacher performance shall be based on the evidence provided by the teacher and on the formal observations and walkthroughs by the teacher's assigned evaluator.

13.0143 A teacher may provide evidence to the credentialed evaluator to support and inform an accurate reflection of the Evaluation Factors being evaluated. Examples include, but are not limited to, student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, portfolios, summative assessments, professional education organization work, education awards, and student work samples. All evidence presented shall be included in the report and will be considered in the evaluator's assessment of the teacher.

13.0144 All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

13.0145 No misleading, inaccurate, untimely, undocumented, or unsubstantiated information may become part of a teacher's performance assessment. All results and conclusions of performance assessments shall be documented and supported by evidence collected by the evaluator.

13.0146 No teacher shall be required to complete a self-assessment (e.g. OTES Self-Assessment Form)

13.015 Observations

13.0151 Schedule of Observations

13.01511 The Evaluator shall perform two (2) formal observations in a year in which the teacher is on an evaluation cycle. Each formal observation shall last a minimum of thirty (30) continuous minutes. There shall be at least three (3) weeks between formal observations. The first formal observation shall be completed no later than January 31. The second formal observation shall be completed no later than April 30.

13.01512 One (1) formal observation shall occur in a year in which a teacher is not on an evaluation cycle.

13.01513 Teachers shall not receive a formal observation on a day before or after the following the administration of standardized testing a holiday, any school break of more than two (2) consecutive calendar days, or any leave of absence of more than three (3) days.

13.01514 A teacher may request a formal observation at any time in addition to those required by this procedure.

13.01515 All formal observations shall be announced.

13.0156 Observation Conferences

13.01561 A pre-observation conference shall occur, unless both parties agree against, between the evaluator and the teacher not less than three (3) working days prior to each formal observation. At the pre-observation conference, the teacher shall provide evidence for the lesson to be observed on the pre-observation form.

13.01562 A post-observation conference shall be held after each formal observation. The post-observation conference shall take place not more than ten (10) working days following the formal observation, unless mutually agreed upon by both parties. Teachers shall be given the opportunity to provide evidence, which must be utilized to inform the evaluator’s rating in all areas of the observation and shall include a discussion of the progress being made on the teacher’s professional growth or improvement plan.

13.016 Walkthroughs

13.0161 A walkthrough is a formative assessment process that focuses on one (1), but not more than two (2) of the following components which results in brief written note(2), electronic notes or a summary:

1. Evidence of planning;
2. Lesson delivery;
3. Differentiation;
4. Resources;
5. Classroom environment;
6. Student engagement;
7. Assessment;
8. Any other component of the Standards for Ohio Educators and rubrics approved for teacher evaluation.

13.0162 The walkthrough shall not be more than fifteen (15) consecutive minutes in duration.

13.017 High Quality Student Data (HQSD)

13.0171 Each evaluation shall contain two (2) measures of high quality student data (HQSD). When applicable to the grade level or subject area taught by the teacher being evaluated, HQSD shall include the value-added progress dimension as one (1) source of HQSD.

13.0172 When utilizing vendor assessment to construct HQSD, all related teaching student, and other educational materials shall be purchased, and all affected staff shall be trained on utilization of the assessment program.

13.0173 HQSD shall be used as evidence in any component of the teacher's evaluation related to the following:

a. Knowledge of the students to whom the teacher provides instruction;
b. The teacher's use of differentiated instruction practices;
c. Assessment of student learning;
d. The use of assessment data;
e. Professional responsibility and growth.

13.018 Finalization of Evaluation

13.0181 Written Report

Before the evaluation cycle if final, and not later than May 10, a copy of the evaluation report shall be available to the teacher and a conference shall be held between the teacher and the evaluator.

The teacher shall have the right to make a written response and to have it attached prior to it being placed in the teacher's personnel file. A copy, signed by both parties, shall be provided to the teacher.

13.0182 Completion of Evaluation Cycle

13.01821 The summative evaluation rating shall be based upon a preponderance of the evidence, assessed in a holistic manner that is aligned to the Ohio Educator Standards.

13.10822 The evaluation shall acknowledge, through the gathered evidence, the performance strengths of the teacher evaluated as well as performance deficiencies, if any.

13.01823 The evaluation report shall be signed by the evaluator and the teacher to verify notification to the teacher that the evaluation shall be placed on file. The teacher's signature shall not be construed as evidence that the teacher agrees with the contents of the evaluation report. Electronic signatures (e.g. a "PIN") may be used.

13.01824 The evaluation report shall be completed, signed by both parties, and filed with the Superintendent no later than May 10.

13.01825 Any teacher who receives an evaluation rating of "Skilled" shall not be subject to another evaluation cycle until the second school year following the rating unless it is determined, in writing and through a preponderance of the evidence available to the evaluator, that the teacher is not making progress on their professional growth plan.

13.01826 Any teacher who receives an evaluation of "Accomplished" shall not be subject to another evaluation cycle until the third school year following the rating unless it is determined, in writing and through a preponderance of the evidence available to the evaluator, that the teacher is not making progress on their professional growth plan.

13.019 Due Process

13.0191 Teachers who disagree with and provide evidence that identifies errors with data sources, data collection, or calculation, performance ratings, and/or the summative evaluation rating shall be permitted to request a different credentialed evaluator. Such requests shall be documented and approved by the District.

13.0192 A teacher shall be entitled to Association representation at any conference held during this procedure. The evaluator shall notify the teacher of this right prior to scheduling any conference regarding the evaluation process.

13.0193 Failure by the District to adhere to any timeline or condition established in this agreement shall render the evaluation, including the summative rating, void. Such errors shall automatically require re-employment of the teacher under the appropriate contract which they are otherwise eligible to receive under the collective bargaining agreement and/or Ohio law.

13.0194 If a violation of either procedural or substantive due process occurs during the evaluation cycle for the teacher, then the district shall re-employ the teacher

under the appropriate contract which they would be otherwise eligible to receive under the collective bargaining agreement and/or Ohio law.

13.0195 All provisions of OTES shall be governed by this Agreement, in compliance with Ohio Revised Code, and shall be grievable under the applicable grievance provisions of this agreement. The timeline for initiating a grievance shall begin with the reporting of a teacher's evaluation rating at the end of his/her evaluation cycle.

