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MASTER AGREEMENT

BETWEEN

ROSSFORD EXEMPTED VILLAGE SCHOOLS
BOARD OF EDUCATION

AND

ROSSFORD ASSOCIATION OF CLASSROOM TEACHERS

EFFECTIVE

SEPTEMBER 1, 2025– AUGUST 31, 2028



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ARTICLE 1. PROFESSIONAL NEGOTIATIONS AGREEMENT

A. Preamble

It is the purpose of this document to establish the relationship between the Rossford Board of Education and the Rossford Association of Classroom Teachers, and to set forth an orderly procedure for the consideration and resolution of matters of mutual concern.

B. Recognition

1. The Board recognizes the Rossford Association of Classroom Teachers OEA/NEA, as the exclusive bargaining representative of all full and part-time teachers and tutors who are certificated or licensed by the State Board of Education and/or by the Ohio Department of Education and Workforce (ODEW), excluding as defined in ORC[1] 4117.01 confidential employees, management level employees, employees who act in a fiduciary capacity, supervisors, students, seasonal and casual employees, non-professional employees, guards as defined in ORC 4117.06(D)(2) and substitute teachers of less than sixty (60) days employment in the district in the same position.

2. The Board shall provide four (4) floating substitute teachers each day, who will be assigned as needed by the Superintendent or designee. These substitutes shall not be bargaining unit members.

3. Substitute teachers who serve sixty (60) days employment and beyond in the district in the same position in order to cover a bargaining unit member's leave of absence will continue to be paid at the district's then-current substitute rate and will not be eligible for benefits. The parties specifically agree that this paragraph supersedes O.R.C. 3319.10.

C. Scope of Negotiations

1. The parties agree to bargain wages, hours, terms and conditions of employment as well as additions to, deletions from, and modifications of the Agreement consistent with provisions of ORC 4117.

2. In any year this Agreement expires, prior to March 15th, the parties will

[1] Ohio Revised Code. Available at http://codes.ohio.gov/.

confer and select a mutually agreeable date and time for negotiations to commence.

3. Prior to the initial session, the parties will exchange their complete packages of proposals and/or issues. After the initial session, new proposals or issues may not be submitted except by mutual agreement.

4. Each negotiating team may consist of no more than six (6) people. In addition, each party may include a consultant. Prior to the completion of each negotiation session, a mutually agreeable time, place and date shall be set for the next negotiation session.

5. As tentative agreement is reached on each item, the agreement shall promptly be reduced to writing and initialed by a designated representative of each party. Tentative agreements may be altered by mutual agreement.

D. Procedures and Impasse Resolutions

1. If agreement is not reached on matters being negotiated through interest Based Bargaining, either party may declare impasse at any time and request that an impartial mediator be appointed through The Federal Mediation and Conciliation Services. If both parties mutually agree to have additional bargaining meetings while waiting for FMCS mediation, nothing precludes the parties from doing so.

2. The Mediator shall have the right to schedule meetings with the negotiating parties in efforts to seek a resolution to the disagreement(s).

3. If the parties do not reach agreement and the existing agreement has expired, the Association may exercise its right to strike by serving the Board and the State Employment Relations Board with notice of its intent to do so, at least ten (10) days prior to such action. Mediation may continue following the expiration of the agreement with the mutual consent of the parties.

4. Pursuant to Section 4117.14(C) and 4117.14(E) of the Revised Code, the parties have established this mutually agreed upon dispute resolution procedure which supersedes the procedures listed in Section 4117.14(C)(2) – (6) and any other procedures to the contrary. This article does not diminish or preclude the Association rights under Section 4117(D)(2).

E. Interim Bargaining/Positive Trust

Should either party seek a clarification and/or change in terms and conditions of employment or actions on other items of concern, the parties will convene the Labor/Management Committee and use Interest Based Bargaining methods to reach an agreement. The majority of members from each party will have experience in the I.B.B. process. The rules used in bargaining the current contract will apply to use of I.B.B. by LMC.

Should the board try to change conditions of employment the grievance process may be used.

F. Contrary to Law

Except as specifically set forth herein, if any provision of this Agreement between the Board and the Rossford Association of Classroom Teachers shall be found contrary to law, then such provision or application shall be deemed to be invalid except to the extent permitted by law, but all other provisions or applications shall continue in full force.

G. Final Form

Upon ratification of the Agreement by both parties, the Agreement shall be duplicated with a table of contents, including all appendices, in electronic form by the Board of Education at their expense and distributed to all certified personnel.

H. Strike Prohibition

During the term of this Agreement, the Association does hereby agree that it or any persons acting on its behalf will not participate in, approve, or consent to a strike, slowdown, or the withholding of services from the Board of Education by the teachers.

I. Complete Agreement

This contract contains the full and complete agreement between the Rossford Board of Education and the Rossford Association of Classroom Teachers on all negotiable issues and neither party shall be required during the term thereof to negotiate upon any issue whether it is covered or not covered in this contract, unless otherwise mutually agreed.

J. Management Rights

The Association recognizes that except as herein clearly and explicitly limited by express terms of this Agreement, or state and/or federal law, the rights of the Board and administration in all respects to manage the entire operation of

all phases of the school system including, but not limited to, the right to hire, fire, promote, demote, suspend, discharge, discipline, for just cause, in any form, make and enforce rules and regulations, establish and modify working hours, plan, establish, combine or abolish jobs or operations, transfer employees, shall be the sole and exclusive prerogative of the Board and administration.

Any and all rights, powers, and authority the Board and administration had prior to entering into this Agreement with the Association are retained exclusively by the Board and administration except as expressly abridged, delegated, granted, or modified by this Agreement and state and/or federal law.

K. Supplemental Contract Committee

The index percentage in Appendix C shall be reviewed, prior to commencement of negotiations. The Supplemental Contract Committee shall be composed of three (3) representatives designated by the RACT President and three (3) representatives designated by the Superintendent. The Committee shall recommend any changes necessary to maintain equity and adequate compensation in Appendix C. The Committee's recommendations shall be made to both negotiating teams prior to negotiations, when possible. If the position is not included in Appendix C, and if there is no majority recommendation by the Supplemental Contract Committee, the Superintendent shall make such recommendation to the Board as he/she deems proper.

L. No Discrimination in Administration

Neither the Association nor the Board shall discriminate against any member of the bargaining unit in the administration of this Agreement.

M. Labor/Management Committee

The Board and the Association agree to form a labor management relations committee to meet at least three (3) times each school year during the school day to discuss the concerns of either the Association or the Board. The parties may schedule additional meetings by mutual agreement. The committee will consist of not more than 7 (seven) members from each party. Each party will select at least one (1) representative from each school in the district. All meeting arrangements will be made by mutual consent. The parties agree that issues raised concerning building level and district level committees during negotiations for this Agreement would be referred to the Labor/Management Committee for resolution.

N. Behavioral Response Committee

At the start of the 2025-2026 school year, the parties will create a committee to develop a behavioral response team. The committee responsibilities shall include, but will not be limited to, developing procedures to handle incidents and collaborative problem-solving related to behavioral response. The committee shall include at least three (3) RACT members appointed by the Association President and no more than three (3) administrators. The committee will make recommendations to the Administration based on consensus.

ARTICLE 2. GRIEVANCE PROCEDURE

A. Introduction - Purpose

This grievance procedure is intended to establish an orderly process of resolving differences which may occur between the Board of Education or the administration and the professional staff.

The purpose of the grievance procedure is to secure, at the lowest possible administrative level equitable solutions to grievances which may arise from time to time. Both parties agree that these proceedings will be kept as informal as may be appropriate at any level of the procedure.

B. Definition

1. A grievance is defined as a claim by a teacher or R.A.C.T. [hereinafter called the grievant] that there has been a violation, misinterpretation or misapplication of any provision of this negotiation agreement.

2. Days shall mean calendar days with the exception of Saturdays, Sundays and legal holidays.

C. Rights of the Grievant

1. A grievant may appear on his or her own behalf or may be represented and/or accompanied by a representative of the Association. A grievant has the right to present a grievance and have it adjusted without the intervention of the Association, as long as the adjustment is not inconsistent with the terms of this agreement and as long as the Association has the opportunity to be present at the adjustment.

2. The fact that an employee files a grievance shall not be recorded in his or her personnel file or in any file used in the transfer, assignment, or promotion process; nor shall such fact be used in any recommendation

for re-employment or recommendation for other employment; nor shall the grievant or his or her representative be the subject of reprisals or discrimination for having followed this grievance procedure.

D. Time Limits

1. The number of days indicated at each step is considered a maximum. The time limits specified may, however, be extended by written[2] agreement of the parties in interest. When it is physically impossible for a grievant or for an administrator to meet the time limits, then the time limits shall be extended.

2. If the employee does not file a grievance within twenty (20) days after he or she knew or should have known of the act or conditions on which the grievance is based, then the grievance shall be considered waived.

3. If a decision on a grievance is not appealed within the time limits specified at any step of the procedure, the grievance will be deemed settled on the basis of the disposition at the last step and further appeal shall be barred.

4. Failure of the administration to notify the grievant of the decision within the specified time limits shall permit the grievant to proceed to the next step.

5. A grievance submitted after May 15 shall be processed at a time mutually agreeable to the parties in interest, but no later than the beginning of the next school year. Where a hardship may occur, the grievance shall be processed as soon as practicable.

E. Advancement

By mutual agreement, a grievance can be advanced to the next step in the grievance procedure.

F. Informal Procedure

In the event that the grievant believes there is a basis for a grievance, he/she shall first discuss, when possible, the alleged grievance with his/her principal/direct supervisor. Said discussions may be held confidentially and personally by the grievant.

[2] Wherever written notice or agreement is required by this Agreement, notice or agreement via electronic mail is sufficient.

G. Formal Procedure

Step I

If a grievance is not resolved within five (5) days of the informal meeting, the grievant shall present his or her formal claim by submitting his or her grievance in writing using Form A. One copy shall go to the Grievance Committee of his or her Association and two other copies to the Superintendent who, in turn, will present one of the copies to the supervisor involved. Three (3) days after receipt of Form A, the immediate supervisor involved shall meet with the grievant and/or his or her representative in an effort to resolve the grievance. Three (3) days after such meeting the supervisor shall indicate his or her disposition in writing using Form B. This disposition shall be submitted in triplicate: One copy going to the grievant, one to the Chairperson of the Grievance Committee of his or her Association, and one to the Superintendent.

Step II

If the grievant is not satisfied with the disposition at Step I, or if no disposition has been made within the above time limits, the grievant shall complete Form C within five (5) days of the disposition and submit one copy to the Superintendent and one copy to the Chairperson of the Grievance Committee of his/her Association. The Superintendent shall meet with the grievant and/or his/her representative and indicate in writing on Form D his/her disposition of the grievance within five (5) days of the receipt of Form C.

