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MASTER CONTRACT

BETWEEN THE

ST. BERNARD-ELMWOOD PLACE EDUCATION SCHOOL DISTRICT
BOARD OF EDUCATION
HAMILTON COUNTY, OHIO

TO

ST. BERNARD ELMWOOD PLACE EDUCATION ASSOCIATION

AN AFFILIATE OF THE

OHIO EDUCATION ASSOCIATION AND NATIONAL EDUCATION ASSOCIATION

EFFECTIVE:

August 1, 2025 Through July 31, 2028

TABLE OF CONTENTS

ARTICLE I: RECOGNITION 4

1.01 ASSOCIATION RECOGNITION 4
1.02 BOARD RECOGNITION 4
1.03 DEFINITIONS 4

ARTICLE II: NEGOTIATIONS PROCEDURES 5

2.01 REQUEST FOR NEGOTIATION 5
2.02 PROFESSIONAL NEGOTIATIONS SESSIONS 5
2.03 NEGOTIATION TEAMS 6
2.04 INFORMATION 6
2.05 CAUCUS 6
2.06 PROPOSALS 6
2.07 ITEM AGREEMENT 7
2.08 AGREEMENT 7
2.09 IMPASSE – MEDIATION/ARBITRATION 7

ARTICLE III: ASSOCIATION RIGHTS 8

3.01 ASSOCIATION RIGHTS 8
3.02 INTERSCHOOL MAIL AND MAILBOXES 9
3.03 BULLETIN BOARDS 9
3.04 USE OF SCHOOL BUILDINGS, EQUIPMENT, AND FACILITIES 9
3.05 BOARD AGENDAS AND MINUTES 9
3.06 ASSOCIATION LEAVE 9
3.07 ACCESS 9
3.08 FINANCIAL DOCUMENTS 9
3.09 SCHOOL DISTRICT CONSOLIDATION 10
3.10 OPENING DAY AGENDA 10
3.11 PAYROLL DEDUCTION 10
3.12 ASSOCIATION-ADMINISTRATION MEETINGS 10
3.13 SCHOOL DIRECTORY 10
3.14 NOTICE OF BOARD OF EDUCATION MEETINGS 10
3.15 ASSOCIATION RESPONSIBILITIES 10
3.16 ADMINISTRATIVE MEETINGS 11

ARTICLE IV: GRIEVANCE PROCEDURE 11

4.01 GRIEVANCE POLICY 11
4.02 DEFINITIONS 11
4.03 STEP ONE – *INFORMAL* 11
4.04 STEP TWO – *PRINCIPAL* 12
4.05 STEP THREE – *SUPERINTENDENT* 12
4.06 STEP FOUR 13
4.07 ARBITRATOR – WRITTEN REPORT 13
4.08 MISCELLANEOUS 13

ARTICLE V: EMPLOYMENT PRACTICES/MEMBER RIGHTS 14

5.01 PERSONNEL FILES 14
5.02 EVALUATIONS 14

5.03 NONRENEWAL OF LIMITED CONTRACTS 15
5.04 TERMINATION 15
5.05 REDUCTION IN FORCE 15
5.06 VACANCIES, ASSIGNMENTS AND TRANSFERS 17
5.07 CONTINUING CONTRACT ELIGIBILITY 18
5.08 PROGRESSIVE DISCIPLINE 19
5.09 RETIRED EMPLOYEES RE-EMPLOYED BY THE BOARD IN BARGAINING UNIT POSITIONS 20
5.10 DRUG FREE WORKPLACE 21

ARTICLE VI: WORKING CONDITIONS 21

6.01 SCHOOL CALENDAR 21
6.02 TEACHER WORK YEAR 21
6.03 LENGTH OF WORKDAY 21
6.04 PLANNING TIME 22
6.05 DUTY-FREE LUNCH 22
6.06 CURRICULUM COMMITTEE MEETINGS 22
6.07 FIELD TRIPS 23
6.08 MILEAGE REIMBURSEMENT 23
6.09 COMPLAINTS ABOUT PERSONNEL 23
6.10 COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS 24
6.11 CLASS SIZE 24
6.12 DUTIES OUTSIDE TEACHING ASSIGNMENT 25
6.13 INTERNAL SUBSTITUTION 25
6.14 CLASSROOM VISITATION 26

ARTICLE VII: LEAVES OF ABSENCE 26

7.01 ASSAULT LEAVE 26
7.02 PERSONAL LEAVE 26
7.03 SICK LEAVE 28
7.04 SABBATICAL LEAVE 30
7.05 CHILD CARE LEAVE 30
7.06 MILITARY LEAVE 31
7.07 PROFESSIONAL LEAVE 31
7.08 COURT APPEARANCE/JURY DUTY 31
7.09 MEDICAL LEAVE 32
7.10 FAMILY AND MEDICAL LEAVE ACT OF 1993 32
7.11 PERFECT ATTENDANCE INCENTIVE STIPEND 32

ARTICLE VIII: SALARIES AND SUPPLEMENTAL SALARIES 32

8.01 SALARY SCHEDULE 32
8.02 PAY PLANS 33
8.03 HORIZONTAL PLACEMENT/ADVANCEMENT ON SALARY SCHEDULE/TUITION REIMBURSEMENT 33
8.04 SUPPLEMENTAL DUTIES 34
8.05 PAYROLL DEDUCTIONS 35

ARTICLE IX: FRINGE BENEFITS 36

9.01 HOSPITAL, VISION AND PRESCRIPTION DRUG INSURANCE 36
9.02 DENTAL INSURANCE 37
9.03 GROUP TERM LIFE INSURANCE 37
9.04 SEVERANCE PAY AT RETIREMENT 37

9.05 STRS TAX SHELTER PICK-UP 38

ARTICLE X: CONCLUSION 39

10.01 SCOPE OF AGREEMENT 39
10.02 IMPLEMENTATION 39
10.03 PROVISIONS CONTRARY TO LAW 39
10.04 DURATION OF CONTRACT 40
10.05 COPIES OF CONTRACT 40

APPENDIX A - OFFICIAL COMPLAINT BY PUBLIC AGAINST CERTIFIED PERSONNEL 41
APPENDIX B - CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS 42
APPENDIX C-1 / TEACHERS SALARY SCHEDULE [EFFECTIVE 2025-2026] 43
APPENDIX C-2 / TEACHERS SALARY SCHEDULE [EFFECTIVE 2026-2027] 44
APPENDIX C-3 / TEACHERS SALARY SCHEDULE [EFFECTIVE 2027-2028] 45
APPENDIX D – SUPPLEMENTAL SALARIES 46
APPENDIX E - GRADUATE COURSE PRE-APPROVAL 63
APPENDIX F - TUITION REIMBURSEMENT REQUEST 64
APPENDIX G - GRIEVANCE FORM - STEP 2 65

ARTICLE I: RECOGNITION

1.01 ASSOCIATION RECOGNITION

1.0101 The St. Bernard-Elmwood Place City School District Board of Education, hereinafter referred to as the "Board", recognizes the St. Bernard-Elmwood Place Education Association, an affiliate of the Ohio Education Association and the National Education Association, hereinafter referred to as the "Association", as the exclusive and sole bargaining unit as defined herein.

1.0102 The Board agrees to negotiate with and recognizes the Association as the sole and exclusive bargaining agent for the certificated staff as defined herein, having the right to represent exclusively the members of the bargaining unit and the right to unchallenged and exclusive representation for the duration of this Contract.

1.0103 The Association has the full rights and privileges of exclusive representation as defined in Ohio Revised Code Chapter 4117.

1.02 BOARD RECOGNITION

1.0201 The Association recognizes the Board as the locally elected body charged with the establishment of policy of public education in the District and as the employer of all personnel of this District under state law.

1.0202 The Association recognizes that the Board is the duly elected body charged by law with the authority and responsibility for operating the School District. The Association further recognizes that the Board retains all of its statutory authority without limitation except to the extent that its statutory power and authority is specifically limited by a provision of this Contract.

1.03 DEFINITIONS

1.0301 Bargaining Unit:

The bargaining unit covered by this Contract is defined as all certified personnel employed by the Board whether on leave, on per diem basis, employed, or to be employed, excluding the Superintendent of Schools, all assistant superintendents, administrative assistants, principals and assistant principals, supervisors, and all others for whom certification in supervision or administration is required as a condition of employment, substitute teachers, tutors hired on an as needed basis, teacher aides, and all other non-certificated employees of the Board and administrative personnel as defined in ORC 4117.

1.0302 Member of the Bargaining Unit:

Member as used herein shall mean member of the bargaining unit.

1.0303 Days:

Refers to calendar days unless otherwise indicated.

1.0304 Good Faith:

Good faith is defined as the willingness to consider, propose, and make counter-proposals in an effort to reach a mutually agreed position on matters that are negotiable. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons. The unwillingness of one or the other party to change its position shall not constitute bad faith.

1.0305 Party:

Shall be construed to mean the Association and/or the Board.

ARTICLE II: NEGOTIATIONS PROCEDURES

2.01 REQUEST FOR NEGOTIATION

A letter of request to open negotiations shall be submitted by the President of the Association to the Superintendent or by the Superintendent to the President of the Association between February 15 and March 31.

2.0101 The initiating party shall include the following:

A. Date of request
B. Location of session
C. Statement of purpose for negotiation session
D. Person to contact
E. Three (3) proposed initial session dates that shall be no later than ten (10) days after receipt by the receiving party of the request to negotiate.

2.0102 The receiving party shall respond and include the following:

A. Date of response
B. Acknowledge of receipt of negotiations request
C. Person to contact
D. Acceptance of one (1) of the three (3) proposed initial session dates
E. Acknowledgement of location of session

2.02 PROFESSIONAL NEGOTIATIONS SESSIONS

2.0201 The parties shall meet at a time and place as established under Section 2.01 of this Article for the first negotiation session.

2.0202 A time, place and date for the next session shall be established before concluding the first and each successive negotiation session.

2.0203 Specific written proposals shall be exchanged by the parties at the first session unless otherwise mutually agreed. The party requesting negotiations shall present and explain its proposals first. The other party will then present and explain its proposals. Subsequently, no new proposals shall be considered unless mutually agreed.

2.0204 The agenda for the subsequent session shall be determined at the end of each session.

2.0205 All sessions shall be scheduled after school hours unless otherwise mutually agreed.

2.03 NEGOTIATION TEAMS

2.0301 Each team shall consist of up to four (4) people of the party's choice. Each team shall designate a spokesperson. All negotiations shall be conducted exclusively by the said teams.

2.0302 Each team may call upon professional and lay consultants (in addition to their team members) to present testimony and facts concerning matters under discussion. No more than two (2) consultants may be used by each team in any negotiation session. The cost of such consultants shall be borne by the party using their services. The team using a consultant shall provide notice of that fact three (3) days prior to the session naming the person who will make the presentation and the subject of same.

2.0303 Each team may have up to two (2) observers present at each session. The observers may not participate in the bargaining process. In no event shall the total number of team members and observers exceed six (6) at any session.

2.0304 While no final agreement shall be executed without ratification by the Association, and adoption by the Board, the parties mutually pledge that their teams will be clothed with all necessary power and authority to make and consider proposals and counterproposals and to make concessions in the course of negotiations so as to reach tentative agreement.

2.04 INFORMATION

The parties agree to make available to each other, upon reasonable request and in reasonable time, all available public information pertinent to the matter(s) under negotiation.

2.05 CAUCUS

Either team may call for a caucus at any time. A caucus shall not be for longer than one (1) hour unless an extension is mutually agreeable to both teams.

2.06 PROPOSALS

Negotiation proposals shall, in form and in detail, specify that to which agreement is sought so that without clarification or supplementation and, if such proposal is agreed to by the other party, it shall express the whole agreement between the parties with respect thereto.

2.07 ITEM AGREEMENT

As the teams reach tentative agreement on negotiation items, the items shall be reduced to writing and initialed by both teams. Such initialing shall not be considered as a final agreement by the parties and it is expressly understood by the parties that the tentative agreement reached on any items may be revised or withdrawn by either team at any time during the negotiations process.

2.08 AGREEMENT

2.0801 When tentative agreement on all issues is reached through negotiations, the outcome will be reduced to writing, signed by the spokespersons of both negotiation teams, and submitted to the Association's membership for its consideration with a recommendation for acceptance by the Association's bargaining team, and to the Board for its consideration with a recommendation for acceptance by its team.

2.0802 The ratification vote by the Association's membership shall be communicated in writing to the President of the Board by the President of the Association. Upon receipt of that written notification that the Association has ratified that tentative agreement, the Board shall meet within fourteen (14) days to consider the approval or non-approval of that tentative agreement.

2.0803 If the agreement is ratified and approved by both the Association and the Board, it shall become part of the minutes of the Board.

2.0804 The Contract shall treat all members of the bargaining unit equally.

2.09 IMPASSE – MEDIATION/ARBITRATION

2.0901 In the event that agreement cannot be obtained on all issues being negotiated within fifty (50) days of the first negotiation session, either party may declare impasse on issues being negotiated, except that the parties may mutually agree to withdraw any negotiation issues and submit them to ratification procedures as herein before described. If an impasse is reached, at the request of either party, the matters may be submitted to mediation. The parties shall ask the Federal Mediation & Conciliation Service and/or the State Employment Relations Board to appoint a mediator. Mediation may continue while arbitration is being implemented.

2.0902 In addition to and simultaneous with mediation, the matter shall be submitted to advisory arbitration. The parties shall request a list of nine (9) names from the American Arbitration Association, and the arbitrator shall be selected in accordance with the rules and regulations of the American Arbitration Association.

2.0903 The arbitrator shall have the authority to hold hearings and to confer with any person deemed advisable in arriving at his/her recommendation. The arbitrator shall report his/her decision to the negotiation teams within fifteen (15) days of the last meeting, if possible. It is agreed by the parties that the recommendation of the arbitrator is not binding on either party except as set forth hereafter and is of an advisory nature only.

2.0904 Within fifteen (15) days of receipt of the arbitrator's recommendations, the Association and the Board shall both consider and vote on the recommendations.

A. Every Association member shall have the right to vote on this arbitrator's report. For the purposes of this provision, member shall be defined in the same manner as it is defined by the State Employment Relations Board in its interpretation of Ohio Revised Code section 4117.14. The vote on said report shall be conducted by written, secret ballot. If the report of the arbitrator is not rejected by at least a three-fifths (3/5) vote of the total Association members, then the recommendation of the arbitrator shall be binding on the Association provided it is accepted by the Board.