13.0196 The Board shall amend its evaluation policy to conform to the terms of this agreement.

ARTICLE FOURTEEN

DURATION/TERMS OF AGREEMENT/SAVINGS CLAUSE

14.01 Contract to Remain in Full Force and Effect

All sections of this master contract will remain in full force and effect in the successor contract unless altered during these negotiations.

14.02 Rights of Parties During Negotiations of Successor Contract

The Parties acknowledge that during the negotiations which resulted in this Agreement, each had the right and opportunity to make demands and proposals on any subject within the scope of negotiations. The understandings and agreements arrived at by the parties after the exercise of this right and opportunity are contained in this Contract and the Parties agree that this Agreement constitutes the entire contract between them and settles all demands and issues. All prior negotiated agreements not contained herein, and all prior practices, rules, or regulations not contained herein shall not be binding upon the Parties to this Agreement.

14.03 Association Sole Bargaining Agent

Bargaining Rights - The Board agrees not to negotiate with any individual, group, or organization purporting to represent the certificated/licensed teachers, other than the Association, except as provided for in this Agreement.

14.04 Limited Rights of Parties to Consult

This Agreement does not preclude discussion or consultation regarding concerns expressed by personnel of the participating parties to this Agreement. However, this discussion or consultation shall not include items, which are negotiable as defined by Ohio Revised Code 4117.

14.05 Provisions Contrary to Law and Duty to Negotiate

The terms of this Agreement shall not apply where inconsistent with constitutional, statutory or other legal provisions enacted after the signing of this Agreement. If any provision of this Agreement is found to be contrary to law by the Supreme Court of the United States, or by any court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, the parties to the Agreement shall meet within ten (10) days to consider substitute provisions which are in conformity with the applicable laws. However, this Agreement supersedes all Board policies, rules and regulations and State law unless specifically denied by law. All federal laws supersede this Agreement.

14.051 Duty to Negotiate Changes

If such negotiations do not resolve the matter within twenty-one (21) days thereafter, the normal impasse will be used to settle the differences as specified in Section 2.027. The remainder of this Agreement shall remain in full force and effect during the duration of this Agreement.

14.06 Terms of Agreement

The Northwestern Teachers Association (NTA) and the Northwestern Board of Education mutually agree to the Negotiated Agreement between the parties in effect from July 1, 2025–June 30, 2028.

14.07 Rights of Association under Reopener

If a scheduled reopener occurs and an agreement cannot be reached on the items, the dispute process of this contract shall be used to settle the differences. If an agreement cannot be reached, the Association will have the right to withhold its services in accordance with ORC Chapter 4117.

14.08 Signature of the Parties

NTA – Ratified by a vote of the NTA membership on March 20, 2025 – NTA Negotiating Team Members

Karen Via

Chasity Hook

Heather Keyt

Denise Hermetz

Phillip Cooke

Kevin Fraker

Whitney Walsh

Trish Schultz

Board of Education – Ratified by the Northwestern Board of Education on – Negotiating Team Members

Matthew Cox - Board Member

Dr. Leigh Taylor - Board Member

Jenna Ashbaugh- Treasurer

Jeff Patrick- Superintendent

Appendix A – Chairperson Job Description

NORTHWESTERN LOCAL SCHOOL DISTRICT
Grade Chairperson/Department Head

Building: Position:

Term: One contractual Year

Responsibilities: This person shall coordinate programs and materials and shall serve as instructional liaison between the members of the department and the school administration. Such department head/grade level chairperson shall not be considered an administrative or supervisory employee.

Specific Duties:

- Provide positive leadership
- Coordinate curricular programs
- Coordinate staff development opportunities for grade level/department
- Assist the building administrator which may include:
  - Completion of requisitions for grade level/department
  - Schedules
  - Chairing monthly grade level/department meetings
  - Providing administration with agendas and minutes of meetings
- Attending monthly grade level/department head meetings
- Communicating parent, public concerns or compliments to administration and grade level/department
- Work with grade level/department to implement C.I.P. goals
- Work with grade level/department to implement building goals
- Duties would not include teacher evaluation.

Appendix B – Resident Educator Mentor Job Description

Title: Resident Educator Mentor

Reports To: Curriculum Coordinator

Employment Status: Supplemental Assignment

FLSA Status: Exempt

Qualifications:

1. Mentor must meet all of the following state qualifications:
    a. Five-year professional License OR two-year Provisional License that has been renewed two or more times;
    b. Five years of teaching experience;
    c. Recent classroom experience within the last five years.

2. Successfully complete the 12-Hour State Resident Educator Mentor Academy.

Essential Functions:

1. Use the formative assessment tools, protocols and processes shared in state mentor training. These include:
    a. RE Self-Assessment
    b. Analysis of Student Learning
    c. Mentor Observation of REs
    d. Professional Goal Setting—2 goals aligned to Ohio Mentor Standards
    e. Collaborative Log
2. Conduct Resident Educator observations annually per program requirements.
3. Participate in reciprocal observations between mentor and Resident Educators and other exemplary teachers (arranged with Principal).
4. Be responsible for the mentor-RE collaboration per program requirements.
5. Lead the mid-year goal review between RE and mentor
6. Lead the annual formative progress review with mentor and RE

Appendix C- Formal Grievance – Level 1 - Principal

LEVEL ONE: FORMAL GRIEVANCE: PRINCIPAL
(A single copy of which will be submitted to the Association, Superintendent and Principal by the Aggrieved who will retain one (1) copy.)

AGGRIEVED _____ PRINCIPAL _____

DATE AND NATURE OF ALLEGED GRIEVANCE:

GRIEVANCE RELATES TO AGREEMENT SECTION(S):

RELIEF SOUGHT:

HEARING REQUESTED: _____ YES _____ NO
(Must be conducted within 5 days of receipt of this form)

_____ _____
Signature of Aggrieved Date

Received by _____ _____
Name (printed) Date / Time

_____
Signature of Recipient

DECISION OF PRINCIPAL

(To be completed by the Principal, who shall retain one (1) copy and deliver one (1) copy to the Aggrieved, the Association and the Superintendent within five (5) days of Level One Grievance Presentation or five (5) days after Level One Grievance Hearing.)