Step III

If the Association is not satisfied with the disposition at Step II, the grievant, with the written concurrence of the Association, may within ten (10) days appeal the grievance to Grievance Mediation with mutual agreement of the Board. The parties shall contact the local FMCS office to mediate the grievance, or an alternative, mutually agreed upon mediator. The parties will hold a mediation session as soon as practicable following the selection of a mediator, but in no event more than thirty (30) calendar days from the appeal date unless mutually agreed by the parties. In the event there are costs and expenses which may be incurred in securing and utilizing the services of a mediator, such costs will be shared by the Board and the Association. As of the date of the written mutual agreement to submit the grievance to mediation, the timeline for appealing to Step IV will be stayed until the end of the Grievance Mediation session.

Step IV

If the Association is not satisfied with the disposition at Step III, or if no disposition has been received within the time limits, the Association may

within fifteen (15) days submit the grievance to binding arbitration by giving written notification to the Superintendent and requesting a list of seven (7) qualified arbitrators from the American Arbitration Association whose voluntary labor arbitration rules then shall govern except that the arbitrator shall be selected by the alternate strike method. The parties will also alternate who strikes first in this process.

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

The arbitrator shall have no power to alter, add to, or subtract from the items of this negotiated agreement, nor make an award contrary to law.

The fees and expenses of the A.A.A., the meeting room, the court reporter and the arbitrator shall be shared equally by the Board and the Association.

All arbitrations and witness testimony shall be conducted in person, unless otherwise mutually agreed by the Board and the Association.

ARTICLE 3. COMPLAINTS AGAINST PROFESSIONAL STAFF MEMBERS

A complaint is a negative reference about a staff member's personal or professional performance while fulfilling contractual duties, made by a parent or other member of the community, and shall be handled using the following procedure.

A. All complaints received by an administrator or Board member shall be referred by the building administrator to the teacher(s) involved within five (5) working days. The teacher shall have the opportunity to resolve the complaint with the complainant and/or the administrator.

B. The member shall have the right to a representative of his/her choosing at any meeting with an administrator regarding the complaint.

C. Complaints involving the health, safety, and/or welfare of a student or staff member or that allege criminal conduct will not be subject to the complaint procedure.

D. If a complaint leads to disciplinary action, the final discipline records will be the records placed in the member’s file and the member shall have the right to submit a rebuttal.

ARTICLE 4. DISMISSAL/PROGRESSIVE DISCIPLINE

A. Disciplinary Procedure

1. Except in cases requiring immediate administrative leave, no employee shall be disciplined without first having been given the opportunity to attend a pre-disciplinary conference. Notice of the conference shall include the time and place of the conference as well as the allegations of the conduct leading to discipline. The Association President shall be notified of all pre-disciplinary conferences at the same time the member is notified.

2. The employee may have an Association representative at the conference.

3. The Board and Administration agree to follow traditionally recognized principles of progressive discipline with the understanding that some or all preliminary levels of discipline may be bypassed depending on the severity of the offense and any other relevant surrounding circumstances. The disciplinary levels are:

    A. Verbal warning
    B. Written reprimand
    C. Suspension without pay
    D. Termination

    No bargaining unit member will be disciplined by the Board or Administration arbitrarily or capriciously.

B. Termination

1. Termination shall be defined as the dismissal of any member of the bargaining unit prior to the expiration of his/her limited contract or dismissal of any member of the bargaining unit who is on a continuing contract.

2. Termination proceedings shall be held in accordance with applicable statutes as outlined in the Ohio Revised Code. Notwithstanding any other provision of this agreement, the grievance procedure cannot be used in disputes over termination.

C. Non-Renewal

1. Non-renewal shall be defined as the dismissal of any member of the bargaining unit at the expiration of his/her limited contract.

2. No teacher may be non-renewed unless and until all of the following procedures have been implemented:

   a. At least one (1) evaluation has been conducted (See Article 11) during the year in which the decision to non-renew is made. The Board shall require at least three formal observations of each teacher who is under consideration for nonrenewal and with whom the Board has entered into a limited contract or an extended limited contract.

   b. The Superintendent shall informally notify the teacher and the Association President of his/her intention to recommend nonrenewal prior to the board meeting where action will be recommended. Upon notification of non-renewal and upon request from the teacher, the Superintendent shall meet with the teacher to review the reasons for the non-renewal.

   c. Notice of non-renewal must include written reasons for non-renewal and must be received prior to June 1.

   d. Alleged violations of the non-renewal procedure may be grieved. A teacher is entitled to association representation at any step of the non-renewal procedure.

   e. This procedure supersedes the non-renewal protections provided in ORC 3319.11.

D. Criminal Records Check

Employees may be conditionally employed pending the completion of the state mandated criminal records check under provisions of O.R.C. 3319.39. These employees will have all the rights and benefits guaranteed under provisions of the master agreement except they may be dismissed without recourse or remedy under this master agreement should a criminal records check reveal that they are disqualified to teach in a public school in accordance with O.R.C. 3319.39. This provision of the master agreement shall not interfere with the individual rights of these employees to due process in a court of law or before any state agency.

ARTICLE 5. REDUCTION IN FORCE

A. When by reason of decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, financial need, or by reason of suspension of schools or territorial changes affecting the district, the Board of Education decides that it will be necessary to reduce the number of teachers; it may

make a reasonable reduction. In making such reduction, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of Schools 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. Teachers whose continuing contracts are suspended, shall have the right of restoration to continuing service status when teaching positions become vacant or are created for which any of such teachers are or become qualified.

1. A restoration list of tenured teachers shall be kept for two (2) years by a designee of the Rossford Board of Education. Teachers must furnish and keep current a mailing address where they may be reached. Teachers on continuing contracts who are suspended shall be restored to service status when vacancies occur for which they are certified. Seniority shall not be the basis for rehiring a teacher, except when making a decision between teachers who have comparable evaluations. Seniority means total number of years of continuous employment in the Rossford Schools including service on approved leaves of absence.

2. The beginning date for accumulation of seniority shall be the date shown in the minutes of the Board of Education that the teacher was employed. If two or more are employed on the same date, the seniority shall be determined by date of application, then by letter of intent, and finally, by lot with representation by both sides.

3. The teacher must respond to the offer within seven (7) days of receiving an offer of restoration.

4. Failure to respond or to accept an offered position may result in removal of the teacher's name from the list and no further right to restoration shall exist.

5. A return receipt of certified mail shall be conclusive evidence that an offer has been tendered. This statement does not prevent offers or notifications from being made in other ways.

6. Teachers on limited contracts shall be suspended and restored according to the foregoing plan after teachers on continuing contracts are considered.

ARTICLE 6. TEACHER RIGHTS

A. **Payroll Deduction of Dues**

1. The Employer shall deduct from the pay of employees who elect to become or remain members of R.A.C.T. dues for the Association's representation of such members during the term of this Agreement. Such deductions shall be at no charge, when permitted by law.

2. Notification of the Amount of Dues

   Notice of the amount of the annual dues shall be transmitted by the Association to the Employer on or about September 15 of each year during the term of this contract for the purpose of determining amounts to be payroll deducted. The employer agrees to transmit all amounts deducted to the Association not more than ten (10) days following the collection via electronic transfer to an account designated by the Association.

3. Schedule of Dues Deductions

   a. All Members

      Payroll deduction of dues shall begin at the second payroll period in October and continue for 15 pays.

   b. Termination of Membership During the Membership Year

      The Employer shall, upon notification from the member or Association President that a member has terminated membership, cease deduction of dues. A member who wishes to cancel payroll deduction of dues may do so by notifying the District Treasurer and the Association President in writing not less than two (2) weeks prior to the effective date of the payroll change.

4. Transmittal of Deductions

   The Employer shall accompany each such transmittal with a list of names of the employees for whom all such dues deductions were made, the period covered, and the amounts deducted for each.

5. Indemnification of Employer

The Association agrees to indemnify the Employer for all cost of liability incurred as a result of the implementation and enforcement of this provision provided that:

a. The Employer shall give the Association a ten (10) day written notice of any claim made or action filed against the Employer by a non-member for which indemnification may be claimed;

b. The Association reserves the right to designate counsel to represent and defend the Employer. However, this provision shall not prevent the Employer from employing its own counsel [at its own expense] to assist in such representation. Furthermore, the Association agrees that the counsel it designates to represent the Employer shall accept and act upon the Board's reasonable instructions and recognize his/her primary obligation to his/her client. In no event shall the Association impose such representation upon the Employer as will create or foster a conflict of interests;

c. The Employer shall give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding;

d. The Employer shall permit the Association and/or its affiliates to intervene as a party;

e. The Employer shall not oppose application by the Association and/or its affiliates to intervene as amicus curiae;

f. Indemnification shall not be required if the Board intentionally or willfully fails [except pursuant to court order] to fulfill its obligations herein.

B. **Health and Safety**

All certificated staff shall report unsafe working conditions to their immediate supervisor immediately upon the identification of said conditions. The Administration shall take reasonable steps necessary to correct such conditions. It is also agreed that employees are responsible to cooperate with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

Board policy prohibits the use of tobacco (including any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices) by anyone in school buildings, on school grounds, in school vehicles, or at any school-related event.

Upon request by an employee, the Board will make available a referral to a no smoking program selected by the school district at no cost to the employee, or selected and paid for by the employee.

C. **Medications and Nursing Services**

No regular classroom teacher will be required to administer medications or provide nursing services to special needs students. Regular classroom teachers may opt to administer medications and provide nursing services to special needs students only after they have been trained by a certified health care training professional.

D. **Special Education**

An annual update meeting will be held with special education staff to deal with implementation and revision of IEP's and special education laws. The yearly informational update will be arranged by the administrative staff.

E. **Discipline of Students**

The Administration will provide members with monthly electronic access to aggregated discipline data. The Administration will enter any action taken in response to a major referral in the data system in a timely manner, not later than two (2) school days after receipt of the discipline referral, except in extenuating circumstances.

Teachers are encouraged to use the MTSS process for support with a student with repeated behavioral issues. A teacher who needs assistance with a student with behavioral issues may request assistance from a building administrator for problem-solving strategies, training and/or support.

F. **Professional Support**

Professional support will be provided for RACT members through a Mentor Program and a Peer Assistance Program.

1. Mentor Program - General

A mentor will be assigned to a Resident Educator as required by law or rule. A mentor will be offered to personnel with experience but new to the Rossford School District.

Observations and feedback given by mentoring teachers are non-evaluative and will not become a part of any teacher file or teacher evaluation.

The Resident Educator's mentor will be compensated 3% of the base for the first year and 2% for the second year. If needed, and pro-rated as necessary the Resident Educator's mentor will be compensated 2% for the third year.