B. Likewise, the Board shall consider the recommendations of the arbitrator and vote on same at a public meeting. If the Board does not reject the entire report of the arbitrator by a three-fifths (3/5) vote of its full membership, then the recommendation of the arbitrator shall be binding upon the Board unless it has been rejected by the Association as provided above.

2.0905 If the report of the arbitrator is not rejected by both parties as provided above, it shall be deemed agreed upon as the final resolution of the issues between the parties and shall be included in any contract between them.

2.0906 Each party shall pay one-half (1/2) the cost of the arbitrator.

2.0907 Up to four (4) members designated by the Association shall be provided release time to be present in the Association's behalf at an impasse hearing.

2.0908 Right to Strike

A. In the event all of the impasse procedures set forth in this Contract have been fully completed and no agreement has been reached between the parties and the effective date of the provisions at issue has expired and/or the entire Contract has expired and the Association has given the statutory notice to strike required by *Ohio Revised Code* Chapter 4117, then, in that event only, the Association shall have the right to strike. Upon completion of the impasse procedures, ultimate impasse shall be deemed to exist.

B. The Board agrees that this provision of the Contract provides the Association the contractual right to strike on issues that are negotiable under the reopener provision of this Contract.

ARTICLE III: ASSOCIATION RIGHTS

3.01 ASSOCIATION RIGHTS

The Association shall be granted the following sole and exclusive organizational rights as the sole and exclusive agent of the bargaining unit.

3.02 INTERSCHOOL MAIL AND MAILBOXES

The Association shall be allowed the use of the interschool mail and email system, including mailboxes, to distribute Association materials provided that a copy of said material is given to the building principal simultaneously with its distribution through the interschool mail system and email system. The Association shall be allowed to distribute solely educational material(s) under the same circumstances/policies as any other organization, group, or individual.

3.03 BULLETIN BOARDS

The Association shall be allowed to post materials on bulletin boards in faculty lounges and in the mailrooms at the High School provided all items are identified as Association communications.

3.04 USE OF SCHOOL BUILDINGS, EQUIPMENT, AND FACILITIES

The Association shall be allowed the use of all school buildings, equipment, and facilities for Association business provided that such use does not conflict with school business and that procedures have been followed in accordance with Board policy. The Association shall pay the cost of any supplies used while operating said equipment.

3.05 BOARD AGENDAS AND MINUTES

The Association Executive Board shall be provided, free of charge, all agendas for Board meetings, all approved Board minutes, and other public records (as requested). A copy of Board minutes may be posted in the faculty lounge of each building by the Association.

3.06 ASSOCIATION LEAVE

The Association shall be provided a maximum of six (6) days of leave per calendar year for Association members elected or appointed to represent the Association. Cost for substitute the first four (4) days of use shall be incurred by the Board of Education. The Association shall absorb the substitute cost for the additional two (2) days. It is to be understood that the sum total of six (6) days is to be used by the Association and not six (6) days per Association member.

3.07 ACCESS

The Association representative or member may meet with a teacher before or after the school day, during a planning period, or lunch break to discuss OEA or SBEPEA matters. The representative or member shall check in at the building principal's office and advise the

principal of the purpose and location of the meeting. Association matters should be completed when students are not in session whenever possible.

3.08 FINANCIAL DOCUMENTS

The Association President shall, upon request, be provided, free of charge, copies of all public financial documents routinely prepared by the School District.

3.09 SCHOOL DISTRICT CONSOLIDATION

The Board of Education shall advise the Association President if the Board of Education becomes aware that the St. Bernard/Elmwood Place School District may realistically be consolidated, merged or absorbed with another school district, and shall provide the Association with updates regarding the progress and details of those discussions.

3.10 OPENING DAY AGENDA

The Association President/designee shall be included on the agenda of the opening day general meeting.

3.11 PAYROLL DEDUCTION

3.1101 Dues for the Association and all of its affiliates as established in the Association constitution shall be deducted by the Board Treasurer in accordance with the Payroll Deduction provision of this Contract on the basis of one (1) deduction per pay period for twenty (20) pay periods from the pay of each member who so requests. All the dues of the Association and its affiliates which are deducted from each member's paychecks shall be forwarded by the Board Treasurer or his/her designee to the Association Treasurer in a single check after each payroll period.

3.1102 Each person wishing dues deduction must request it in writing by filing his/her written request annually no later than the second Friday in September. The request shall be filed with the Board Treasurer.

3.12 ASSOCIATION-ADMINISTRATION MEETINGS

The Superintendent and/or his/her designee(s) shall meet with the Association President and/or his/her designee(s) if requested by either party, at mutually convenient times, to discuss matters of concern.

3.13 SCHOOL DIRECTORY

If a directory is printed, each Association member will be provided a copy by the Board. Each year in which a directory is not printed, the Association President shall receive a list of all members of the bargaining unit and their addresses and telephone numbers (unless unlisted).

3.14 NOTICE OF BOARD OF EDUCATION MEETINGS

When possible, the Board Treasurer will notify the Association President whenever a date or time change has been made for a previously scheduled or emergency Board of Education meeting.

3.15 ASSOCIATION RESPONSIBILITIES

The Association shall represent all members equally without discriminating regardless of membership or non-membership in the Association.

3.16 ADMINISTRATIVE MEETINGS

3.1601 The Superintendent, and other administrators deemed necessary by the Superintendent, will meet with the Association President and one other Association representative monthly to discuss issues impacting the terms and conditions of employment of bargaining unit members and building issues that were not resolved at the building level. These meetings are not intended to be negotiations.

3.1602 At the beginning of each school year, each building principal will meet with the building representative to set up a meeting schedule for the representative, and one other representative, to discuss building issues with the principals of each building.

3.1603 The terms and conditions of Article 3.16 are not subject to the grievance procedure.

ARTICLE IV: GRIEVANCE PROCEDURE

4.01 GRIEVANCE POLICY

4.0101 The purpose of the grievance procedure is to secure at the lowest possible level solutions to grievances.

4.0102 Both parties agree that grievance procedures shall be kept as informal as appropriate during all levels of the procedure.

4.02 DEFINITIONS

4.0201 Grievance:

A grievance is a complaint involving the violation, misinterpretation or misapplication of the Contract entered into between the Board and the Association.

4.0202 Grievant:

A. A grievant is any bargaining unit member(s) having a grievance.

B. If a grievance affects bargaining unit members in more than one building, a group grievance may be filed with members affected by the grievance signing same.

4.0203 Day: Day as used herein shall mean calendar day.

4.03 **STEP ONE – *INFORMAL***

4.0301 Any member(s) having a grievance shall first discuss such grievance with his/her building principal, or his/her designee. The member shall advise the principal or his/her designee, at this meeting that this is Step One of the grievance procedure.

4.0302 The building principal or his/her designee shall reply within three (3) days of this meeting to the grievant(s) with reference to the grievance.

4.04 **STEP TWO – *PRINCIPAL***

4.0401 If the building principal or his/her designee's reply does not resolve the grievance to the satisfaction of the grievant(s), the grievant(s) shall have the right to lodge a written grievance with his/her building principal or his/her designee within fifteen (15) days of the occurrence of the act or condition giving rise to the grievance. Failure to file a written grievance within a fifteen (15) day period shall constitute a waiver of the right to file a grievance.

4.0402 The written grievance shall be on a standard form supplied by the Board and shall be available in each building office.

A. The form shall contain a concise statement of the facts upon which the grievance is based and a reference to the specific provisions of the Contract allegedly violated, misinterpreted, or misapplied.

B. A copy of such grievance shall be filed with the Superintendent.

4.0403 The grievant shall have the right to request a hearing before the building principal(s) or his/her designee(s).

A. If such a hearing is requested, the grievant shall be advised in writing of the time, place, and date of the hearing, which shall occur at a time mutually agreeable within seven (7) days of the request for such hearing.

B. The hearing between the grievant and the building principal or his/her designee shall involve those two (2) parties only, unless either of the parties requests and notifies the other party in writing at least three (3) days in advance of the scheduled hearing that he/she wishes to be represented by another employee of the District and/or representative, in which case, both parties may be represented by an employee of the District and/or a representative.

4.0404 The building principal or his/her designee shall take action on the grievance within seven (7) days after his/her receipt of said grievance or, if a hearing is requested, within ten (10) days after the conclusion of said hearing. The action taken and the reasons for the action
shall be reduced to writing on the standard form and copies sent only to the grievant and the Superintendent.

4.05 **STEP THREE – *SUPERINTENDENT***

4.0501 If the action taken by the building principal does not resolve the grievance to the satisfaction of the grievant, such grievant may appeal in writing to the Superintendent. Failure to file an appeal within seven (7) days from receipt of the form containing the principal's action on said grievance shall be deemed a waiver of the right to appeal and the grievance shall be void.

A. Upon request, a hearing shall be conducted by the Superintendent, or his/her designee, within seven (7) days after the receipt of the request.

B. The grievant shall be advised in writing of the time, place, and date of such hearing which shall be at a time mutually agreeable, and shall have the right to be represented at such hearing by counsel or by a representative of the Association.

4.0502 The Superintendent or his/her designee shall take action on the appeal of the grievance within seven (7) days after receipt of the appeal, or, if a hearing is requested, within seven (7) days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing on the standard form at the time the action is taken and copies sent only to the grievant and the building principal or his/her designee.

4.06 **STEP FOUR**

4.0601 If the grievant is not satisfied with the decision at Step Three, the grievant, with the consent of the Association, may appeal the decision to binding arbitration within seven (7) days of receipt of the Superintendent's decision.

4.0602 The notice of appeal at Step Four shall be filed with the Superintendent.

4.0603 The parties shall request a list of arbitrators from the American Arbitration Association.

A. The arbitrator will be selected in accordance with the rules and regulations of the American Arbitration Association, except as herein modified.

B. If no arbitrator is mutually acceptable from the list supplied by the American Arbitration Association, an additional list or lists will be requested.

4.0604 The arbitrator shall conduct a hearing and receive such evidence and testimony as he/she deems proper. Such hearing shall be held at the earliest time mutually convenient to the grievant, the Board, and the arbitrator

4.0605 The decision of the arbitrator shall be final and binding on all parties.

4.07 **ARBITRATOR – WRITTEN REPORT**

4.0701 Within thirty (30) days of the hearing of the grievance, or as may otherwise be mutually agreed, the arbitrator shall issue his/her written report. The report shall be transmitted simultaneously to the grievant and the Board.

4.0702 The arbitrator shall not have the power to add to, subtract from, or modify this Contract.

4.0703 The Board and the Association shall equally share the fees and expenses of the arbitrator and any expenses incidental to the arbitration proceedings. Each, however, shall be responsible for the fees and expenses of its representatives.

4.08 MISCELLANEOUS

4.0801 A grievance may be withdrawn at any step without prejudice or record.

4.0802 No reprisal(s) of any kind shall be taken by or against any party(ies) in interest, any participant(s) in the grievance procedure, or any member(s) by reason of such participation.

4.0803 Should a hearing scheduled at Step Three or Step Four require the grievant(s) to be released from his/her/their regular assignments, he/she/they shall be released without loss of pay.

4.0804 All documents, communications, and records dealing with the processing of each grievance shall be filed in a confidential file separately from the personnel files of the participants.

4.0805 Any time limits set forth in the grievance procedure may be extended by mutual agreement of the parties concerned. Such an extension shall be expressed in writing.

ARTICLE V: EMPLOYMENT PRACTICES/MEMBER RIGHTS

5.01 PERSONNEL FILES

5.0101 A personnel file of each member shall be maintained in the District's central office.

5.0102 A member shall be able to review his/her personnel file in the office of the Superintendent. The file may be reviewed in the presence of the Superintendent or his/her designee.

The member shall have the right to be accompanied by an Association representative.

5.0103 Prior to placing an evaluation and/or derogatory material in a member's file, the teacher shall be shown the material and given the opportunity to initial it. If the member refuses to initial the material, it may be placed in the file. The member's initials shall not constitute agreement with the contents of the file. If a member refuses to initial the document, the administration will indicate on the document being placed into the personnel file that the member refused to initial it.

5.0104 A member shall have the right at any time to attach a written reply to any material being placed in his/her file.

5.0105 Any member shall have the right to obtain a copy of any item in his/her file upon the payment of the reasonable cost of photocopying said material. The provisions of this section of the Contract shall not be construed as limiting the rights afforded to a member pursuant to Ohio Revised Code Chapter 1347.

5.02 EVALUATIONS

5.0201 Teachers as defined by Ohio Revised Code section 3319.111 shall be evaluated in accordance with the Board adopted evaluation policy, and any memoranda of understanding which may be executed between the parties. School Counselors as defined by Ohio Revised Code section 3319.113 shall be evaluated in accordance with the Board adopted evaluation policy, and any memoranda of understanding which may be executed between the parties.

5.0202 Members that are not teachers or school counselors as defined by Ohio Revised Code section 3319.111 and section 3319.113 shall be evaluated using the evaluation model that is currently in use as of the 2012-2013 school year.

5.0203 Any and all claimed violations of any evaluation procedure shall be subject solely to the grievance procedure contained in this Agreement and it is intended that these processes shall supersede any evaluation requirements set forth in Ohio Revised Code section 3319.11.

5.03 NONRENEWAL OF LIMITED CONTRACTS

5.0301 A member whose limited contract is being non-renewed shall be notified in accordance with Ohio Revised Code 3319.11, except as modified by Article 5.02.

5.04 TERMINATION

The termination of the contract of any member must be in accordance with the Ohio Revised Code 3319.16 and 3319.161 and subject solely to the procedures set forth therein.

5.05 REDUCTION IN FORCE

5.0501 A. The Board may make a reduction in force for reasons specified in Ohio Revised Code 3319.17 or for the following reasons:

1. Decline in Student enrollment.
2. Return to duty of member(s) on leave.
3. Discontinuance or reduction of a program, teaching or subject areas.
4. Suspension of schools, or territorial changes affecting the district.
5. Financial reasons.

B. The Board shall determine the area of certification to be reduced. The Association shall be given the list of teachers in order of seniority in his/her areas of certification. To the extent possible, the number of members affected by the reduction in force will be minimized by not employing replacements for resignations, retirements or other vacancies created by attrition insofar as practical.

