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MASTER CONTRACT

between the

LITTLE MIAMI SCHOOL DISTRICT
BOARD OF EDUCATION

and the

LITTLE MIAMI TEACHERS ASSOCIATION

JULY 1, 2025 THROUGH JUNE 30, 2027

TABLE OF CONTENTS

PAGE

ARTICLE 1 – RECOGNITION 1
ARTICLE 2 – DEFINITIONS 2
Days 2
Good Faith 2
Party 2
Teacher 2
Seniority 2
ARTICLE 3 – PROFESSIONAL NEGOTIATIONS PROCEDURE 3
Professional Negotiations Meetings 3
Negotiation Teams 3
Information 4
News Releases 4
Recesses 4
Item Agreement 4
Agreement 4
Impasse 5
ARTICLE 4 – RENEGOTIATIONS 5
ARTICLE 5 – CONTRARY TO LAW 5
ARTICLE 6 – GRIEVANCE PROCEDURE 5
Definitions 5
Grievance Policy 5
Grievance Defined 5
Party of Interest 5
Days 6
Procedure 6
STEP ONE 6
STEP TWO 6
STEP THREE 6
STEP FOUR 6
ARTICLE 7 – ASSOCIATION RIGHTS 7
ARTICLE 8 – PAYROLL DEDUCTION 8
ARTICLE 9 – COOPERATING TEACHERS 11
ARTICLE 10 – SICK LEAVE 11
ARTICLE 11 - SICK LEAVE BANK 12
ARTICLE 12 – NEW PARENT SICK LEAVE DONATION PROGRAM 13
ARTICLE 13 – PERSONAL LEAVE 13
ARTICLE 14 – PRACTICING FAITH LEAVE 14
ARTICLE 15 – NEWBORN INFANT CARE AND ADOPTION LEAVE 14
ARTICLE 16 – JURY/COURT DUTY 15
ARTICLE 17 – PROFESSIONAL LEAVE 15
ARTICLE 18 – ASSAULT LEAVE 16
ARTICLE 19 – PERSONNEL FILE 17
ARTICLE 20 – LENGTH OF SCHOOL YEAR 17
ARTICLE 21 – LENGTH OF SCHOOL DAY 18

ARTICLE 22 – PREPARATION PERIODS 18
Elementary 18
Secondary 19
ARTICLE 23 – TEACHING ASSIGNMENTS 20
Secondary 20
Elementary 20
ARTICLE 24 – VACANCIES, PROMOTION, TRANSFERS 20
Postings 20
ARTICLE 25 – BUILDING LIAISON 21
ARTICLE 26 – DISTRICT LIAISON 22
ARTICLE 27 – BUILDING LEVEL/DISTRICT IMPROVEMENT TEAMS 22
ARTICLE 28 – POLICY AND PROCEDURE HANDBOOK 22
ARTICLE 29 – ATTENDANCE OF TEACHERS' CHILDREN 22
ARTICLE 30 – RESIDENT EDUCATORS 23
ARTICLE 31 – COMPLAINT PROCEDURE 23
ARTICLE 32 – REDUCTION IN FORCE 24
Definition of RIF 24
Procedure 24
Notification 25
Recall Procedures 25
Recall Rights and Responsibilities 25
Termination of RIF 25
ARTICLE 33 – NONRENEWAL 25
ARTICLE 34 – SEQUENCING OF CONTRACTS 26
ARTICLE 35 – EVALUATION PROCEDURE 27
Purpose 27
General Provisions 27
Evaluation Procedure – Teachers on Continuing Contracts 28
ARTICLE 36 – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE 33
ARTICLE 37 – MEDICATION 33
ARTICLE 38 – PROGRESSIVE DISCIPLINE 33
ARTICLE 39 – HIRING RETIREES 34
ARTICLE 40 – TRANSPORTATION REIMBURSEMENT 35
ARTICLE 41 – TUITION REIMBURSEMENT 35
ARTICLE 42 – SEVERANCE PAY 36
ARTICLE 43 – LIFE INSURANCE 36
ARTICLE 44 – VISION, HEALTH AND DENTAL INSURANCE 36
Vision 36
Health 36
Dental 37
ARTICLE 45 – PAY PERIODS 38
ARTICLE 46 – SALARY SCHEDULES 38
MA+20 Column (Hours) 38
Qualifying Hours 38

ARTICLE 47 – SUPPLEMENTAL CONTRACTS/CLASSIFICATIONS 43
Supplemental Review 43
Extended Time 44
ARTICLE 48 – SUMMER SCHOOL/KINDERGARTEN SCREENING COMPENSATION 50
ARTICLE 49 – LENGTH OF CONTRACT 50
APPENDIX A - OBERVATION/EVALUATION FORM 51
APPENDIX B – TUITION REIMBURSEMENT APPROVAL FORM 52
APPENDIX C – ADVISOR/COACH RECOMMENDATION 55
APPENDIX D – STEP TWO GRIEVANCE 56
STEP THREE GRIEVANCE 58
STEP FOUR GRIEVANCE 59

ARTICLE 1 – RECOGNITION

A. The Board of Education of the Little Miami Local School District, hereinafter referred to as the "Board" recognizes the Little Miami Teachers' Association, hereinafter referred to as the "Association", as the exclusive and sole professional negotiations representative for all certificated employees who are under a regular teaching contract, excluding all administrative staff and/or supervisory employees who have the administrative authority to employ, evaluate, transfer, assign, discipline or discharge members of this negotiation unit or have the responsibility to make recommendations thereon.

B. The Association recognizes the Board as the locally elected body charged with the establishment of policy of public education in the Little Miami School District and as the employer of all personnel of this school system under State Law. The Association further recognizes that the Board has the responsibility for the management and control of all the public schools of whatever name or character in the District and is specifically delegated with the responsibility of making the rules and regulations by which the District will be governed as provided in Sections 3313.20 and 3313.47 and 4117 of the *Ohio Revised Code*.

1. Determine matters of inherent managerial policy as provided in the *Ohio Revised Code* which include, but are not limited to, areas of discretion of policy such as functions and programs of the board, standards of school activities, its overall budget, utilization of technology, and the school district organizational structure;

2. Direct, supervise, evaluate or hire employees;

3. Maintain and improve the efficiency and effectiveness of Board operations;

4. Determine the overall methods, process, means and personnel by which school district operations are to be conducted;

5. Discipline, non-renew, demote, terminate for just cause, layoff, recall, transfer, assign, schedule, promote or retain employees;

6. Determine the adequacy of the work force;

7. Determine the overall mission of the school district;

8. Effectively manage the work force in all aspects;

9. Take action to carry out the mission of the school district;

10. Make the rules and regulations by which the students and employees of the Board will be governed.

The exercise of the rights and responsibilities of the Board as set forth herein, the adoption of policies, rules and regulations and practices and the use of judgment and discretion in connection with the implementation of these rights shall be limited only by the specific and express terms of this contract.

C. The Board and the Association agree that the Board shall not be entitled to exercise any management rights which are in conflict with or alter and/or modify an existing provision of this Agreement. The Board shall have the right to implement any management rights not specifically addressed in the collective bargaining agreement provided the Board engages in good faith negotiations over the decision and effects of the implementation of a decision which concerns wages, hours, and other terms and conditions of employment.

Negotiations shall commence and be completed within seventeen (17) working days, or within the timeframe mutually agreed to by the parties, after the Board's request to the Association to engage in good faith negotiations. Additionally, the negotiations' teams shall consist of four (4) individuals and labor relations consultant, including the parties' consultant.

In the event an agreement cannot be reached between the Board and the Association regarding the issue, the Board may implement its decision. However, the Association may, at its discretion, proceed to binding arbitration in accordance with Article 6 to appeal the Board's exercise of its decision. In the event an arbitrator should find that the Board's implementation failed to follow the process set forth in this provision, is inconsistent with Article 1, Section B, or is arbitrary, capricious, unreasonable, discriminating, or retaliatory, the arbitrator may find for the Association and return the parties to the status quo that existed prior to the Board's implementation; with all other appropriate remedies.

D. Nothing in this document shall prohibit any certificated employee from presenting views to the Superintendent or to the Board in accordance with established procedure. Professional negotiation, however, shall be conducted according to this document.

ARTICLE 2 – DEFINITIONS

A. Days– Refers to calendar days unless otherwise indicated.

B. Good Faith– The willingness to consider, propose, make concessions and counterproposals in an effort to reach a mutually agreed position on matters which are negotiable. The unwillingness of one or the other party to change its position shall not constitute bad faith.

C. Party– Shall be construed to mean the Association's and the Board's appointed members of the negotiating team.

D. Teacher– Shall refer to members of the bargaining unit as defined in Article 1, Section A above.

E. Seniority– Continuous years of service with the District, commencing with the most recent date of employment. Approved leaves of absence shall not count towards seniority, but shall not constitute a break in service.

If seniority is equal for two or more teachers the following shall be used when there is a need to break the tie:

1. The initial date of employment with the Board, as reflected by Board minutes.
2. If date of employment is the same, the tie shall be broken by

a. Application Date (if available)
b. Sub Service
c. Coin flip

ARTICLE 3 – PROFESSIONAL NEGOTIATIONS PROCEDURE

A. Items proposed for professional negotiations shall be submitted no later than ninety (90) days prior to the expiration of the contract, by the President of the Association to the Superintendent, or by the Superintendent to the President of the Association.

1. The initiating party shall include the following:
   a. Date of request
   b. List of items being submitted for negotiation
   c. Person to contact

2. The receiving party shall respond and include the following:
   a. Date of response
   b. Acknowledgement of receipt of professional negotiations request
   c. List of items the receiving party wishes to submit for negotiation
   d. Person to contact

B. Professional Negotiations Meetings

1. The parties shall meet at a time and place as established under Section A of this Article for the first negotiation meeting which shall be no later than fifteen (15) days after the request to open negotiations, or at a later date by mutual agreement of both parties. A time, place and date for the next session shall be established before concluding the first and each successive professional negotiation meeting.

2. Specific proposals shall be exchanged by the parties at the first meeting unless otherwise mutually agreed. The party requesting negotiation shall present and explain its specific proposals first. The other party will then present and explain its proposals. Subsequently, no new proposals shall be considered unless otherwise mutually agreed.

3. The overall agenda shall be as mutually developed by the parties and may be altered by mutual agreement.

4. The agenda for the subsequent meeting shall be determined at the end of each meeting.

5. All meetings will be scheduled after school hours so as not to interrupt the contractual teaching duties of the members of the bargaining team, unless otherwise mutually agreed.

C. Negotiation Teams

1. Each party shall have up to six (6) representatives on its team. Each team shall designate a spokesperson.

2. Each party may have no more than three (3) people to act as observers or consultants. The observers or consultants shall not participate in the negotiation discussions unless mutually agreed. Formal presentations may be made by consultants on specific items under discussion provided notice is given the day prior to the meeting naming the person who will make the presentation and the subject of the same. Additional special consultants may be called upon to make formal presentations with the mutual agreement of the parties.

D. Information

The designated representative of the Board and the Association agree to make available to each other upon reasonable request and in reasonable time, all available public information pertinent to the matter or matters then under negotiation.

E. News Releases

1. No information pertinent to matters then under professional negotiations shall be given or released to the public during professional negotiations without approval of all parties hereto until all procedures provided by this document are exhausted.

2. If impasse is reached, the parties may mutually agree to issue a joint news release stating that the parties are at an impasse.

F. Recesses

Either group shall have the right to recess for independent caucus at any time. Caucuses shall be of reasonable length.

G. Item Agreement

As negotiation items receive tentative agreement, they shall be reduced in writing and initialed by each party. As items are tentatively agreed to and initialed by the bargaining items, such items will be binding on each party's bargaining team subject to final ratification by the Association and the Board.

H. Agreement

When an agreement is reached through negotiations, the outcome will be reduced in writing signed by the spokesperson of each negotiating team and submitted to the Association's membership for ratification and the Board for its consideration and will not become effective until ratified and approved by both parties.

The results of the ratification vote by the Association's membership shall be communicated to the Board by the President of the Association. Upon receipt of notification that the Association has acted upon the tentative agreement, the Board shall consider the approval or non-approval of the tentative agreement no later than its next regular Board meeting.

If the agreement is ratified and approved by both the Association and the Board, it shall be implemented in the same manner as any other official action of the Board.

I. Impasse

1. If an agreement has not been reached after forty-five (45) days from the first meeting between the bargaining teams, then either party may declare that an impasse existed any time after that date. When a party declares impasse, the two parties shall jointly request the appointment of a federal mediator from the Federal Mediation and Conciliation Service. The bargaining team shall meet with the mediator in an effort to resolve negotiations. In the event an agreement has not been reached within forty-five (45) days of the parties' first meeting of the mediator, then the impasse procedure shall be deemed to have been completed. After these procedures have been completed each party may exercise all of its legal options.

2. It is agreed that this impasse procedure supersedes and replaces the impasse procedure in Chapter 4117 of the *Ohio Revised Code*.

ARTICLE 4 – RENEGOTIATIONS

If mutually agreed to by the parties, the contract or any part thereof may be renegotiated prior to the contract's expiration date. Negotiation shall begin within ten (10) days of the agreement to renegotiate on those specific items mutually agreed to reopen.