The purpose of the Mentor Program is:

a. To improve teaching performance.

b. To increase the retention of promising beginning teachers.

c. To promote the personal and professional well-being of beginning teachers.

d. To satisfy mandated requirements related to the Resident Educator Program.

e. To help lead teachers toward being fully actualized teaching professionals.

f. To complete documentation as required by law and rule.

2. Mentor Selection

To qualify for consideration, mentor candidates must meet the criteria set forth in law and rule by the Ohio Department of Education, complete required training, and have five years teaching experience in the Rossford Schools.

Bargaining unit members in the same subject area and same building will be assigned first. If all qualifications and training are equal, mentors will be assigned by seniority and if seniority is equal, management will assign.

3. Peer Assistance Program

An experienced teacher beyond the first year of teaching who is encountering teaching problems or seeks to improve his or her teaching skills, may request or an administrator may suggest, a teacher be assigned a consulting teacher.

All parties (teacher/administrator/consulting teacher) will agree to participation in this program.

Peer Assistance does not apply to a teacher in the Mentor Program.

The building administrator will notify the RACT building representative of a teacher's participation in this program.

Observations and feedback given by consulting teachers are non-evaluative and will not become a part of any teacher file or teacher evaluation.

The consulting teacher will be compensated 3% of the base (pro-rated as necessary).

Release time will be made available for the consulting teacher to conduct observations and it is up to administration to make arrangements to cover the consulting teacher's class or assignment.

G. **LPDC**

Membership of the committee shall consist of four (4) members of the Rossford Association of Classroom Teachers appointed by the President and three (3) district Administrators appointed by the Superintendent. All members of the RACT will be considered in this manner regardless of license. When consideration of an Administrative license takes place the Committee Administrators vote shall be doubled.

The terms of each member shall be as follows: RACT shall replace or re-appoint two (2) members each year. New members will be submitted to the Superintendent to be approved by the Board of Education. All teacher member terms shall be for two years.

The Committee will meet at least four (4) times per year, with additional meetings scheduled with approval by the Superintendent. The Committee shall establish its annual schedule. The meetings shall occur during the school day with release time (half day) provided as needed.

The Board of Education shall be responsible for backup plans and documentation generated by both the Committee and Licensee.

The Committee shall be responsible for establishing guidelines by which the Committee is to function. These guidelines should include the criteria that will be used to determine whether or not a professional development plan will be approved; procedures for assessing the extent to which a staff member's professional development plan has been accomplished and the procedure the Committee will use to hear appeals of its decision. The appeals procedure is contained in Appendix H of this Master Agreement.

The Superintendent or his/her designee shall report periodically to the Board on the operation of this important committee and on the progress staff members are making in fulfilling their professional development plans.

H. **In-Service Training**

1. Opportunities for professional growth will be provided through such means as the following:

   a. Staff Development opportunities will be provided as set forth in Article 7.

   b. Release time for visits to other classrooms and schools and for attendance at conferences, workshops and other professional meetings.

2. The Superintendent, or his/her designee, will have authority to approve release time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for that purpose.

   District and building leadership teams with RACT representation will analyze in-service data and provide feedback for future planning.

I. **Student Teaching**

1. The Rossford Exempted Village Board of Education supports and encourages the participation of our school district in a program of student teaching with the Bowling Green State University, The University of Toledo, and other approved universities making formal request to the superintendent. The Superintendent of Schools will be responsible for establishing procedures for the smooth operation of the student teacher program in the school system. Such procedures will be available in the office of the Superintendent.

2. Payment for student teachers shall be made by the college or university directly to the District and the District shall pay the teacher.

J. **Passes to School Events**

Rossford Exempted Village School District will issue passes to all members of the bargaining unit. The pass will be valid only for the designated person and spouse/friend. The designated person must request the pass from the high school principal. Teachers are encouraged to volunteer their service at these school events in exchange for the passes.

K. **Employment of Retirees**

1. Where a teaching vacancy exists which the Board may fill at its discretion by hiring a properly certified teacher who is not already

employed by the Board, the Board may consider and employ Retirees for any such vacancy upon the recommendation of the Superintendent. For the purposes of this Article, “Retiree” is an individual who has attained service retirement status with the State Teachers Retirement System and is otherwise qualified by certification and background for public school teaching in Ohio.

2. A Retiree shall be placed at 5 years on the salary schedule or a step mutually agreed upon between the Retiree and the Board in the appropriate training column and thereafter may advance on the schedule on the same basis as other teachers. This section shall expressly supersede Chapter 3317 of the Ohio Revised Code.

3. A Retiree shall receive a one-year limited teaching contract which shall expire automatically at the end of the stated term. No notice of non-renewal is required. The Retiree shall notify the Superintendent in writing by April 1 to request re-employment. The Board may continue the employment of a Retiree through offering a new one-year contract upon recommendation of the Superintendent by June 1. A Retiree is not eligible for a continuing teaching contract regardless of years of employment as a retiree with the Board. A Retiree is eligible for a supplemental contract only if no other bargaining unit member desires the position and then it is at the discretion of the Board. O.R.C. 3313.53 is superseded.

4. A Retiree shall accumulate and may use sick leave in accordance with Article 10 of the Negotiated Agreement, but shall not be entitled to severance pay under Article 12 of the Negotiated Agreement or under law upon conclusion of employment as a Retiree. A Retiree is not eligible to participate in the Sick Leave Bank. A Retiree shall be advanced 12.5 days of sick leave at the beginning of a one-year contract period without accumulation of additional days. For any additional sick days, a Retiree must use unpaid leave and provide appropriate documentation upon request.

5. For the purpose of Seniority and/or reduction-in-force, a teacher retiree shall earn seniority with the District beginning with his/her employment as a retired teacher. For those former teachers employed by the District as a retiree, a new status as a retired teacher shall be deemed to be a break in service for purposes of seniority.

6. All reemployed retirees are considered Bargaining Unit Members and are afforded all contractual rights not addressed in the above provisions.

ARTICLE 7. WORK DAY AND SCHOOL CALENDAR

A. **Work Day**

1. The professional working day in the Rossford Exempted Village Schools for secondary teachers shall consist of seven hours and twenty minutes. The elementary teachers' work day shall consist of seven hours and fifteen minutes. These times include a thirty-minute duty-free lunch period. Building start and end times will be communicated by the building principal at the beginning of the school year. Personal time adjustments may be made with the permission of the principal.

2. The district will comply with Ohio State Minimum Standards with regard to planning time. Reasonable efforts will be made to provide additional time above the minimum. To comply with Ohio Minimum Standards, one (1) additional ½ day aide is assigned to the elementary building to allow for planning time.

3. No more than 90 minutes per month of contracted work time (in 30 minute increments) shall be utilized for TBT meetings. The department head shall provide a schedule of the TBT meetings by September 1.

4. Part-time employees teaching three (3) periods in the secondary schools will receive one (1) paid planning period. Part-time employees teaching 220 minutes per day in the elementary school will spend no more than 195 minutes in instruction, supervision, or planning. Part-time teachers and the Board of Education will each pay 50% of all health insurance premiums. Part-time employees working in excess of the above limits will be considered full-time and entitled to full benefits accorded all full-time employees. With respect to paid planning time and paid lunch, this section does not apply to tutors.

   Part-time employees are those who are employed on a daily basis, but less than the full day, paid on the salary schedules in Appendix "B" on a pro-rata basis and do not include substitutes.

5. Tutor positions consisting of three (3) hours of daily contact with students, will (on a daily basis) receive thirty (30) minutes of paid planning time beyond the three (3) hours.

6. Attendance at one monthly staff meeting (not to exceed 45 minutes) shall be a professional expectation.

7. When an assigned staff member is absent and a substitute teacher cannot be secured in advance, full-time staff members may perform

the duties of a substitute teacher during his or her planning period(s) when requested by an administrator for the purpose of finding coverage for classes in an emergency.

a. Staff members who are willing to serve as substitute teachers will submit their names via email to the building administrator. The building administrator/designee will maintain the list.

b. Staff members who serve as substitutes during their planning period will be compensated at the hourly rate set forth in Article 12. One full planning period equates to one hour. There will be no pro-rating of the hourly rate. Staff members will use and submit existing time sheets for tracking purposes.

B. **School Calendar**

1. The Administration will call a meeting of the Labor Management Committee no later than December 31 for the purpose of developing a proposed school calendar for the following school year.

2. Each year shall consist of 185 days, including the following:

a. One teacher work day scheduled prior to the first student day, primarily for teacher preparation. Teachers, on a voluntary basis, may participate in other professional opportunities, if available. The Labor Management Committee may decide to take advantage of this time to meet, but such meeting would be no longer than sixty minutes.

b. Two records days.

c. One day for grade level and/or department level in-service, as directed by the grade level or department members.

d. One organizational/opening day scheduled at the beginning of the school year and planned by the Administration.

e. One “exchange” day, where an employee performs seven hours of self-directed, approved professional development outside of the school day.

f. Up to three days of professional development planned by the Administration, in collaboration through the District Leadership Teams and Building Leadership Teams.

If additional professional development days are needed in a given year, they will be added with the mutual agreement with the LMC, unless required by law.

3. Teachers shall not be required to report to school when school is cancelled for weather or other public calamity. If school is delayed, teachers will report consistent with the delay time. The Superintendent will determine when, how and whether work time for staff will be made up due to the closing of schools for weather or other public calamity after five (5) days.

C. **Lesson Plans**

All teachers will be required to prepare lesson plans. First year teachers only will be required to submit lesson plans weekly to building principals. Other teachers shall be required to submit lesson plans upon request for review by the principal, and more often when the teacher requires assistance with planning.

D. **Class Size (Elementary)**

Administration and teachers within each building will determine possibilities to reduce class size when class enrollment at grades K-3 reaches twenty-five (25) students, or when class enrollment at grades 4 or 5 reaches twenty-nine (29) students. The placement of an additional new student shall be offered to the teacher with the most seniority at the given level.

Possibilities include:

- Hire additional teacher
- Hire tutors or equivalent (working toward education certification)
- Creative use of staff
- Additional financial compensation --$100.00 per week (not to be a permanent solution)

ARTICLE 8. CONTRACTS

A. **Limited contract**

Teachers' limited contracts will be issued for no longer than one (1) year. Teachers holding provisional certificates or resident educator licenses can be awarded a limited contract only. Limited contracts may also be used to employ those teachers holding professional or higher certificates who are not eligible for continuing contracts.

B. **Continuing contract**

A continuing contract shall only be granted to a teacher who meets the eligibility qualifications in R.C. 3319.08 and 3319.11 and who:

1. Has the required years of experience with the most recent school year counting as one (1) year if the teacher has been in paid status for at least one hundred and twenty (120) days before June 1 of that school year.

2. Has filed transcripts of the necessary course work with the Superintendent by March 1 of that school year. If the teacher has not completed the coursework by the time the teacher submits his/her January 1 written notice (see paragraph C below), the teacher must state in writing in that notice when the confirming transcripts should be available.