C. Reductions needed beyond those available by attrition, as mentioned in B, will be made by suspending contracts, in accordance with Paragraph D. Except in the case where a reduction in force is necessary due to a reduction in State or Federal funding, the Board shall advise the Association of the need for a reduction in the upcoming school year by the May regularly scheduled Board meeting.

D. In making any such reduction, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts. The board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations.

E. In the event that a member employed by the Board is reduced in force, and that member has a currently valid certification in a teaching area other than that in which the member has been reduced in force, that member may be able to displace another member if the two teachers have comparable evaluations and they are more senior than the other teacher. In that event, upon being notified of the exercise of the bumping right by the member, the Board will suspend the contract of the member being bumped, pursuant to the provisions of this reduction in force provision. The displacing member must notify the Board within fifteen (15) days of being notified of the reduction in force that they intend to exercise their bumping rights. The member who is being bumped will be subject to and have all the rights of, the reduction in force and recall provisions of the Agreement.

5.0502 All eligible continuing contract teachers will be recalled before limited contract teachers regardless of seniority. Seniority shall not be the basis for recall except between teachers with comparable evaluations.

5.0503 Any member whose contract is suspended pursuant to this section of the Contract shall be placed on a recall list for re-employment for two (2) years. If a vacancy occurs in such a member's area of certification and if the member is presently certified in that area, he/she will be placed on the recall list and will be considered for the vacancy before outside applicants.

5.0504 A member shall not be denied recall solely because his/her salary is greater than other applicants for the position.

5.0505 If a member refuses an offered vacancy, his/her name shall be removed from the recall list and the Board's obligation hereunder terminated. If a member is offered a vacancy

which is for less time than the member was working when the member was suspended, and the member declines the vacancy, the member shall remain on the recall list.

5.0506 The Board has fulfilled its responsibilities herein by sending a written notice of vacancy to a member on the list by certified mail at the last address left by the member. Unclaimed, refused, or non-deliverable notices, as well as failure to respond within fourteen (14) days of the posting of the notice, shall constitute refusal of the vacancy.

5.0507 Seniority for the purposes of this provision shall mean the number of continuous years of district service commencing with the most recent date of Board approval for employment in a bargaining unit position. Approved unpaid leaves of absence shall not count as years of service, but shall not constitute a break in service. To establish a seniority list for the purpose of this provision, the Board shall list each bargaining unit member in chronological order by most recent Board approval date for employment in a bargaining unit position in this district. If the most recent Board approval date is the same for two (2) employees, the Board shall also list the following dates to determine the most senior:

1. The date the employee signed a teaching contract.
2. Most recent date of application for employment in a bargaining unit position in the district.

A seniority list will be prepared and kept updated ranking all continuing contract members in the district by seniority, giving all areas of certification and present teaching assignment(s); then all limited contract members in the district by seniority, giving all areas of certification and present teaching assignment(s).

5.0508 Assignment of Sub-contracting Academic Teachers

The Board of Education has sole discretion in determining the need to contract with the Hamilton County Board of Education for the services of academic teachers. Need will be based on, but not limited to, circumstances in which the District has too few students in specific classes to justify the employment of a full-time teacher.

5.06 VACANCIES, ASSIGNMENTS AND TRANSFERS

5.001 Posting of Vacancies

A vacancy shall be defined as a situation in which a position previously held by a member is designated as one to be filled because of said member's resignation, retirement, contract nonrenewal, suspension, termination, or a situation in which a new position is created.

5.0602 All vacancies shall be sent to each member via District email by the Superintendent or designee after it has been established that the vacancy shall exist.

5.0603 Each position may include information on how to apply, the deadline for submitting application, and special conditions that may apply.

5.0604 Teacher Request for Transfers

A. A transfer shall be defined as a move between buildings. An assignment shall be defined as a change of grade level or program within a building, and shall be governed by Board Policy GCI.

B. Professional Staff Assignments and Transfers

The assignment and transfer of members shall be made by the Superintendent/designee on the basis of the member's qualifications, seniority, capabilities, and the present needs of the school system. Members shall be assigned and transferred, insofar as possible, to positions that they request. It is recognized, however, that the limited size of the school system places restrictions upon the flexibility of positions. While an effort shall be made to accommodate requested assignments, the welfare of the students and the best interest of the school system must be of primary concern.

5.0605 Administrative Assigned Transfers

Same as 5.0604

5.07 CONTINUING CONTRACT ELIGIBILITY

Members shall be eligible for continuing contract status in accordance with the Ohio Revised Code Sections 3319.08 and 3319.11. No teacher shall be deemed eligible for a continuing contract, nor be deemed employed on a continuing contract by operation of law unless the teacher, on or before September 1 of the year in which the teacher's contract is to expire, the teacher notifies the Superintendent, in writing, of the teacher's eligibility for continuing contract for the following year, and, on or before February 1, provides to the Superintendent the official transcripts of completed coursework which satisfies the requirements below for continuing contract. The teacher may withdraw the request for continuing contract up until the date of Board action. This section shall supersede Ohio Revised Code sections 3319.08 and 3319.11 that do not require notice for continuing contract eligibility.

After having completed the evaluations of the member, if the Superintendent believes that the member is in need of further professional development based upon the member's performance evaluations or other documented performance issues, the Superintendent may recommend the issuance of a one year extended limited contract to the member. If the Superintendent intends to recommend an extended limited contract, the Superintendent must advise the member, in writing, of the reasons for the recommendation and shall meet with the member upon the member's request. Should the member be employed under an extended limited contract pursuant to this Section, and the member is re-employed upon the conclusion of the extended limited contract, it must be under a continuing contract. This section shall supersede Ohio Revised Code section 3319.11 regarding the requirements and procedures for the issuance of an extended limited contract.

Teachers are eligible for continuing contract as follows:

a. Those teachers who, having attained continuing contract status elsewhere, have served two years in the district; or
b. Those teachers qualified who within the last five years have taught for at least three years in the district or center, and meets one of the following two requirements.

Option I.

i. The teacher was initially issued a teacher's certificate or educator license prior to January 1, 2011;

ii. The teacher holds a professional educator license issued under section 3319.22 or 3319.222 or former section 3319.22 of the Revised Code or a senior professional educator license or lead professional educator license issued under section 3319.22 of the Revised Code; and

iii The teacher has completed the applicable one of the following:

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

(b) If the teacher held a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board shall adopt.

Option II

i. The teacher never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011.

ii. The teacher holds a professional educator license, senior professional educator license, or lead professional educator license issued under section 3319.22 of the Revised Code.

iii The teacher has held an educator license for at least seven years.

iv. The teacher has completed the applicable one of the following:

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

(b) If the teacher held a master's degree at the time of initially receiving an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt.

5.08 PROGRESSIVE DISCIPLINE

A member shall only be disciplined for cause and discipline shall not be used as harassment. Equal treatment shall be afforded all members.

5.0801 Right to a Hearing

No member shall be disciplined without first having had a hearing with an Association representative of his/her choice present, if the member so requests.

5.0802 Rights to Written Statement

The member shall be given a written statement containing the charges and the time and place of the hearing. The written statement shall notify the member of his/her rights to Association representation.

5.0803 Purpose of the Progressive Discipline

Disciplinary action shall consist of a course designed to improve the quality of the member.

5.0804 Progressive Discipline Procedure

Except in cases where the presence of the member on the job or at their work location shall post a threat to the health and safety of the member or others or the member commits an act which is serious enough to warrant skipping a level determined at the sole discretion of the Superintendent, the measures of discipline shall follow in the order listed below:

Level One: The first incident of misconduct shall result in an informal discussion of the offense and a record of the discussion may be added to the member's personnel file.

Level Two: The second incident of misconduct shall result in a formal written warning being added to the member's personnel file.

Level Three: A third incident of misconduct may result in a possible suspension without pay or termination.

5.0805 Right to Grieve

A member may appeal any disciplinary action directly to Step Three of the grievance procedure.

5.09 RETIRED EMPLOYEES RE-EMPLOYED BY THE BOARD IN BARGAINING UNIT POSITIONS

Any individual who is retired under the Ohio State Teachers Retirement System (STRS) or any other State Teachers Retirement System in the United States and who is re-employed by the Board in a bargaining unit position shall receive a limited contract and shall at no time be eligible for nor be granted continuing contract. In the event of a reduction in force, these individuals shall be considered to be the least senior members and shall be laid off first.

5.0901 Retire rehired members employed pursuant to this provision shall be eligible for health care and dental insurance plans offered by the district pursuant to the unit's collective bargaining agreement.

5.0902 Retired rehired members employed pursuant to this provision shall receive one year limited contracts and shall not be eligible for continuing contracts, regardless of their years of service or license held. For anyone employed as a retired rehire after August 1, 2019, these limited contracts shall automatically expire at the end of the school year and the Board of Education shall not be required to take any official action to non-renew these contracts pursuant to Ohio Revised Code section 3319.11. However, if rehired the following year, the retired rehired member shall move to the next longevity step on the salary schedule column.

5.0903 Returning retirees are not entitled to any severance benefits or retirement incentive benefits.

5.0904 In the event of reduction in force, the retired rehired member will not be considered to have any seniority over any other member, although the retired rehired member will be a member of the bargaining unit.

5.0905 Retired rehired members are eligible for sick leave accumulation, starting with zero balance.

5.0906 All of the terms and conditions of employment set forth in the preceding numbered paragraphs shall supersede and replace any sections of the Ohio Revised Code with which they are in conflict, including but not limited to, Ohio Revised Code sections 3317.13, 3317.14, 3319.08 and 3319.11.

5.10 DRUG FREE WORKPLACE

No member of the St. Bernard-Elmwood Place City School District engaged in work or while in the workplace shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substance as defined in federal and state law.

A member who violated the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the Board. If the member fails to satisfactorily participate in such a program, the member shall be non-renewed, suspended or terminated at the discretion of the Board.

ARTICLE VI: WORKING CONDITIONS

6.01 SCHOOL CALENDAR

6.0101 Prior to adopting a school calendar, the Superintendent will meet with the Association President to discuss the calendar that is to be submitted to the Board of Education for approval.

6.02 TEACHER WORK YEAR

The regular work year for members shall be up to one hundred eighty-five (185) days in length up to: one hundred eighty (180) shall be days with students in attendance; two (2) shall be parent-teacher conference days; one (1) shall be an in-service day; and two (2) record-keeping days, including; one (1) day at the end of the second quarter; and one (1) day at the end of the fourth quarter. Members will be required to report for any make up day built into the District calendar. After the first five (5) calamity days, on days when schools are closed due to non-roadway conditions, the Superintendent reserves the right to have members report on a two-hour delay or on a make-up day provided it has been built into the district calendar. This shall not extend the contractual number of workdays. After the opportunity to make use of Calamity Days has expired, remote days may be assigned. Days assigned as remote instruction shall not be considered calamity days.

6.03 LENGTH OF WORKDAY

6.0301 The regular workday shall be seven (7) hours and forty-five (45) minutes in length for members with exception to the provisions outlined in 6.0302 and 6.0303.

6.0302 Members may be required to attend one regularly scheduled faculty meeting per month lasting no more than one (1) hour. Also, emergency faculty meetings may be scheduled at the discretion of the administration to address urgent matters related to crisis situations.

6.0303 Meetings related to regular teaching duties occurring before or after the regular workday or during planning periods and that include but are not limited to parent conferences, IEP meetings, or collaborative planning shall be scheduled with prior consultation when possible.

6.04 PLANNING TIME

6.0401 Members working a full workday and assigned to teach in grades 7 to 12 shall receive planning time equal to one (1) class period during the student day.

6.0402 The Board will provide two hours of time monthly for TBT meetings during the teacher workday beginning with the 2023-2024 school year. The meeting time shall be at a minimum one hour in length. For the 2022-2023 school year, if TBT meetings occur outside the regular workday, teachers participating in the meetings shall be compensated at the internal substitute rate.

6.0403 Members in grades K to 6 shall have one block of forty (40) minutes planning/conference time during each student day when possible, or a minimum of two hundred (200) minutes planning time per week.

6.0404 When there is a late start/early release for students and/or staff, the schedule for the day shall be compacted so that all periods are conducted and no member shall lose their entire planning period.

6.05 DUTY-FREE LUNCH

Each member of the bargaining unit shall be granted at least thirty (30) consecutive duty-free minutes for lunch each workday during which time he/she shall not be required to perform any work-related duty. The granting of the lunch period to members shall not cause the lengthening of the school day and/or the workday.

6.06 CURRICULUM COMMITTEE MEETINGS

6.0601 Serving on a graded course of study/curriculum committee(s) shall be on a voluntary basis, with final selection of participants being based upon the recommendations of the administration.

6.0602 Released time may be granted to attend curriculum meetings.

6.0603 The writing of the graded course of study shall occur during the summer unless another time is mutually agreed upon by both parties.

6.0604 Compensation on an hourly basis for hours approved by the administration for curriculum work shall be paid to those writing curriculum.

6.07 FIELD TRIPS

No member of the bargaining unit shall be required to use his/her own vehicle to transport students and/or Board employees on any school sponsored field trip.

6.08 MILEAGE REIMBURSEMENT

6.0801 Members who are regularly assigned teaching duties in more than one school building in the District during the workday and/or work week and who are required to use their personal automobile to commute between buildings to perform these duties shall be reimbursed at the rate established by IRS guidelines. This policy will be reviewed annually by July 1 and an adjustment will be made based upon the IRS guidelines if necessary. Reimbursement will be made for all miles driven commuting between buildings to perform regular teacher duties or attending approved professional meetings. Members shall not be reimbursed for travel time from home to work assignments. This provision shall not apply to regular supplemental contract duties except when attending athletic events.

6.0802 The traveling time required of any traveling member shall not cause his/her workday to exceed that of the workday as defined in this negotiated Contract, and it shall not cause his/her duty-free lunch to be fewer than thirty (30) consecutive minutes in length. A planning time shall be included in each traveling member's workday, in accordance with the "Planning Time" provision of this negotiated Contract.

6.09 COMPLAINTS ABOUT PERSONNEL

6.0901 The Board supports its members and their actions in such a manner that members are freed from unnecessary, spiteful, or destructive criticisms and complaints.

6.0902 Whenever a complaint is made directly to the Board as a whole or a Board member as a member, it shall be referred to the school administration who shall refer the parent to the teacher about whom the complaint was made, unless the complaint involves the health or safety of a student or the parent refuses to meet with the teacher. If the parent is not referred to the teacher, the member involved shall be advised of the nature of the complaint within reasonable time and shall be given every opportunity for explanation, comment, and presentation of facts as he/she sees them.