DATE OF LEVEL ONE GRIEVANCE HEARING: _____

DECISION OF PRINCIPAL AND REASONS THEREFORE:

DATE OF DECISION _____ _____
Signature of Principal

Received by _____ _____
Name (printed) Date / Time

_____
Signature of Recipient *

* Signature of Recipient does not indicate acceptance of the Principal's Decision

3.051 Appeal of Principal's Decision

If the action taken in Level One by the principal does not resolve the grievance to the satisfaction of the employee(s) **or** no decision has been rendered by the principal per 3.046, the employee(s) may appeal in writing to the Superintendent within five (5) days of the outcome of the Level One Formal Grievance. (See Appendix D)

Appendix D – Formal Grievance – Level 2 - Superintendent

LEVEL TWO: GRIEVANCE: SUPERINTENDENT
(To be completed by the aggrieved, who will retain a single copy and deliver one (1) copy to the Principal, Superintendent and the Association, within five (5) days of the outcome of Level One FORMAL GRIEVANCE in Appendix C, if applicable.)

AGGRIEVED _____ SUPERINTENDENT _____

DATE AND NATURE OF ALLEGED GRIEVANCE:

GRIEVANCE RELATES TO AGREEMENT SECTION(S):

RELIEF SOUGHT:

HEARING REQUESTED: _____ YES _____ NO
(Must be conducted within 5 days of receipt of this form)

_____ _____
Signature of Aggrieved Date

Received by _____ _____
Name (printed) Date / Time

_____
Signature of Recipient

DECISION OF SUPERINTENDENT

(To be completed by the Superintendent, who shall retain one (1) copy and deliver one (1) copy to the Aggrieved, the Association and the Principal within five (5) days of Level Two Grievance Presentation or five (5) days after Level Two Grievance Hearing.)

DATE OF LEVEL ONE GRIEVANCE HEARING: _____

DECISION OF SUPERINTENDENT AND REASONS THEREFORE:

DATE OF DECISION _____ _____
Signature of Superintendent

Received by _____ _____
Name (printed) Date / Time

_____
Signature of Recipient *

* Signature of Recipient does not indicate acceptance of the Principal's Decision

3.061 Appeal of Superintendent's Decision to Mediation

If the action taken in Level Two by the Superintendent or his/her designee does not resolve the grievance to the satisfaction of the employee(s) or no decision has been rendered by the Superintendent or his/her designee per 3.053, the Association will utilize the services of the Federal Mediation and Conciliation Service (FMCS) to attempt to mediate a resolution to the dispute. The agreement to utilize the FMCS mediation services must be in writing, signed by the Association President and the Superintendent, and must be dated no later than 10 (ten) days after the outcome of the Level Two Grievance. (See Appendix E)

Appendix E – Formal Grievance Level 3 - Mediation

LEVEL THREE: MEDIATION
(To be completed by the Association within ten (10) days of the outcome of Level Two Grievance, with a single copy delivered to each of the following persons: the Board President, the Aggrieved, the Treasurer, the Superintendent, and the Principal. An additional copy should be retained for reference.)

Per the Collective Bargaining Agreement, the Federal Mediation and Conciliation Service (FMCS) will be utilized to mediate a resolution to the dispute between the Association and the Board of Education. Copies of previous levels of grievance shall be attached to this form.

Aggrieved Person _____

_____ _____
Signature of Association President Date / Time

_____ _____
Signature of Superintendent Date / Time

Appendix F – Formal Grievance – Level 4 – Arbitration

LEVEL FOUR: ARBITRATION
(To be completed by the Association within ten (10) days after mediation, with a single copy delivered to each of the following persons: the Board President, the Aggrieved, the Treasurer, the Superintendent, and the Principal. An additional copy should be retained for reference.)

The mediation meeting did not resolve the grievance to the satisfaction of the employee(s), therefore is being referred to arbitration by the Association. Copies of previous levels of grievance shall be attached to this form.

Aggrieved Person _____

_____ _____
Signature of Association President Date / Time

Received by _____ _____
Name (printed) Date / Time

_____
Signature of Recipient

Appendix G - Supplemental Close Out Form

Supplemental Close Out Form

Name_____ Position_____

Inventory/Equipment Turned In? _____Yes _____ No

All duties have been completed for this supplemental contract and it is approved for payment.

_____	_____	_____	_____
Signature	Date	*Athletic Director or Principal	Date

*Athletic Director signs all athletic supplements/Principal sign all others

Return this form to the Treasurer's Office for payment of the supplemental contract. Payment will be made within twenty-one (21) days after the receipt of this form by the Treasurer.

_____	_____
Treasurer	Date Received

Appendix H – Sick Leave Bank Participation Form

Sick Leave Bank Participation Election/Refusal Notification

Name_____

In order to participate in the Northwestern Schools/NTA Sick Leave Bank (SLB), I understand that two (2) days of sick leave will be deducted from my accumulated sick leave balance and that I may be assessed at a later date for additional days. I also understand that I am eligible to benefit from the SLB if and when there is a need. If days are withdrawn from the sick leave bank I will be not required to return the borrowed days from the bank after accumulating the required days.

In consideration of the benefits of participating the SLB each applicant for membership in the SLB and for benefits from the SLB shall, as a condition so such application, agree in writing as follows:

"I specifically acknowledge and agree that participation in the SLB will follow section 8.017 of the NTA Master Agreement. All decisions of the Sick Leave Bank Committee (SLBC) will be final and are binding and not subject to grievance. I further agree to abide by such decisions and indemnify and hold harmless the Northwestern Local School District, the Northwestern Teachers Association, the Sick Leave Bank Committee, and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against any of them with respect to a decision made by them concerning this application, any applications for withdrawal, and repayment of days borrowed from the SLB."

When an employee donates days to the SLB, he/she agrees to the above stated rules for administration of the SLB and agrees to abide by the stated rules.

This form must be returned to the Treasurer prior to October 31.

_____ _____
Signature Date

I do not wish to participate in the Sick Leave Bank and fully understand that I <u>will not</u> be eligible for any benefits derived from this bank.