C. **Tenure (RC 3319.11)**

Under the statutes of Ohio, teachers may earn tenure. It shall be our policy to grant tenure when all requirements have been met and the Superintendent of schools makes the necessary recommendation. Any bargaining unit member who believes he or she may be eligible for tenure shall notify the Board by January 1 of the year that the Board will consider granting tenure. See Appendix E.

ARTICLE 9. VACANCIES AND TRANSFERS

A. **Vacancies**

1. All teaching and administrative openings will be posted in each building when they develop. Any job postings that occur during the summer months will be communicated to all staff via REVSD email. In addition, any RACT member who submitted a written request for voluntary transfer will be notified by phone and/or mailed a letter of any vacancy as it occurs. Teachers shall make their request for transfer to vacant positions within five (5) days of the posting and/or notice of such vacancy. Current employees who apply for a vacancy will be interviewed before the position is assigned.

2. Vacancy postings for pre-school general education positions shall include a “Bachelor’s degree preferred” designation.

B. **Transfers**

1. Voluntary

If any staff member desires a transfer without a notified vacancy existing, he/she will inform his/her building administrator and will then submit a written request for voluntary transfer to the Superintendent of Schools on or before January 15 of the current school year. The written request for voluntary transfer may be rescinded in writing to the Superintendent on or before January 14 of the current school year.

A file of all such requested transfers will be kept in the office of the Superintendent. All transfer requests will be void at the beginning of each school year.

Teachers shall make their request for transfer to vacant positions within five (5) days of the posting and/or notice of such vacancy.

The following criteria will be used regarding certificated requests for transfer.

a. When the qualifications of more than one applicant are relatively equal, the order of priority in filling the vacancy will be:

(1) The applicant with the greatest seniority in the system.

(2) A member of the present teaching staff.

(3) A person not presently employed by the Board.

b. Additional factors when considering a voluntary transfer:

(1) In a team-teaching situation, should a vacancy occur, efficiency of the team will have first priority.

(2) Qualifications of the applicant for the particular vacancy. (i.e., training, specialized experience and certification.)

(3) No more than two transfers shall be required to be made in filling one vacancy.

(4) In the event a current employee is denied a transfer and the position is filled by a new hire, the Superintendent must provide a reason for said denial which is not arbitrary and capricious.

2. Involuntary Transfers

Involuntary transfer shall not be used to create a vacancy for a new hire.

Notice of an involuntary transfer or reassignment shall be given to teachers prior to May 1 preceding the school year in which the transfer is to take place, except in cases of emergency as determined by the Superintendent.

An involuntary transfer or reassignment will be made only after a scheduled meeting between the teacher involved and the Superintendent or other designated administrator, at which time the teacher will be notified of the reason. The teacher may, at his/her option, have a representative of the RACT present at such a meeting. The administration will provide written reasons for the involuntary transfer in writing within one business day after the meeting.

On a system-wide basis, any involuntary transfer involving more than one teacher will be communicated to the Association President prior to any such action.

No vacancy will be filled by means of an involuntary transfer if there is another qualified staff member willing to fill said position who previously submitted a voluntary transfer letter.

The administration in good faith shall attempt to avoid transferring a teacher involuntarily in consecutive school years (unless the transfer results from a building consolidation or closing or reorganization of grades or curriculum.)

C. **Seniority**

For purposes of this Article, Seniority shall be defined as the length of continuous employment within the school system. Leaves of absence count as continuous employment.

If two or more employees are employed on the same date, then seniority shall be determined by date of application, then by letter of intent and finally by lot with representation by both sides.

D. **Joint Committee**

In the event of a building closure or consolidation, the parties will form a joint committee of one administrator from each building and one teacher representative from each building to discuss and consider the impact of management decisions to consolidate or close building(s) or reorganize

grades or curriculum on the transfer of teachers. The superintendent and/or designee may be ad hoc member(s) of this committee.

ARTICLE 10. LEAVES

A. Assault Leave

Any employee who is absent from employment due to disability resulting from an unprovoked attack upon said employee which occurs in the course of said employee's employment with the Board of Education, shall be granted up to twenty (20) working days assault leave which shall not accumulate from year to year. During the assault leave, the employee shall be maintained on full pay and benefits.

Assault leave will not be granted under this policy unless the employee in question: (1) signs a written statement justifying the granting and use of assault leave, on forms to be provided by the Board; (2) provides documentation as soon as possible from a licensed physician stating the nature and probable duration of the disability and the necessity of absence from regular employment; (3) agrees to testify and cooperate in the prosecution of any juvenile or criminal proceedings that may be brought against the one responsible for the assault; and (4) any sick leave used in the process of meeting the requirements of assault leave shall be returned to the member upon being granted assault leave.

Falsification of either the aforesaid signed statement or the physician's statement shall be grounds for suspension or termination of employment under Ohio Revised Code, Section 3319.16.

Assault leave provided hereunder shall not be charged against sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code or leave granted under rules adopted by a Board of Education pursuant to Section 3319.08 of the Ohio Revised Code.

B. Threat Leave

A bargaining unit member not physically assaulted but threatened with physical harm and who is emotionally distraught as a result to a degree that the member is unable to complete the day will receive the remainder of the day off without loss of pay. The member shall report the threat to building administrator and school resource officer. If the following work day is also taken, it will be charged to sick leave.

C. Professional Leave

1. On approval of the principal and the Superintendent of Schools, any employee may attend professional meetings. A total of two (2) teachers may attend any one particular meeting unless an exception to this policy is granted by the Superintendent.

2. Professional meetings, as used in this section, shall be defined in the following manner:

   a. "A professional meeting is a meeting or conference or workshop related to the teacher's teaching assignment, extra curricular duties, or professional organization."

   b. For purposes of Board-paid expenses, this definition does not include:

      (1) Meetings attended by the employees at Board expense that do not directly relate to the present teaching or job assignment or an assignment for the following year.

      (2) Conventions or meetings of the Rossford Association of Classroom Teachers, Ohio Education Association, or the National Education Association.

3. Procedures

   a. Applications for attendance at professional meeting must be given to the Superintendent no later than the Friday before the monthly Board meeting.

   b. Expenses for professional meeting attendance will include the following:

      (1) Travel allowance per Article 12 (N) if travel is in a private car.

      (2) If more than one person attends the same meeting, only one reimbursement will be made for the automobile.

      (3) When a commercial carrier is used, the person attending a professional meeting will be reimbursed for the actual fare expense upon receipt of travel vouchers accompanied by the proper reimbursement request.

      (4) Cost of incidental expenses such as parking fees, taxi fares, and tolls will be fully reimbursed.

(5) Subject to the approval of the Superintendent, which shall not be unreasonably withheld, when the attendance at a meeting necessitates an overnight stay, lodging expenses will be paid. Hotel or motel receipts shall be presented to the Superintendent along with the reimbursement request. If spouse/guest attends, occupancy lodging expenses will be paid for a single occupancy only.

(6) Subject to the approval of the Superintendent, which shall not be unreasonably withheld, and consistent with Board procedures and limits, expenses incurred for meals or banquets while attending a professional meeting will be reimbursed in full. An itemized expenditure account for meals should be included on the reimbursement request.

(7) Registration fees which include a provision for college credit will be paid but only the part covering the cost of the meeting and not for the part covering the cost of obtaining college credit. If these amounts are not shown separately, the applicant and Superintendent shall agree upon an amount before approval is granted.

(8) Ohio School law does not permit monetary advances for professional meeting attendance. Reimbursement will be made for expenses incurred when policy reimbursement procedures are completed and approved by the Superintendent.

(9) Athletic clinics or workshops will be permitted in accordance with procedures identified by the Athletic Council and approval by the Superintendent.

(10) Employees shall provide a written or verbal report of the professional meeting for which they received reimbursement to the department chairperson or principal.

(11) Board financing of professional meeting expenses will be limited to the preceding regulations and the availability of funds. Effective September 1, 1990 a fund of $10,000 will be established for this purpose.

D. **Personal Leave**

At the beginning of each school year [July 1 - June 30] each employee shall be credited with three (3) personal leave days to be used for the employee's personal business. Unused personal leave shall not accumulate from one year to another. A personal leave day shall be used for business which cannot be conducted during other than school hours. Personal leave days may not be used for recreational purposes, outside employment, or work stoppages. An employee planning to take a personal leave day or days shall notify his or her immediate supervisor on the proper form. Notification shall be made at least three (3) days in advance except in case of emergency.

In accordance with this agreement, a personal leave day will not be taken the day before nor the day after a holiday except in case of emergencies, e.g. an auto accident, furnace break down, or frozen water pipes (also weddings of family members, graduations, or legal business which cannot be done outside of regular school hours and the scheduling of which is not under the control of the employee) which will be subject to approval of the Superintendent. Use of personal leave is discouraged during the standardized test weeks. Bargaining unit members cannot use more than one (1) personal leave day on/after May 1 unless approved by the Superintendent.

Personal day requests shall be entered/requested in the district's electronic absence system. For purposes of accounting, one-half (½) day shall be charged against a teacher's personal leave days if the teacher is absent from his/her position for personal leave reasons for four or fewer class periods or four or fewer hours. One (1) day shall be charged against the teacher's personal leave days if the teacher is absent from his/her position for more than four class periods or more than four hours. Employee will receive the substitute rate for each unused personal day at the end of the school year.

E. **Professional Committees**

When approved by the Superintendent of Schools prior to the meeting, the Rossford Board of Education shall pay the cost of a substitute for absence due to attendance at professional meetings by Association officers which are financed by the Rossford Association of Classroom Teachers. The intent of this section is to pay for substitute costs made necessary by meetings which are at some distance from the Rossford District and not to pay substitute costs for meetings in or near the Rossford District. No more than (4) days per school year shall be approved for each officer of the Association.

F. **Jury Duty/Court Appearances/Crisis Response**

1. The Board of Education recognizes the civic responsibility of employees and, therefore, shall honor their call to serve on juries and appear in any proceedings of the State Employment Relations Board

and as witnesses when subpoenaed in any court in any case other than one initiated by the employee.

a. Such civic service must be verified by a letter from the clerk of courts, stating the days served and total amount of reimbursement for jury duty.

b. Employees shall receive their normal pay from the Board for days of jury service and need not turn over their jury duty checks to the Treasurer.

2. The Board of Education further recognizes that civic duties become very important in a humanitarian way. Therefore, the Board will honor an employee's call to serve through a State or National crisis organization that an employee belongs to provided it is an organization approved by a committee consisting of a representative appointed by the Board President, a representative appointed by the Association President, and the Superintendent.

a. Such membership must be verified through membership documentation.

b. Such on site service must be verified through a Crisis Response Coordinator. Verification must include name and phone number of the Crisis Coordinator.

c. Employees shall utilize their personal leave, then sick leave, then unpaid leave for days of service rendered. Any stipend received during deployment should be turned over to the Board within thirty (30) days. If the check is not turned over, the Board will deduct the amount from any subsequent paycheck.

d. A limit of ten days will be granted per year, unless the Superintendent views more time is appropriate for individual situations related to a crisis situation.

e. Employees will notify the Superintendent once the employee has joined a crisis organization that might involve deployment and time served away from the job.

f. Deployment involving any branch of the Armed Forces or the National Guard is governed by Federal Law, which supersedes this contract language.