6.0903 If resolution of the problem seems unlikely at the building level, either party is encouraged to refer the matter to the Superintendent for his/her review.

6.0904 If necessary, the administration, the person who made the complaint, or the member involved may request an executive session of the Board for the purpose of fuller study and a decision of this body.

A. All parties involved shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues.

B. Hearsay and rumor shall be discounted as well as emotional feelings, except as these directly relate to the facts of the situation.

C. The Board shall conduct this meeting in as fair and just a manner as possible.

D. The Board may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution.

E. If an official complaint is made, a form (Appendix "A") is to be completed by complainant.

6.10 COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

6.1001 It is the policy of the Board to require that books and other reading matter be chosen for values of interest and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political, or religious views of the writer or its style and language. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national,

and local, and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal approval or disapproval.

6.1002 Accordingly, the Board adopts the following guidelines when dealing with complaints about books or other materials:

A. The final decision for controversial reading matter shall rest with the Board after careful examination and discussion of the book or reading matter with school officials or anyone else the Board may wish to involve.

B. No parent or group of parents has the right to determine the reading matter for students other than their own.

C. The Board recognizes the right of an individual parent to request that his or her child not have to read a given book, provided a written request is made to the appropriate building principal.

D. Any parent who wishes to request reconsideration of the use of any book in the school shall make such a request in writing on a form (Appendix "B") provided through building principals.

E. Procedures outlined in Board Policy will be forwarded when questioned materials are being reviewed.

6.11 CLASS SIZE

An instructional aide will be provided at a unit level (primary unit and intermediate unit) in a building on a shared basis if average enrollment among classes in the unit exceeds the following enrollment as of the first week of October:

Grade	Enrollment Triggers
K-3	24
4-6	26

6.12 DUTIES OUTSIDE TEACHING ASSIGNMENT

6.1201 Members shall not be required to perform any duties for which they are not professionally qualified, certified and/or licensed, i.e., dispensing of medications, other medical services/procedures.

6.1202 Members shall not be required to perform personal care (hygienic) services.

6.13 INTERNAL SUBSTITUTION

6.1301 Substitutes shall be employed, when available, for classroom teachers who are absent from their assigned class(es). After reasonable effort has been made to secure a substitute teacher, and no substitute is available, another employee during their planning period may be used to cover the assigned class of the absent member. This process shall be called "internal substitution." The administrator of the building to which that member is assigned shall secure the employee(s) for internal substitution in the following manner:

A. First, an attempt shall be made by the building administrator to cover each class of the absent member voluntarily from among members in the building who are on a planning time. The building administrator shall select the member on a rotating basis.

B. If no member voluntarily accepts said opportunity, the assignment of the class to a member shall be made on a rotating basis.

6.1302 Each member who covers an assigned period(s)/hour(s) of an absent member either by assignment or voluntarily shall be paid at a rate of thirty ($30) per hour. Each member who covers a portion of a class period(s)/hour(s) of an absent member shall be paid at the internal substitution rate as prorated at one-quarter (1/4) hour increments, rounding up to the nearest half-hour. The building administrator and the Superintendent and or his/her designee shall approve payment for internal substitution, which qualifies for authorized leave.

6.1303 This provision does not preclude the collegial substitution of a member(s) for another for the incidental absence of a member for up to two (2) hours when such absence would qualify for unauthorized leave, but is not charged to authorized leave (i.e., sick, emergency, professional). The building administrator and the Superintendent or his/her designee shall approve collegial substitution. Any substitution in this manner shall be without internal substitution pay.

6.1304 Each member who participates in an internal or collegial substitution situation shall be required to complete an "Internal Substitution" form. Forms shall be submitted to the building administrator no later than two (2) workdays following the day said services were rendered. Internal substitution forms shall be available in the office of every school, and shall be accessible to all members. Payment will be received within thirty (30) days of receipt of form by Treasurer.

6.14 CLASSROOM VISITATION

In the event that a parent or visitor wishes to observe a classroom, such arrangements will be scheduled with the building principal in consultation with the classroom teacher. Such observations will not be evaluative nor used for disciplinary purposes. Observations shall be restricted to the parent's student's scheduled classrooms and shall be a maximum of fifty (50) minutes. Such observations shall not cause disruption to the normal classroom routine or lesson.

ARTICLE VII: LEAVES OF ABSENCE

7.01 ASSAULT LEAVE

7.0101 Pursuant to Ohio Revised Code section 3319.143, a member who is disabled as a result of a physical assault on him/her while the member is performing duties required by his/her contract with the Board of Education and occurring on school premises or during a school-sponsored function and not caused by another member of the St. Bernard-Elmwood Place School District shall be entitled to assault leave. This leave will not be available to a member who, without cause, deliberately provoked the assault that is the basis for said leave request. The member assaulted shall report the incident to the building administrator as soon as possible.

7.0102 When such assault results in absence from duty for medical reasons, such absence shall be at no loss of pay and shall not be chargeable to any other leaves to a maximum of twenty-five (25) days per school year. Additional days may be extended at the Superintendent's discretion upon being provided with a doctor's verification. In no event shall a member receive more than his/her daily rate of pay from all sources, including Workers' Compensation, sick leave, and assault leave, which he/she may be eligible to receive.

7.0103 Medical verification, confirming that the injury was caused by the assault or a pre-existing condition was aggravated by the assault and the length of the time the member will be medically unable to perform his/her teaching duties, shall be furnished to the Superintendent or his/her designee for all such assault leave requests. The Board shall have the right to require a medical examination by a physician of its choice after the member has been absent for five (5) school days per occurrence. In such event, the Board shall pay the full cost of the examination.

7.02 PERSONAL LEAVE

7.0201 Upon application to the Superintendent, personal leave days shall be granted in any school year for personal business that cannot be carried out other than on a regular workday.

7.0202 To obtain these days without loss of pay, approval must be obtained before the absence occurs, when possible.

7.0203 These restricted personal leave days shall be available to all members in the School District.

7.0204 Personal leave requests with the following conditions shall be granted only with the Superintendents approval:

1. On days immediately preceding or immediately following a vacation or a holiday.

2. On days when more than ten percent (10%) of teachers in a building are on Personal Leave.

3. On days during May and June for the reasons set forth in 7.0707 A-J if requested by March 1st.

4. On days during May and June if specifically approved by the Superintendent as an emergency for the reasons listed in 7.0207 K-P.

5. Approvals will be considered on a first come, first applied basis.

6. Teachers may apply for approval for Unpaid Leave for unapproved Personal Leave Requests. Such Unpaid Leave shall only be approved prior to the date of absence.

7.0205 Personal leave is not to be considered as vacation time, but is for emergencies and items listed in this article. Therefore, members are expected to use the days judiciously. The filing of a false statement by a member shall be considered by the Board as grounds for disciplinary action in such form and manner as the Board may deem advisable.

7.0206 Each certified member may be granted three (3) days of personal leave per contract year, with full pay. Such personal leave is not charged against the member's sick leave. (Requests need to be listed as personal business.) Any teacher not using his/her entire annual accumulated person leave days shall receive $250 for each unused personal leave day.

7.0207 In accordance with 7.0204, personal leave requests for in May and June must be for the following purposes:

A. Religious holidays

B. Graduation ceremonies for immediate family (as defined in 7.0305)

C. Anniversaries, reunions, weddings, and wedding arrangements

D. Honeymoon

E. Visiting an institutionally confined relative of the immediate family (as defined in 7.0305)

F. Moving and/or visiting locations for possible relocation with written satisfactory explanation

G. School or college visitations for immediate family (as defined in 7.0305) members who are considering the school for enrollment purposes and are not currently enrolled in that school

H. Attend school, church, or community related programs and contests in which a member of the immediate family (as defined in 7.0305) is participating

I. Attend important events (if the event is made known and approved by the Superintendent)

J. Educational advancement activities with written satisfactory explanation

K. Illness or death beyond sick leave restrictions

L. Travel difficulties with written explanation

M. Emergency home repairs

N. Emergency veterinary services

O. Court appearances and/or legal matters

P. Non-restricted emergency day without pay (see 7.0208)

7.0208 Each member may be granted two (2) additional personal days per year without pay, upon approval of the Superintendent. In addition, if any one of the three (3) personal days are used prior to or after a holiday, that day would be without pay.

7.03 SICK LEAVE

7.0301 Annual Allowance

A. Members of the bargaining unit shall earn sick leave on the following basis: one and one-quarter (1-1/4) days for each completed month of service, to a maximum of fifteen (15) days for each completed year of service.

B. If needed, a member shall be advanced five (5) days of sick leave at the start of each school year. Such advancement shall be deducted from the monthly accumulation of that member until the advancement is repaid in full.

C. Pursuant to the *Ohio Revised Code* section 3319.141, a member re-employed by the Board who, since leaving the employ of this Board has been continuously employed by other boards of education of this state or a county of municipal government(s) in Ohio, will receive full credit for sick leave accumulated to a total equal to the maximum allowed the members at the time of that member's re-employment by the Board.

7.0302 Accumulation of Sick Leave

Unused sick days at the conclusion of each school year shall be carried over and accumulated. The maximum number of sick leave days accumulated shall be two hundred, eighty-eight (288) days.

7.0303 Approved Use of Sick Days

A. Upon approval of the responsible administrative official, sick leave may be used by all members for the following:

(1) Personal illness
(2) Personal injury
(3) Exposure to contagious disease
(4) Illness, injury or death in the immediate family
(5) Illness or injury due to pregnancy

B. Members are to notify the designated person of their use of sick leave by 6:30 a.m. whenever possible.

7.0305 Immediate Family

Immediate family shall be defined as follows if sick days are to be used for illness, injury and/or death in the immediate family:

Mother, father, grandmother, grandfather, sister, brother, spouse, child, grandchildren or anyone who has virtually held the position of parent, mother-in-law, father-in-law, grandmother-in-law, grandfather-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunts, uncles, nieces, nephews, cousins, or persons permanently residing in the employee's household.

7.0306 Medical Examination

A. Any member who has been absent from duty – because of injury or absence of five (5) or more consecutive days or return to work from a medical leave of absence – may be required by the Board to submit medical evidence of ability to perform his/her duties upon returning to work.

B. The Superintendent may require a member to submit a statement from a physician if the Superintendent believes the member is falsifying sick leave.

B. Satisfactory medical evidence shall consist of a signed statement from the member's personal physician certifying that the member is able to return to work and perform his/her job duties.

C. Satisfactory medical evidence shall consist of a signed statement from the member's immediate family member's (see 7.0305) physician certifying the illness of that family member.

7.04 SABBATICAL LEAVE

The State statute pertaining to sabbatical is provided in *Ohio Revised Code* section 3319.131. This statute will be used as a guideline in reference to requests regarding this subject.

(The exact wording of ORC 3319.131 is as follows:

"A public school teacher who has completed five years of service may, with the permission of the Board of Education and the Superintendent of Schools, be entitled to take a leave of absence with part pay, for one or two semesters subject to the following restrictions: The teacher shall present to the Superintendent for approval, a plan for professional growth prior to such a grant of permission, and at the conclusion of the leave provide evidence that the plan was followed. The teacher may be required to return to the district at the end of the leave for a period of at least one year, unless the teacher has completed twenty-five years of teaching in this state."

"The board of education may not grant such a leave unless there is available a satisfactory substitute, nor grant such leaves to more than five percent of the professional staff at any one time, nor allow a part salary in excess of the difference between the substitute's pay and the teacher's expected salary, nor grant a leave longer than one school year, nor grant a leave to any teacher more often than once for each five years of service, nor grant a leave a second time to the same individual when other members of the staff have filed a request for such a leave.")

7.05 CHILD CARE LEAVE

7.0501 Upon request, a member shall be granted a leave of absence without pay for the purpose of child care, subject to the following conditions:

A. The member shall request, in writing, said leave at least sixty (60) days prior to the anticipated date of the birth of the baby. This notice shall be waived in the event of unexpected and/or premature birth. In the case of adoption, the member shall request said leave when notice of adoption is received.

B. The leave request shall specify the beginning and ending dates of the leave. Such leave shall commence on the date requested by the member, and shall end at the start of a semester unless otherwise approved by the Superintendent.

C. The maximum length of the leave shall not exceed one (1) calendar year.

7.0502 Upon return from child care leave, the member shall be returned to a position in accordance with his/her teaching certification.

7.0503 While on child care leave, each member shall have the right to participate in any or all of the group insurance plans provided he/she pays to the Board Treasurer in advance each month the full premium due for the insurance desired.

7.06 MILITARY LEAVE

This leave shall be applied as per *Ohio Revised Code.*

7.07 PROFESSIONAL LEAVE

7.0701 In accordance with Ohio Revised Code section 3313.20, the Board defines a professional meeting as follows:

A meeting, conference, seminar, discussion, class, or other gathering which an employee attends to improve, educate, advise, or assist the member so that he/she may become a better and/or more effective employee of the Board.

7.0702 A member requesting leave with pay to attend a professional meeting must file a written request with the Superintendent at least three (3) weeks in advance of the meeting indicating the dates of the requested leave, the meeting he/she wishes to attend, and the purpose of this meeting. In addition, an itemized listing of anticipated expenses for attendance at said meeting shall be submitted to the Superintendent and to the Building administration for the issuance of a purchase order.

7.0703 If a leave request is approved, the member shall be entitled to attend the approved meeting at no loss in pay and will be reimbursed for the approved itemized expenses upon submitting to the Superintendent required receipts for each expense approved verifying payment of said expense by the member.

7.0704 The Superintendent is hereby authorized to approve or disapprove professional leave requests and the payment of expenses for attendance at same in accordance with this article.

7.08 COURT APPEARANCE/JURY DUTY

7.0801 A member that receives a subpoena to appear in court or who must attend an administrative hearing, and who is not a party to the court case or administrative hearing, shall complete a "Report of Employee Absence" form for record-keeping purposes. The member is not required to remit compensation received to the Board Treasurer. The absence will not be charged as a sick day or personal/emergency day. Adherence to this procedure will result in no loss of salary.

7.0802 A member who is required to serve on a jury shall complete a "Report of Employee Absence" form for record-keeping purposes. The member is not required to remit the compensation received to the Board Treasurer. The absence will not be charged as a sick day or person/emergency day. Adherence to this procedure will result in no loss of salary.