_____ _____
Signature Date

Office Use

_____ Two sick days deducted from balance. _____
Initials Date

Appendix I – Sick Leave Bank Withdrawal Form

EMPLOYEE APPLICATION FOR SICK LEAVE BANK WITHDRAWAL

Name _____

Current Sick Leave Balance _____ Sick Days Used this School Year _____

Sick Days used for Current Illness/Injury _____ Total Days Previously Withdrawn from SLB _____

Employee' reason for request (be specific) _____

_____

_____

_____

_____

Estimate of additional days needed _____

Name of attending physician _____ Telephone _____

Address _____

_____ _____

Signature of applicant Date

Please submit request to Superintendent

Sick Leave Bank Committee Use

_____ Request approved for _____ days to be withdrawn from Sick Leave Bank.

_____ Request denied

_____ _____

Signature of SLBC Chairman Date

Treasurer's Office Use

Date days added to Sick Leave Balance _____ Initials_____

Appendix J – Employment Verification Form

Employment Verification Form

NORTHWESTERN LOCAL SCHOOL DISTRICT
5610 Troy Road
Springfield, OH 45502

Verification of Experience of:_____

It is required that employees of Northwestern Local School District have on file a certified record of experience. On the form below, please list the complete record of your experience – a single year's experience on each line – beginning with the first year and indicating other years consecutively. The Superintendent or Treasurer of the school district in which you were employed must verify the record. If the request is made by mail, you should include a self addressed stamped envelope. The completed record should be sent to the Treasurer, Northwestern Local School District.

TO CERTIFYING OFFICIALS:

Your assistance in completing the certified record of experience of the above named employee will be appreciated. If the record in your school district, as given by the employee, is correct please initial the last column. If the information is incorrect, make the necessary corrections before initialing. Please sign and date the bottom of the form to certify.

SCHOOL DISTRICT	SCHOOL YEAR	DAYS WORKED	POSITION	INITIALS TO VERIFY

I certify this person worked at the district in the position(s) listed during the specified years.

_____ _____
Name Title

_____ _____
Signature Date

Appendix K - 2025-2026 Salary Schedule

NORTHWESTERN CERTIFIED SALARY SCHEDULE

2025-2026	BA	BA + 10	MA	MA +10	MA +20	MA +30	2025-2026
0	42,390	44,102	46,646	47,281	47,917	48,765	0
1	44,128	46,052	48,807	49,570	50,291	51,190	1
2	45,866	48,002	50,969	51,859	52,665	53,614	2
3	47,604	49,952	53,131	54,149	55,039	56,039	3
4	49,342	51,902	55,293	56,438	57,413	58,464	4
5	51,080	53,852	57,455	58,727	59,786	60,888	5
6	52,818	55,802	59,617	61,016	62,160	63,313	6
7	54,555	57,752	61,779	63,305	64,534	65,738	7
8	56,293	59,702	63,941	65,594	66,908	68,163	8
9	58,031	61,652	66,102	67,883	69,282	70,587	9
10	59,769	63,601	68,264	70,172	71,655	73,012	10
11	61,804	65,848	70,723	72,758	74,326	75,733	11
12	63,839	68,095	73,181	75,343	76,997	78,455	12
13	65,874	70,341	75,640	77,929	79,667	81,176	13
14	67,908	72,588	78,099	80,515	82,338	83,898	14
15		74,835	80,557	83,101	85,008	86,619	15
16			83,143	85,814	87,806	89,468	16
22	70,367	75,958	85,729	88,527	90,604	92,316	22
27	72,825	77,081	88,315	91,239	93,401	95,165	27
29	75,284	78,205	90,900	93,952	96,199	98,013	29

Appendix L - 2026-2027 Salary Schedule

NORTHWESTERN CERTIFIED SALARY SCHEDULE

2026-2027	BA	BA + 10	MA	MA +10	MA +20	MA +30	2026-2027
0	43,662	45,426	48,045	48,700	49,355	50,228	0
1	45,452	47,434	50,272	51,058	51,800	52,726	1
2	47,242	49,443	52,499	53,416	54,245	55,223	2
3	49,032	51,451	54,726	55,773	56,690	57,721	3
4	50,822	53,459	56,952	58,131	59,135	60,218	4
5	52,612	55,468	59,179	60,489	61,580	62,716	5
6	54,402	57,476	61,406	62,847	64,026	65,213	6
7	56,193	59,485	63,633	65,204	66,471	67,711	7
8	57,983	61,493	65,859	67,562	68,916	70,208	8
9	59,773	63,502	68,086	69,920	71,361	72,705	9
10	61,563	65,510	70,313	72,278	73,806	75,203	10
11	63,659	67,824	72,845	74,941	76,556	78,006	11
12	65,755	70,138	75,378	77,604	79,307	80,809	12
13	67,850	72,452	77,910	80,268	82,058	83,612	13
14	69,946	74,766	80,442	82,931	84,808	86,415	14
15		77,080	82,975	85,594	87,559	89,218	15
16			85,638	88,389	90,441	92,152	16
22	72,478	78,237	88,301	91,183	93,323	95,086	22
27	75,011	79,394	90,965	93,977	96,204	98,021	27
29	77,543	80,551	93,628	96,772	99,086	100,955	29

Appendix M - 2027-2028 Salary Schedule

NORTHWESTERN CERTIFIED SALARY SCHEDULE

2027-2028	BA	BA + 10	MA	MA +10	MA +20	MA +30	2027-2028
0	44,972	46,789	49,487	50,162	50,836	51,736	0
1	46,816	48,857	51,781	52,590	53,355	54,308	1
2	48,660	50,926	54,074	55,019	55,873	56,880	2
3	50,503	52,995	56,368	57,447	58,391	59,453	3
4	52,347	55,064	58,661	59,876	60,910	62,025	4
5	54,191	57,132	60,955	62,304	63,428	64,598	5
6	56,035	59,201	63,248	64,732	65,947	67,170	6
7	57,879	61,270	65,542	67,161	68,465	69,742	7
8	59,723	63,338	67,836	69,589	70,984	72,315	8
9	61,566	65,407	70,129	72,018	73,502	74,887	9
10	63,410	67,476	72,423	74,446	76,020	77,460	10
11	65,569	69,859	75,031	77,190	78,854	80,347	11
12	67,728	72,243	77,639	79,933	81,687	83,234	12
13	69,886	74,626	80,248	82,676	84,520	86,121	13
14	72,045	77,010	82,856	85,420	87,353	89,008	14
15		79,393	85,465	88,163	90,187	91,895	15
16			88,208	91,041	93,155	94,918	16
22	74,653	80,585	90,951	93,919	96,123	97,940	22
27	77,262	81,777	93,694	96,797	99,091	100,962	27
29	79,870	82,969	96,438	99,676	102,059	103,984	29