G. Sabbatical Leave

Sabbatical leave may be granted the members of the teaching staff in accordance with the following policy:

A Rossford school teacher who has completed five (5) 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 one-half (½) pay, for one or two semesters. The teacher shall present to the Superintendent for approval, a plan for professional growth prior to consideration for such leave, 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 one (1) year.

The Board of Education may not grant such a leave unless there is available a satisfactory substitute, nor grant such leaves for more than five (5) percent of the professional staff at any one time nor allow a half salary in excess of the difference between the substitute's pay and the teacher's expected salary, nor grant a leave to any teacher more than once for each five (5) 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.

H. Parental Leave

Unpaid parental leave for child care purposes, where no disability is involved, may be granted upon request for a period not to exceed two (2) successive years. Such leave may be granted whether the child is natural or adopted.

The request for such leave shall be submitted to the Superintendent in writing, shall state the date upon which the leave is to begin and the period of time for which such leave is requested. Unless waived by the Superintendent, such request shall be submitted at least six (6) weeks prior to the beginning of the requested leave.

Upon receiving such request, the Superintendent shall make his or her recommendation to the Board of Education and the Board shall act thereon. The Board may require that the termination of such leave coincide with the end of a school year or with the end of a semester.

Upon return to service at the expiration of such leave, the employee shall resume the contract status which he/she held prior to such leave and every effort shall be made to return the employee to the same or to a comparable position held prior to the leave.

I. Disability Leave

Disability leave for personal illness, surgery, injury, pregnancy, childbirth, or related medical conditions shall be granted without pay upon the written request of the employee.

The request for such leave shall be delivered to the Superintendent stating the period for which the leave is requested, and shall be accompanied by, or promptly followed by, a written statement from the employee's physician setting forth the reason for the requested leave and the probable duration of the disability.

In the event of pregnancy, surgery, or other condition where the employee has advance knowledge that the condition will probably result in a request for leave, in addition to the written request provided for above, advance, written notice of the condition shall be given to the Superintendent as promptly as practicable and, in the case of pregnancy and childbirth, at least six (6) weeks before the anticipated date of the leave.

Leave shall initially be granted for a period not to exceed one (1) year, but for no longer than the period of disability. If the disability continues, the employee may make a written request for an additional leave and shall support such request with a second written statement from the physician as to the medical condition of the employee and the probable period of disability. The total period of leave granted for disability shall not exceed two (2) consecutive school years.

Nothing herein shall preclude an employee from using all or a portion of the sick leave to which he/she is entitled prior to the commencement of a leave of absence for disability purposes as provided herein.

Prior to the return to employment, the employee shall furnish to the Superintendent a statement from the physician stating that the disability has terminated or will terminate on a date prior to the return to employment and that the employee is or will be able to perform all of the duties of the position.

Upon return to employment, the employee shall be assigned to the same or a comparable position.

J. Sick Leave

Employees' Cumulative Sick Leave Plan:

1. All accumulations of unused sick leave credits heretofore accrued under prior laws and policies shall remain to the credit of the sick leave account of each employee on the effective date of this plan. Accrued credits shall be allowed to employees transferring their employment

from other boards of education or other political subdivisions in Ohio, provided said credits have been computed under the minimum requirements of the laws of the State of Ohio.

2. On reporting to duty, each new employee with no accumulated sick leave shall be credited with five (5) days sick leave as prescribed by Section 3319.141 of the Ohio Revised Code, except where such five (5) days extend the total days in which case, only such portion of this five (5) days shall be credited as is required to bring the total to give five (5) days for the first four (4) months. These five (5) days are construed as being concurrent with, but not in addition to, the 1-¼ days per month allowed under Section 3319.141 of the Ohio Revised Code. If an employee terminates or is terminated before the employee has earned the five (5) days and has used unearned sick leave days, the Board will deduct the amount for used unearned days from the final pay.

3. At the completion of the fifth (5th) month of service and the completion of each month of service thereafter, 1-¼ days of sick leave shall be credited to the sick leave account of the employee for the actual number of months of service rendered and for which the employee was paid. Sick leave used during the month, if any, shall be deducted.

4. The same monthly accrual of 1-¼ days per month shall continue during the use of the sick leave, provided the employee has not been officially separated from the present payroll.

5. Fifteen (15) days sick leave shall be credited annually as earned to each employee. This leave is effective the first day of employment as it is earned by each employee.

6. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to three hundred (300) days.

    a. No employee shall forfeit accumulated days during approved leaves of absence.

    b. Sick leave accumulated prior to a leave of absence shall be credited upon return.

    c. The same monthly accrual of 1-¼ days per month shall continue during the use of sick leave, provided the employee has not been officially separated from the present payroll.

7. Annual and accumulated sick leave shall be approved by the Superintendent or his/her designee for absence due to personal

illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family. An employee may not use sick leave while on an unpaid approved leave of absence. All employees may use their accumulated sick leave allowance as of the first day of their employment year.

8. An absence form shall be completed by the employee and submitted to the Superintendent immediately upon return to work after the emergency leave. If possible, prior verbal notification should be given to the employee's immediate supervisor.

9. Any employee who is absent because of injury or disease covered by worker's compensation, other than assault by a student, shall be permitted to deduct from annual and accumulated sick and emergency leave the difference between the allowance under Ohio Worker's Compensation Law and his/her regular salary.

10. If school is closed by the Superintendent pursuant to Article 7(B)(3) during a sick leave period, the employee will not be charged with a sick leave day.

11. Any employee whose personal illness extends beyond the termination of his/her accumulated sick leave shall, at his/her written request, be granted a leave of absence without pay for the duration of such illness, but not to exceed two (2) years.

12. Employees may secure the total number of days accumulated sick leave from the payroll clerk or by checking totals on the check stub.

13. The employee may appeal to the Board of Education in writing for special consideration for additional sick leave because of extreme hardship or in respect to past services.

14. Upon return from an absence covered by sick leave or personal leave, a Certification of Absence form must be signed by each employee. This form may be obtained from and filled out by the secretary in the employee's building and forwarded to the payroll clerk upon completion.

K. **Sick Leave Bank**

The Sick Leave Bank (SLB) may only be used for catastrophic injury, non elective surgery, or illness of the employee or immediate family member that causes extended absence from work. Days may not be received from the Bank for absences due to child birth (natural or cesarean section). Allotments

will be limited to participating employees as determined by the SLB committee.

A maximum number of days that a person may borrow is forty (40) days.

1. General Procedures

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

      An application will be considered only after a member has used all of his/her accumulated sick days and available sick day advances. Allotment from the Sick Leave Bank will be made only for absences under a member's normal teaching contract. Allotments will not be made for absences in programs such as summer school, extended services, or any other part-time or second position held by a member with a full-time contract.

      Days may not be received from the Bank for absences due to disabilities which qualify the member for Workers Compensation personal benefits, unless the member has exhausted all such benefits and his/her own accumulated sick days.

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

   b. A doctor's statement is required with the application in order for the request to be considered. The committee may request a second medical opinion at any time, at the Board's cost and choice of physician.

      As a condition to such application, members agree in writing as follows: "I specifically acknowledge and agree that the granting of days from the SLB shall be at the sole discretion of the SLB committee. All decisions of the SLB committee will be final and binding and are not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the SLB committee, the Rossford Association of Classroom Teachers, and the Rossford Schools."

      An employee must make application for STRS disability during the first thirty (30) days of use of the sick leave bank, if the use of the sick leave bank is for the employee's illness. If an employee fails or refuses to make application for STRS disability within thirty (30) days from the date of first draw, they will lose the privilege of using

the sick leave bank beyond the initial thirty (30) days. If application for STRS disability is denied, the employee shall continue to use the sick leave bank. This restriction may be waived by the SLB committee.

c. Allotments from the Sick Leave Bank shall commence on the fourth consecutive day of absence for which a member has no accumulated sick days, and shall be renewed, upon request from the member and approval of the SBC, each ten (10) day payroll period.

The teacher who borrows days will pay back the days at the rate of 5 days per year. When the member accumulates 10 sick days, five will be returned to the bank once each year, until full repayment of days is made.

2. Enrollment shall be during the month of September of each school year. New teachers hired after the school year has commenced will have four (4) weeks to enroll.

Unless 60% of the bargaining unit is enrolled by the initial enrollment deadline, the prospective members will have their donated days credited to their accumulated sick leave account and the bank will not be established.

To enroll, a member shall contribute one (1) accumulated sick day to the Sick Leave Bank. Days contributed to the Sick Leave Bank are non-returnable.

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

Whenever the total number of available days in the Sick Leave Bank falls below fifteen (15), the SBC may require the Sick Leave Bank enrollees to donate up to one (1) additional day of their accumulated sick days to the Sick Leave Bank.

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

3. Sick Leave Bank Committee shall be composed as follows:

a. The Superintendent or his/her designee.
b. Three members appointed by the RACT President.

The SBC shall review and approve or deny all applications to the Sick Leave Bank. The SBC shall also determine the necessity for additional contributions to the Bank and shall notify Bank members of the need for said contributions.

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

L. **Family and Medical Leave Act of 1993**

The parties agree to abide by the provisions of the federal Family and Medical Leave Act of 1993. The Board shall require a member to "substitute" (i.e. run concurrently) any of his/her earned or accrued paid sick leave for unpaid FMLA leave.

The Family Leave Act of 1993 shall not diminish the leave of absence rights and benefits under this agreement where it provides greater rights and benefits than the Family Leave Act. To the extent that the Family Leave Act mandates leave rights and benefits in excess of those provided in this agreement, those excess leave of absence rights and benefits shall be accorded to teachers eligible therefore under the act and regulations issued pursuant to it. Each party shall retain all rights accorded to them by the FMLA.

M. If a member is on a planned leave for a minimum of four (4) weeks and if requested, the member will be provided at least one substitute transition day prior to the leave period for training the substitute on the teacher's duties. In the event that more than one substitute is assigned for the leave period, only one substitute employee will be trained. The administration may provide an additional substitute transition day at its discretion.

N. **Bereavement Leave**

1. Employees who have a death in the immediate family may be granted a three (3) work day absence with no deduction in leave. The immediate family is to be interpreted to mean father, mother, sister, brother, husband, wife, children, step-parent, step-child, mother-in-law, or father-in-law, grandparents, grandchildren, or a person living in the same household.