ARTICLE 5 – CONTRARY TO LAW

If any provisions of this document shall be found contrary to law, then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions thereof shall continue in full force and effect for the term of the contract.

ARTICLE 6 – GRIEVANCE PROCEDURE

A. Definitions

1. Grievance Policy – The Board and the Association recognize that in the interest of effective personnel management, a procedure is necessary whereby teachers can be assured of a prompt, impartial and fair resolution of a grievance. Such procedure shall be available to all teachers and no reprisals of any kind shall be taken against any teacher initiating or participating in the grievance procedure.

2. Grievance Defined – A grievance is a complaint or violation, misapplication or misinterpretation of the contract.

3. Party of Interest– The lodging of any grievance shall be the right of the individual teacher and/or the Association. A single grievance may be lodged on behalf of two (2) or more teachers where the relief sought is similar for each teacher.

4. Days – For this provision, days shall be defined as actual working days.

B. Procedure

1. STEP ONE – Any teacher having a grievance shall first discuss such grievance with his/her immediate supervisor. A supervisor shall be defined as the person in authority with respect to the particular grievance.

2. STEP TWO – If the discussion does not resolve the grievance to the satisfaction of the teacher, such teacher shall have the right to lodge a written grievance with the building principal. Such grievance must be lodged within twenty-five (25) days following the teacher's awareness of the act or condition which is the basis of said grievance. The written grievance shall contain a concise statement of the facts upon which the grievance is based. A copy of such grievance shall be filed with the Superintendent and President of the Association by the grievant. The teacher shall be advised in writing of the time, place and date of his/her hearing with the principal which shall be within ten (10) days of the receipt of the request by the principal.

   The building principal shall take action on the written grievance within ten (10) days after the hearing with the teacher. The action shall be reduced to writing and copies sent to the teacher, Association, and the Superintendent. The teacher may be represented by a member of the local Association at Steps One and Two.

3. STEP THREE – If the action taken by the building principal does not resolve the grievance to the satisfaction of the teacher, such teacher may appeal in writing to the Superintendent. Failure to file such appeal within ten (10) days from receipt of the written memorandum of the principal's action on said grievance shall be deemed a waiver of the right to appeal. A hearing shall be conducted by the Superintendent within ten (10) days after the receipt of the request. The teacher shall have the right to be represented at such hearing by a representative of the Association.

   The Superintendent shall take action on the appeal of the grievance within ten (10) days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the teacher, building principal and the Association.

4. STEP FOUR – If the action taken by the Superintendent does not resolve the grievance to the satisfaction of the teacher and the Association, the Association may appeal in writing for arbitration. The Notice of Arbitration shall be sent to the Superintendent with a copy to the Treasurer within ten (10) days from receipt of the written response. However, the parties may agree to use mediation through the Federal Mediation and Conciliation Service prior to any arbitration hearing. The Association and the Board agree to share any mediator charges and expenses equally.

   If mediation does not resolve the grievance, an arbitration hearing shall be scheduled with one of the following arbitrators:

   1. Michael Paolucci
   2. David Stanton
   3. Daniel Zeiser

Assignment of grievances/arbitrations shall be made on a continuous rotating basis among the three (3) above mentioned arbitrators. In the event that an arbitrator is unable to remain on the list, the parties shall meet to mutually agree on a replacement.

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

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

The arbitrator shall expressly confine him/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue not so submitted. Additionally, the arbitrator shall have no power to alter, add to, modify or subtract from the terms of this agreement.

The arbitrator has the authority to determine arbitrability if such an issue exists. The Board must raise the issue of arbitrability fifteen (15) days after receiving notice from the Association of its intent to proceed to arbitration. Such notice shall include a motion of supporting memorandum submitted to both the Association and the arbitrator. The Association shall have fifteen (15) days in which to file a response to the Board's memorandum to both the Board and the arbitrator. The arbitrator shall make a ruling on the arbitrability issue prior to hearing the grievance.

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

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

The ruling of the arbitrator shall be binding.

Arbitrator's expenses and fees shall be paid by the unsuccessful party in the arbitration proceeding. However, the arbitrator shall also have the authority to prorate the arbitration expenses and fees between the parties based upon his discretion.

ARTICLE 7 – ASSOCIATION RIGHTS

A. There will be no reprisals of any kind taken against any teacher by reason of his/her membership or non-membership in the Association or participation in any of its legal activities.

B. If negotiations meetings or impasse hearings between the Board and the Association are scheduled during the school day, members of the Association's negotiating team will be relieved of all regular duties without loss of pay or leave penalty, as necessary, in order to permit their participation in such meetings.

C. Representatives of the Association will have access to the schools in accordance with Board policies and procedures before and after the normal school day or while a teacher is on lunch break provided such presence does not interfere with teachers during their regularly scheduled classes and planning periods.

D. Upon request, the Association will be provided a copy of all regularly prepared public information in accordance with Revised Code 149.43.

E. The Association will be given notice of meetings in accordance with Revised Code 121.22. A copy of the official agenda, including all attachments, and minutes of the meeting, as permitted by law, will be given to the Association President on the Monday prior to said meeting.

F. Upon request and if available, the Association shall be permitted to utilize District buildings without cost during the hours of 6:00 A.M. to 8:00 P.M., Monday through Friday, for Association meetings. All other use of District buildings shall be in accordance with the District facilities use policy.

G. There will be one bulletin board of appropriate size for partial use of the Association in the faculty lounge in each school building for the purpose of displaying notices, circulars and other such material.

H. The Association will have the right to use the inter-school mail system and electronic mail to distribute material, provided a copy of the material is given to the principal and Superintendent simultaneously with the placement in the teachers' mailbox.

I. The Association will be provided the names and addresses of all new teachers. Additionally, the Association shall be provided at least ninety (90) minutes to meet with the new teachers during their initial orientation meeting with the administration.

The Association shall be provided time on the agenda to meet while all teachers are assembled at the start of the school year.

J. The Association shall be granted a maximum of twelve (12) days per year for representatives to attend the OEA Representative Assembly or for the President or his/her designee to attend to other Association business. None of these days granted can be charged against personal leave.

ARTICLE 8 – PAYROLL DEDUCTION

Note: The Parties understand that charging a fair share fee is contrary to law in accordance with the Supreme Court of the United States' *Janus* decision. If, in the future, a fair share fee becomes legally permissible, a fair share fee shall regain full force and effect.

A. The Board shall provide for the following payroll deductions:

1. United Education Profession (UEP) dues/Fair Share Fee
2. Political Contributions
3. Tax sheltered annuities

4. One Credit Union

5. Any teacher paid insurance premiums

6. STRS

B. The Board agrees to deduct from the salaries of the teachers, dues for the Association and to transmit the monies promptly to the Treasurer of the Association. A teacher desiring annual dues deduction shall request same in writing and submit a payroll deduction authorization to the Treasurer by October 1 of each school year. It is understood that such authorizations may be revoked by said teacher upon giving of written notice to the Board. The deductions will be made once a month in nine (9) installments beginning with the last payroll check in October of the school year.

C. Dues deduction authorization may be revoked by a current member by October 1st of each school year. Authorization not revoked during said period shall continue for a successive period of one (1) year. Written notice of revocation shall be submitted to the Board and the Association Treasurer.

D. Fair Share Fee

1. Payroll Deduction Of Fair Share Fee – The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Association, a fair share fee for the Association's representation of such nonmembers during the term of this contract. No nonmember filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.

2. Notification Of The Amount Of Fair Share Fee – Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 of each year during the term of this contract for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

3. Schedule Of Fair Share Fee Deductions

a. All Fair Share Fee Payers – Payroll deduction of such fair share fees shall begin at the second payroll period in January except that no fair share fee deductions shall be made for bargaining unit members employed after December 31 until the second paycheck, which period shall be the required probationary period of newly-employed bargaining unit members.

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

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

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

6. Entitlement To Rebate – Upon timely demand, nonmembers may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

7. Indemnification Of Employer – The Association, on behalf of itself and the OEA and NEA, agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:

   a. The Board shall give a ten (10) day written notice of any claim made or action filed against the employer by a nonmember for which indemnification may be claimed;

   b. The Association shall reserve the right to designate counsel to represent and defend the employer;

   c. The Board agrees to: (1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding: (2) permit the Association or its affiliates to intervene as a party if it so desires, and/or (3) to not oppose the Association or its affiliates' application to file briefs amicus curiae in the action;

   d. The Board acted in good faith compliance with the fair share fee provision of this agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or misapply such fair share fee provision herein.

   For those electing, membership, deductions will be made once a month in eight consecutive installments beginning the second pay in October and continuing the second pay of each month for each school year.

E. Tax Sheltered Annuities

1. Payroll deduction for tax-sheltered annuities shall be made available upon request.

2. A minimum of five (5) teachers requesting a deduction from the same annuity company will be necessary before deductions will be made. A teacher's annuity will not be

discontinued; however, if prior to July 1, 1993, there were less than five (5) participants with the same annuity company.

3. A teacher may change annuity companies only one (1) time during a school year.

ARTICLE 9 – COOPERATING TEACHERS

A. When a college/university assigns a student to the District for a field experience, any compensation/benefit provided to the District as a result of said placement will be provided to the member/s to which the student was assigned. The District shall make required deductions such as applicable taxes and Employer and Employee STRS contributions from said compensation.

ARTICLE 10 – SICK LEAVE

A. The *Ohio Revised Code* grants one and one-fourth (1-1/4) days of sick leave per month. New teachers have available five (5) days any time during the first four (4) months; at the end of the fifth (5th) month and each month thereafter, one and one-fourth (1-1/4) additional days are earned. The cumulative total after being under continuous contract for twelve (12) months will be fifteen (15) days. Paid sick leave shall be allowed for a period not to exceed an accumulated sick leave account. A teacher may appeal to the Board in writing through the Superintendent for special consideration for additional sick leave because of extreme hardship.

B. Sick leave will be granted for the following circumstances: personal illness, injury, pregnancy, paternity, exposure to contagious diseases which could be communicated to others, for absence due to illness, injury or death in the teacher's immediate family. In the case of maternity, up to thirty (30) days of sick leave in the case of traditional delivery, or forty (40) days of sick leave in the case of cesarian delivery may be utilized within the first twelve (12) weeks following the birth, a non-birth parent may utilize up to fifteen (15) sick leave days within the first twelve (12) weeks following the birth.

C. All doctor and dental appointments shall be scheduled outside a teacher's regular working hours, whenever possible.

D. The immediate family shall be defined as:

1. Spouse, parents, parents-in-law, children, grandparents.

2. Grandchildren, or any other person, when the teacher is the legal guardian.

3. Grandchildren, sisters, brothers, sisters-in-law, brothers-in-law due to life threatening illness or in the event of death.

4. Any other person living in the teacher's household.

5. Aunt, uncle, niece, nephew, cousin in the event of death. Usage of sick leave shall be restricted to three (3) days for each event to attend to the funeral, etc.

E. Nothing herein limits the authority of the Board to administer the sick leave provisions in accordance with 3319.141 of the *Ohio Revised Code.*

F. Sick leave accumulation shall be unlimited.

G. After seven (7) consecutive days of sick leave, or more than ten (10) days nonconsecutive in a contract year, a teacher may be required to provide written verification of such usage from his/her physician/medical provider.

H. Attendance Recognition: Any teacher who uses two (2) or less days of combined personal and sick leave during a semester shall receive with the second paycheck following the last day of the semester, $175. Such check will be in recognition of good attendance.

ARTICLE 11 - SICK LEAVE BANK

A. The purpose of a Sick Leave Bank is to provide additional days to a teacher who has experienced an accidental catastrophic injury, major surgery or serious illness to him/herself or his/her spouse or dependent child and has exhausted all personal leave days, accumulated sick leave, advancement of sick leave and is not eligible for disability retirement under STRS. The Sick Leave Bank may not, however, be used due to illness/disability of a routine pregnancy.

B. Prior to October 1 of each school year, a teacher may notify the treasurer of their intent to waive participations in the sick leave bank. A teacher who does not waive his/her participation shall activate his/her participation in the Sick Leave Bank by contributing one (1) day of his/her accumulated sick leave. Contribution of a sick leave day to the Sick Leave Bank does not count against the contributing teacher's attendance. After this initial enrollment, an additional one (1) day will automatically be deducted from the teacher's accumulated sick leave during the month of October of each year and in accordance with Article 9, D below. Membership and subsequent deductions shall be continuous unless the teacher notifies the Treasurer's office, in writing, prior to October 1 that he/she cancels his/her membership.

C. A teacher must be an active participant in order to be eligible to receive sick leave days from the bank.

D. Deductions from members shall be continuous as stated above until the bank exceeds 450 days. Subsequent deductions shall occur only when the bank falls below 450 days. In the event the bank exceeds 900 days, one sick day shall be returned to all current participants in the bank program.

E. The maximum number of days that a teacher can receive for one (1) illness is sixty (60) days from the bank. The maximum number of days that a teacher can receive in total from the bank is ninety (90).

F. A Sick Leave Bank Committee consisting of a representative appointed by the Association and a representative appointed by the Board who shall oversee the functions of the Sick Leave Bank, including the approval and/or disapproval of all requests. The decisions of this committee shall be final and shall not be subject to the grievance procedure in Article 6.