Appendix N – Supplemental Salary Schedule 2025-2026

25 - 26 Athletic Supplementals

Hired and evaluated by the Athletic Director

	Base $42,390.00	1st year exp		2nd year exp		3rd year exp		5th year exp	
				1.1		1.2		1.25	
		%	Salary	%	Salary	%	Salary	%	Salary
Football									
HS Head		0.15	$6,359	0.165	$6,994	0.18	$7,630	0.1875	$7,948
HS Asst ****		0.09	$3,815	0.099	$4,197	0.108	$4,578	0.1125	$4,769
JH Head (x2)		0.07	$2,967	0.077	$3,264	0.084	$3,561	0.0875	$3,709
JH Asst **		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Boys Basketball									
HS Head		0.15	$6,359	0.165	$6,994	0.17	$7,206	0.1875	$7,948
HS Varsity Assistant		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
HS Asst **		0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
JH Head (x2)		0.07	$2,967	0.077	$3,264	0.084	$3,561	0.0875	$3,709
JH Asst **		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Girls Basketball									
HS Head		0.15	$6,359	0.165	$6,994	0.18	$7,630	0.1875	$7,948
HS Varsity Assistant		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
HS Asst **		0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
JH Head (x2)		0.07	$2,967	0.077	$3,264	0.084	$3,561	0.0875	$3,709
JH Asst **		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Volleyball									
HS Head		0.11	$4,663	0.121	$5,129	0.132	$5,595	0.1375	$5,829
HS Asst **		0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
JH Head (x2)		0.07	$2,967	0.077	$3,264	0.084	$3,561	0.0875	$3,709
JH Asst **		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Track									
HS Head		0.11	$4,663	0.121	$5,129	0.132	$5,595	0.1375	$5,829
HS Asst ***		0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
JH Head		0.07	$2,967	0.077	$3,264	0.084	$3,561	0.0875	$3,709
JH Asst **		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Boys Wrestling									
HS Head		0.11	$4,663	0.121	$5,129	0.132	$5,595	0.1375	$5,829
HS Assistant		0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
JH Head		0.07	$2,967	0.077	$3,264	0.084	$3,561	0.0875	$3,709
JH Assistant		0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649

Girls Wrestling								
HS Head	0.11	$4,663	0.121	$5,129	0.096	$4,069	0.1375	$5,829
HS Assistant	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
JH Head	0.07	$2,967	0.077	$3,264	0.084	$3,561	0.0875	$3,709
JH Assistant	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Boys Soccer								
HS Head	0.11	$4,663	0.121	$5,129	0.132	$5,595	0.1375	$5,829
HS Asst **	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Girls Soccer								
HS Head	0.11	$4,663	0.121	$5,129	0.132	$5,595	0.1375	$5,829
HS Asst **	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Baseball								
HS Head	0.11	$4,663	0.12	$5,087	0.132	$5,595	0.1375	$5,829
HS Asst **	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Softball								
HS Head	0.11	$4,663	0.121	$5,129	0.132	$5,595	0.1375	$5,829
HS Asst **	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Boys Bowling								
HS Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Girls Bowling								
HS Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Boys Golf								
Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Girls Golf								
Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Boys Swimming								
Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Girls Swimming								
Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649

Boys Tennis								
Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Girls Tennis								
Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Cross Country								
Head	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
Asst **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Weight Room per sports season	0.06	$2,543	0.066	$2,798	0.072	$3,052	0.075	$3,179
Cheerleading								
HS Head Football	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
HS Asst Football **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
HS Head Basketball	0.08	$3,391	0.088	$3,730	0.096	$4,069	0.1	$4,239
HS Assistant Basketball **	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
JH Football	0.04	$1,696	0.044	$1,865	0.048	$2,035	0.05	$2,120
JH Basketball	0.04	$1,696	0.044	$1,865	0.048	$2,035	0.05	$2,120
E – Sports								
Head Fall	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Asst Fall	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Head Winter	0.05	$2,120	0.055	$2,331	0.06	$2,543	0.0625	$2,649
Asst Winter	0.03	1272	0.033	1399	0.036	1526	0.0375	1590

Event Manager

Fall	15 events @ $150 per event
Winter	30 events @ $150 per event

* - Number of astericks represents max number of assistants possible

25 - 26 Extra Curricular Supplementals

Hired and evaluated by the Building Principal

	1st year exp		2nd year exp		3rd year exp		5th year exp	
			1.1		1.2		1.25	
	%	Salary	%	Salary	%	Salary	%	Salary
Drama								
HS per Product	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Musical Director								
HS per Product	0.05	2120	0.055	2331	0.06	2543	0.0625	2649
MS per Product	0.05	2120	0.055	2331	0.06	2543	0.0625	2649
ES per Product	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Musical Band Director	0.02	848	0.022	933	0.024	1017	0.025	1060
Musical Choir Director	0.02	848	0.022	933	0.024	1017	0.025	1060
Art								
High School	0.035	1484	0.0385	1632	0.042	1780	0.04375	1855
Middle School	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Band								
Band Director	0.12	5087	0.132	5595	0.144	6104	0.15	6359
Asst Marching Band Director	0.07	2967	0.077	3264	0.084	3561	0.0875	3709
Flag Corps	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Classroom Percussion Instructor	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Choir								
Choir Accompanists	0.06	2543	0.066	2798	0.072	3052	0.075	3179
Music Dept Accompanist (Sem 1)	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Music Dept Accompanist (Sem 2)	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Choir	0.06	2543	0.066	2798	0.072	3052	0.075	3179
Student Council								
High School	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Five/Six	0.02	848	0.022	933	0.024	1017	0.025	1060
Seventh/Eighth	0.02	848	0.022	933	0.024	1017	0.025	1060
Class Advisor								
Senior	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Junior	0.04	1696	0.044	1865	0.048	2035	0.05	2120
Sophomore	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Freshman	0.03	1272	0.033	1399	0.036	1526	0.0375	1590