2. Employees attending the funeral of a relative not in the immediate family and not living in the same household shall be allowed two (2) days with no deduction in pay. Employees may use sick leave to attend these services. If the death of one of the above relatives occurs in another city, and if that city is more than 200 miles away, a total

absence of not more than five (5) working days will be allowed with no deduction in pay.

3. Legal holidays are not included as work days.

4. Funeral time will be allowed only if the employee attends the funeral.

5. Paid bereavement leave in excess of the limitations therein contained may be granted by the Superintendent.

ARTICLE 11. EVALUATION

A. **Evaluation Instrument**

1. Teachers shall be evaluated in accordance with state law, Board policy and this Agreement.

2. Teachers who meet the following criteria will be evaluated in accordance with (C), below, the current OTES Rubric and the Board's Ohio Teacher Evaluation System Standards-Based Teacher Evaluation Policy, incorporated herein by reference.

   A. A teacher working under a license issued under Ohio Revised Code Sections R.C. 3319.22, 3319.26, 3319.222 or 3319.226 who spends at least fifty-percent (50%) of his/her time providing content-related student instruction; or

   B. A teacher working under a permanent certificate issued under R.C. 3319.222 as existed prior to September 2003 who spends at least fifty percent (50%) of his/her time providing content-related student instruction; or

   C. A teacher working under a permanent certificate issued under R.C. 3319.222 as it existed prior to September 2006 who spends at least fifty-percent (50%) of his/her time providing content-related student instruction; or

   D. A teacher working under a permit issued under R.C. 3319.301 who spends at least fifty-percent (50%) of his/her time providing content-related student instruction.

3. Teachers who are not school counselors and who do not meet the definition set forth in (2) above shall be evaluated utilizing the current evaluation instrument.

4. School counselors shall be evaluated consistent with state law, Board policy, and the current Ohio School Counselor Evaluation System rubric.

5. A. The building principal or another credentialed district employee is responsible for the evaluation.

B. A teacher shall be entitled to Association representation at any meeting during the evaluation cycle.

C. The teacher shall have the right to attach a written response to the evaluation.

B. Teacher Evaluation Committee

1. The Board authorizes the Superintendent to establish and maintain an ongoing Teacher Evaluation Committee, with continuing participation by District teachers. The committee shall be comprised of 5 administrators and 5 association members. The committee will meet annually to discuss changes in the law which may affect teacher evaluations. The committee will update evaluation forms annually and the evaluation forms shall be posted on the human resources website.

2. If either party wishes to consider any change or revision to the evaluation policy, procedure or process, including the evaluation instrument, during the term of the agreement, it will discuss the matter with the Committee. If the discussion results in a recommendation by the Committee to change or revise the evaluation procedure or process outlined in this Agreement during the term of the Agreement, then said recommendation shall be subject to ratification by the Board and Association.

3. The Committee shall make recommendations to the Superintendent before an evaluation instrument is changed. The Superintendent may accept the Committee's recommendation or reject it or send it back to the Committee for further work, in which case the status quo shall continue. The Committee shall conform the evaluation instruments to state law.

C. Ohio Teacher Evaluation System

1. Definitions

a. **OhioES:** Ohio Teacher and Counselor Evaluation System. The method used by the District to electronically report to the

Ohio Department of Education and Workforce (ODEW) aggregate final, summative teacher evaluation ratings.

b. **Evaluation Cycle:** The period of time for the completion of the evaluation procedure.

c. **Evaluation Instrument:** The process and forms used by the teacher evaluator.

d. **Evaluator:** The building principal or another credentialed district employee is responsible for the evaluation. The evaluator shall not be a bargaining unit member.

2. **Less Frequent Evaluation Cycles**

a. A continuing contract teacher who receives a rating of "Accomplished" on his/her most recent evaluation shall be evaluated once every three (3) school years, as long as the teacher submits a self-directed professional growth plan to the evaluator that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan.

b. A continuing contract teacher who receives a rating of "Skilled" on his/her most recent evaluation shall be evaluated once every two (2) school years, as long as the teacher and evaluator jointly develop a professional growth plan for the teacher that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan.

c. In any school year that a teacher is not formally evaluated as a result of section a or b above, a credentialed evaluator shall conduct at least one observation of the teacher and hold at least one conference with the teacher.

3. **Observation**

Teachers shall be observed two times with each observation lasting a minimum of thirty (30) minutes, except as provided below and in (2) above. A teacher may be observed more than two times for each evaluation. At least one formal observation shall be preceded by a conference between the evaluator and the teacher prior to the observation. A conference will be held within two weeks after the observation, unless mutually agreed to be delayed, to review the areas marked.

Teachers on a limited contract who are under consideration of nonrenewal shall receive at least three (3) formal observations, in addition to classroom walkthroughs. A teacher may request a different evaluator for the third observation and the Superintendent may grant that request.

4. **Walkthrough/Informal Observation**

A walkthrough/informal observation shall be a short classroom visit not to exceed thirty minutes. Each building principal shall describe the expectations for the walkthrough to teachers. Walkthrough feedback shall be shared in a timely manner with the teacher via the OhioES system to help inform and improve instruction.

5. **Evaluation**

Teachers shall receive one evaluation, except as provided in (2) above. The evaluation shall consist of at least two observations and at least two walkthroughs. The observations will occur at least 10 working days apart, unless mutually agreed to by the teacher and evaluator. The evaluation must be completed by May 1st and the teacher shall have access to a written report of the results of the evaluation by May 10th.

Informally after each observation, the evaluator has the responsibility of identifying areas of strength, providing constructive criticism and offering constructive assistance to overcome any perceived inadequacies.

6. **Improvement Plans**

Teachers may be required to complete an OTES Improvement Plan. Teachers who receive below expected academic growth with his/her students, receive an ineffective rating on the teacher performance side of the evaluation, or receive an overall ineffective rating shall be required to collaboratively develop the OTES Improvement Plan and complete the OTES Improvement Plan Evaluation with the evaluator.

7. **Due Process**

Teachers who earn an effectiveness rating of “Ineffective” two times during a span of three years may be recommended or considered for removal at the end of the school year.

D. **Personnel Files**

1. Any time a document is placed in an employee's personnel file, a copy of that document will be given to the employee at the same time. No complaint about a teacher should either go into the district's sole official personnel file which is maintained under the Superintendent's direction or be the basis for subsequent personnel action if it has not been reduced to writing and called to the attention of the teacher within five (5) working days of its receipt, and unless and until the complaint procedure has been exhausted. All teachers have the right to inspect their own personnel file (excluding pre-employment records) with an administrator present in the Board of Education building upon one full working day's notice. Each teacher may copy at cost any material (excluding pre-employment records) placed in his/her personnel file. All teachers shall have the opportunity to attach written comments to any material placed in their file within ten (10) days after first being made aware that such material has been placed in the file. Each teacher may inspect his/her personnel file up to three (3) times in a school year, or more often with the approval of the Superintendent.

2. A teacher may request a review of information alleged to be inaccurate, irrelevant, untimely or incomplete by sending a letter to the Superintendent describing the circumstances. Any information that is alleged to be inaccurate, irrelevant, untimely and incomplete, or letters of reprimand more than three (3) years old shall be reviewed by either the Superintendent/designee or a Committee, at the teacher's option. The teacher may request a meeting with either the Superintendent/designee or Committee. The Committee shall consist of two teachers appointed by the Association and two administrators appointed by the Superintendent. If a majority of this Committee concurs with the allegations, then said information shall be removed from the employee's file. The Superintendent/designee's decision or Committee's decision shall be final.

3. Access to these files should be limited to individuals defined to have access by applicable State and Federal law.

ARTICLE 12. COMPENSATION

A. **Regular Salary Schedule (Appendix B)**

1. Effective on the dates below, or such earlier date as is adopted by the Board as the first teacher work day for the new school year, the base salary (BA/0) shall be:

Effective September 1, 2025:	$47,450 (4% increase)
Effective September 1, 2026:	$48,992 (3.25% increase)
Effective September 1, 2027:	$50,584 (3.25% increase)

2. The first figure in each column shall be obtained by multiplying the preceding first figure by 1.03 (only whole dollars carried forward), except as follows:

   a. Effective September 1, 2025, an Associate's Degree column shall be added to the salary schedule to be utilized only for pre-school general education teachers who are hired with an Associates License and no Bachelor's Degree at the equivalent of 75% of the BA column.

   b. Effective September 1, 2025, a School Psychologist's column shall be added to the salary schedule, calculated at a rate of 125% of the Specialist Column.

Each full year step shall be obtained by multiplying the preceding full year step by 1.04 (only whole dollars carried forward). Step 31 is only available to teachers with at least twenty (20) years' experience in the District.

B. **Supplemental Salary Schedule**

Supplemental salaries shall be determined according to the sheets included in Appendix C. The dollar amount shall be determined by multiplying the percentage shown by the base salary for that year.

C. **Experience in Other Schools**

Years of experience outside the Rossford Exempted Village School District shall be translated into accepted experience by the Superintendent and the Board of Education at the time an appointment is made. Military experience also shall be translated into years of experience. The Superintendent may credit a new teacher with a minimum of three years of experience credit for salary schedule placement for experience teaching in another public school district in Ohio. This section shall expressly supersede Chapter 3317 of the Ohio Revised Code.

D. **Credit for Additional Training**

1. Teachers qualifying for horizontal movement on the salary schedule will be moved twice per year. Transcripts showing such movements should be in the Superintendent's office by September 15 and March 31.

a. In order to qualify for advancement to the MA+15 salary column, the fifteen credit hours beyond the MA level do not require prior written superintendent approval.

b. In order to qualify for advancement to the MA+30 salary column, all fifteen credit hours beyond the MA+15 level require prior written superintendent approval.

c. The Superintendent's decision regarding the approval of hours for the MA+30 salary column is final and shall not be grievable under the collective bargaining agreement.

2. Adjustments will be made at the next practicable pay period. This arrangement will permit credit for spring and summer quarters to be credited in the fall and for the fall and winter quarters to be credited in April. Credit beyond the B.S. Degree must be on a graduate level, although upon the recommendation of the Superintendent, the Board of Education may, at the request of the teacher, waive this requirement. It shall be the responsibility of the teacher to furnish transcripts of credits to qualify for movements on the salary schedule.

3. The final two increments on the horizontal scale for degree and additional training of the certified salary schedule shall be Educational Specialist Degree or 45 hours and Doctorate Degree (Ph.D. or Ed.D.) or 60 hours. Effective September 1, 2016 or the first teacher work day of the 2016-2017 school year, the Educational Specialist Degree or 45 hours column and the Doctorate Degree (Ph.D. or Ed.D) or 60 hours columns shall be discontinued and removed from the salary schedule. Employees who attained either of these columns prior to September 1, 2016 or the first teacher work day will be grandfathered and paid in accordance with Appendix B.