ARTICLE 12 – NEW PARENT SICK LEAVE DONATION PROGRAM

A. A bargaining unit member who has exhausted all personal leave and accumulated sick leave and has become a parent may apply to the Sick Leave Bank Committee for sick leave donations. The requesting member may request/be granted a total of not more twenty (20) days for the mother, to be taken on the contract days immediately following birth. Multiple births from the same pregnancy shall be counted as one birth.

B. Upon receipt of the application, the Sick Leave Bank Committee shall notify all bargaining unit members that there has been a request of sick leave donation and the name of the individual requesting leave.

C. Each bargaining unit member who wishes to donate may notify the Sick Leave Bank Committee of their intent to donate up to three (3) days of sick leave.

D. The Sick Leave Bank Committee will provide a list to the Treasurer of members with number of days each intends to donate. Members will be listed in the order in which their intent to donate was received.

E. Upon receipt of the information, the Treasurer shall verify, in order, that each donor has the requisite number of days accrued, and if so, deduct those days from the donor and credit the days to the account of the requesting member. Donations will end either when the list is exhausted or a total of twenty (20) days, has been reached.

F. The Treasurer will notify each donor of how many days were transferred from the donor to the applicant.

G. This provision shall not be subject to the grievance procedure.

ARTICLE 13 – PERSONAL LEAVE

A. Three (3) personal days shall be provided each contract year. All days shall be unrestricted requiring no explanation or reason except for the limits in B in this article.

B. Personal leave may not be used on the day immediately preceding or following Thanksgiving Break, Winter Break, Spring Break, on a day of in-service, on the first or last day of the school year, or on parent-teacher conference, or on make-up days that have been established in the school calendar, except under unusual circumstances at the sole discretion of the Superintendent. Except for the case of legitimate emergencies, no more than 10% of the teachers in a building can use a personal day at one time. Personal leave requests that are not approved within five (5) school days shall be considered approved.

C. Except in cases of an emergency, a request for personal leave shall be made three (3) school days in advance.

D. Conversion

Up to six (6) personal leave days which are not used during the school year may, at the member's option, be converted to sick leave by August 1 of each school year if the member requests said conversion by May 31. In cases of retirement, said conversion shall occur prior to the issuance of severance pay. Conversions will be completed by August 1 annually.

E. Carry Over

In the event a member's personal leave is not exhausted at the end of the school year, not more than three (3) personal days will be carried over from one year to the next unless conversion to sick leave or payout have been requested. Carry over will provide a maximum of six (6) days available for use in any school year.

In the event a member has more than three (3) personal days remaining at the end of the school year, all days over three (3) shall be converted to sick leave unless payout has been requested. Conversions and carry overs will be completed by August 1.

F. Payout

Personal leave days may be converted to cash at a rate of $300.00 per day.

A member must indicate on the form provided by the Treasurer's office no later than May 31, concerning their intentions for earned but unused personal leave. In the event the member does not identify his/her intention, the unused personal leave shall carry over in accordance with Item D.

ARTICLE 14 – PRACTICING FAITH LEAVE

Any member may flex up to two (2) days for religious holidays observed by his/her established religious faith for which the school calendar does not already provide time off. The flex day(s) shall be worked by the member as an alternative assignment on a mutually agreed upon non-contractual day. These days shall not be considered personal days or sick leave. Notice of intent to use practicing faith leave must be made in writing to the Human Resources Director by September 1 of the current school year and must include the date and nature of the religious holiday being observed and the alternative date the member will work. The member will key into and out of the building as documentation for fulfilling the alternative workday.

In the event that 10% of members in one building request practicing faith leave for the same day, leave will be granted in the order of request to the first 10%.

ARTICLE 15 – NEWBORN INFANT CARE AND ADOPTION LEAVE

A. Unpaid newborn infant care or adoption leave shall be granted to a teacher for up to two (2) semesters. Extensions may be granted at the discretion of the Board. Teachers shall submit a request in writing for such leave not later than forty-five (45) days prior to the requested leave date. In the case of adoption leave, the teacher shall give the Superintendent as much notice as possible of the actual date of receiving the child. All notices will include the date the teacher requests to return to work.

B. Upon return from leave, the teacher shall resume his/her former position. Under unusual circumstances, such as shifts in enrollment or class offerings, the teacher may be assigned to a similar position for which he/she is qualified.

C. During said leave the teacher may exercise the option of maintaining group insurance coverage. The Board and teacher shall continue with payment for the premiums in accordance with Article 42 for a twelve (12) week period inclusive of any sick leave usage (i.e., a teacher uses six (6) weeks of sick leave, the Board shall continue sharing premium payments for an additional six (6) weeks). If the teacher's leave is for longer than twelve (12) weeks, he/she shall assume full premium payment for the remainder of the leave.

D. If, prior to the date set for the initiation of newborn infant care leave, the Superintendent believes that a female teacher is medically unable to perform adequately as a result of pregnancy, the Superintendent may require the teacher to submit certification from her physician attesting to her ability to continue working. The teacher may return to service after the termination of her pregnancy upon providing the Superintendent with a medical certificate from her physician stating that she is able to resume her duties.

E. The Board recognizes that the granting of unpaid newborn infant care leave does not preclude a pregnant teacher from also exercising her statutory rights to sick leave in accordance with the statutory law of Ohio.

ARTICLE 16 – JURY/COURT DUTY

In the event a teacher is selected for jury duty or subpoenaed as a witness in a school-related matter, the Board shall pay the teacher's regular salary.

ARTICLE 17 – PROFESSIONAL LEAVE

A. Teachers shall complete an application for attendance at a professional meeting and submit same to the principal at least two (2) weeks prior to the date of the meeting. Professional leave may be granted individually to teachers at their initiation to attend meetings such as visitations to other schools, conferences, workshops and seminars which are directly related to his/her teaching assignment unless the appropriated funds per this Article are exhausted. A written approval or rejection will be returned to the applicant.

The Board shall appropriate at least $30,000 for professional leave per year. Reimbursement may not be provided if appropriated funds are exhausted. Any funds remaining at the end of a school year shall be rolled over to the next year.

A report of professional leave use related to the expenditure of these funds will be provided quarterly to the Little Miami Teachers Association President until the fund is exhausted.

B. Attendance is limited to one (1) teacher from a department or building at any one (1) meeting except as otherwise approved by the Superintendent, or his/her designee. Preference shall be given:

1. To teachers who have not previously attended such meetings;

2. To curriculum areas identified by the building level improvement teams;

3. To workshops that clearly focus on a specific discipline, curriculum area and the pursuit of best practices.

C. When the Board approves attendance at professional meetings for teachers, the Board will reimburse the teacher at the rate established by the IRS for each mile for travel, if the teacher drives his/her automobile. When more than one teacher per building or department is approved for professional leave to the same conference/meeting the Board will reimburse one (1) driver for every four (4) teachers. If the teacher uses other forms of commercial transportation, the Board will pay the cost at its discretion.

D. The Board will also pay the conference rate for a hotel/motel room on the basis of two (2) teachers of the same gender sharing a room, and $50.00 a day meal allowance per teacher. Deviations from these amounts must be approved by the Superintendent and the Board. Total daily reimbursement, including meals, room, and mileage will not exceed $150.

E. Expenses incurred shall be itemized with receipts attached and presented to the Treasurer on a form provided by the Treasurer for payment. Gratuities will not be reimbursed.

F. Attendance at professional meetings may be authorized by the Superintendent/or designee in accordance with the fund limitations of the school budget.

G. Following the attendance of such workshops/leave the teacher may be required to make a presentation to the staff at a faculty meeting, department meeting or in-service. The teacher may also elect to develop an applied lesson plan to be replicated for other teacher's use. CEUs may be provided to a teacher electing to develop the lesson plan in accordance with state licensure guidelines and the local professional development committee.

ARTICLE 18 – ASSAULT LEAVE

A. In accordance with *Ohio Revised Code* 3319.143, the Board shall grant up to a maximum of ten (10) days assault leave to any teacher who is absent due to a physical disability resulting from an assault which occurs in the course of Board employment. Such teacher will be maintained on full pay status during the period of such absence and such leave shall not be charged against the teacher's earned or earnable sick leave.

B. In accordance with the *Ohio Revised Code* 3319.143, the Board shall require a teacher to furnish a signed statement on forms provided by the Board to justify the use of assault leave. If medical attention is required, a certificate from a licensed physician shall no longer be required. Instead, a note from a licensed physician stating the nature of the disability and its duration is required.

C. Under extremely unusual circumstances involving serious injury the ten (10) day limitation may be extended as medically necessary.

D. Upon request of the Superintendent, a teacher shall file a police report regarding the nature of the assault and provide a copy of the report to the Superintendent. Upon filing of a police report, the administration shall initiate disciplinary actions against the perpetrator, if applicable.

E. The intent of this language in no way restricts a teacher's right to any legal redress the teacher deems necessary.

ARTICLE 19 – PERSONNEL FILE

A. A teacher's official personnel file shall be maintained in the Central Office. Upon request by the teacher and with prior arrangements made with the Human Resource Department staff, the teacher may review the file in the presence of the Human Resource Department staff.

B. 1. Routine employment materials and any commendation shall be placed in a teacher's personnel file with a dated stamp of the date the item was placed in the file.

2. Reprimands, disciplinary reports or other adverse personnel documents shall require the signature of the teacher in whose file the entry is being made and signature of the administrator placing information in the file. If the teacher refuses to sign the material, it shall be placed in the file with a notation indicating the teacher refused to sign it.

C. Upon request, copies of material contained in the file shall be provided the teacher at his/her expense.

D. Teachers shall have the right to attach a written response, within thirty (30) work days of receipt, to any material in the file.

E. Reprimands/disciplinary reports, except material which pertains to improper conduct with students, which have been included in a teacher's file, shall be removed after three (3) years upon the teacher's request if no material of a similar nature has been placed in the file during that time.

F. Unsigned letters or complaints will not be placed in a teacher's official file until the complaints are substantiated.

G. Teachers may submit letters of merit or awards through the principal to be placed in his/her official file.

H. Any record or reference to a liability claim shall not be made a part of a teacher's file unless the claim is substantiated through a court of law, acknowledgement by the teacher, or settlement of the claim by the insurance company.

ARTICLE 20 – LENGTH OF SCHOOL YEAR

A. The teacher's contractual school year shall consist of one hundred eighty-five (185) workdays. Contractual non-student days shall be scheduled as follows:

1. Up to five (5) days during the school year will be used for in-service, staff-development, or preparation.

2. One (1) day at the beginning of the school year will be used for teacher classroom preparation. If needed, building staff meeting may be held for one (1) hour during the day.

3. One (1) day at the end of first semester will be used for record keeping. If needed, building staff meeting may be held for one (1) hour during the day.

4. One (1) day at the end of the school year will be used for teacher record keeping and staff checkout. If needed, building staff meeting may be held for one (1) hour during the day.

5. Two (2) district assigned days (Examples RIMPS, PSW, IEPS, meetings)

B. On any non-student day, staff will be provided with a 75-minute period for lunch/and or planning combined.

C. When Opening Professional Activities, such as parent meetings and open house/curriculum nights for parents are scheduled outside regular work hours, members' in-service day will be flexed so as to meet the required seven and one-half (7½) hour workday time.

D. Teachers newly hired with the Little Miami Local School District shall be required to work two (2) additional days in the teachers' first year of employment. The two (2) days will be scheduled the week prior to the start of the contract year and will be utilized for orientation and professional development. The Association will be provided ninety (90) minutes during orientation to present new hire information.

E. In-service days shall be scheduled and announced before the first day of the school year. During in-service days teachers shall attend District or building level in-service activities as established by the Building and District Improvement Teams. If the activities are not appropriate for an individual teacher, alternate options shall be developed with mutual agreement between the teacher and principal.

ARTICLE 21 – LENGTH OF SCHOOL DAY

The length of the school day shall not exceed seven and one-half (7-1/2) hours including a scheduled lunch period of thirty (30) minutes of duty-free duration. Staff meetings and curriculum meetings will be included in the normal school day whenever possible.

ARTICLE 22 – PREPARATION PERIODS

A. Elementary

1. All elementary teachers shall be provided with at least two hundred (200) minutes per week for preparation.

2. All elementary teachers shall receive a daily preparation period of at least forty (40) continuous minutes, or the amount of time equal to special classes, whichever is greater, scheduled during the student instructional day. However, there will likely be instances due to scheduling conflicts and the growth in the District when it is not possible to provide the required planning time during the student day. In such cases, said teachers will be assigned the required amount of planning time outside the student instructional day, but within the 7.5 hour working day.

3. A regular classroom teacher's preparation period may include, but not be restricted to, the time when students are scheduled for art, music, physical education and library.

B. Secondary

Middle School and high school teachers shall have a daily planning period equal to one (1) class period in length. If a block schedule is implemented during the term of this agreement, the parties agree to negotiate the effects of said implementation.

C. Teachers shall not be asked to substitute during their preparation periods except in emergencies. When such a need occurs, teachers will be asked to substitute on an equitable basis.

D. The Building Advisory Committee will periodically review and work to minimize times that teachers are required to attend meetings during their planning period.