7.0803 A member that is a party to a court case and who must appear in court shall apply for a personal/emergency day. If the personal/emergency day is approved, the absence will result in no loss of salary.

7.09 MEDICAL LEAVE

7.0901 Upon the written request of a member, the Board shall grant an unpaid leave of absence for a period of not more than two (2) consecutive school years where illness or other

disability is the reason for that member's request. Upon subsequent request, such leave may be renewed by the Board.

7.0902 A member on medical leave shall remain in the group insurance plans provided by the Board and be allowed to continue said coverage provided the member pays the full amount of the group rate premium(s) for said coverage to the Board Treasurer in advance each month.

7.0903 Upon return to service of a member at the expiration of his/her leave of absence, he/she shall resume the contract status which he/she held prior to such leave and be assigned to a position within his/her area of teaching certification. The member returning from medical leave shall suffer no loss of seniority.

7.10 FAMILY AND MEDICAL LEAVE ACT OF 1993

The Board and the Association agree to abide by terms and conditions of the Family and Medical Leave Act.

7.11 PERFECT ATTENDANCE INCENTIVE STIPEND

7.1101 The Board will provide the following incentive for attendance:

0 absence .....$250 per semester

7.1102 The use of sick leave, emergency/personal day, with or without pay, constitutes an absence.

7.1103 The stipends will be paid at the end of the first semester in January and at the end of the second semester in June, through regular payroll. This stipend will be subject to federal, state, and city taxes.

ARTICLE VIII: SALARIES AND SUPPLEMENTAL SALARIES

8.01 SALARY SCHEDULE

The base salary for the 2025-2026 school year shall be subject to a 3% increase. The base salary for the 2026-2027 school year shall be subject to a 3.25% increase. The base salary for the 2027-2028 school year shall be subject to a 3.5% increase. Teachers will be permitted to advance through the salary schedule steps and columns, where appropriate.

8.02 PAY PLANS

Members shall be paid in twenty-four (24) equal installments via electronic direct deposit, with electronic notification to the employee.

8.03 HORIZONTAL PLACEMENT/ADVANCEMENT ON SALARY SCHEDULE/TUITION REIMBURSEMENT

8.0301 One hundred twenty (120) days of teaching under contract with the St. Bernard-Elmwood Place City School District Board of Education shall be equivalent to one (1) year of experience.

8.0302 In order for a day to count towards a year of experience, the member must have worked the equivalent of at least one-half (1/2) of the regular teacher workday or be on an approved paid leave for that day.

8.0303 Members' experience in other districts as well as military service will be granted for placement on the salary schedule when originally hired in accordance with Ohio Revised Code section 3317.13.

8.0304 Salary schedule adjustments for additional semester and/or quarter hours shall be limited to the start of the school year. In order to be placed on a different column on the salary schedule, the member must file with the Board Treasurer and the Superintendent by September 15 an official transcript showing successful completion of additional course work which would entitle the member to be placed in a different column of the salary schedule.

A. In order for hours of educational credit to count for placement on the MS+15 and MA+30 semester hours column, they must meet or exceed all of the following eligibility requirements:

1. Eligible hours must have been taken and earned after having acquired a master's degree.

2. Hours earned must be graduate hours in one of the following areas:

a. Member's present teaching assignment
b. Within a teaching area for which the teacher is currently certified, with Superintendent's prior approval. Decision may be appealed to a committee comprised of the Superintendent/designee, Curriculum Coordinator, one additional administrator and two Association-appointed staff members.
c. Curriculum development
d. Administration and/or supervision

B. Graduate hours which do not comply with the above requirements and/or undergraduate hours may count for placement on the MA+15 and MA+30 column if those hours are approved in advance by the Superintendent for placement on the MA+15, and MA+30 column.

8.0305 In order for course work credits to be accepted for horizontal placement on the salary schedule, they must meet the following criteria:

A. Credit must be from an accredited university or college. The credits must be from an institution that would be recognized as acceptable by the State Department for Teacher Certification.

B. Course work must be in the area of professional education as defined in the regulations for teacher certification in Ohio; or in the area of certification in which the member is presently teaching, or in an area of certification for which the member is pursuing a planned program toward additional certification (the planned program must be verified by the college or university advisor); or has been approved in advance by the Superintendent as being pertinent to their improvement as a member in the District. Superintendent's decision may be appealed to a committee comprised of the Superintendent/designee, Curriculum Coordinator, one additional administrator, and two Association-appointed staff members.

8.0306 Upon approval by the Superintendent/designee, each member shall be reimbursed for courses taken at the graduate level as follows:

A. Members must receive prior approval from the Superintendent/designee on form, Appendix "E", for all graduate courses for which they will seek tuition reimbursement.

B. Members shall receive seventy-five ($75.00) per semester hour not to exceed nine (9) semester hours per school year (August 1 to July 31), not to exceed six hundred seventy-five dollars ($675.00) per school year; or

Forty dollars ($40.00) per quarter hour not to exceed fifteen (15) quarter hours per school year (August 1 to July 31), not to exceed six hundred dollars ($600.00) per school year.

C. Graduate work must be successfully completed with a grade of "B" or better.

D. Transcripts must be submitted, accompanied by the reimbursement form, Appendix "F", by September 15 to the Superintendent/designee. If all requirements are met, payment shall be made in full by October 31.

E. Any member receiving college credit reimbursement and who resigns or is terminated from the District prior to the end of the school year in which payment is received, shall have the full amount of the reimbursement deducted from his/her paycheck.

8.04 SUPPLEMENTAL DUTIES

8.0401 The listed schedule of supplemental duty indices shall be in effect for the duration of this Contract.

8.0402 Members shall be compensated for supplemental duties for which they are employed in accordance with the supplemental salary schedule attached hereto as Appendix "D".

8.0403 The Board need not fill any or all positions listed on the schedule in any particular school year.

8.0404 The Board may create a supplemental position without bargaining with the Association.

8.05 PAYROLL DEDUCTIONS

8.0501 The following payroll deductions are mandated by law or are negotiated:

A. Retirement
B. Federal Tax
C. State Tax
D. City Tax(es)
E. Medicare Tax (employees hired after April, 1986)
F. School District Income Tax (applied to employees that live in a school district that has an income tax)
G. Medical Insurance Monthly Premium Contribution
H. Court Ordered Child Support Payments
I. Court Ordered Garnishments

8.0502 The following payroll deductions are permitted and are voluntary:

A. Tax Sheltered Annuities (from Board approved companies)
B. Individual Retirement Account (IRA)
C. Professional Dues
D. Credit Union
E. United Way
F. OEA - FCPE
G. Supplemental Life Insurance
H. Purchase of Qualifying Service and Restoration of Withdrawn State Teachers Retirement System Credit
I. Ohio Tuition Credit Program
J. Cancer Insurance

8.0503 There are twenty-four (24) positions available on the computer for payroll deductions. The mandatory and negotiated payroll deductions take precedence over the voluntary deductions. If the number of payroll deductions for a member exceeds twenty-four (24), the member must drop one of the voluntary deductions.

A. Additional voluntary payroll deductions not listed in 8.0502 must be negotiated.

B. The district will make a good faith attempt to send all monies deducted to the appropriate destination within three (3) business days of pay date.

8.0504 Tax deductions on lump sum payment for leaves, resignations, retirement, severance pay, etc., shall be calculated by the options available through the Uniform State Payroll System software program.

8.0505 Changes in payroll deductions, such as changes in number of dependents for income tax purposes, must be made in writing to the office of the Board Treasurer.

8.0506 Payroll deductions for Association, SWOEA, OEA, NEA dues must be made in writing to the office of the Board Treasurer no later than September 15. Dues will be deducted from twenty (20) consecutive pay periods with final payment made by June 30. Such authorization shall continue in effect until such time that the member gives written cancellation notice to the Board Treasurer or employment with the Board terminates. Written notice of cancellation of payroll deductions for Association, SWOEA, OEA and NEA dues must be received by the Association no later than August 31st. The Association will notify the Board Treasurer of the cancellation. The Association shall be responsible for reimbursing any member for any owed dues that are taken out after the notification to the Association if the Association fails to notify the Board Treasurer.

8.0507 Members employed after October 15 shall have the right to request payroll deductions for professional dues within the first two (2) pay periods after employment. The deduction schedule shall be the same as above.

8.0508 Internal Revenue Code Section 125, or Flexible Benefit Plan, allows members to pay premiums for employer-provided health plans on a pre-tax basis. Simply stated, the insurance premium is deducted before federal and state taxes are calculated.

ARTICLE IX: FRINGE BENEFITS

9.01 HOSPITAL, VISION AND PRESCRIPTION DRUG INSURANCE

9.0101 The Board, as a member of the Greater Cincinnati Insurance Consortium, shall purchase a plan as selected by the consortium for basic insurance coverage for each member now or hereafter employed and his/her family. Any and all changes shall be discussed with the Association before a vote is taken in the consortium. Should the consortium adopt a plan that is different than agreed to by the Association, the Board shall negotiate the effect of the changes made, before implementation of the changes.

If the Board no longer participates in the Greater Cincinnati insurance Consortium (GCIC), the Board will purchase a basic health coverage plan that meets (or exceeds) the specifications of the current plan being offered by the Board.

9.0102 A. The Board shall pay a percentage of the total premium cost of this insurance as listed:

Ninety percent (90%) paid by Board

9.0103 Persons employed after July 1, 1994, who work thirty (30) hours or more per week, will receive full medical insurance coverage at the same rate as full-time staff.

A. If the member works 20-29 hours, the Board will pay fifty percent (50%) and the employee will pay fifty percent (50%).

B. Members who work less than 20 hours per week, will not be eligible for medical coverage.

9.02 DENTAL INSURANCE

9.0201 The Board, as a member of the Greater Cincinnati Insurance Consortium, shall purchase a plan as selected by the consortium for basic insurance coverage for each certified employee now or hereafter employed and his/her family which meets (or exceeds) the specifications of the current plan being offered by the Board.

9.0202 The Board shall pay ninety-five percent (95%) of the total premium cost of this insurance for members. If the applicable portions of the Patient Protection and Affordable Care Act (PPACA) be found unconstitutional, the percentages shall be returned to 100% Board paid premiums.

9.0203 Members employed after July 1, 1994, who work thirty (30) hours or more per week, will receive full dental insurance coverage at the same rate as full-time staff.

A. If the member works 20-29 hours, the Board will pay fifty percent (50%) and the employee will pay fifty percent (50%).

B. Members who work less than 20 hours per week, will not be eligible for dental coverage.

9.03 GROUP TERM LIFE INSURANCE

9.0301 The Board, as a member of the Greater Cincinnati Insurance Consortium, shall provide each member with a term life insurance policy with a face value of the employee's salary, rounded to the nearest thousand, not to exceed fifty thousand dollars ($50,000.00).

9.0302 All members are eligible for life insurance.

9.04 SEVERANCE PAY AT RETIREMENT

9.0401 A member who resigns his/her employment with the Board of Education for the purpose of retirement and meets all of the following requirements as of his/her last workday shall be eligible for severance pay:

A. Retirement (disability or service) from active service with the public schools of Ohio.

B. At the time of retirement, the member must have ten (10) or more years of teaching service with the St. Bernard-Elmwood Place City School District Board of Education.

C. The member must be eligible to participate in and receive benefits from the State Teachers Retirement System beginning the first day after his/her last day of employment with the Board.

C. The member receives his/her first check from the State Teachers Retirement System within one hundred twenty (120) days of his/her last workday with the St. Bernard-Elmwood Place City School District Board of Education.
D. Severance pay shall be an amount equal to twenty five percent (25%) of the accumulated but unused sick leave at the time of retirement.

9.0402 In addition to the above, members employed prior to July 1, 2017 shall receive the following additional benefits:

A. Members who serve ten (10) years in the District will receive ten (10) days additional bonus.

B. Members who serve twenty (20) years in the District will receive twenty (20) days additional bonus.

C. Members who serve thirty (30) or more years in the District will thirty (30) days additional bonus.

9.05 STRS TAX SHELTER PICK-UP

9.0501 Pursuant to Rulings 77-464 and 81-36 of the Internal Revenue Service and Opinion 82-097 of the Ohio Attorney General and as restricted by the State Teachers Retirement System (STRS) and the rules of the Board, the employee contribution of the member shall be designated as paid by the Board.

9.0502 The total annual salary and salary per pay period for each member shall be the salary otherwise payable under this negotiated Contract. The total annual salary and salary per pay period of each member shall be payable by the Board in two (2) parts: (1) Deferred Salary, and (2) Cash Salary.

A. Deferred Salary:

A member's deferred salary shall be equal to that percentage of said member's annual salary or salary per pay period that is paid to the STRS by the member. This deferred salary shall be paid by the Board to the STRS on behalf of the member as a "pick-up" of the STRS Employee Contribution.

B. Cash Salary:

A member's cash salary shall be equal to the member's total annual salary or salary per pay period less the amount of the pick-up for the member and shall be payable, subject to applicable payroll deductions, to the member.

9.0503 No member's total earnings shall be increased by application of this plan nor shall the expenditures of the Board for the member's total annual salary be increased by application of this plan. This provision shall apply uniformly to all members when this plan is implemented.

9.0504 The Board shall compute and remit its employer contribution to STRS based upon the total annual salary and the salary per pay period, including the deferred salary or "pick-up".

A. The Board shall report for federal and state income tax purposes as a member's total annual salary less the amount of the deferred salary or "pick-up" for the indicated tax year.

B. The Board shall report for municipal income tax purposes as a member's gross income the member's total annual income, including the amount of the deferred salary or "pick-up".

C. The Board shall compute tax withholding based upon gross income as reported to the respective authorities.

ARTICLE X: CONCLUSION

10.01 SCOPE OF AGREEMENT

This negotiated Contract constitutes the entire agreement between the parties on all issues presented and considered during the negotiation of this negotiated Contract. It replaces and supersedes any and all previously negotiated contracts by and between the Association and the Board.

10.02 IMPLEMENTATION

10.0201 This Contract shall supersede any and all rules, regulations, policies, and practices of the Board and the administration which are contrary to and/or inconsistent with the terms and conditions of this Contract.

10.0202 This Contract shall be adopted only after ratification by the Association and subsequent official action and vote of the Board.

10.03 PROVISIONS CONTRARY TO LAW

10.0301 If any provision of this Contract shall be found to be contrary to law, then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and in effect for the term of this Contract.