Clubs

Honor Society	0.025	1060	0.0275	1166	0.03	1272	0.03125	1325
Destination Imagination	0.025	1060	0.0275	1166	0.03	1272	0.03125	1325
Power of the Pen	0.02	848	0.022	933	0.024	1017	0.025	1060
SADD	0.025	1060	0.0275	1166	0.03	1272	0.03125	1325
Ski Club	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Special Wish	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Latin Club	0.02	848	0.022	933	0.024	1017	0.025	1060
Newspaper	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Yearbook	0.05	2120	0.055	2331	0.06	2543	0.0625	2649
Girls on the Run **	0.02	848	0.022	933	0.024	1017	0.025	1060
Unity Club	0.02	848	0.022	933	0.024	1017	0.025	1060
Robotics Club	0.03	1272	0.033	1399	0.036	1526	0.0375	1590
Dept/Grade Chairs/Inst Coaches	0.045	1908	0.0495	2098	0.054	2289	0.05625	2384

Washington DC Trip Chair	400	Pep Band Director	750
Quiz Bowl Advisor	400	Jazz Band Director	550
Resident Education Mentor-Level 1	800	Band Camp (4 positions)	600
Resident Education Mentor-Level 2	400	Marching Band Percussion Inst	3000

1. Steps increase with years of experience in the same position or sport. The superintendent may approve an exemption to the continuous requirement for step advancement.
2. Staff completing more than one supplemental contract will receive 6% incentive of the amount listed above the greater value contract.
3. The number of assistants will be determined by the Athletic Director and Superintendent.
4. Administrators or the Athletic Director will be the only evaluators of coaches. Evaluations must be after a minimum of two (2) observations by the evaluator. Head coaches may give verbal input if requested by the evaluator.
5. Resident education mentors shall receive a stipend for each resident educator he/she mentors.
6. Any coach shifting their role within a program at Northwestern shall continue to advance in steps. This applies to changes like Assistant to Head, MS to HS, HS to MS, Boys to Girls or Girls to Boys. The Athletic Director will decide if the change is within the athletic program or constitutes a change of program. Decisions by the Athletic Director may be appealed to the superintendent.
7. Coaches or teachers who drive the van shall earn the hourly sub rate for bus drivers for the time spent driving, when outside of contracted teacher hours

Appendix O – Supplemental Salary Schedule 2026-2027

26 - 27 Athletic Supplementals

Hired and evaluated by the Athletic Director

	Base $43,662.00	1st year exp		2nd year exp		3rd year exp		5th year exp	
				1.1		1.2		1.25	
		%	Salary	%	Salary	%	Salary	%	Salary
Football									
HS Head		0.15	$6,549	0.165	$7,204	0.18	$7,859	0.1875	$8,187
HS Asst ****		0.09	$3,930	0.099	$4,323	0.108	$4,715	0.1125	$4,912
JH Head (x2)		0.07	$3,056	0.077	$3,362	0.084	$3,668	0.0875	$3,820
JH Asst **		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Boys Basketball									
HS Head		0.15	$6,549	0.165	$7,204	0.17	$7,423	0.1875	$8,187
HS Varsity Assistant		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
HS Asst **		0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
JH Head (x2)		0.07	$3,056	0.077	$3,362	0.084	$3,668	0.0875	$3,820
JH Asst **		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Girls Basketball									
HS Head		0.15	$6,549	0.165	$7,204	0.18	$7,859	0.1875	$8,187
HS Varsity Assistant		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
HS Asst **		0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
JH Head (x2)		0.07	$3,056	0.077	$3,362	0.084	$3,668	0.0875	$3,820
JH Asst **		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Volleyball									
HS Head		0.11	$4,803	0.121	$5,283	0.132	$5,763	0.1375	$6,004
HS Asst **		0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
JH Head (x2)		0.07	$3,056	0.077	$3,362	0.084	$3,668	0.0875	$3,820
JH Asst **		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Track									
HS Head		0.11	$4,803	0.121	$5,283	0.132	$5,763	0.1375	$6,004
HS Asst ***		0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
JH Head		0.07	$3,056	0.077	$3,362	0.084	$3,668	0.0875	$3,820
JH Asst **		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Boys Wrestling									
HS Head		0.11	$4,803	0.121	$5,283	0.132	$5,763	0.1375	$6,004
HS Assistant		0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
JH Head		0.07	$3,056	0.077	$3,362	0.084	$3,668	0.0875	$3,820
JH Assistant		0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729

Girls Wrestling								
HS Head	0.11	$4,803	0.121	$5,283	0.096	$4,192	0.1375	$6,004
HS Assistant	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
JH Head	0.07	$3,056	0.077	$3,362	0.084	$3,668	0.0875	$3,820
JH Assistant	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Boys Soccer								
HS Head	0.11	$4,803	0.121	$5,283	0.132	$5,763	0.1375	$6,004
HS Asst **	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Girls Soccer								
HS Head	0.11	$4,803	0.121	$5,283	0.132	$5,763	0.1375	$6,004
HS Asst **	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Baseball								
HS Head	0.11	$4,803	0.12	$5,239	0.132	$5,763	0.1375	$6,004
HS Asst **	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Softball								
HS Head	0.11	$4,803	0.121	$5,283	0.132	$5,763	0.1375	$6,004
HS Asst **	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Boys Bowling								
HS Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Girls Bowling								
HS Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Boys Golf								
Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Girls Golf								
Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Boys Swimming								
Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Girls Swimming								
Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729

Boys Tennis								
Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Girls Tennis								
Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Cross Country								
Head	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
Asst **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Weight Room per sports season	0.06	$2,620	0.066	$2,882	0.072	$3,144	0.075	$3,275
Cheerleading								
HS Head Football	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
HS Asst Football **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
HS Head Basketball	0.08	$3,493	0.088	$3,842	0.096	$4,192	0.1	$4,366
HS Assistant Basketball **	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
JH Football	0.04	$1,746	0.044	$1,921	0.048	$2,096	0.05	$2,183
JH Basketball	0.04	$1,746	0.044	$1,921	0.048	$2,096	0.05	$2,183
E – Sports								
Head Fall	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Asst Fall	0.03	1310	0.033	1441	0.036	1572	0.0375	1637
Head Winter	0.05	$2,183	0.055	$2,401	0.06	$2,620	0.0625	$2,729
Asst Winter	0.03	1310	0.033	1441	0.036	1572	0.0375	1637