E. Internal Substitution

1. When events scheduled by the Board and/or administration require a member to be away from his/her teaching assignment, an attempt will be made to provide a substitute for his/her class periods.
2. Teaching staff may be required to cover for an unavailable teaching staff member during his/her planning time. Teachers will not be required to substitute except in accordance with this provision.
3. When enough substitute teachers are not available, the District may seek volunteers from the regular contracted teachers to either substitute for an unavailable teacher or to temporarily absorb some or all of an unavailable teacher's class into their existing class. In the event of not being able to staff with a volunteer, the District may assign internal substitute coverage on a rotating basis.
4. Teachers providing period substitution or class absorption coverage when a substitute is not able to be secured will be paid as follows.
    a Classroom teachers in grades PK through 12 shall receive curriculum rate per period when covering class periods when a substitute is not available and the teacher is not provided his/her planning period.
    b Elementary teachers, grades K-5 shall receive a duty increase of pay in the amount of $12 per additional student per day when absorbing students from a regular core class.
    c Teachers substituting in special subject area classes shall receive curriculum rate per day when a substitute is not available.
    d Specials area teachers may be reassigned to substitute as a last resort and will be assigned on a rotating basis.

ARTICLE 23 – TEACHING ASSIGNMENTS

A. Teachers will be notified by the Superintendent or his/her designee of next year's tentative teaching assignment at the end of the school year. If changes are necessary, teachers shall be notified at least ten (10) days prior to the start of school, except in unusual circumstances.

It is understood that due to resignations, program development or course changes created by the State Department that some later assignments may be made.

B. Secondary. The high school and middle school principals will use the following guidelines in developing and assigning teachers to their teaching schedules:

1. Separate teacher subject assignments and preparations, exclusive of study halls and activity-type classes as prescribed in the Minimum Standards for Ohio High Schools, will be limited to three (3) per day each semester, whenever possible.

2. A separate teacher subject assignment and preparation is defined as any course offering which has an approved course of study and requires a separate, definite lesson plan on the part of the instructor.

C. Non-Teaching Responsibilities

Non-teaching responsibilities (bus duty, recess, etc.) shall be equitably distributed among all teachers within a building, whenever possible.

ARTICLE 24 – VACANCIES, PROMOTION, TRANSFERS

A. In the spring of each year, the administration will supply a form by which a teacher may indicate a desire for a transfer to a different class or assignment within his/her building or to a different building.

In addition, requests for transfers shall be made in response to a posting as described below.

B. Postings

The Board declares its support of filling vacancies from within its own teaching staff.

1. Whenever a newly created position or vacancy arises or is anticipated in the Bargaining Unit, the Superintendent or designee shall promptly notify the staff through e-mail specific to the posting and by posting the position for a minimum of five (5) working days on the district website.

2. Vacancies in current bargaining unit positions occurring during the school year shall be filled by a temporary employee for the remainder of the school year and shall then be posted as a vacancy at the end of the school year in accordance to (1) above.

3. Vacancies filled after July 15 each year shall result in the teacher receiving a one-year limited teaching contract which shall expire automatically at the end of the year without

the need for the Board to non-renew the contract. Vacancies filled after July 15 each year will be posted no later than March 1 for the following year.

C. In filling vacancies, the Superintendent or designee shall review both a teacher's request for a specific posting and a teacher's written notice as specified in A. above. Each properly certified applicant who has notified the Superintendent or designee of his/her interest shall receive an interview.

D. An involuntary transfer shall be defined as a transfer between buildings. When a decision to involuntarily transfer is made, the Superintendent or designee shall notify the LMTA President of who is subject to transfer and the reason for the transfer. When involuntary transfers are to be made due to program changes or enrollment, the least senior teacher properly certified shall be transferred. Except as a result of reduction in force, a teacher new to their teaching career may not be involuntarily transferred in their first three (3) years of employment. When an involuntary transfer is made due to performance, appropriate documentation must be contained in the evaluation documents. A conference with the teachers involved in an involuntary transfer shall be held with the Superintendent and/or designee to review the reasons for the transfer with the teachers.

A teacher may not be involuntarily transferred more often than once every three (3) years.

E. The right of final selection and appointment shall remain with the Superintendent and/or designee, except as designated in D.

ARTICLE 25 – BUILDING LIAISON

A. Within the first four (4) weeks of each school year, Association members will select a Building Liaison Council at each school building. The Council will be comprised of four (4) teachers per building. The Superintendent or designee or the LMTA President may request that Association and administration Building Liaison Committee members receive labor-management training. When training is requested, the parties will arrange for FMCS, or other mutually agreeable provider, to provide training as soon as is feasible. Teacher Building Liaison Committee members will be released from duties to attend FMSC training.

B. This group is designed to promote collaborative discussion around building concerns that affect at least two or more members which are non-contractual in nature and not concerning personnel matters. BLC members will meet once a month with building administration to discuss and address building concerns. Staff may submit concerns to the BLC representatives ahead of the meeting time and can remain anonymous if so desired. Agendas can be supplied to administration the day before the meeting if requested, but specifics of the issues do not have to be included. Any issue that isn't resolved at the BLC level will be added to the District Liaison Council agenda.

C. Each BLC will elect a chairperson who will prepare the agenda for each meeting and communicate minutes to building personnel after minutes are approved by building administration. The chairperson will also attend District Liaison Council meetings.

ARTICLE 26 – DISTRICT LIAISON

A. Within the first six weeks of each school year, a District Liaison Council, comprised of the chairperson from each Building Liaison Council, the Superintendent (or designee), and a LMTA Representative.

B. The purpose of this committee shall be to discuss district-wide topics, unresolved BLC concerns, and concerns arising within the district. Its purpose shall be neither to serve as an alternative to the grievance procedure or to circumvent negotiations, but merely to provide a forum for communication regarding topics/concerns arising within the district.

C. DLC shall meet monthly unless altered by mutual consent. A district representative will provide the association with minutes.

ARTICLE 27 – BUILDING LEVEL/DISTRICT IMPROVEMENT TEAMS

A. Building Improvement Team (BIT)

Within the first four weeks of school, Association members will select at least one (1) teacher per grade- level to the Building Improvement Team. An equal number of representatives will be selected by the administration. Teams will meet at least once per quarter; additional meetings may be scheduled to work on specific projects or ideas as they arise.

This is a collaborative group designed to develop ideas and programs for the building including, but not limited to, curriculum and professional development. Each BIT will select at least one member to attend District Improvement Team meetings.

B. District Improvement Team (DIT)

Within the first six-weeks of each school year, a District Improvement Team will be created comprised of a building-level representative from each Building Improvement Team, the Superintendent (or designee), and a LMTA Representative. DIT will meet at least once per quarter; additional meetings may be scheduled to work on specific projects or ideas as they arise. The District Improvement Team will meet quarterly to discuss BIT progress as well as review the effectiveness of district policies and procedures.

ARTICLE 28 – POLICY AND EMPLOYEE HANDBOOK

The Board Policy and Employee Handbook shall be included on the District's Website.

ARTICLE 29 – ATTENDANCE OF TEACHERS' CHILDREN

In the event the Board has an open enrollment policy, a member may choose to enroll his/her children in Little Miami Schools through the District's open enrollment policy and shall be given priority enrollment over any other open enrollment applicant in grades K-12.

ARTICLE 30 – RESIDENT EDUCATORS

The purpose of the resident educator program is to provide support to members possessing a resident educator license. A mentor shall be assigned to each resident educator at the start of the school year.

A teacher must express a willingness to serve in the capacity of a mentor for a full school year, be trained in accordance with ODE requirements. Resident Educator and mentor pairings will be completed by the lead mentor, with preference given to mentor/mentee pairings who share building, grade level, and subject matter positions. The role of the mentor is designed strictly as support and shall not be a part of the evaluation system in any way.

Stipends for mentors shall be as follows;

- $ 750 for mentors of resident educators for years 1 and 2 unless special circumstances require an added year. Approval by Superintendent and/or designee required.

ARTICLE 31 – COMPLAINT PROCEDURE

A. Community and school relations should reflect an attitude of mutual concern and cooperation in the constant attempt to provide the best possible learning situation for the students.

When a concern is brought to administration by a parent or student, the administrator will determine if the issue raised may result in discipline. If an issue may result in discipline, the progressive discipline procedure will be used in lieu of this procedure. Any issue concerning grading, assignments, pedagogy will generally be handled with this procedure.

However, complaints, misunderstandings and problems are inevitable. Complaints and/or problems will initially be directed towards the teacher. The teacher shall attempt to resolve the issue through private conferences and/or discussions. If the problem cannot be settled informally by the teacher, the following provisions will apply:

1. When an administrator receives a complaint directed toward a teacher, he/she shall inform the teacher if the complaint is judged (by the administrator) to be of a serious nature. The teacher, along with the administrator, shall attempt to resolve the problem through informal personal, private discussions and other appropriate means.

2. If the administrator determines the need after a request has been made for a meeting by the complainant or the teacher, a meeting will be arranged at a reasonably convenient time to discuss the problem.

3. Prior to the meeting, the complainant shall be requested to write out the complaint and submit it to the administrator. The teacher shall receive a copy of the complaint as soon as possible before the meeting.

4. After the administrator has completed his/her analysis of information provided by the complainant and the teacher, the administrator shall determine a solution and/or remedy to the situation and communicate back to the complainant and teacher.

ARTICLE 32 – REDUCTION IN FORCE

A. Definition of RIF

A reduction in force (RIF) shall occur when the Board reduces, eliminates, or fails to fill a bargaining unit position in accordance with the provisions set forth in the Ohio Revised Code Section 3319.17.

B. Procedure

1. If staff reductions are necessary, the following procedure shall be utilized:

   a. Position(s) vacated as a result of voluntary resignation, retirement, or death will not be filled unless required by statute or minimum standards.

   b. Teachers with limited contracts shall be suspended in accordance with seniority within the teaching certification area affected when evaluations are comparable.

   c. If it becomes necessary to reduce further after limited contracts have been suspended, the teachers with continuing contracts shall be reduced in accordance with seniority within the teaching certification area affected when evaluations are comparable.

2. During the implementation of RIF, no reassignment, transfer, or reclassification shall occur that will cause a more senior teacher to be laid off before a less senior teacher.

3. Displacement rights for those teachers whose contracts are suspended shall be exercised within the respective contract status with no teacher holding a limited contract exercising displacement over a teacher with a continuing contract. Displacement shall be limited to areas of the teacher's certification.

4. Evaluation ratings of Accomplished and Skilled will be deemed comparable with each other. Evaluation ratings of Developing will be deemed comparable with each other. Evaluation ratings of Ineffective will be deemed comparable with each other.

C. Notification

1. The Superintendent shall give notice of the intent to recommend the reduction of staff to the Association and the affected teachers at least twenty (20) calendar days prior to such action by the Board.

2. Such notification to the Association shall include:

   a. The reasons for the RIF;
   b. A list of the positions to be eliminated;
   c. A list of teachers affected.

3. Implementation of a RIF shall occur at no time other than the beginning of a work year.

D. Recall Procedures

1. Teachers whose contracts have been suspended shall be recalled in reverse order of suspension.

2. A teacher whose continuing contract is suspended will have the right to restoration of continuing service status if and when a teaching position for which he/she is certified becomes available.

3. Any teacher whose limited contract is suspended shall be placed on a recall list for reemployment for three (3) years. If a vacancy occurs in such a teacher's area of certification that is the equivalent of his/her original position, he/she will be offered the vacancy before outside applicants are considered. If a teacher refuses an offered vacancy, his/her name shall be removed from the recall list and the Board's obligation hereunder terminated.

4. The Board has fulfilled its responsibility herein by sending a notice of a vacancy to a teacher by certified mail to the last address left with the Board. Unclaimed, refused or non-deliverable letters or failure to respond within ten (10) days of the mailing of the notice shall constitute refusal of the vacancy.

E. Recall Rights and Responsibilities

1. No new teachers shall be hired in a bargaining unit position until all eligible, properly certificated, laid-off teachers have been offered such position.
2. No transfer, reassignment, or reclassification shall be made during a period of RIF that prevents the recall of a teacher on layoff status.

3. It is the responsibility of the teacher to update any change(s) in certification as any such change(s) occur.

4. Teachers shall be able to maintain their insurance benefits during the time on the recall list provided the teacher pays the full cost of such insurance coverage to the Board's Treasurer, monthly, in advance.

F. Termination of RIF

The RIF shall terminate when no teacher remains on layoff status.

ARTICLE 33 – NONRENEWAL

A. Prior to any recommendation for nonrenewal the procedure pursuant to Article 33, Evaluation Procedure shall be completed.

B. The nonrenewal of a teacher's regular limited contract shall be based only upon such reasons that appear in the written record of evaluation maintained in accordance with the evaluation procedure.

C. Prior to making a recommendation to the Superintendent for the nonrenewal of a teacher's limited contract, the principal shall provide a written notice on the contract recommendation form to the teacher of his/her intent to do so, and shall afford the teacher the opportunity for a conference for the purpose of discussing the reasons. The teacher shall have the right to representation at this conference.