   To advance on the salary schedule, a teacher must complete additional training applicable to his/her teaching fields. In order for the credit hours to be applied toward the MA+30 column, the hours must have the approval of the Superintendent of Schools and must be graduate hours earned past the awarding of a post-graduate degree. Except as specifically required in this Agreement, these course hours do not have to be part of a directed course of study leading to a higher post-graduate degree.

E. **Severance**

Each retiring employee of the Rossford Exempted Village School District shall, upon application, be entitled to receive payment for one-fourth (¼) of his/her accrued but unused sick leave provided that accrued and unused sick leave for purposes of this computation shall not exceed three hundred (300).

1. Each retiring employee's eligibility for payment based upon accrued but unused sick leave shall be determined as of the final date of employment and under the following conditions and criteria:

    a. The employee must have had not less than five (5) years of service with this school district, the State of Ohio, its political subdivisions, or any combination thereof;

    b. The employee actually terminates his or her employment with the district and retires;

    c. The words "retires" or "retirement", as used herein, mean disability or service retirement under any state, municipal, or other political subdivision retirement system in the state;

    d. If the employee is otherwise eligible for retirement, except for attainment of retirement age, he/she shall be entitled to payment of accrued but unused sick leave if he/she attains retirement age during the twelve (12) month period following the date on which his/her employment is terminated;

    e. The employee must, at the time of receiving his/her payment as provided herein, certify that all of the conditions and criteria set forth in this policy have been met, and shall supply such proof or documentation as may reasonably be required.

2. Payment as provided herein may be made in one (1) or two (2) equal payments to the persons entitled thereto at the teacher's discretion. The first payment shall be made as soon as practicable after the employee receives his/her first retirement check from the retirement system. The second payment**,** if applicable, will be made to the retirant no later than June 30 of the next fiscal year.

3. The amount of benefit due the retiring employee shall be determined by:

    a. Multiplying the employee's accrued but unused sick leave by one-fourth (¼); up to a maximum of 300 days.

    b. Dividing the annual salary of the employee (including supplemental pay) by the number of required work days to obtain the per diem rate;

    c. Multiplying the product of "a" above by the per diem rate;

d. The amount of the payment calculated in Steps "a", "b", and "c" above shall not exceed the value of seventy-five (75) days of accrued but unused sick leave at employee's per diem rate.

4. Receipt of payment for accrued but unused sick leave shall eliminate all other sick leave credit accrued but unused by the employee.

5. Sick leave accrued but unused in the State of Ohio or other political subdivisions shall be transferable and allowable in the total accumulation providing the proper certification has been submitted by the Treasurer of the State or other political subdivision to the Treasurer of this district.

6. Each bargaining unit member retiring from the Rossford Exempted Village Schools as set forth above shall receive as severance pay the greater of the amount defined in (3) above or one (1) day of severance pay per year of service in the Rossford Schools.

7. The designated beneficiary(ies) or estate of an employee who dies while employed by the Board shall be entitled to receive payment for one-fourth (1/4) of his/her accrued but unused sick leave provided that accrued and unused sick leave for purposes of this computation shall not exceed three hundred (300) days.

F. **Worker's Compensation**

1. All employees of the Board of Education are protected under the State Worker's Compensation Act of Ohio in case of injury or death incurred in the course of and arising out of their employment.

2. An injury incurred while performing assigned responsibilities shall be reported to the injured employee's supervisor and the employee shall complete necessary documentation.

3. In an effort to control worker’s compensation a joint safety and health committee will oversee safety issues of the district. This committee will be comprised of the school nurse, the director of building and grounds, and a certificated and classified representative from each school building. These representatives will decide how they are to evaluate safety and health issues of the district. Issues will be brought to the attention of Administration.

4. The possibility of developing a Transitional Work Policy will be discussed through the LMC committee. Such a policy would constitute a change of working conditions that has the potential of affecting any bargaining unit member; therefore, it will need to be voted upon by both sides for final approval/agreement.

G. **Extended Time**

Position	Number of Extended Days*	
	Minimum	Discretionary
Elementary School Counselors	5	5
Junior/Senior High School Counselors	10	10
Library/Media Specialists	2	3
High School Band	5	5
Music Teachers (Band Start-up)	2	2
School Psychologists	0	10

*The number of extended days listed are applicable to each staff member in said position. The supervising administrator for each teacher working extended time may assign additional discretionary days of extended time up to the totals listed above if necessary. If the teacher and the supervising administrator mutually agree, any of the minimum extended days may be eliminated and will not be compensated. Extended time may be worked in full or half day increments. A half day is four hours, a full day is the full contracted work day. Extended time must be used within the fiscal year (July 1st through June 30th) of the current school year.

H. **Hourly Rate**

The determination of the Hourly Rate should be based on the index of the base salary. The hourly rate for tutors and RTI Core Team Members shall be at the rate set forth below for each hour worked with fringe benefits as specified by the Board of Education policy. Any hours worked above the normal workday, before or after school, shall be submitted on a timesheet for payment.

Effective September 1, 2025: $33.32
Effective September 1, 2026: $34.40
Effective September 1, 2027: $35.52

I. **Response to Intervention (RTI) & MTSS**

1. Core Team members up to 6 per building shall have the option of being compensated up to two (2) hours per week.

2. School Counselors will also be paid the same as core team members when in attendance at RTI meetings.

3. The teacher bringing the case to the core committee shall not be paid since it is his/her professional responsibility to do so.

J. **Summer School**

Summer School teachers shall be paid at the per diem hourly rate of teachers on the BA column with four (4) years experience for each hour worked.

K. **Early Retirement Incentive Bonus Plan**

If changes occur with STRS retirement eligibility, the Board, in consultation with and upon agreement of the Association, may offer an early retirement incentive program.

L. **Retirement Notification Incentive**

A teacher who has submitted notice of retirement for the following year and that notice has been approved by the Board not later than December 1st, shall receive an incentive payment of $1,500 payable in the next feasible paycheck after Board approval.

M. **Homebound Instruction**

In August a list of potential tutors for students who require homebound instruction will be developed. All certified staff may submit their name for consideration at any time. The list of pre-approved tutors will be kept on file at the board office. There will not be job postings for math positions. For hiring purposes, priority will be given to:

1. The teacher who is mainly responsible for the student in the subject area(s) for which instruction will be provided.
2. Other teacher certified for subject area(s) within the student's building.
3. Other teacher within the district.
4. Board approved subs.

N. **Mileage Reimbursement**

Bargaining unit members shall be reimbursed for authorized travel in their employment at the IRS rate that is in effect on July 1 at the beginning of the July 1 – June 30 school fiscal year for travel in that fiscal year.

O**. Licensure Renewal Reimbursement**

The Board shall reimburse bargaining unit members up to $300.00 towards the cost of renewing the bargaining unit member's current license for his or her current position, including the cost for criminal records check and fingerprints.

ARTICLE 13. PAYROLL DEDUCTIONS

A. The Board of Education authorizes the Treasurer to make mandatory payroll deductions and optional payroll deductions upon the request of the employee.

1. Mandatory Deductions

a. Federal income tax
b. State income tax
c. Local income tax
d. Retirement
e. Medicare where required

2. Optional Deductions

a. U.S. savings [open enrollment date - anytime]
b. Educator's insurance [open enrollment date - Fall]
c. Sun Federal Credit Union [open enrollment date - September 1]
d. Check-off of dues, fees, contributions and assessments
e. All tax-sheltered annuities
f. Health savings account deductions

1. The Employer will deduct dues, fees, contributions and assessments owed the Association, and contributions for support of the local levy committee, from the paycheck of all employees who have voluntarily signed proper legal authorizations for such deductions and who are covered by this Agreement.

Such deductions will not be made on behalf of any labor organization other than Rossford Association of Classroom Teachers.

The Employer further agrees to remit to the Secretary-Treasurer of the Association over fifteen (15) pay periods starting with the second pay in October all union dues, contributions and assessments so deducted from the paychecks of the employees.

Contributions for the local levy committee shall be deducted in accordance with the required laws and regulations pertaining to levy campaigns.

2. The Association agrees to save the Employer harmless with respect to the deductions made and paid to it in accordance with the provisions hereof, and in the event

deductions shall be made which should not have been made, the Association shall be responsible to return such monies to the employee or employees affected.

3. If a member revokes the Board's authority for payroll deductions for Association dues, no further deductions shall be made and the dispute shall be handled between the Association and the former member. Such disputes shall not be subject to the grievance procedure.

e. ANNUITIES — See the following Section B.

B. **Procedures for Employee Tax Sheltered Annuities**

In implementing the program of tax sheltered annuities, the following policy and procedures will apply:

1. As used hereafter, "Annuity" refers to either a Retirement Annuity Contract or a Retirement Income Contract. In the latter case, the guaranteed incidental life insurance protection must not exceed the guaranteed monthly benefit by more than one hundred (100) times, as provided in the Internal Revenue Code and applicable regulations and rulings.

2. Individual contract annuities embodying the "Tax Sheltered" benefits of Sections 403(b), 125, 457 and 529 Revenue Code of 1954, as amended, may be purchased for employees from any insurance company which:

   a. Has been approved by the Superintendent of Insurance of the State of Ohio to issue such annuity contracts;

   b. Has agreed to comply with the administrative rules and procedures for employee tax sheltered annuities issued by the Treasurer.

3. The following documents must be properly completed and filed in the office of the Treasurer:

   a. Application of an Insurance Company to be designated to furnish individual Contract Annuities [to be filed only once by each company].

   b. Amendment to Employment Contract in triplicate; the effective date shall be the first day of the pay period for which the salary reduction is applied to the premium. Indicate annual reduction.

c. Original and copy of the Retirement Annuity Application form of insurance company showing the beginning date of the premium and the amount of the monthly premium.

4. Premiums will have to be even dollar amounts.

5. Neither the Board of Education nor any of its officers or employees assume any responsibility whatsoever for negligence, mistake of inadvertence, nor for computing the exclusion allowance and determining that the premiums are fully excludable from current taxable income.

6. In the case of retirement income contracts providing "incidental life" insurance, the company shall furnish the Treasurer at the end of each calendar year, with a statement of the cost of this insurance, for further reporting of the Treasurer on the individual's Form W-2 as taxable income.

7. Retirement Annuity - only contracts may be converted to Retirement Income Contracts at any time if the employee is an acceptable insurance risk and providing the monthly premium remains unchanged. Appropriate forms affecting this conversion shall be submitted to the Treasurer.

8. Annuity contracts will be accepted at any time and will be deducted no later than thirty (30) days after receipt of properly executed paperwork from all applicable insurance companies.

9. No insurance company representative will be permitted to contact employees during school hours.

10. The Rossford Exempted Village Schools Board of Education will not recommend any one particular insurance company.

11. Annuitants may have up to two (2) tax sheltered annuities.

12. An additional annuity written by the same insurance company must be accompanied by a transmittal letter indicating the total amount of the contracts rather than the new policy amount only.