Event Manager

Fall	15 events @ $150 per event
Winter	30 events @ $150 per event

* - Number of astericks represents max number of assistants possible

26 - 27 Extra Curricular Supplementals

Hired and evaluated by the Building Principal

	1st year exp		2nd year exp		3rd year exp		5th year exp	
			1.1		1.2		1.25	
	%	Salary	%	Salary	%	Salary	%	Salary
Drama								
HS per Product	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Musical Director								
HS per Product	0.05	2183	0.055	2401	0.06	2620	0.0625	2729
MS per Product	0.05	2183	0.055	2401	0.06	2620	0.0625	2729
ES per Product	0.03	1310	0.033	1441	0.036	1572	0.0375	1637
Musical Band Director	0.02	873	0.022	961	0.024	1048	0.025	1092
Musical Choir Director	0.02	873	0.022	961	0.024	1048	0.025	1092
Art								
High School	0.035	1528	0.0385	1681	0.042	1834	0.04375	1910
Middle School	0.03	1310	0.033	1441	0.036	1572	0.0375	1637
Band								
Band Director	0.12	5239	0.132	5763	0.144	6287	0.15	6549
Asst Marching Band Director	0.07	3056	0.077	3362	0.084	3668	0.0875	3820
Flag Corps	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Classroom Percussion Instructor	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Choir								
Choir Accompanists	0.06	2620	0.066	2882	0.072	3144	0.075	3275
Music Dept Accompanist (Sem 1)	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Music Dept Accompanist (Sem 2)	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Choir	0.06	2620	0.066	2882	0.072	3144	0.075	3275
Student Council								
High School	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Five/Six	0.02	873	0.022	961	0.024	1048	0.025	1092
Seventh/Eighth	0.02	873	0.022	961	0.024	1048	0.025	1092
Class Advisor								
Senior	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Junior	0.04	1746	0.044	1921	0.048	2096	0.05	2183
Sophomore	0.03	1310	0.033	1441	0.036	1572	0.0375	1637

Clubs

Honor Society	0.025	1092	0.0275	1201	0.03	1310	0.03125	1364
Destination Imagination	0.025	1092	0.0275	1201	0.03	1310	0.03125	1364
Power of the Pen	0.02	873	0.022	961	0.024	1048	0.025	1092
SADD	0.025	1092	0.0275	1201	0.03	1310	0.03125	1364
Ski Club	0.03	1310	0.033	1441	0.036	1572	0.0375	1637
Special Wish	0.03	1310	0.033	1441	0.036	1572	0.0375	1637
Latin Club	0.02	873	0.022	961	0.024	1048	0.025	1092
Newspaper	0.03	1310	0.033	1441	0.036	1572	0.0375	1637
Yearbook	0.05	2183	0.055	2401	0.06	2620	0.0625	2729
Girls on the Run **	0.02	873	0.022	961	0.024	1048	0.025	1092
Unity Club	0.02	873	0.022	961	0.024	1048	0.025	1092
Robotics Club	0.03	1310	0.033	1441	0.036	1572	0.0375	1637
Dept/Grade Chairs/Inst Coaches	0.045	1965	0.0495	2161	0.054	2358	0.05625	2456

Washington DC Trip Chair	400	Pep Band Director	750
Quiz Bowl Advisor	400	Jazz Band Director	550
Resident Education Mentor-Level 1	800	Band Camp (4 positions)	600
Resident Education Mentor-Level 2	400	Marching Band Percussion Inst	3000

1. Steps increase with years of experience in the same position or sport. The superintendent may approve an exemption to the continuous requirement for step advancement.
2. Staff completing more than one supplemental contract will receive 6% incentive of the amount listed above the greater value contract.
3. The number of assistants will be determined by the Athletic Director and Superintendent.
4. Administrators or the Athletic Director will be the only evaluators of coaches. Evaluations must be after a minimum of two (2) observations by the evaluator. Head coaches may give verbal input if requested by the evaluator.
5. Resident education mentors shall receive a stipend for each resident educator he/she mentors.
6. Any coach shifting their role within a program at Northwestern shall continue to advance in steps. This applies to changes like Assistant to Head, MS to HS, HS to MS, Boys to Girls or Girls to Boys. The Athletic Director will decide if the change is within the athletic program or constitutes a change of program. Decisions by the Athletic Director may be appealed to the superintendent.
7. Coaches or teachers who drive the van shall earn the hourly sub rate for bus drivers for the time spent driving, when outside of contracted teacher hours

Appendix P – Supplemental Salary Schedule 2027-2028

27 - 28 Athletic Supplementals

Hired and evaluated by the Athletic Director

	Base	1st year exp		2nd year exp		3rd year exp		5th year exp	
	$44,972.00			1.1		1.2		1.25	
		%	Salary	%	Salary	%	Salary	%	Salary
Football									
HS Head		0.15	$6,746	0.165	$7,420	0.18	$8,095	0.1875	$8,432
HS Asst ****		0.09	$4,047	0.099	$4,452	0.108	$4,857	0.1125	$5,059
JH Head (x2)		0.07	$3,148	0.077	$3,463	0.084	$3,778	0.0875	$3,935
JH Asst **		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Boys Basketball									
HS Head		0.15	$6,746	0.165	$7,420	0.17	$7,645	0.1875	$8,432
HS Varsity Assistant		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
HS Asst **		0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
JH Head (x2)		0.07	$3,148	0.077	$3,463	0.084	$3,778	0.0875	$3,935
JH Asst **		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Girls Basketball									
HS Head		0.15	$6,746	0.165	$7,420	0.18	$8,095	0.1875	$8,432
HS Varsity Assistant		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
HS Asst **		0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
JH Head (x2)		0.07	$3,148	0.077	$3,463	0.084	$3,778	0.0875	$3,935
JH Asst **		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Volleyball									
HS Head		0.11	$4,947	0.121	$5,442	0.132	$5,936	0.1375	$6,184
HS Asst **		0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
JH Head (x2)		0.07	$3,148	0.077	$3,463	0.084	$3,778	0.0875	$3,935
JH Asst **		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Track									
HS Head		0.11	$4,947	0.121	$5,442	0.132	$5,936	0.1375	$6,184
HS Asst ***		0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
JH Head		0.07	$3,148	0.077	$3,463	0.084	$3,778	0.0875	$3,935
JH Asst **		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Boys Wrestling									
HS Head		0.11	$4,947	0.121	$5,442	0.132	$5,936	0.1375	$6,184
HS Assistant		0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
JH Head		0.07	$3,148	0.077	$3,463	0.084	$3,778	0.0875	$3,935
JH Assistant		0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811