D. If the Superintendent intends to recommend the nonrenewal of a teacher's regular limited contract to the Board, he/she shall provide a written notice to the teacher by May 10 and prior to his/her formal recommendation to the Board. The teacher shall have the opportunity for a conference with him/her to discuss the reasons prior to the recommendation. The teacher shall have the right to representation.

E. If the Superintendent still intends to recommend nonrenewal or if the Board intends to nonrenew a teacher's regular limited contract in spite of a contrary recommendation from the Superintendent, it shall notify the teacher of such intention and, on written request, shall afford the teacher an opportunity to be heard before a majority of the Board in executive session prior to taking formal action on his/her contract. The teacher may be accompanied by a representative and submit in writing any material he/she may deem appropriate. The Board shall issue a written decision to the teacher within ten (10) days of the conclusion of the hearing. The Board shall not decline to renew a teacher's limited contract contrary to the recommendations of the Superintendent without apprising the teacher involved of its reasons therefore in executive session, unless the teacher involved fails to request an opportunity to be heard by the Board. The Board shall, in all such cases, exercise its best judgment and good faith according to law.

F. The above provision shall supersede and replace the procedures established in O.R.C. 3319.11. A dispute regarding a nonrenewal shall be processed **only** through the grievance procedure.

ARTICLE 34 – SEQUENCING OF CONTRACTS

A. Limited contracts shall be issued in the following sequence:

First Contract	One Year
Second Contract	One Year
Third Contract	One Year
All Succeeding Contracts	Two Years

However, at the discretion and recommendation of the Superintendent, a teacher otherwise eligible for a two (2) year contract may be awarded a one (1) year contract on a one-time basis during the teacher's career with the Board. Members hired prior to July 15, 2021 will be issued two (2) one-year contracts and the third and subsequent contracts will be for two (2) years.

B. Qualifications for continuing contracts are determined by *Ohio Revised Code* Sections 3319.08 and 3319.11. However, a teacher eligible for continuing contract at the expiration of his/her limited contract shall notify the principal at his/her professional growth plan meeting, but no later than September 15 that upon the expiration of his/her current limited contract, he/she will be eligible and meet all qualifications for a continuing contract. Failure to notify the Superintendent or designee may result in the teacher receiving a one-year limited contract. This contract shall not be considered an extended limited contract pursuant to Section C below. Upon completion of the one year limited contract, the Board shall consider the teacher for continuing contract status.

C. A teacher who has met all qualification and contractual notification requirements for a continuing contract, but has not corrected noted deficiencies documented during the evaluation process, may be notified of these continued deficiencies in writing by the Superintendent, as confirmed by the Board, on or before April 1. In the event a teacher is notified of these noted deficiencies and is further notified that the Board intends to provide an extended limited contract in lieu of a continuing contract, the teacher may be placed on an extended limited contract, not to exceed two (2) years. If the teacher is reemployed at the end of the extended limited contract, he/she shall be given a continuing contract.

D. It is the intent of the parties that Section B and C above shall supersede and replace the procedural requirements of *Ohio Revised Code*.

ARTICLE 35 – EVALUATION PROCEDURE

This procedure shall apply to those members not covered under OTES and OSCES.

A. Purpose The purpose of the appraisal program is:

1. To review the teacher's total performance with cooperative planning between the evaluator and the teacher, classroom observation(s), and conferences to provide feedback and recommendation for strengthening and improving a teacher's teaching performance and;

2. To provide documentation to serve as the basis for decisions regarding a teacher's contract status.

B. General Provisions

1. At the start of the school year, the building principal shall notify those teachers in his/her building who will be observed and evaluated during the school year. In buildings where there is an assistant principal, a teacher shall be informed as to which principal will be evaluating him/her.

   In the event a different District administrator is assigned to evaluate the teacher, the teacher shall be provided prior written notice. In addition, the principal shall provide information to the teachers regarding the evaluation process including the desirable outcomes and the scope of the teacher's role.

2. All formal required observations shall be for a minimum of thirty (30) continuous minutes.

3. Observations need not pertain only to the teacher's classroom performance, but may also be made regarding teacher effectiveness in his/her duties outside of the classroom.

4. The number of observations specified in Sections C and D below shall not preclude a principal from conducting periodic walkthroughs of less than thirty (30) minutes.

   If the principal notes something during an informal observation or a substantiated incident, which he/she believes must be addressed in a teacher's performance, he/she will provide the teacher with written notification. This notification will serve as a notice to the teacher that a specific incident was observed and that the situation will be addressed in subsequent formal observations.

   If a written notice is not provided regarding an incident observed during an informal observation or a substantial incident, said issue cannot be raised and/or expected to be corrected in formal observations/evaluations.

5. The building principal and/or teacher may request that another administrator conduct an observation(s). Any such observation(s) shall be followed by a conference between the teacher and the administrator at which time the administrator will provide the teacher with written feedback.

   Such observation conducted by another administrator will count towards, and not be in addition to, the number of observations specified in Sections C and D below.

C. Evaluation procedure

Purpose

The evaluation policy is intended to provide an evaluation model that is research-based, transparent, fair, and adaptable to the needs of the District. The Association believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved teaching performance and student growth.

Definitions

Teacher – Notwithstanding Ohio Revised Code 3319.09, this policy applies to District employees who meet one of the following categories:

1. A license issued under ORC Sections 3319.22, 2219.26, 3319.222 or 3319.226 who spends at least 50% of his/her time providing student instruction; or
2. A permanent certificate issued under ORC 3319.222 as it existed prior to September 2003 who spends at least 50% of his/her time providing student instruction; or
3. A permanent certificate issued under ORC Section 3319.222 as it existed prior to September 2006 who spends at least 50% of his/her time providing student instruction.

Credentialed Evaluator – For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:

a. Meets the eligibility requirements under ORC Section 3319.111(D); and
b. Holds a credential established by the Ohio Department of Education for teacher evaluation.
c. Formal evaluations cannot be conducted by a member of the Association's bargaining unit.
d. Formal evaluators shall be administrative employees of the Little Miami Local School District.

Student Growth – For the purpose of the District's evaluation policy, student growth is defined as the change in student achievement for an individual student between two or more points in time.

Value-Added – refers to the EVAAS Value-Added methodology provided by SAS, Inc., which provides a measure of student progress at the District and school level based on each student's scores on state-issued standardized assessments.

Vendor Assessment – student assessments approved by the Ohio Department of Education that measure mastery of the course content for the appropriate grade level, which may include nationally recognized standardized assessments, industry certification exams, or end-of-course examinations for grade level and subjects for which the Value-Added measure does not apply.

Assigning an Effectiveness Rating

Each evaluation will result in an effectiveness rating based on the current OTES Framework.

Teacher Performance

Teacher performance is evaluated during formal observations and periodic classroom walkthroughs. The effectiveness rating will be attributed to teacher performance through a holistic process based on the *Ohio Standards for the Teacher Profession* and Ohio Revised Code.

The OTES tools and forms provided by ODE and set forth in the OhioES will be utilized. Any changes in the evaluation tools to calculate teacher performance will be developed in consultation between the Association and the Board.

High Quality Student Data

High quality student data (i.e., local-determined data that provides evidence of student learning attributable to the teacher being evaluated) will not be utilized in evaluations during the 2021-2022 school year to the extent prohibited by law.

Under OTES 2.0, at least two (2) measures of high-quality student data are used as evidence of student learning attributable to the teacher being evaluated. High-quality student data will meet the criteria listed in Board policy. Where applicable, high-quality student data will include value-added progress dimension data.

Teachers will select high-quality student data in consultation with their evaluator. If the teacher and evaluator are unable to come to agreement on the selection of the high-quality student data, a committee comprised of two administrators who are not the evaluator, and two teaching/content area experts will review and make a determination.

Teachers will be responsible for providing evidence to their evaluator demonstrating that they have used high-quality student data in the following ways:

1. Critically analyze and reflect upon results to support improvement and enhancement of student learning;
2. Assess student learning needs and styles, including the strengths and weaknesses of an entire class as well as individual students in each class;
3. Inform and adapt instruction to meet student needs; and
4. Measure student learning achievement and growth, as well as progress toward achieving state and local standards

Evaluation Timeline

Except as noted, each teacher will receive two (2) formal observations and at least two (2) walkthroughs, except any teacher who is under consideration for non-renewal and with whom the Board has entered into a limited contract or an extended limited contract, those teachers shall receive at least three (3) formal observations.

A teacher's first two initial observations shall be announced, and will be preceded by a pre-conference meeting between the teacher and evaluator. All observations shall be at least thirty (30) continuous minutes and followed by a post-observation interview. Within ten (10) workdays following the formal observation there shall be a post-conference to discuss the evaluation. The teacher shall receive a Teacher Performance Evaluation Rubric at the post-observation conference.

When a teacher is required to be observed three (3) times during the school year, the first observation cycle must be completed before December 1 and the second observation cycle must be completed before March 1.

When the teacher is required to be observed twice during a school year the first observation cycle must be completed before Winter Break.

All formal evaluation cycles and the assignment of an effectiveness rating must be completed by May 10.

A teacher receiving a rating of "Accomplished" on their most recent evaluation conducted pursuant to this policy shall be evaluated using the full evaluation cycle once every three (3) years. However, the Board reserves the right to formally evaluate a limited contract teacher in the year their teaching contract expires.

A teacher receiving a rating of "Skilled" on their most recent evaluation conducted pursuant to this policy shall be evaluated using the full evaluation cycle once every two (2) years. However, the Board reserves the right to formally evaluate a limited contract teacher in the year their teaching contract expires.

Teachers not being evaluated using the full evaluation cycle will be evaluated using the less frequent evaluation cycle.

Less Frequent Evaluation Cycle

In any year that a member is not formally evaluated pursuant to this Article as a result of receiving a rating of Accomplished or Skilled on the member's most recent evaluation, the evaluator shall conduct a less frequent evaluation cycle consisting of one observation. The observation shall be preceded by a conference between the evaluator and the member at least one (1) day and not more than five (5) workdays prior to the observation in order for the member to explain lesson plans and objectives for the class which will be observed. At least one conference with the member, which conference shall include a discussion of progress on the teacher's professional growth plan. The conference will not be held prior to the observation.

Walkthroughs

A walkthrough is a formative written assessment that has the following components:

1. A building/individual member awareness of the focus for the walkthrough prior to each walkthrough.
2. The administrator will provide the member with the Walkthrough General Feedback Form no later than three (3) workdays after the walkthrough. If a member or principal requests a meeting, a meeting will be held at a mutually agreeable time.

Professional Growth Plans (PGPs)

Professional growth and improvement plans shall be developed as follows:

1. Teachers whose evaluation rating is Accomplished shall develop a self-directed PGP.
2. Teachers whose evaluation rating is Skilled shall develop a PGP collaboratively with his/her credentialed evaluator.
3. Teachers whose evaluation rating is Developing shall develop a PGP with their assigned evaluator.

Not later than October 15th of each school year, evaluators will meet with each teacher rated Accomplished to review the self-directed PGP for the current school year.

Not later than the October 15th of each school year evaluators will meet with each teacher rated Skilled to collaboratively develop a PGP for the current school year.

Not later than the October 15th of each school year, evaluators will meet with each teacher rated Developing to develop a PGP with the teacher for the current school year.

PGPs will have no more than three (3) achievable goals per evaluation cycle.

Improvement Plans

Not later than the twentieth workday of each school year, teachers whose evaluation rating is Ineffective shall develop a professional improvement plan with their assigned evaluator.

Exemptions

The District shall not conduct an evaluation for any teacher who:

1. Was on leave for fifty percent (50%) or more of the school year;
2. Submitted notice of retirement, and such notice has been acted upon by the Board of Education, on or before December 1 of the school year in which they plan to retire;

Evaluation Committee

The District Improvement Team will regularly review the effectiveness of the policies, procedures and processes including the evaluation instrument and determination of HQSD, of the evaluation program.

D. Non-Ohio ES Evaluation Procedure – Teachers on Continuing Contracts:

1. Teachers who are employed under a continuing contract with the Board shall be formally observed/evaluated once every three (3) years. If there is a written deficiency observed during a formal or informal observation (in accordance to Section B.4. above) or upon the request of the teacher, a teacher may be formally observed and evaluated in accordance to the evaluation procedure more than once every three (3) years.

2. Continuing contract teachers shall be observed and evaluated by the building principal as follows:

   a. One observation shall be conducted by May 15 of the school year in which the teacher is being evaluated.

   b. The teacher shall receive a completed copy of the observation/evaluation report for within ten (10) actual workdays after the observation.

   c. Upon the request of the teacher or the principal, a conference shall be held to discuss the observation/evaluation.

   d. The principal and teacher may agree that adjustments/clarification of the observation/evaluation form are necessary. In such instances, the teacher shall receive the completed form within five (5) actual workdays after the conference.

   e. If a specific area of performance needs attention, the principal must identify the area and provide written assistance and an opportunity to improve and correct deficiencies.

E. Non-Ohio ES Evaluation Forms

The evaluation document found in Appendix A shall be the only evaluation form to be placed in the teacher's file and shall be the only official form. Other forms may be used in the evaluation procedure and given to the teacher at each observation conference. Said forms shall not, however, be part of the official appraisal file.