10.0302 Upon the request of either party, the parties shall meet within ten (10) days to negotiate a successor provision for the provision held contrary to law.

10.04 DURATION OF CONTRACT

This negotiated Contract shall be in effect for three (3) years commencing August 1, 2025 and terminating July 31, 2028.

10.05 COPIES OF CONTRACT

10.0501 An electronic copy of the signed contract shall be posted on the teacher access section of the District Website. Individual members may print a copy of the contract.

10.0502 Further, any subsequent revision(s), including amendment(s) or memorandum(s) of understanding, shall be distributed in the same manner as provided in the foregoing paragraph.

IN WITNESS WHEREOF, the parties here, by their duly authorized offices and agents, have affixed their signatures this 24th day of FEB., 2025.

For the
ST. BERNARD-ELMWOOD PLACE
EDUCATION ASSOCIATION / OEA/NEA:

By _____
SBEPEA President

By _____
Negotiations Team Member

By _____
Negotiations Team Member

For the
ST. BERNARD-ELMWOOD PLACE CITY
SCHOOL DISTRICT BOARD OF EDUCATION:

By _____
Board President

By _____
Mimi Webb, Superintendent

By _____
Nick Hendricks, Treasurer

APPENDIX A - OFFICIAL COMPLAINT BY PUBLIC AGAINST CERTIFIED PERSONNEL

ST. BERNARD-ELMWOOD PLACE CITY SCHOOL DISTRICT

(To be completed by Complainant)

School: _____

Department or grade: _____

Complainant (Signature): _____ Phone: _____

Address: _____ Date: _____

Nature of Complaint:

_____

_____

_____

_____

_____

* *

(To be completed by Building Principal)

Conference: Date: _____ Time: _____

People Present: _____

Results of Conference*

_____

_____

_____

_____

Resolution:

_____

_____

_____

Date: _____ Signature of Principal: _____

*Copies to those present at conference.

APPENDIX B - CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIALS

ST. BERNARD-ELMWOOD PLACE CITY SCHOOL DISTRICT

DATE: _____ SIGNATURE: _____

Initiated by: _____

Telephone _____ Address: _____

Complainant represents:

_____ himself/herself
_____ (name organization) _____
_____ (identify other group) _____

MATERIALS QUESTIONED

BOOK: Author _____ Title: _____
Copyright Date: _____

AV MATERIAL: Kind of media: _____
(film, videos, record, etc.)

TITLE: _____

OTHER MATERIAL: Identify: _____

Please respond to the following questions. If sufficient space is not provided, please use an additional sheet of paper.

1. Have you reviewed or read this material in its entirety? _____
2. To what do you object? Please cite specific passages, pages, etc. _____

_____

3. What do you believe to be the main idea of this material? _____

_____

4. What do you feel might result from use of this material? _____
5. What reviews of this material have you read? _____
6. For what other age group might this be suitable? _____
7. Are you aware of the teacher's purpose in using this work? _____
8. What do you believe to be the theme or purpose of this work? _____

_____

9. What action do you recommend that the school take concerning this material?

_____

_____

10. In its place, what other material do you recommend that would provide adequate information on this subject?

_____

_____

ST. BERNARD-ELMWOOD PLACE EDUCATION ASSOCIATION AND ST. BERNARD-ELMWOOD PLACE BOARD OF EDUCATION MASTER CONTRACT EFFECTIVE 8/1/25 – 7/31/28

APPENDIX C-1 TEACHERS SALARY SCHEDULE EFFECTIVE 2025-26 [BASE @ $47,284]

Step	BS	BS+15	BS+30	MA	MA+15	MA+30
1	47,284	50,121	52,958	55,795	58,632	61,469
	1	1.06	1.12	1.18	1.24	1.3
2	49,648	52,485	55,322	58,159	60,996	63,833
	1.05	1.11	1.17	1.23	1.29	1.35
3	52,012	54,849	57,686	60,524	63,361	66,198
	1.1	1.16	1.22	1.28	1.34	1.4
4	54,377	57,214	60,051	62,888	65,725	68,562
	1.15	1.21	1.27	1.33	1.39	1.45
5	56,741	59,578	62,415	65,252	68,089	70,926
	1.2	1.26	1.32	1.38	1.44	1.5
6	59,105	61,942	64,779	67,616	70,453	73,290
	1.25	1.31	1.37	1.43	1.49	1.55
7	61,469	64,306	67,143	69,980	72,817	75,654
	1.3	1.36	1.42	1.48	1.54	1.6
8	63,833	66,670	69,507	72,345	75,182	78,019
	1.35	1.41	1.47	1.53	1.59	1.65
9	66,198	68,562	71,872	74,709	77,546	80,383
	1.4	1.45	1.52	1.58	1.64	1.7
10	68,562	71,399	74,236	77,073	79,910	82,747
	1.45	1.51	1.57	1.63	1.69	1.75
11	70,926	73,763	76,600	79,437	82,274	85,111
	1.5	1.56	1.62	1.68	1.74	1.8
12	70,926	76,127	78,964	81,801	84,638	87,475
	1.5	1.61	1.67	1.73	1.79	1.85
13	70,926	78,491	81,328	84,166	87,003	89,840
	1.5	1.66	1.72	1.78	1.84	1.9
14	70,926	80,856	83,693	86,530	89,367	92,204
	1.5	1.71	1.77	1.83	1.89	1.95
15	70,926	80,856	86,057	88,894	91,731	94,568
	1.5	1.71	1.82	1.88	1.94	2
16	70,926	80,856	86,057	91,258	94,095	96,932
	1.5	1.71	1.82	1.93	1.99	2.05
17	72,108	83,220	88,421	94,332	96,459	99,296
	1.525	1.76	1.87	1.995	2.04	2.1
20	73,290	85,584	90,785	97,405	98,824	101,661
	1.55	1.81	1.92	2.06	2.09	2.15
25	75,654	87,948	93,149	98,824	101,188	104,025
	1.6	1.86	1.97	2.09	2.14	2.2

ST. BERNARD-ELMWOOD PLACE EDUCATION ASSOCIATION AND ST. BERNARD-ELMWOOD PLACE BOARD OF EDUCATION MASTER CONTRACT EFFECTIVE 8/1/25 – 7/31/28

APPENDIX C-2 TEACHERS SALARY SCHEDULE EFFECTIVE 2026-27 [BASE @ $48,821]

Step	BS	BS+15	BS+30	MA	MA+15	MA+30
1	48,821	51,750	54,680	57,609	60,538	63,467
	1	1.06	1.12	1.18	1.24	1.3
2	51,262	54,191	57,121	60,050	62,979	65,908
	1.05	1.11	1.17	1.23	1.29	1.35
3	53,703	56,632	59,562	62,491	65,420	68,349
	1.1	1.16	1.22	1.28	1.34	1.4
4	56,144	59,073	62,003	64,932	67,861	70,790
	1.15	1.21	1.27	1.33	1.39	1.45
5	58,585	61,514	64,444	67,373	70,302	73,232
	1.2	1.26	1.32	1.38	1.44	1.5
6	61,026	63,956	66,885	69,814	72,743	75,673
	1.25	1.31	1.37	1.43	1.49	1.55
7	63,467	66,397	69,326	72,255	75,184	78,114
	1.3	1.36	1.42	1.48	1.54	1.6
8	65,908	68,838	71,767	74,696	77,625	80,555
	1.35	1.41	1.47	1.53	1.59	1.65
9	68,349	70,790	74,208	77,137	80,066	82,996
	1.4	1.45	1.52	1.58	1.64	1.7
10	70,790	73,720	76,649	79,578	82,507	85,437
	1.45	1.51	1.57	1.63	1.69	1.75
11	73,232	76,161	79,090	82,019	84,949	87,878
	1.5	1.56	1.62	1.68	1.74	1.8
12	73,232	78,602	81,531	84,460	87,390	90,319
	1.5	1.61	1.67	1.73	1.79	1.85
13	73,232	81,043	83,972	86,901	89,831	92,760
	1.5	1.66	1.72	1.78	1.84	1.9
14	73,232	83,484	86,413	89,342	92,272	95,201
	1.5	1.71	1.77	1.83	1.89	1.95
15	73,232	83,484	88,854	91,783	94,713	97,642
	1.5	1.71	1.82	1.88	1.94	2
16	73,232	83,484	88,854	94,225	97,154	100,083
	1.5	1.71	1.82	1.93	1.99	2.05
17	74,452	85,925	91,295	97,398	99,595	102,524
	1.525	1.76	1.87	1.995	2.04	2.1
20	75,673	88,366	93,736	100,571	102,036	104,965
	1.55	1.81	1.92	2.06	2.09	2.15
25	78,114	90,807	96,177	102,036	104,477	107,406
	1.6	1.86	1.97	2.09	2.14	2.2

ST. BERNARD-ELMWOOD PLACE EDUCATION ASSOCIATION AND ST. BERNARD-ELMWOOD PLACE BOARD OF EDUCATION MASTER CONTRACT EFFECTIVE 8/1/25 – 7/31/28

APPENDIX C-3 TEACHERS SALARY SCHEDULE EFFECTIVE 2027-28 [BASE @ $50,530]

Step	BS	BS+15	BS+30	MA	MA+15	MA+30
1	50,530	53,562	56,594	59,625	62,657	65,689
	1	1.06	1.12	1.18	1.24	1.3
2	53,057	56,088	59,120	62,152	65,184	68,216
	1.05	1.11	1.17	1.23	1.29	1.35
3	55,583	58,615	61,647	64,678	67,710	70,742
	1.1	1.16	1.22	1.28	1.34	1.4
4	58,110	61,141	64,173	67,205	70,237	73,269
	1.15	1.21	1.27	1.33	1.39	1.45
5	60,636	63,668	66,700	69,731	72,763	75,795
	1.2	1.26	1.32	1.38	1.44	1.5
6	63,163	66,194	69,226	72,258	75,290	78,322
	1.25	1.31	1.37	1.43	1.49	1.55
7	65,689	68,721	71,753	74,784	77,816	80,848
	1.3	1.36	1.42	1.48	1.54	1.6
8	68,216	71,247	74,279	77,311	80,343	83,375
	1.35	1.41	1.47	1.53	1.59	1.65
9	70,742	73,269	76,806	79,837	82,869	85,901
	1.4	1.45	1.52	1.58	1.64	1.7
10	73,269	76,300	79,332	82,364	85,396	88,428
	1.45	1.51	1.57	1.63	1.69	1.75
11	75,795	78,827	81,859	84,890	87,922	90,954
	1.5	1.56	1.62	1.68	1.74	1.8
12	75,795	81,353	84,385	87,417	90,449	93,481
	1.5	1.61	1.67	1.73	1.79	1.85
13	75,795	83,880	86,912	89,943	92,975	96,007
	1.5	1.66	1.72	1.78	1.84	1.9
14	75,795	86,406	89,438	92,470	95,502	98,534
	1.5	1.71	1.77	1.83	1.89	1.95
15	75,795	86,406	91,965	94,996	98,028	101,060
	1.5	1.71	1.82	1.88	1.94	2
16	75,795	86,406	91,965	97,523	100,555	103,587
	1.5	1.71	1.82	1.93	1.99	2.05
17	77,058	88,933	94,491	100,807	103,081	106,113
	1.525	1.76	1.87	1.995	2.04	2.1
20	78,322	91,459	97,018	104,092	105,608	108,640
	1.55	1.81	1.92	2.06	2.09	2.15
25	80,848	93,986	99,544	105,608	108,134	111,166
	1.6	1.86	1.97	2.09	2.14	2.2

APPENDIX D—SUPPLEMENTAL SALARIES (2025-2028)

ST. BERNARD-ELMWOOD PLACE SCHOOL DISTRICT

2025 - 2026	BASE SALARY	$47,284
2026 - 2027	BASE SALARY	$48,821
2027 - 2028	BASE SALARY	$50,530

POSITION	CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5

ATHLETIC SUPPLEMENTALS

JH Athletic Coordinator	5.50%	6.50%	7.50%	8.50%	9.50%
2025 - 2026	2,601	3,073	3,546	4,019	4,492
2026 - 2027	2,685	3,173	3,662	4,150	4,638
2027 - 2028	2,779	3,284	3,790	4,295	4,800

Baseball 4510

Varsity Boys	7.50%	8.00%	8.50%	9.00%	11.00%
2025 - 2026	3,546	3,783	4,019	4,256	5,201
2026 - 2027	3,662	3,906	4,150	4,394	5,370
2027 - 2028	3,790	4,042	4,295	4,548	5,558

Varsity Assistant	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Reserve/JV Coach	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Basketball 4510

Varsity Boys	12.00%	12.50%	13.0%	13.50%	15.50%
2025 - 2026	5,674	5,911	6,147	6,383	7,329
2026 - 2027	5,859	6,103	6,347	6,591	7,567
2027 - 2028	6,064	6,316	6,569	6,822	7,832

Varsity Boys. Assistant	8.00%	8.50%	9.00%	9.50%	10.50%
2025 - 2026	3,783	4,019	4,256	4,492	4,965
2026 - 2027	3,906	4,150	4,394	4,638	5,126
2027 - 2028	4,042	4,295	4,548	4,800	5,306

Reserve/JV Boys Coach	8.00%	8.50%	9.00%	9.50%	10.50%
2025 - 2026	3,783	4,019	4,256	4,492	4,965
2026 - 2027	3,906	4,150	4,394	4,638	5,126
2027 - 2028	4,042	4,295	4,548	4,800	5,306

9th Grade Boys Coach	6.50%	7.00%	7.50%	8.00%	8.80%
2025 - 2026	3,073	3,310	3,546	3,783	4,161
2026 - 2027	3,173	3,417	3,662	3,906	4,296
2027 - 2028	3,284	3,537	3,790	4,042	4,447

8th Grade Boys Coach	5.00%	5.25%	5.50%	5.75%	7.25%
2025 - 2026	2,364	2,482	2,601	2,719	3,428
2026 - 2027	2,441	2,563	2,685	2,807	3,540
2027 - 2028	2,527	2,653	2,779	2,905	3,663

7th Grade Boys Coach	4.00%	4.50%	5.00%	5.50%	6.75%
2025 - 2026	1,891	2,128	2,364	2,601	3,192
2026 - 2027	1,953	2,197	2,441	2,685	3,295
2027 - 2028	2,021	2,274	2,527	2,779	3,411