Girls Wrestling								
HS Head	0.11	$4,947	0.121	$5,442	0.096	$4,317	0.1375	$6,184
HS Assistant	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
JH Head	0.07	$3,148	0.077	$3,463	0.084	$3,778	0.0875	$3,935
JH Assistant	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Boys Soccer								
HS Head	0.11	$4,947	0.121	$5,442	0.132	$5,936	0.1375	$6,184
HS Asst **	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Girls Soccer								
HS Head	0.11	$4,947	0.121	$5,442	0.132	$5,936	0.1375	$6,184
HS Asst **	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Baseball								
HS Head	0.11	$4,947	0.12	$5,397	0.132	$5,936	0.1375	$6,184
HS Asst **	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Softball								
HS Head	0.11	$4,947	0.121	$5,442	0.132	$5,936	0.1375	$6,184
HS Asst **	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Boys Bowling								
HS Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Girls Bowling								
HS Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Boys Golf								
Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Girls Golf								
Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Boys Swimming								
Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Girls Swimming								
Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811

Boys Tennis								
Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Girls Tennis								
Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Cross Country								
Head	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
Asst **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Weight Room per sports season	0.06	$2,698	0.066	$2,968	0.072	$3,238	0.075	$3,373
Cheerleading								
HS Head Football	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
HS Asst Football **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
HS Head Basketball	0.08	$3,598	0.088	$3,958	0.096	$4,317	0.1	$4,497
HS Assistant Basketball **	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
JH Football	0.04	$1,799	0.044	$1,979	0.048	$2,159	0.05	$2,249
JH Basketball	0.04	$1,799	0.044	$1,979	0.048	$2,159	0.05	$2,249
E – Sports								
Head Fall	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Asst Fall	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Head Winter	0.05	$2,249	0.055	$2,473	0.06	$2,698	0.0625	$2,811
Asst Winter	0.03	1349	0.033	1484	0.036	1619	0.0375	1686

Event Manager	
Fall	15 events @ $150 per event
Winter	30 events @ $150 per event

* - Number of astericks represents max number of assistants possible

27 - 28 Extra Curricular Supplementals

Hired and evaluated by the Building Principal

	1st year exp		2nd year exp		3rd year exp		5th year exp	
			1.1		1.2		1.25	
	%	Salary	%	Salary	%	Salary	%	Salary
Drama								
HS per Product	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Musical Director								
HS per Product	0.05	2249	0.055	2473	0.06	2698	0.0625	2811
MS per Product	0.05	2249	0.055	2473	0.06	2698	0.0625	2811
ES per Product	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Musical Band Director	0.02	899	0.022	989	0.024	1079	0.025	1124
Musical Choir Director	0.02	899	0.022	989	0.024	1079	0.025	1124
Art								
High School	0.035	1574	0.0385	1731	0.042	1889	0.04375	1968
Middle School	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Band								
Band Director	0.12	5397	0.132	5936	0.144	6476	0.15	6746
Asst Marching Band Director	0.07	3148	0.077	3463	0.084	3778	0.0875	3935
Flag Corps	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Classroom Percussion Instructor	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Choir								
Choir Accompanists	0.06	2698	0.066	2968	0.072	3238	0.075	3373
Music Dept Accompanist (Sem 1)	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Music Dept Accompanist (Sem 2)	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Choir	0.06	2698	0.066	2968	0.072	3238	0.075	3373
Student Council								
High School	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Five/Six	0.02	899	0.022	989	0.024	1079	0.025	1124
Seventh/Eighth	0.02	899	0.022	989	0.024	1079	0.025	1124
Class Advisor								
Senior	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Junior	0.04	1799	0.044	1979	0.048	2159	0.05	2249
Sophomore	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Freshman	0.03	1349	0.033	1484	0.036	1619	0.0375	1686

Clubs

Honor Society	0.025	1124	0.0275	1237	0.03	1349	0.03125	1405
Destination Imagination	0.025	1124	0.0275	1237	0.03	1349	0.03125	1405
Power of the Pen	0.02	899	0.022	989	0.024	1079	0.025	1124
SADD	0.025	1124	0.0275	1237	0.03	1349	0.03125	1405
Ski Club	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Special Wish	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Latin Club	0.02	899	0.022	989	0.024	1079	0.025	1124
Newspaper	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Yearbook	0.05	2249	0.055	2473	0.06	2698	0.0625	2811
Girls on the Run **	0.02	899	0.022	989	0.024	1079	0.025	1124
Unity Club	0.02	899	0.022	989	0.024	1079	0.025	1124
Robotics Club	0.03	1349	0.033	1484	0.036	1619	0.0375	1686
Dept/Grade Chairs/Inst Coaches	0.045	2024	0.0495	2226	0.054	2428	0.05625	2530

Washington DC Trip Chair	400	Pep Band Director	750
Quiz Bowl Advisor	400	Jazz Band Director	550
Resident Education Mentor-Level 1	800	Band Camp (4 positions)	600
Resident Education Mentor-Level 2	400	Marching Band Percussion Inst	3000

1. Steps increase with years of experience in the same position or sport. The superintendent may approve an exemption to the continuous requirement for step advancement.
2. Staff completing more than one supplemental contract will receive 6% incentive of the amount listed above the greater value contract.
3. The number of assistants will be determined by the Athletic Director and Superintendent.
4. Administrators or the Athletic Director will be the only evaluators of coaches. Evaluations must be after a minimum of two (2) observations by the evaluator. Head coaches may give verbal input if requested by the evaluator.
5. Resident education mentors shall receive a stipend for each resident educator he/she mentors.
6. Any coach shifting their role within a program at Northwestern shall continue to advance in steps. This applies to changes like Assistant to Head, MS to HS, HS to MS, Boys to Girls or Girls to Boys. The Athletic Director will decide if the change is within the athletic program or constitutes a change of program. Decisions by the Athletic Director may be appealed to the superintendent.
7. Coaches or teachers who drive the van shall earn the hourly sub rate for bus drivers for the time spent driving, when outside of contracted teacher hours

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