In the event that the Board decides to revise any of the above forms, a committee comprised of representatives from the Board and the Association shall be formed. Each party shall appoint its own representatives. Such committee shall review and form and recommend any necessary changes. Such changes shall be submitted to the Board and Association for ratification prior to implementation.

F. This evaluation process and the evaluation time lines specified in this Article shall supersede and replace the procedures set forth in 3319.111 of the *Ohio Revised Code*.

ARTICLE 36 – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The Little Miami Board of Education in cooperation with the Little Miami Teachers Association has developed a Local Professional Development Committee as required by *Ohio Revised Code* 3319.22.

The composition of this District-wide committee shall be as follows:

Three (3) certificated teachers selected by the Association, and two (2) administrators, selected by the Superintendent.

In the case of a vacancy created on the committee, the Association shall select a certificated teacher to fill a certificated teacher's position and the Superintendent shall select an administrator to fill the position vacated by an administrator.

Initially the length of term for the committee members shall be staggered with three (3) members serving three (3) consecutive years (one (1) administrator and two (2) teachers) and two (2) members serving two (2) consecutive years (one (1) administrator and one (1) teacher as determined by the committee. Thereafter the length of term for each committee member shall be three (3) consecutive years.

Members of the committee shall be paid the following stipends for performing his/her responsibilities:

- Chairperson $3,000.00
- Member $2,000.00

ARTICLE 37 – MEDICATION

With the exception of the nurse, teachers shall not be required to administer any medication or provide any medical procedures such as catheterization or injection. Exceptions to administering medication may occur due to an emergency or a field trip. When involving a field trip, the Board shall require the parent to furnish a waiver of liability for the teacher to provide specific instructions regarding medication administration.

ARTICLE 38 – PROGRESSIVE DISCIPLINE

A. The Superintendent may issue a verbal reprimand, written reprimand or a suspension without pay for infraction of Board policies and procedures or professional misconduct.

B. Before a teacher receives any form of discipline the following process shall occur:
   1. Arrangements shall be made for a pre-disciplinary conference. The teacher shall be notified of the purpose of the conference and the right to bring a representative of his/her choice to the conference. The circumstances shall be explored with the teacher allowing for time to respond and provide explanation of the incident.

   2. Following the conference, the Superintendent may issue a verbal or written reprimand which shall state the reason for the discipline. The teacher shall have the right to attach his/her rebuttal to the reprimand.

   3. In situations of serious misconduct or repeated failure to adhere to Board policy and procedures and/or administrative directives, the Superintendent may issue a suspension without pay for up to five (5) days, following the conference held in accordance with 1 above.

C. The conference shall precede any discipline as stated above except in circumstances where immediate removal from duties may be necessary. In such case, the teacher shall be placed on a paid administrative leave until such time that a conference can be held and appropriate discipline determined.

D. Upon the recommendation of the Superintendent, the Board may suspend a teacher without pay for a period exceeding five (5) days but not more than ten (10) days.

E. A teacher may challenge suspensions through the grievance procedure.

F. This procedure is intended for disciplinary purposes only and shall not apply to termination of a teacher's contract. Termination shall proceed in accordance with *Ohio Revised Code*.

ARTICLE 39 – HIRING RETIREES

If the Board elects to employ a teacher who has retired and is receiving benefits through the State Teachers Retirement System (STRS), including a teacher previously employed by the Board, the following provisions shall apply:

A. A teacher interested in being rehired the year following will notify the Superintendent not later than December 1st of the year he/she is considering retirement.

B. If the District is interested in rehiring a teacher, the Superintendent and teacher will confer and determine a salary placement, not later than April 1st. If desired, a teacher may have a Union representative attend.

C. For initial placement a teacher shall be placed on the salary schedule for his/her teaching experience as agreed and recommended by the Superintendent and approved by the Board. The Board and the teacher shall not be subject to Chapter 3317 of the *Ohio Revised Code* with regard to salary placement.

Upon re-employment, the teacher shall be granted credit for each year of teaching with the Board as a retired teacher providing he/she worked a minimum of 120 days.

D. The Board shall provide all insurance in accordance with Article 44.

E. The teacher employed shall not be entitled to receive severance pay.

F. The teacher is entitled to accumulate and use sick leave in accordance with Article 8.

G. The teacher shall be hired under limited contracts only which shall automatically expire at the end of its terms and shall not be subject to the nonrenewal requirements specified in Article 31.

H. Unless specifically limited by this Article, all other terms and conditions of this contract shall be in full force and effect for the teacher.

I. This provision is intended to supersede and replace applicable provisions of the *Ohio Revised Code*.

ARTICLE 40 – TRANSPORTATION REIMBURSEMENT

Teachers required to travel from building to building or other assigned travel shall be reimbursed at the rate established by the IRS. The IRS rate published in the current year 1040 IRS form shall be effective at the beginning of the school year.

ARTICLE 41 – TUITION REIMBURSEMENT

A. An annual fixed budget of $105,000 each school year of this Contract shall be available for reimbursement for tuition costs incurred by teachers for courses completed at an accredited university or college. Any monies not expended in accordance to the provisions established below shall be transferred and added to the following year's budget.

1. $4,000 maximum reimbursement per teacher per year.
2. Official Transcript required for reimbursement.

B. The work taken must be in one of the following:

- The teacher's field of certification/license;
- In work to maintain/upgrade certification/license;
- In the field of education or technology;

- In work approved by the Local Professional Development Committee;
- In work approved in advance by the Superintendent.

C. The amount of reimbursement shall be prorated and determined by the number of teachers participating and the amount of coursework completed during the time period of July 1 through June 30 of each year. There shall be no maximum reimbursement a teacher can receive for the actual cost of semester or quarter hours completed.

D. Payment shall be issued by October 30th. An official transcript, electronic or hard-copy, and receipt from the college or cancelled check, must be filed with the form in Appendix B prior to reimbursement. This reimbursement is available to teachers who have completed two (2) or more years of teaching experience at Little Miami before taking the courses being submitted. Teacher must be employed by the Board at the time reimbursement is paid. The form contained in Appendix B, an official transcript (electronic or hard copy), and an official receipt, which includes course names, course cost and verified payment is required to receive the reimbursement and must be filed with the Human Resources Department no later than September 30th. This deadline requires strict compliance and failure to meet this deadline will result in the forfeiture of any entitled tuition reimbursement amounts.

E. In order to be eligible to receive reimbursement a teacher must earn a grade of B or better; or receive a passing grade in a pass/fail course.

ARTICLE 42 – SEVERANCE PAY

A. Upon retirement from teaching and receipt of confirmation by STRS, each teacher shall have their days of accumulated sick leave converted to severance pay and shall be converted to a maximum of one hundred forty (140) days with payment made in accordance with the following, beginning with the 2025-2026 school year. If retiring in 2030 or before, the minimum percentage shall be 25%.

1. 0-200 sick days 20%
2. 201-350 sick days 25%
3. 351-400 sick days 30%
4. 401+ 35%

B. Upon death of any teacher, the teacher's estate shall be paid as indicated in Article 42 A.

C. All days shall be paid at the teacher's daily rate of pay.

D. Severance pay shall be issued to the teacher during the month of January following the year of retirement.

ARTICLE 43 – LIFE INSURANCE

All Teachers

The Board shall provide each teacher with a $50,000 life insurance policy that can be purchased by the teacher when the teacher retires from the Board.

ARTICLE 44 – VISION, HEALTH AND DENTAL INSURANCE

A. All Full-Time Teachers

Vision

Teachers shall have the option of participating in a vision service plan offered by the EPC with the Board paying sixty percent (60%) of the premium for single or family coverage.

Health

1. The Board shall provide the OHIO High Deductible Health Plan (HDHP) as described herein:

    a. The Board shall pay 90% of the monthly premium for single and family coverage.

    b. For each calendar year beginning under the term of this Contract the Board will contribute to each employee's HSA $1,000 per employee. Deposits shall be made in full not later than January 15th. The Board will contribute $400 into each newly hired teacher's HSA on October 5th of their first year of employment.

    c. The HDHP provided by the Board will be a non-embedded deductible plan. The deductible for the single plan shall be $2,000, and the deductible for the family plan shall be $4,000. These amounts may be adjusted as necessary to comply with the minimum deductible requirements for an HSA-compatible High Deductible Health Plan (HDHP), in accordance with IRS guidelines, should those minimums exceed the current deductible amounts.

Dental

The Board shall provide a dental insurance plan and shall pay ninety percent (90%) of the premium for all full-time teachers, with the orthodontic lifetime maximum of $2,500.

B. Part-Time Teachers

For new teachers employed to teach less than 7.5 hours a day after July 1, 1989, the Board shall pay a pro-rated amount of dental, vision and hospitalization/major medical (based on the number of hours worked) for either a single or family plan to a minimum of 50% of the Board's cost. The Board's contribution to a part-time teacher's HSA will be prorated quarterly based upon an employee's percentage of actual time worked.

C. Insurance Carrier

The above section shall not preclude the Board from seeking coverage from other carriers or from instituting a self-funded program in any of the insurance so long as the insurance coverage is the same as in effect. The Association shall be notified in advance when a change in a carrier is anticipated.

D. The teacher's share of the monthly premium cost shall be processed through a Section 125A-IRC plan. In addition, teachers shall have the opportunity to participate in the dependent care plan and medical reimbursement plan provided under Section 125 Flexible Benefit Plan.

ARTICLE 45 – PAY PERIODS

A. The Board shall issue payroll to all teachers in twenty-four (24) payments to occur twice a month on the fifth (5th) and twentieth (20th) days of each month. If a pay date occurs on a non-business day, payment will be made on the last business day prior to the pay date.

B. All teachers shall be required to enroll in the direct deposit payroll program.

ARTICLE 46 – SALARY SCHEDULES

A. The Base Salary increases to old and new salary schedule:
3 % 2025-2026
3 % 2026-2027

B. All teachers with an effective hire date with Little Miami Local School District prior to July 1, 2007, shall be compensated in accordance with the base salary schedule set forth item G of this section.

All teachers with an effective hire date with Little Miami Local School District on or after July 1, 2007, shall be compensated in accordance with the amended salary schedule set forth in item F of this section.

C. MA+20 / MA + 40 Column (Hours)

1. Hours after the Master's Degree must be graduate semester hours (quarter hours will be prorated accordingly).

2. All hours must be in the teacher's area of certification or in the field of education.

3. Hours may be taken outside the teacher's area of certification or field of education if prior written approval is granted by the Superintendent.

D. Qualifying Hours

1. All graduate hours qualifying for placement on the MA+20 / MA +40 column must be taken after the teacher has obtained his/her Master's degree.

2. If a teacher's transcript(s) does not reflect a course as graduate hours, documentation from the college will be required to certify that the course is graduate level.

3. A review of the transcript and/or documentation will be conducted by the Human Resource Office.

E. All teachers are to have official copies of their complete transcripts and teacher certificate(s) on file in the Human Resource office. Said transcripts shall be sent directly from the university or college in a sealed envelope to the Human Resource office.

A teacher who has accumulated enough hours to move to a new horizontal step at the start of a school year must file evidence of the completion of the additional training to the Human Resource office by September 15. A teacher who has accumulated enough hours to move to a new horizontal step by January 15 must file evidence of the completion of the additional training to the Superintendent's office by such date. The teacher shall be placed on the appropriate step effective with the first payroll period in February.