Varsity Girls	12.00%	12.50%	13.0%	13.50%	15.50%
2025 - 2026	5,674	5,911	6,147	6,383	7,329
2026 - 2027	5,859	6,103	6,347	6,591	7,567
2027 - 2028	6,064	6,316	6,569	6,822	7,832

Varsity Girls. Assistant	8.00%	8.50%	9.00%	9.50%	10.50%
2025 - 2026	3,783	4,019	4,256	4,492	4,965
2026 - 2027	3,906	4,150	4,394	4,638	5,126
2027 - 2028	4,042	4,295	4,548	4,800	5,306

Reserve/JV Girls Coach	8.00%	8.50%	9.00%	9.50%	10.50%
2025 - 2026	3,783	4,019	4,256	4,492	4,965
2026 - 2027	3,906	4,150	4,394	4,638	5,126
2027 - 2028	4,042	4,295	4,548	4,800	5,306

9th Grade Girls Coach	6.50%	7.00%	7.50%	8.00%	8.80%
2025 - 2026	3,073	3,310	3,546	3,783	4,161
2026 - 2027	3,173	3,417	3,662	3,906	4,296
2027 - 2028	3,284	3,537	3,790	4,042	4,447

8th Grade Girls Coach	5.00%	5.25%	5.50%	5.75%	7.25%
2025 - 2026	2,364	2,482	2,601	2,719	3,428
2026 - 2027	2,441	2,563	2,685	2,807	3,539
2027 - 2028	2,527	2,653	2,779	2,905	3,663

7th Grade Girls Coach	4.00%	4.50%	5.00%	5.50%	6.75%
2025 - 2026	1,891	2,128	2,364	2,601	3,192
2026 - 2027	1,953	2,197	2,441	2,685	3,295
2027 - 2028	2,021	2,274	2,527	2,779	3,411

Cheerleaders – Basketball 4550

Varsity Coach	5.00%	5.25%	5.50%	5.75%	7.25%
2025 - 2026	2,364	2,482	2,601	2,719	3,428
2026 - 2027	2,441	2,563	2,685	2,807	3,539
2027 - 2028	2,527	2,653	2,779	2,905	3,663

Assist. Coach/JV	4.25%	4.75%	5.25%	5.75%	6.50%
2025 - 2026	2,010	2,246	2,482	2,719	3,073
2026 - 2027	2,075	2,319	2,563	2,807	3,173
2027 - 2028	2,148	2,400	2,653	2,905	3,284

Junior High Coach	3.00%	3.50%	4.00%	4.50%	5.50%
2025 - 2026	1,419	1,655	1,891	2,128	2,601
2026 - 2027	1,465	1,709	1,953	2,197	2,685
2027 - 2028	1,516	1,769	2,021	2,274	2,779

Cheerleaders – Football 4550

Varsity Coach	5.00%	5.25%	5.50%	5.75%	7.25%
2025 - 2026	2,364	2,482	2,601	2,719	3,428
2026 - 2027	2,441	2,563	2,685	2,807	3,539
2027 - 2028	2,527	2,653	2,779	2,905	3,663

Assist. Coach /JV	4.25%	4.75%	5.25%	5.75%	6.50%
2025 - 2026	2,010	2,246	2,482	2,719	3,073
2026 - 2027	2,075	2,319	2,563	2,807	3,173
2027 - 2028	2,148	2,400	2,653	2,905	3,284

Junior High Coach	3.00%	3.50%	4.00%	4.50%	5.50%
2025 - 2026	1,419	1,655	1,891	2,128	2,601
2026 - 2027	1,465	1,709	1,953	2,197	2,685
2027 - 2028	1,516	1,769	2,021	2,274	2,779

Cross Country 4520/454
(Boys and Girls)

Varsity Coach Boys and Girls	7.00%	7.50%	8.00%	8.50%	9.50%
2025 - 2026	3,310	3,546	3,783	4,019	4,492
2026 - 2027	3,417	3,662	3,906	4,150	4,638
2027 - 2028	3,537	3,790	4,042	4,295	4,800

Assistant Coach Boys and Girls	3.00%	3.50%	4.00%	4.50%	5.25%
2025 - 2026	1,419	1,655	1,891	2,128	2,482
2026 - 2027	1,465	1,709	1,953	2,197	2,563
2027 - 2028	1,516	1,769	2,021	2,274	2,653

JH Coach Boys and Girls	3.00%	3.50%	4.00%	4.50%	5.25%
2025 - 2026	1,419	1,655	1,891	2,128	2,482
2026 - 2027	1,465	1,709	1,953	2,197	2,563
2027 - 2028	1,516	1,769	2,021	2,274	2,653

Football 4510

Varsity Coach	12.00%	12.50%	13.0%	13.50%	15.50%
2025 - 2026	5,674	5,911	6,147	6,383	7,329
2026 - 2027	5,859	6,103	6,347	6,591	7,567
2027 - 2028	6,064	6,316	6,569	6,822	7,832

Varsity Assistant Coach	8.00%	8.50%	9.00%	9.50%	10.50%
2025 - 2026	3,783	4,019	4,256	4,492	4,965
2026 - 2027	3,906	4,150	4,394	4,638	5,126
2027 - 2028	4,042	4,295	4,548	4,800	5,306

JH Coach	5.00%	5.50%	6.00%	6.50%	7.25%
2025 - 2026	2,364	2,601	2,837	3,073	3,428
2026 - 2027	2,441	2,685	2,929	3,173	3,540
2027 - 2028	2,527	2,779	3,032	3,284	3,663

JH Assistant Coach	4.00%	4.50%	5.00%	5.50%	6.75%
2025 - 2026	1,891	2,128	2,364	2,601	3,192
2026 - 2027	1,953	2,197	2,441	2,685	3,295
2027 - 2028	2,021	2,274	2,527	2,779	3,411

Golf 4520
(Boys and Girls)

Varsity Coach Boys and Girls	2.00%	2.50%	3.00%	3.50%	5.00%
2025 - 2026	946	1,182	1,419	1,655	2,364
2026 - 2027	976	1,221	1,465	1,709	2,441
2027 - 2028	1,011	1,263	1,516	1,769	2,527

Assistant Coach Boys and Girls	1.00%	1.50%	2.00%	2.50%	4.00%
2025 - 2026	473	709	946	1,182	1,891
2026 - 2027	488	732	976	1,221	1,953
2027 - 2028	505	758	1,011	1,263	2,021

Swimming 4550
(Boys and Girls)

Varsity Coach Boys and Girls	7.00%	7.50%	8.00%	8.50%	9.50%
2025 - 2026	3,310	3,546	3,783	4,019	4,492
2026 - 2027	3,417	3,662	3,906	4,150	4,638
2027 - 2028	3,537	3,790	4,042	4,295	4,800

Assistant Coach Boys and Girls	3.00%	3.50%	4.00%	4.50%	5.25%
2025 - 2026	1,419	1,655	1,891	2,128	2,482
2026 - 2027	1,465	1,709	1,953	2,197	2,563
2027 - 2028	1,516	1,769	2,021	2,274	2,653

JH Coach Boys and Girls	3.00%	3.50%	4.00%	4.50%	5.50%
2025 - 2026	1,300	1,419	1,891	2,128	2,601
2026 - 2027	1,343	1,465	1,953	2,197	2,685
2027 - 2028	1,390	1,516	2,021	2,274	2,779

Soccer	4510				
Varsity Boys	8.00%	8.50%	9.00%	9.50%	11.00%
2025 - 2026	3,783	4,019	4,256	4,492	5,201
2026 - 2027	3,906	4,150	4,394	4,638	5,370
2027 - 2028	4,042	4,295	4,548	4,800	5,558

Varsity Boys Assistant	5.50%	5.75%	6.00%	6.25%	6.50%
2025 - 2026	2,601	2,719	2,837	2,955	3,073
2026 - 2027	2,685	2,807	2,929	3,051	3,173
2027 - 2028	2,779	2,905	3,032	3,158	3,284

Reserve/JV Boys Coach	5.50%	5.75%	6.00%	6.25%	6.50%
2025 - 2026	2,601	2,719	2,837	2,955	3,073
2026 - 2027	2,685	2,807	2,929	3,051	3,173
2027 - 2028	2,779	2,905	3,032	3,158	3,284

Varsity Girls	8.00%	8.50%	9.00%	9.50%	11.00%
2025 - 2026	3,783	4,019	4,256	4,492	5,201
2026 - 2027	3,906	4,150	4,394	4,638	5,370
2027 - 2028	4,042	4,295	4,548	4,800	5,558

Varsity Girls Assistant	5.50%	5.75%	6.00%	6.25%	6.50%
2025 - 2026	2,601	2,719	2,837	2,955	3,073
2026 - 2027	2,685	2,807	2,929	3,051	3,173
2027 - 2028	2,779	2,905	3,032	3,158	3,284

Reserve/JV Girls Coach	5.50%	5.75%	6.00%	6.25%	6.50%
2025 - 2026	2,601	2,719	2,837	2,955	3,073
2026 - 2027	2,685	2,807	2,929	3,051	3,173
2027 - 2028	2,779	2,905	3,032	3,158	3,284

Softball 4530

Varsity Girls	7.50%	8.00%	8.50%	9.00%	11.00%
2025 - 2026	3,546	3,783	4,019	4,256	5,201
2026 - 2027	3,662	3,906	4,150	4,394	5,370
2027 - 2028	3,790	4,042	4,295	4,548	5,558

Varsity Assistant	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Reserve/JV Coach	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Tennis 4521

Varsity Coach Boys	4.50%	5.00%	5.50%	6.00%	7.50%
2025 - 2026	2,128	2,364	2,601	2,837	3,546
2026 - 2027	2,197	2,441	2,685	2,929	3,662
2027 - 2028	2,274	2,527	2,779	3,032	3,790

Assistant Coach Boys	3.75%	4.25%	4.75%	5.25%	5.75%
2025 - 2026	1,773	2,010	2,246	2,482	2,719
2026 - 2027	1,831	2,075	2,319	2,563	2,807
2027 - 2028	1,895	2,148	2,400	2,653	2,905

Reserve/JV Coach Boys	3.75%	4.25%	4.75%	5.25%	5.75%
2025 - 2026	1,773	2,010	2,246	2,482	2,719
2026 - 2027	1,831	2,075	2,319	2,563	2,807
2027 - 2028	1,895	2,148	2,400	2,653	2,905

Varsity Coach Girls	4.50%	5.00%	5.50%	6.00%	7.50%
2025 - 2026	2,128	2,364	2,601	2,837	3,546
2026 - 2027	2,197	2,441	2,685	2,929	3,662
2027 - 2028	2,274	2,527	2,779	3,032	3,790

Assistant Coach Girls	3.75%	4.25%	4.75%	5.25%	5.75%
2025 - 2026	1,773	2,010	2,246	2,482	2,719
2026 - 2027	1,831	2,075	2,319	2,563	2,807
2027 - 2028	1,895	2,148	2,400	2,653	2,905

Reserve/JV Coach Girls	3.75%	4.25%	4.75%	5.25%	5.75%
2025 - 2026	1,773	2,010	2,246	2,482	2,719
2026 - 2027	1,831	2,075	2,319	2,563	2,807
2027 - 2028	1,895	2,148	2,400	2,653	2,905

Track and Field 4550

Varsity Coach Boys and Girls	8.50%	9.00%	9.50%	10.00%	11.00%
2025 - 2026	4,019	4,256	4,492	4,728	5,201
2026 - 2027	4,150	4,394	4,638	4,882	5,370
2027 - 2028	4,295	4,548	4,800	5,053	5,558

Assistant Coach Boys and Girls	5.00%	5.50%	6.00%	6.50%	7.00%
2025 - 2026	2,364	2,601	2,837	3,073	3,310
2026 - 2027	2,441	2,685	2,929	3,173	3,417
2027 - 2028	2,527	2,779	3,032	3,284	3,537

JH Coach Boys and Girls	5.00%	5.25%	5.50%	5.75%	6.25%
2025 - 2026	2,364	2,482	2,601	2,719	2,955
2026 - 2027	2,441	2,563	2,685	2,807	3,051
2027 - 2028	2,527	2,653	2,779	2,905	3,158

JH Assistant Boys and Girls	4.00%	4.50%	5.00%	5.50%	6.00%
2025 - 2026	1,891	2,128	2,364	2,601	2,837
2026 - 2027	1,953	2,197	2,441	2,685	2,929
2027 - 2028	2,021	2,274	2,527	2,779	3,032

Volleyball	4530				
Varsity Coach Girls	8.00%	8.50%	9.00%	9.50%	10.00%
2025 - 2026	3,783	4,019	4,256	4,492	4,728
2026 - 2027	3,906	4,150	4,394	4,638	4,882
2027 - 2028	4,042	4,295	4,548	4,800	5,053

Assistant Coach	5.00%	5.50%	6.00%	6.50%	7.00%
2025 - 2026	2,364	2,601	2,837	3,073	3,310
2026 - 2027	2,441	2,685	2,929	3,173	3,417
2027 - 2028	2,527	2,779	3,032	3,284	3,537

JV/Reserve Coach	5.00%	5.50%	6.00%	6.50%	7.00%
2025 - 2026	2,364	2,601	2,837	3,073	3,310
2026 - 2027	2,441	2,685	2,929	3,173	3,417
2027 - 2028	2,527	2,779	3,032	3,284	3,537

8th grade Coach	3.00%	3.50%	4.00%	4.50%	5.50%
2025 - 2026	1,419	1,655	1,891	2,128	2,601
2026 - 2027	1,465	1,709	1,953	2,197	2,685
2027 - 2028	1,516	1,769	2,021	2,274	2,779

7th Grade Coach.	2.50%	3.00%	3.50%	4.00%	5.00%
2025 - 2026	1,182	1,419	1,655	1,891	2,364
2026 - 2027	1,221	1,465	1,709	1,953	2,441
2027 - 2028	1,263	1,516	1,769	2,021	2,527

Weight Room Supervisor
(3 seasons/Must complete 2 seasons to move a column)

	2.70%	3.20%	3.70%	4.20%	4.70%
2025 - 2026	1,277	1,513	1,750	1,986	2,222
2026 - 2027	1,318	1,562	1,806	2,050	2,295
2027 - 2028	1,364	1,617	1,870	2,122	2,375

Wrestling	4510				
Varsity	10.00%	10.50%	11.00%	11.50%	12.25%
2025 - 2026	4,728	4,965	5,201	5,438	5,792
2026 - 2027	4,882	5,126	5,370	5,614	5,981
2027 - 2028	5,053	5,306	5,558	5,811	6,190