F. Base Salary Schedule for teachers hired after July 1, 2007

LITTLE MIAMI LOCAL SCHOOLS

3.00%

Teacher Salary Schedule 2025-2026

Service Year	BA	Master	Master +20	Master +40
30	65,969	99,346	106,843	110,592
29	65,969	97,426	104,779	108,456
28	65,969	95,544	102,755	106,360
27	65,969	93,698	100,770	104,306
26	65,969	91,888	98,823	102,291
25	65,969	90,113	96,914	100,314
24	65,969	88,372	95,042	98,376
23	65,969	86,665	93,205	96,476
22	65,969	84,990	91,405	94,612
21	65,969	83,348	89,639	92,784
20	65,969	81,738	87,907	90,992
19	65,969	80,159	86,209	89,234
18	65,969	78,610	84,543	87,510
17	65,969	77,092	82,910	85,819
16	65,969	75,602	81,308	84,161
15	65,969	74,142	79,737	82,535
14	65,969	72,709	78,197	80,941
13	65,969	71,305	76,686	79,377
12	65,969	69,927	75,205	77,843
11	64,694	68,576	73,752	76,339
10	63,445	67,251	72,327	74,865
9	62,219	65,952	70,930	73,418
8	61,017	64,678	69,559	72,000
7	59,838	63,428	68,215	70,609
6	58,682	62,203	66,897	69,245
5	57,548	61,001	65,605	67,907
4	56,437	59,823	64,338	66,595
3	55,346	58,667	63,095	65,309
2	54,277	57,534	61,876	64,047
1	53,228	56,422	60,680	62,809

*This salary schedule applies to teachers with an effective hire date after July 1, 2007

Curriculum Rate $35/hour

LITTLE MIAMI LOCAL SCHOOLS

3.00%

Teacher Salary Schedule 2026-2027

Service Year	BA	Master	Master +20	Master +40
30	67,948	102,325	110,048	113,909
29	67,948	100,349	107,922	111,709
28	67,948	98,410	105,837	109,551
27	67,948	96,509	103,792	107,434
26	67,948	94,644	101,787	105,359
25	67,948	92,816	99,821	103,323
24	67,948	91,023	97,892	101,327
23	67,948	89,264	96,001	99,369
22	67,948	87,539	94,146	97,450
21	67,948	85,848	92,327	95,567
20	67,948	84,190	90,544	93,721
19	67,948	82,563	88,794	91,910
18	67,948	80,968	87,079	90,134
17	67,948	79,404	85,397	88,393
16	67,948	77,870	83,747	86,685
15	67,948	76,365	82,129	85,011
14	67,948	74,890	80,542	83,368
13	67,948	73,443	78,986	81,758
12	67,948	72,024	77,460	80,178
11	66,635	70,633	75,964	78,629
10	65,348	69,268	74,496	77,110
9	64,085	67,930	73,057	75,620
8	62,847	66,618	71,646	74,159
7	61,633	65,331	70,261	72,727
6	60,442	64,069	68,904	71,322
5	59,274	62,831	67,573	69,944
4	58,129	61,617	66,267	68,593
3	57,006	60,427	64,987	67,267
2	55,905	59,259	63,732	65,968
1	54,825	58,114	62,500	64,693

*This salary schedule applies to teachers with an effective hire date after July 1, 2007

Curriculum Rate $35/hour

G. Base Salary Schedule for teachers hired prior to July 1, 2007

LITTLE MIAMI TEACHERS SALARY SCHEDULE
2025-2026
3.00%

STEP	BA (0.0400)	150 HRS. (0.0450)	MAST (0.0550)	MAST+20 (0.0625)
0	49,234	51,450	54,404	56,373
	1.0000	1.0450	1.1050	1.1450
1	51,203	53,665	57,111	59,450
	1.0400	1.0900	1.1600	1.2075
2	53,173	55,881	59,819	62,527
	1.0800	1.1350	1.2150	1.2700
3	55,142	58,096	62,527	65,604
	1.1200	1.1800	1.2700	1.3325
4	57,111	60,312	65,235	68,681
	1.1600	1.2250	1.3250	1.3950
5	59,081	62,527	67,943	71,759
	1.2000	1.2700	1.3800	1.4575
6	61,050	64,743	70,651	74,836
	1.2400	1.3150	1.4350	1.5200
7	63,020	66,958	73,359	77,913
	1.2800	1.3600	1.4900	1.5825
8	64,989	69,174	76,067	80,990
	1.3200	1.4050	1.5450	1.6450
9	66,958	71,389	78,774	84,067
	1.3600	1.4500	1.6000	1.7075
10	68,928	73,605	81,482	87,144
	1.4000	1.4950	1.6550	1.7700
11	70,897	75,820	84,190	90,221
	1.4400	1.5400	1.7100	1.8325
12	72,866	78,036	86,898	93,298
	1.4800	1.5850	1.7650	1.8950
15	74,836	80,251	89,605	96,376
	1.5200	1.6300	1.8200	1.9575
18	76,805	82,467	92,314	99,453
	1.5600	1.6750	1.8750	2.0200
20	78,774	84,682	95,022	102,530
	1.6000	1.7200	1.9300	2.0825
25	80,744	86,898	97,730	105,607
	1.6400	1.7650	1.9850	2.1450

* This salary schedule applies to teachers with an effective hire date prior to July 1, 2007

Curriculum Rate $35/hour

LITTLE MIAMI TEACHERS SALARY SCHEDULE
2026-2027
3.03%

STEP	BA (0.0400)	150 HRS. (0.0450)	MAST (0.0550)	MAST+20 (0.0525)
0	50,711	52,993	56,036	58,064
	1.0000	1.0450	1.1050	1.1450
1	52,739	55,275	58,825	61,234
	1.0400	1.0900	1.1600	1.2075
2	54,768	57,557	61,614	64,403
	1.0800	1.1350	1.2150	1.2700
3	56,796	59,839	64,403	67,572
	1.1200	1.1800	1.2700	1.3325
4	58,825	62,121	67,192	70,742
	1.1600	1.2250	1.3250	1.3950
5	60,853	64,403	69,981	73,911
	1.2000	1.2700	1.3800	1.4575
6	62,882	66,685	72,770	77,081
	1.2400	1.3150	1.4350	1.5200
7	64,910	68,967	75,559	80,250
	1.2800	1.3600	1.4900	1.5825
8	66,939	71,249	78,349	83,420
	1.3200	1.4050	1.5450	1.6450
9	68,967	73,531	81,138	86,589
	1.3600	1.4500	1.6000	1.7075
10	70,995	75,813	83,927	89,759
	1.4000	1.4950	1.6550	1.7700
11	73,024	78,095	86,716	92,928
	1.4400	1.5400	1.7100	1.8325
12	75,052	80,377	89,595	96,097
	1.4800	1.5850	1.7650	1.8950
15	77,081	82,659	92,294	99,267
	1.5200	1.6300	1.8200	1.9575
18	79,109	84,941	95,083	102,436
	1.5600	1.6750	1.8750	2.0200
20	81,138	87,223	97,872	105,606
	1.6000	1.7200	1.9300	2.0825
25	83,166	89,505	100,662	108,775
	1.6400	1.7650	1.9850	2.1450

* This salary schedule applies to teachers with an effective hire date prior to July 1, 2007

Curriculum Rate $35/hour

ARTICLE 47 – SUPPLEMENTAL CONTRACTS/CLASSIFICATIONS

A. All supplemental contracts shall be one-year contracts which shall automatically expire on June 30 of each year. All supplemental positions shall be posted during the school year, but no later than May 1 in accordance with the posting requirements of Article 22. Any teacher employed by the Board, meeting the minimum qualifications for the position, who applies for a vacant supplemental position, shall be granted an interview and shall be considered for the vacancy.

B. A teacher shall receive the written supplemental contract as soon as possible.

C. The attached supplemental evaluation document Appendix C for athletic positions shall be utilized when the Athletic Director observes and evaluates the coach.

D. Payment for supplemental contracts shall be issued in two (2) payments. The first payment shall be in the middle of the semester with the second payment at the end of the semester. The first payment for year-round assignments shall be paid the second week in January with the second payment the second week in June.

E. The Board may add positions to the supplemental classifications at any time during the term of this agreement. The Association will be consulted with regard to the placement of the positions on the schedule.

F. The base salary for the supplemental salary schedule shall be the BA Step 1 of the schedule for teachers hired after 2007. For placement on the salary schedule, experience in a sport shall be counted equally toward total years of experience, provided such experience is within the same coaching field.

G. A teacher participating in any overnight trip/field trip shall be provided one (1) compensatory day for every two (2) nights. Scheduling of this day shall be approved with the building principal. Said day shall not count against perfect attendance.

H. If a supplemental position is cancelled due to insufficient participation or financial hardship, the action to cancel must be taken by the end of the fourth (4th) week of the scheduled activity. The teacher will be paid a pro-rated portion of the supplemental contract for the time worked prior to the cancellation.

I. Supplemental Review

When requested by either party, a committee shall be formed consisting of three (3) members appointed by the LMTA President and three (3) members appointed by the Superintendent. The committee will review all supplemental positions and salaries. Decisions will be made by consensus. Any changes recommended by the committee will be presented to the LMTA membership and the Board for ratification at the next Board meeting which occurs at least ten (10) days after the recommendation is made.

J. Extended Time

1. High School football coaches includes summer practice.

2. Band director includes 205 days – additional 20 days to be determined by building principals and band director.

3. Assistant band director includes 195 days – additional 10 days to be determined by building principal, band director and assistant band director.

ARTICLE - 48 SUMMER SCHOOL/KINDERGARTEN SCREENING COMPENSATION

A. Any member who serves in the kindergarten screening process shall be paid $300 per day.

B. Summer school teachers will be paid the hourly curriculum rate for all instructional hours worked and approved plan time.

SUPPLEMENTAL CONTRACT CLASSIFICATIONS
2025-2027

Class 1

- Band Marching Director
- Basketball, Boys Varsity Head Coach
- Basketball, Girls Varsity Head Coach
- Football, Varsity Head Coach

Class 2

- Baseball, Boys Varsity Head Coach
- Cross Country, Varsity Head Coach (Coed)
- Lacrosse, Boys Varsity Head Coach
- Lacrosse, Girls Varsity Head Coach
- Soccer, Boys Varsity Head Coach
- Soccer, Girls Varsity Head Coach
- Softball, Girls Varsity Head Coach
- Stage Manager HS Auditorium*
- Track, Boys Varsity Head Coach
- Track, Girls Varsity Head Coach
- Volleyball, Girls Varsity Head Coach
- Wrestling, Varsity Head Coach

Class 3

- Bowling, Varsity Head Coach (Co-Ed)
- Career Experiences
- Cheer, Varsity Head Sideline Coach
- Football, Varsity Defensive Coordinator*
- Football, Varsity Offensive Coordinator*
- Golf, Boys Varsity Head Coach
- Golf, Girls Varsity Head Coach
- Site Manager (up to 3)
- Swimming, Varsity Head Coach (Coed)
- Tennis, Boys Varsity Head Coach
- Tennis, Girls Varsity Head Coach

Class 4

- Basketball, Boys Varsity Assistant Coach
- Basketball, Girls Varsity Assistant Coach
- Basketball, JV Boys Head Coach
- Basketball, JV Girls Head Coach
- Basketball, Freshman Boys Head Coach
- Basketball, Freshman Girls Head Coach
- Drama Advisor (HS)
- Football, Varsity Assistant Coach (4) *
- Football, Freshman Head Coach*
- Football, JV Head Coach*

Class 5

- Academic Team, Varsity Head Coach
- Band Marching Assistant Director
- Baseball, Boys Freshman Head Coach
- Baseball Boys JV Head Coach
- Baseball, Boys Varsity Assistant Coach
- Choir, HS Select Travel
- Cross Country, Varsity Assistant Coach (Coed)
- Lacrosse, Boys Freshman Head Coach
- Lacrosse, Boys JV Head Coach
- Lacrosse, Boys Varsity Assistant Coach
- Lacrosse, Girls Freshman Head Coach
- Lacrosse, Girls JV Head Coach
- Lacrosse, Girls Varsity Assistant Coach
- Radio Workshop (20 games) *
- Soccer, Boys Freshman Head Coach
- Soccer, Boys JV Head Coach
- Soccer, Boys Varsity Assistant Coach
- Soccer, Girls Freshman Head Coach
- Soccer, Girls JV Head Coach
- Soccer, Girls Varsity Assistant Coach
- Softball, Girls Freshman Head Coach
- Softball, Girls JV Head Coach
- Softball, Girls Varsity Assistant Coach
- Track, Boys Varsity Assistant Coach
- Track, Girls Varsity Assistant Coach
- Volleyball, Girls Freshman Head Coach
- Volleyball, Girls JV Head Coach
- Volleyball, Girls Varsity Assistant Head Coach
- Wrestling, JV Head Coach
- Wrestling, Varsity Assistant Coach

Class 6

- Band HS Competition and Travel Director (ie OMEA, off-site performances, etc.)
- Band Percussion Instructor (HS)
- Basketball, MS Boys Head Coach 7th (A)
- Basketball, MS Boys Head Coach 7th (B)
- Basketball, MS Boys Head Coach 8th (A)
- Basketball, MS Boys Head Coach 8th (B)
- Basketball, MS Girls Head Coach 7th (A)
- Basketball, MS Girls Head Coach 7th (B)
- Basketball, MS Girls Head Coach 8th (A)
- Basketball, MS Girls Head Coach 8th (B)
- Bowling, JV Head Coach (Co-Ed)

Class 6 (Continued)

- Cheer, Freshman Head Sideline Coach
- Cheer, JV Head Sideline Coach
- Cheer, Competition
- Choir HS Competition and Travel Director (ie. OMEA, off-site performances, etc.)
- Class Advisor (Jr.) Includes Prom
- Class Advisor (Sr) Includes Graduation
- Football, MS Head Coach 7th
- Football, MS Head Coach 8th
- Golf, Boys JV Head Coach
- Golf, Girls JV Head Coach
- Student Gov. (incl. Homecoming, Daylight Prom)
- Swimming, Varsity Assistant Coach (Coed)
- Tennis, Boys JV Head Coach
- Tennis, Boys Varsity Assistant Coach
- Tennis, Girls JV Head Coach
- Tennis, Girls Varsity Assistant Coach

Class 7

- Cross Country, MS Head Coach (Co-Ed)
- Drama, HS Assistant Advisor
- Football, Freshman Assist. Coach (2)
- Track, MS Boys Head Coach
- Track, MS Girls Head Coach
- Volleyball, MS Girls Head Coach 7th (A)
- Volleyball, MS Girls Head Coach 7th (B)
- Volleyball, MS Girls Head Coach 8th (A)
- Volleyball, MS Girls Head Coach 8th (B)
- Wrestling, MS Head Coach
- Yearbook (HS)*