Varsity Assistant	7.25%	7.75%	8.25%	8.75%	9.25%
2025 - 2026	3,428	3,665	3,901	4,137	4,374
2026 - 2027	3,540	3,784	4,028	4,272	4,516
2027 - 2028	3,663	3,916	4,169	4,421	4,674

Reserve/JV Coach	7.25%	7.75%	8.25%	8.75%	9.25%
2025 - 2026	3,428	3,665	3,901	4,137	4,374
2026 - 2027	3,540	3,784	4,028	4,272	4,516
2027 - 2028	3,663	3,916	4,169	4,421	4,674

JH Coach	7.25%	7.75%	8.25%	8.75%	9.25%
2025 - 2026	3,428	3,665	3,901	4,137	4,374
2026 - 2027	3,540	3,784	4,028	4,272	4,516
2027 - 2028	3,663	3,916	4,169	4,421	4,674

JH Assistant	7.25%	7.75%	8.25%	8.75%	9.25%
2025 - 2026	3,428	3,665	3,901	4,137	4,374
2026 - 2027	3,540	3,784	4,028	4,272	4,516
2027 - 2028	3,663	3,916	4,169	4,421	4,674

Academic Clubs/Supplementals

Class Advisors	4600				
12th Grade	2.50%	2.75%	3.00%	3.25%	4.25%
2025 - 2026	1,182	1,300	1,419	1,537	2,010
2026 - 2027	1,221	1,343	1,465	1,587	2,075
2027 - 2028	1,263	1,390	1,516	1,642	2,148

11th Grade	3.00%	3.25%	3.50%	3.75%	4.75%
2025 - 2026	1,419	1,537	1,655	1,773	2,246
2026 - 2027	1,465	1,587	1,709	1,831	2,319
2027 - 2028	1,516	1,642	1,769	1,895	2,400

10th Grade	1.25%	1.50%	1.75%	2.00%	3.00%
2025 - 2026	591	709	827	946	1,419
2026 - 2027	610	732	854	976	1,465
2027 - 2028	632	758	884	1,011	1,516

9th Grade	1.25%	1.50%	1.75%	2.00%	3.00%
2025 - 2026	591	709	827	946	1,419
2026 - 2027	610	732	854	976	1,465
2027 - 2028	632	758	884	1,011	1,516

Foreign Language Club 4100

	1.00%	1.25%	1.50%	1.75%	5.00%
2025 - 2026	473	591	709	827	2,364
2026 - 2027	488	610	732	854	2,441
2027 - 2028	505	632	758	884	2,527

God Flag and Country Club 4100

	1.50%	1.75%	2.00%	2.50%	4.00%
2025 - 2026	709	827	946	1,182	1,891
2026 - 2027	732	854	976	1,221	1,953
2027 - 2028	758	884	1,011	1,263	2,021

National Honor Society 4100

High School Advisor	2.00%	2.25%	2.50%	2.75%	3.50%
2025 - 2026	946	1,064	1,182	1,300	1,655
2026 - 2027	976	1,098	1,221	1,343	1,709
2027 - 2028	1,011	1,137	1,263	1,390	1,769

JH 7th and 8th Advisor	1.00%	1.25%	1.50%	1.75%	2.50%
2025 - 2026	473	591	709	827	1,182
2026 - 2027	488	610	732	854	1,221
2027 - 2028	505	632	758	884	1,263

Newspaper 4600

	2.50%	3.00%	3.50%	4.00%	4.50%
2025 - 2026	1,182	1,419	1,655	1,891	2,128
2026 - 2027	1,221	1,465	1,709	1,953	2,197
2027 - 2028	1,263	1,516	1,769	2,021	2,274

Students Against Drunk Driving 4600

	2.00%	2.50%	3.00%	3.50%	4.00%
2025 - 2026	946	1,182	1,419	1,655	1,891
2026 - 2027	976	1,221	1,465	1,709	1,953
2027 - 2028	1,011	1,263	1,516	1,769	2,021

Academic Clubs 4600

(4 positions)

	2.00%	2.50%	2.75%	3.00%	4.50%
2025 - 2026	946	1,182	1,300	1,419	2,128
2026 - 2027	976	1,221	1,343	1,465	2,197
2027 - 2028	1,011	1,263	1,390	1,516	2,274

Student Council 4600

JH/HS Advisor

	2.00%	2.50%	3.00%	3.50%	4.50%
2025 - 2026	946	1,182	1,419	1,655	2,128
2026 - 2027	976	1,221	1,465	1,709	2,197
2027 - 2028	1,011	1,263	1,516	1,769	2,274

Elementary Advisor

	2.00%	2.50%	3.00%	3.50%	4.50%
2025 - 2026	946	1,182	1,419	1,655	2,128
2026 - 2027	976	1,221	1,465	1,709	2,197
2027 - 2028	1,011	1,263	1,516	1,769	2,274

Titan Leadership Corps (TLC) 2190

	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Titan's Plus/Titanics Club 4100

	2.00%	2.25%	2.50%	2.75%	3.50%
2025 - 2026	946	1,064	1,182	1,300	1,655
2026 - 2027	976	1,098	1,221	1,343	1,709
2027 - 2028	1,011	1,137	1,263	1,390	1,769

Yearbook	4600				
	6.00%	6.50%	7.00%	7.50%	8.00%
2025 - 2026	2,837	3,073	3,310	3,546	3,783
2026 - 2027	2,929	3,173	3,417	3,662	3,906
2027 - 2028	3,032	3,284	3,537	3,790	4,042

Music/Drama Supplementals

Drama	4100				
High School	7.00%	7.50%	8.00%	8.50%	9.00%
2025 - 2026	3,310	3,546	3,783	4,019	4,256
2026 - 2027	3,417	3,662	3,906	4,150	4,394
2027 - 2028	3,537	3,790	4,042	4,295	4,548

Elementary Play	2.00%	2.25%	2.50%	2.75%	3.25%
2025 - 2026	946	1,064	1,182	1,300	1,537
2026 - 2027	976	1,098	1,221	1,343	1,587
2027 - 2028	1,011	1,137	1,263	1,390	1,642

Stage Crew Manager	3.00%	3.25%	3.50%	3.75%	4.00%
2025 - 2026	1,419	1,537	1,655	1,773	1,891
2026 - 2027	1,465	1,587	1,709	1,831	1,953
2027 - 2028	1,516	1,642	1,769	1,895	2,021

Technical Director	3.00%	3.25%	3.50%	3.75%	4.00%
2025 - 2026	1,419	1,537	1,655	1,773	1,891
2026 - 2027	1,465	1,587	1,709	1,831	1,953
2027 - 2028	1,516	1,642	1,769	1,895	2,021

Music	4100				
Instrumental HS	4.50%	5.00%	5.50%	6.00%	8.50%
2025 - 2026	2,128	2,364	2,601	2,837	4,019
2026 - 2027	2,197	2,441	2,685	2,929	4,150
2027 - 2028	2,274	2,527	2,779	3,032	4,295

Instrumental JH	1.00%	1.50%	2.00%	2.50%	4.00%
2025 - 2026	473	709	946	1,182	1,891
2026 - 2027	488	732	976	1,221	1,953
2027 - 2028	505	758	1,011	1,263	2,021

Instrumental

Elementary	1.00%	1.25%	1.50%	1.75%	2.50%
2025 - 2026	473	591	709	827	1,182
2026 - 2027	488	610	732	854	1,221
2027 - 2028	505	632	758	884	1,263

Steel Drum

Director	3.00%	3.25%	3.50%	3.75%	5.00%
2025 - 2026	1,419	1,537	1,655	1,773	2,364
2026 - 2027	1,465	1,587	1,709	1,831	2,441
2027 - 2028	1,516	1,642	1,769	1,895	2,527

Choral HS	1.00%	1.50%	2.00%	2.50%	4.00%
2025 - 2026	473	709	946	1,182	1,891
2026 - 2027	488	732	976	1,221	1,953
2027 - 2028	505	758	1,011	1,263	2,021

Choral JH	1.00%	1.50%	2.00%	2.50%	3.50%
2025 - 2026	473	709	946	1,182	1,655
2026 - 2027	488	732	976	1,221	1,709
2027 - 2028	505	758	1,011	1,263	1,769

Choral Elementary	1.00%	1.25%	1.50%	1.75%	2.50%
2025 - 2026	473	591	709	827	1,182
2026 - 2027	488	610	732	854	1,221
2027 - 2028	505	632	758	884	1,263

Elementary Music	1.00%	1.25%	1.50%	1.75%	2.50%
2025 - 2026	473	591	709	827	1,182
2026 - 2027	488	610	732	854	1,221
2027 - 2028	505	632	758	884	1,263

Other Supplementals

Computer Coordinator 2923

(Bldg.)	7.25%	7.75%	8.25%	8.75%	9.25%
2025 - 2026	3,428	3,665	3,901	4,137	4,374
2026 - 2027	3,540	3,784	4,028	4,272	4,516
2027 - 2028	3,663	3,916	4,169	4,421	4,674

JH Program Coordinator	4100 3.00%	3.25%	3.50%	3.75%	4.75%
2025 - 2026	1,419	1,537	1,655	1,773	2,246
2026 - 2027	1,465	1,587	1,709	1,831	2,319
2027 - 2028	1,516	1,642	1,769	1,895	2,400

Teacher Mentors Mentor Specialist	2940 2.00%	2.25%	2.50%	2.75%	3.50%
2025 - 2026	946	1,064	1,182	1,300	1,655
2026 - 2027	976	1,098	1,221	1,343	1,709
2027 - 2028	1,011	1,137	1,263	1,390	1,769

Teacher Mentors	1.50%	1.75%	2.00%	2.25%	2.75%
2025 - 2026	709	827	946	1,064	1,300
2026 - 2027	732	854	976	1,098	1,343
2027 - 2028	758	884	1,011	1,137	1,390

RESA Facilitator - $250 per teacher assessed (Year 2/3 teachers can participate)

7th and 8th Grade Parent Contact Coordinator	4600 1.25%	1.50%	1.75%	2.00%	3.00%
2025 - 2026	591	709	827	946	1,419
2026 - 2027	610	732	854	976	1,465
2027 - 2028	632	758	884	1,011	1,516

Substitute Caller	2214 10.08%	10.58%	11.08%	11.58%	12.08%
2025 - 2026	4,766	5,003	5,239	5,475	5,712
2026 - 2027	4,921	5,165	5,409	5,653	5,898
2027 - 2028	5,093	5,346	5,599	5,851	6,104

Summer School	0.000663 4	0.000682 4	0.000701 3	0.000720 3	0.000739 0
2025 - 2026	31.37	32.27	33.16	34.06	34.94
2026 - 2027	32.39	33.32	34.24	35.17	36.08
2027 - 2028	33.52	34.48	35.44	36.40	37.34

Department Chairs

Elementary

Grades K-2nd	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Math Grades 3-6	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

ELA Grades 3-6	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

JH/HS

ELA	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Math	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Social Studies	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Science	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Electives K-12	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Special Education K-12	5.00%	5.25%	5.50%	5.75%	6.00%
2025 - 2026	2,364	2,482	2,601	2,719	2,837
2026 - 2027	2,441	2,563	2,685	2,807	2,929
2027 - 2028	2,527	2,653	2,779	2,905	3,032

Social Media	4600				
Elementary	2.50%	3.00%	3.50%	4.00%	4.50%
2025 - 2026	1,182	1,419	1,655	1,891	2,128
2026 - 2027	1,221	1,465	1,709	1,953	2,197
2027 - 2028	1,263	1,516	1,769	2,021	2,274

Hourly Positions and Rates

Other Extra Duties	2025-2026	$27.04	Tutors	2025-2026	$27.04
	2026-2027	$27.04		2026-2027	$27.04
	2027-2028	$27.04		2027-2028	$27.04
Curriculum Writing	2025-2026	$27.04	Detention	2025-2026	$27.04
	2026-2027	$27.04		2026-2027	$27.04
	2027-2028	$27.04		2027-2028	$27.04
Enrichment	2025-2026	$27.04	Home Instruction	2025-2026	$27.04
	2026-2027	$27.04		2026-2027	$27.04
	2027-2028	$27.04		2027-2028	$27.04
Homework Assistance	2025-2026	$27.04	Curriculum Development	2025-2026	$27.04
	2026-2027	$27.04		2026-2027	$27.04
	2027-2028	$27.04		2027-2028	$27.04
Saturday School	2025-2026	$27.04	LPDC	2025-2026	$27.04
	2026-2027	$27.04		2026-2027	$27.04
	2027-2028	$27.04		2027-2028	$27.04

APPENDIX E - GRADUATE COURSE PRE-APPROVAL

ST. BERNARD-ELMWOOD PLACE CITY SCHOOL DISTRICT

To: Superintendent of Schools
St. Bernard-Elmwood Place City Schools

FR: _____

DA: _____

I wish to have prior approval for the following courses to be taken at:

_____ during _____
(college or university) (date)

Course	Hours of Credit	Qtr./Sem.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* *

_____APPROVED

_____DISAPPROVED

Signed: _____ _____
(Superintendent/Designee (Date)

APPENDIX F - TUITION REIMBURSEMENT REQUEST

ST. BERNARD-ELMWOOD PLACE CITY SCHOOL DISTRICT

To: Superintendent of Schools
St. Bernard-Elmwood Place City Schools

FR: _____

DA: _____

In order to qualify for tuition reimbursement, the courses listed below must have been pre-approved by the Superintendent of Schools/designee and must have been successfully completed with a grade of "B" or better and were in an approved graduate program.

Course	Hours of Credit	Qtr./Sem.

Attached are the official transcripts for the above courses.

Signed _____ _____
(Superintendent/Designee) (Date)

APPENDIX G - GRIEVANCE FORM - STEP 2

ST. BERNARD - ELMWOOD PLACE CITY SCHOOL DISTRICT

Grievant: _____ Date Filed: _____

Building(s) _____

Date Grievance Occurred: _____

Statement of Grievance: _____

_____

_____

_____

_____

_____

Relief Sought: _____

_____

_____

_____

_____

_____

_____ _____
Signature of Grievant Date

_____ _____
Signature of Association President Date

Disposition of Principal/Supervisor _____

_____

_____

_____

_____

_____

_____ _____
Signature of Principal/Supervisor Date

C: Superintendent