Class 8

- Academic Team, Varsity Assistant Coach
- Academic Team, JV Head Coach
- Baseball, Boys JV Assistant Coach
- Baseball, Boys Freshman Assistant Coach
- Cheer, Head Sideline Coach (7th)
- Cheer, Head Sideline Coach (8th)
- Department Chair
- Lacrosse, Boys JV Assistant Coach
- Lacrosse, Girls JV Assistant Coach
- Rat Pack (20 games)
- Soccer, Boys JV Assistant Coach
- Soccer, Girls JV Assistant Coach
- Softball, Girls JV Assistant Coach
- Softball, Girls Freshman Assistant Coach
- Swimming Head Coach (7th-8th) (Co-Ed)
- Wrestling, JV Assistant Coach

Class 9

- Band HS Assistant Competition and Travel Director (ie. OMEA, off-site performances, etc.)
- Band MS Competition and Travel Director (ie OMEA)
- Choir MS Competition and Travel Director (ie OMEA) *
- Football, MS Assistant Coach 7th
- Football, MS Assistant Coach 8th
- Media Center Specialist (PK-12)
- Weight Room Assistant

Class 10

- Assistant Stage Manager - HS Auditorium
- Band, HS Pep Band (10 games)
- Cross Country, MS Assistant Coach (Coed)
- Hope Squad Advisor (2 per building)
- National Honor Society (HS)
- Summer School Administrator (K-5)
- Track, MS Boys Assistant Coach
- Track, MS Girls Assistant Coach
- Wrestling, MS Assistant Coach
- Yearbook (MS)

Class 11

- Bookstore (HS)
- Power of the Pen Advisor (MS)
- Swimming Assistant Coach (MS)
- Yearbook (PK-5) (one per building)

Class 12

- Band MS Assistant Competition and Travel Director (ie OMEA)
- Fine Arts Festival Manager
- National Junior Honor Society
- Ski Club (add coach at > 35 students) (HS)
- Washington DC Field Trip (8th grade) Coordinator

Class 13 • Art Club • Career Rep (one per building) • Diversity and Inclusion Club (HS) • Engineering and Robotic Club (HS) • FCS (HS) • Film Club (HS) • French Club (HS) • French Club (MS) • French National Honor Society Club (HS) • GSA (HS) • Improv Club (HS) • Spanish Club (HS) • Spanish Club (MS) • Student Ambassador Program (HS) • Student Council (MS, ES, PR) • 2 clubs per building (Grades PK-8) • Other Approved Clubs (approved clubs that are inactive for 2 years will need to be re-approved with a new probationary period)		

*Potential Grandfathered at previous salary schedule (refer to Supplemental MOU for individual names)

When numbers support, additional coaches may be added to the program at a level 3 steps below the head coach unless designated otherwise.

**If boys and girls teams are combined due to lack of numbers, it will be considered one supplemental position.

EXTENDED PAY FOR SUPPLEMENTAL CONTRACTS

Longevity Stipend
Any individual who occupies the same supplemental position for 10 consecutive years or more at Little Miami will receive an additional 10% of Step 5 of his/her supplemental base salary at the completion of their 10th year, and each year thereafter that the same position is held,

Performance Stipend
Any named varsity coach or named director whose team/group extends the regular season beyond the first level of post season tournament play/competition will receive the following extended pay:

a) An additional 5% of his/her supplemental base salary if they win the league championship.
b) An additional 10% of his/her supplemental base salary if the team qualifies for the state championship.
c) An additional $50 for an individual podium placer at the state level, $100 for an individual state champion.
d) Band directors and choir directors will receive $20 for a solo student who receives a superior rating at O.M.E.A, and $50 for each ensemble group that receives a superior rating at O.M.E.A.

It is the responsibility of the coach to provide the form for the Performance Stipend within two weeks of the conclusion of the post-season.

Note: The maximum paid for extended pay will be 25% of his/her supplemental base.

K. Supplemental Salary Schedules

LITTLE MIAMI LOCAL SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE
2025-2026

Step	0	1	2	3	4	5
Classification						
1	8,000	8,488	9,006	9,555	10,138	10,756
2	5,350	5,676	6,023	6,390	6,780	7,193
3	4,800	5,093	5,403	5,733	6,083	6,454
4	4,600	4,881	5,178	5,494	5,829	6,185
5	3,900	4,138	4,390	4,658	4,942	5,244
6	3,300	3,501	3,715	3,941	4,182	4,437
7	3,000	3,183	3,377	3,583	3,802	4,034
8	2,900	3,077	3,265	3,464	3,675	3,899
9	2,700	2,865	3,039	3,225	3,422	3,630
10	2,500	2,653	2,814	2,986	3,168	3,361
11	2,000	2,122	2,251	2,389	2,534	2,689
12	1,300	1,379	1,463	1,553	1,647	1,748
13	1,000	1,061	1,126	1,194	1,267	1,345

LITTLE MIAMI LOCAL SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE
2026-2027
3%

Step	0	1	2	3	4	5
Classification						
1	8,240	8,743	9,276	9,842	10,442	11,079
2	5,511	5,847	6,203	6,582	6,983	7,409
3	4,944	5,246	5,566	5,905	6,265	6,647
4	4,738	5,027	5,334	5,659	6,004	6,370
5	4,017	4,262	4,522	4,798	5,091	5,401
6	3,399	3,606	3,826	4,060	4,307	4,570
7	3,090	3,278	3,478	3,691	3,916	4,155
8	2,987	3,169	3,363	3,568	3,785	4,016
9	2,781	2,951	3,131	3,322	3,524	3,739
10	2,575	2,732	2,899	3,076	3,263	3,462
11	2,060	2,186	2,319	2,460	2,611	2,770
12	1,339	1,421	1,507	1,599	1,697	1,800
13	1,030	1,093	1,159	1,230	1,305	1,385

ARTICLE 49 – LENGTH OF CONTRACT

This contract shall be in effect from July 1, 2025 through June 30, 2027.

Little Miami Teachers Association
OEA/NEA

Association President	Date 9-8-25
Association Member	Date 9-8-25
Association Member	Date 9-8-25
Association Member	Date 9-8-25
Association Member	Date 9-8-25
Association Member	Date 9-8-25
Association Member	Date 9/8/25
Association Member	Date
Association Member	Date
Association Member	Date

Little Miami School District Board of Education

Board President	Date 09-08-2025
Superintendent	Date 9-8-25
Treasurer	Date 9/8/25
Executive Director of Human Resources	Date
Board Team Member	Date 9/8/25
Board Team Member	Date 9/8/25
Board Team Member	Date 9/8/25
Board Team Member	Date
Board Team Member	Date
Board Team Member	Date

APPENDIX A

LITTLE MIAMI LOCAL SCHOOL DISTRICT
OBSERVATION / EVALUATION FORM

Name _____ Current Assignment_____ Building _____

Date the teacher was formally observed _____

Time Observation Began: _____ Time Observation Ended: _____

****

FOR LIMITED CONTRACT TEACHERS (completed at first observation conference)

Yes ☐ Is teacher initially eligible for continuing contract during or end of school year?

No ☐

_____
Teacher's Initials

Failure to inform the evaluator that you are eligible for a continuing contract at the end of the current school year may result in your receipt of a one year contract pursuant to Article 33 of the Negotiated Agreement.

****

Situation Observed:

Assessment of Classroom Performance:

Assessment of Assigned Professional Responsibilities Outside Classroom:

Suggestions and Recommendations in Areas Needing Attention:

_____

We have reviewed and discussed this summary.

_____ _____ _____ _____

Principal's Signature Date Teacher's Signature Date

☐ Indicates only that I have read this report, not that I agree with its content. Teacher has the right to attach a written response.

C: Superintendent, Teacher, Principal

APPENDIX B

LITTLE MIAMI LOCAL SCHOOL DISTRICT
TUITION REIMBURSEMENT APPROVAL FORM

Teacher's Name _____ Building _____ Date _____

A. An annual fixed budget of $105,000 each school year of this Contract shall be available for reimbursement for tuition costs incurred by teachers for courses completed at an accredited university or college. Any monies not expended in accordance to the provisions established below shall be transferred and added to the following year's budget.

B. The work taken must be in one of the following:
- The teacher's field of certification/license;
- In work to maintain/upgrade certification/license;
- In the field of education or technology;
- In work approved by the Local Professional Development Committee;
- In work approved in advance by the Superintendent.

C. The amount of reimbursement shall be prorated and determined by the number of teachers participating and the amount of coursework completed during the time period of July 1 through June 30 of each year. There shall be no maximum reimbursement a teacher can receive for the actual cost of the number of semester or quarter hours completed. There is a maximum of $4,000 tuition reimbursement per teacher per year.

D. This reimbursement is available to teachers who have completed two (2) or more years of teaching experience at Little Miami before taking the courses being submitted. Teacher must be employed by the Board at the time reimbursement is paid.

E. Directions:
1. All reimbursement requests must be submitted by September 30th of each year for all coursework taken in the prior July 1 through June 30 time period.
2. In order to be eligible to receive reimbursement a teacher must earn a grade of B or better; or receive a passing grade in a pass/fail course.
3. An official college transcript, electronic or hard-copy, and an official receipt from the college must be submitted which shall include course names, course tuition costs, and verified payment to the Human Resource Office along with this form no later than September 30th at 4:00 P.M. **(NO EXCEPTIONS).** This deadline requires strict compliance and failure to meet this deadline will result in forfeiture of any entitled tuition reimbursement amounts.
4. Reimbursement shall be distributed by October 30th of each year.

Attach all required documents to this form and submit to the Human Resources Director.

Coursework Notification / Approval

NAME OF COURSE	# OF HOURS	CHECK ONE Sem	QTR	CATEGORY a,b,c,d,e (See below)		TOTAL COST

A. For certification purposes
B. In the field of education
C. In Technology
D. Approved by LPDC
E. In other work approved by Superintendent

Superintendent's signature _____ Date _____
Indicates acceptance of coursework for tuition reimbursement pool or approval of other coursework not addressed in A-D.

APPENDIX C

Coach Evaluation

Name: _____ Sport: _____

Rating: ME - Meets/Exceeds Standards DNMS - Does Not Meet Standards

1. Administration
   a. Equipment _____
   b. Staff _____
   c. Public Relations ____
   d. Supervision _____
   e. Paperwork _____
2. Coaching Performance (Discussion Items)
   a. Knowledge of Fundamentals _____
   b. Teaching/Coaching _____
   c. Conditioning _____
   d. Game Pre/Strategy _____
   e. Deals Appropriately with Prevention/Care of Injuries _____
   Performed job duties as set forth in the job description _____
3. Professional Relationships/Communication
   a. Players _____
   b. Parents _____
   c. Staff _____
   d. Game Officials _____
4. Discipline
   a. Firm but Fair _____
   b. Consistency _____
   c. Follows Athletic Code of Conduct _____
   d. Shares concerns with AD in a timely manner _____
5. Professionalism
   a. Appearance _____
   b. Attitude _____
   c. Execution _____
   d. Conduct _____

Comments:

AD Goals:

Coach Goals:

Coach _____ Date _____

Athletic Director _____ Date _____

LITTLE MIAMI LOCAL SCHOOLS

ADVISOR/COACH RECOMMENDATION

_____ _____

Advisor/Coach Activity/Sport

_____

Area of concern as defined on the Advisor/Coach evaluation document

Identify Goal to address area of concern:

Goal shall be implemented and measured in the following way:

This form is used for an advisor/coach who receives an NI or U on the evaluation document or for other identified area of concern.

APPENDIX D

LITTLE MIAMI LOCAL SCHOOL DISTRICT

STEP TWO GRIEVANCE

DATE SUBMITTED: _____

POSITION: _____ NAME: _____

SCHOOL: _____ PRINCIPAL: _____

Briefly state the problem, indicating the date grievance occurred and provisions of the agreement allegedly violated: _____

_____

_____

_____

Remedy Sought: _____

_____

_____

_____

_____

_____

SIGNATURE: _____

Did you discuss this problem with your Principal/Supervisor prior to filing this grievance? _____

If so, please give date _____, and name of person you discussed it with _____

_____

DATE OF STEP TWO HEARING: _____
(Conducted within 10 days after receipt of filing)

****

STEP TWO RESPONSE (within 10 days of meeting with teacher):

_____

_____

_____

_____

DATE: _____ SIGNATURE: _____

Copies to: Teacher, Association, Superintendent

LITTLE MIAMI LOCAL SCHOOL DISTRICT

STEP THREE GRIEVANCE

(Appealed within 10 days from receipt of Step Two Response)

NAME: _____ DATE: _____

This disposition of this grievance at Step Two has not been satisfactory. I find it necessary to appeal this grievance to Step Three for the following reasons:

_____

_____

_____

_____

SIGNED: _____

DATE OF HEARING: _____
(Conducted within 10 days after receipt of appeal)

****

STEP THREE RESPONSE (within 10 days of meeting with teacher):

_____

_____

_____

_____

DATE: _____ SIGNED: _____
Copies to: Teacher, Association, Superintendent

LITTLE MIAMI LOCAL SCHOOL DISTRICT

STEP FOUR GRIEVANCE

(Appealed within 10 days from receipt of Step Three Response)

NAME: _____ DATE: _____

The disposition of this grievance at Step Three has not been satisfactory. I find it necessary to appeal with grievance to Step Four (arbitration) for the following reasons:

_____

_____

_____

_____

SIGNED: _____

Copies to: Association, Principal, Superintendent, Board President