13. Effective immediately, any insurance company seeking to enlist in the Rossford Exempted Village Schools Board of Education Tax Sheltered Annuity Program must have a minimum of five (5) approved annuity applications. Companies presently serving annuity clients are excluded from this requirement. If, at any time, an insurance provider's

membership drops to "0" that company will be removed from the list. Companies recognized by the Board of Education are listed below.

a. American Fidelity Assurance Company
b. Ameriprise
c. Mass Mutual Company (Old Connecticut Mutual)
d. METLIFE
e. MG Trust
f. Ohio Deferred Compensation
g. Oppenheimer Funds Services
h. Security First
i. Variable Annuity Life Insurance Company
j. Voya 403b
k. Voya 457

ARTICLE 14. INSURANCE

A. Health Insurance

1. PPO Health Insurance Plan

The Board of Education shall continue to provide low-deductible PPO health insurance. For the duration of this Agreement, the plan shall be the Wood County Benchmark plan in effect as of July 1, 2022. Plan design information and benefits summaries will be provided to employees upon hire, during open enrollment, and will be posted on the human resources website. Participating employees shall pay ten percent (10%) of the cost of the premium for single or family coverage for the PPO health insurance plan.

2. High Deductible Health Plan with a Health Savings Account

The Board of Education shall offer a high deductible health plan paired with a health savings account. For the duration of this Agreement, the plan shall be the Wood County Benchmark consumer driven plan in effect as of July 1, 2022. Plan design information and benefit summaries will be provided to employees upon hire, during open enrollment, and will be posted on the human resources website. Effective July 1, 2025, participating employees shall pay (0%) of the cost of the premium for single and family coverage for the high deductible health insurance plan. Effective July 1, 2026, participating employees shall pay five percent (5%) of the cost of the premium for single or family coverage for the high deductible health insurance plan. Effective July 1, 2027, participating employees shall pay ten percent (10%) of the cost of the premium for

single or family coverage for the high deductible health insurance plan.

The High Deductible Health Plan (HDHP) paired with a Health Savings Account (HSA) offered by the Board will conform to the minimum deductible or any other minimum requirements required by the IRS regulations for the plan to be tax-advantaged, including minimums for embedded deductibles. Where such minimums are increased by the IRS, the minimums will automatically be increased for employee contributions under the plan.

a. Any staff member who selects the high deductible health plan will receive a Board contribution to a health savings account from the date of enrolling in the plan. The contributions shall be:

	Family Plan	Single Plan
Year One	$3,000	$1,000
Year Two	$2,000	$1,000
Subsequent Years	$1,500	$750

b. Part time teachers shall receive a 50% prorated portion of the above amounts. An employee who selects the high deductible health plan may return to the PPO plan at a future open enrollment period prior to August 31, 2025. An employee is only permitted to opt from the high deductible plan back to the PPO plan one time. If an employee returns to the HDHP plan at a subsequent open enrollment, he or she will only be eligible for the payment specified above based on the year of initial enrollment in the plan. For example, an employee who initially elects the HDHP family plan will receive the “Year One” $3,000 payment for the initial year. If they revert to a PPO plan the following year, then return to the HDHP family plan in a future year, they would receive the “Year Two” payment.

c. Teachers may make additional contributions consistent with IRS regulations by payroll deductions. In the event that the Board contribution is deposited in a lump sum at the beginning of the plan year, teachers who leave the insurance plan for any reason during the twelve-month period shall reimburse the Board at a rate of one-twelfth of the Board paid contribution for each month that the teaching staff member is no longer in the plan. Teachers hired after the sixth month of the plan year shall receive a prorated Board contribution based on the number of months in District employment during the year.

d. In the event that an employee becomes legally ineligible to receive contributions to a health savings account, it is the responsibility of the employee to promptly inform the District Treasurer, in writing , of his or her ineligibility.

B. **Life Insurance:**

The Board will continue to pay 100% of the life insurance premium and the amount of coverage is $50,000.00.

C. **Dental Insurance**

The Board of Education will provide at its cost a dental insurance plan. Benefits summaries will be provided to employees upon hire, during open enrollment, and will be posted on the human resources website.

D. **Vision Insurance**

The Board shall provide vision insurance. Benefits summaries will be provided to employees upon hire, during open enrollment, and will be posted on the human resources website.

E. The Board may institute a private review and educational program similar to "PREview" or "Cost Care" programs.

F. **Medical Waiver Option**

1. Full-time teachers may waive their right to medical insurance for one (1) full benefit year (September 1 through August 31). Teachers waiving this right will receive a lump sum payment on the first pay period following the completion that benefit year in accordance with the following schedule:

Full-time teachers waiving individual coverage	$1,500
Full-time teacher waiving family coverage	$2,000

2. In the event of a change in the need for coverage due to a major life event causing the loss of the teacher's alternate source of insurance during the waiver year (death, change in marriage status, loss of job), the teacher may reinstate coverage effective the first day of the following month without having to meet any pre-existing condition requirement provided he/she has filed the proper application card with the office of the Treasurer. Such re-entry into the insurance program will nullify the bargaining unit member from receiving the Health Care Insurance Waiver payment as originally declared.

3. Should a teacher elect to participate in the program, the teacher must complete the waiver of coverage form by August 1 or the first day of employment, whichever comes last of each year. Participation shall require completion of the form each year. A teacher who withdraws from the program may not re-enter again until the following year, except for the conditions established in paragraph two, above.

4. This waiver of coverage option is not available when both spouses are employed by the Rossford Board of Education.

G. The Board shall comply with the Patient Protection and Affordable Care Act provisions that are effective January 1, 2014. The Board plan shall be available to full-time employees, determined through a 12-month “look-back” period, in accordance with PPACA and Treasury regulations. The Board shall seek input from LMC and bargain as necessary to reach agreement about legal changes affecting the bargaining unit (including revisiting the look-back period, as needed).

ARTICLE 15. STRS PICKUP

Effective upon ratification by the Union and approval by the Board, the Board shall designate each employee's mandatory contributions to the School Teachers Retirement System of Ohio as "picked up" by the Board as contemplated by Internal Revenue Service Revenue Rulings 77-462 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by then-current percentage amount of the employee's mandatory School Teachers Retirement System of Ohio contribution which has been designated as "picked up" by the Board, and that the amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the School Teachers Retirement System of Ohio increased thereby.

ARTICLE 16. COLLEGE TUITION REIMBURSEMENT

As an incentive for bargaining unit members to remain current with subject matter information, teaching techniques, educational fields, as well as encouragement to obtain additional certificate/license in their areas and/or service area needs like guidance, speech and hearing, library, administration, etc., the Board will appropriate a pool of twenty-five thousand ($25,000) per fiscal year (July 1 – June 30) and will distribute it according to the procedures below.

Procedures:

1. a. It is the understanding that courses must be graduate level in pursuit of the individual's initial Master's Degree. With prior approval by the Superintendent, courses may be approved for certification to teach College Credit Plus courses at Rossford. The courses must be aligned with the member's Individual Professional Development Plan.

   b. Notwithstanding paragraph (a) above, employees hired to teach preschool with only an associate's degree may access the tuition reimbursement amount in pursuit of the individual's first Bachelor's Degree in Education, consistent with the remaining terms of this Article.

2. Bargaining Unit Members must submit a transcript certifying satisfactory completion of credits, a Bursar receipt, a reimbursement form to the district treasurer by September 15, and a copy of the member's Individual Professional Development Plan. If a transcript has not been issued by September 1, a letter from a professor will suffice as verification of successful completion of course.

3. If the total amount of reimbursements submitted is less than or equal to $25,000, employees receive full reimbursement. If the total amount requested exceeds $25,000, then the amount will be based on the percentage of the total hours submitted**/**requested.

4. Reimbursement will be issued by the second check in November.

5. A disbursement committee shall be established to be composed of two designees of the Superintendent, two designees of the President of RACT, and one designee from the LPDC determined by the LPDC.

6. This Article shall apply to Resident Educators in the same manner in which it applies to other licensed teachers, even though Resident Educators do not have Individual Professional Development Plans.

ARTICLE 17. DURATION

This Agreement shall be in effect as of September 1, 2025, and shall continue in effect through August 31, 2028, at which time it will expire.

Agreements reached between the parties shall become binding upon the Board of Education and the Rossford Association of Classroom Teachers immediately following the ratification by the Association and adoption by the Rossford Board of Education.

This agreement shall automatically renew from year to year unless notice of desire to amend, modify or terminate this agreement is given by either party at least sixty (60) days prior to August 31, 2028, or the anniversary date of any such renewal.

Date: August 26, 2025

Rossford Association of Classroom Teachers

Miki Hodge, President

Eric Nycz, Negotiating Team

Steve Doughten, Negotiating Team

Jen Yoder, Negotiating Team

Dawn Mikolas, Negotiating Team

Carrie Rathsack, Negotiating Team

Deb Pitzen, Negotiating Team

Date: August 26, 2025

Rossford Board of Education

Dan Creps, Superintendent

James Rossler Jr., Treasurer

Megan Spangler, Director of Human Resources

Nick Neiderhouse, Negotiating Team

Tiffany Densic, Negotiating Team

Emily Klocko, Negotiating Team

Jackie Huffman, President

Appendix A–1

ROSSFORD EXEMPTED VILLAGE SCHOOLS

GRIEVANCE REPORT - FORM A

Grievant's Name _____

Building Assignment _____

Step of Grievance Procedure # _____

Date Grievance Occurred _____

Statement of Grievance _____

_____

_____

_____

Date _____ Signature _____

Appendix A–2

ROSSFORD EXEMPTED VILLAGE SCHOOLS

GRIEVANCE REPORT - FORM B

Administrator Making Disposition _____

Step of Grievance Procedure # _____

Statement of Disposition _____

_____

_____

_____

_____

Date _____ Signature _____

Appendix A–3

ROSSFORD EXEMPTED VILLAGE SCHOOLS

GRIEVANCE REPORT - FORM C

Grievant's Name _____

Building Assignment _____

Step of Grievance Procedure # _____

Date Grievance Occurred _____

Statement of Grievance _____

_____

_____

_____

Date _____ Signature _____

Appendix A–4

ROSSFORD EXEMPTED VILLAGE SCHOOLS

GRIEVANCE REPORT - FORM D

Administrator Making Disposition _____

Step of Grievance Procedure # _____

Statement of Disposition _____

_____

_____

_____

_____

Date _____ Signature _____

Appendix A–5

ROSSFORD EXEMPTED VILLAGE SCHOOLS

GRIEVANCE REPORT - FORM E

Grievant's Name _____

Building Assignment _____

Step of Grievance Procedure # _____

Date Grievance Occurred _____

Statement of Grievance _____

_____

_____

_____

Date _____ Signature _____

Appendix B – 2025-2026 Salary Schedule and Index

ROSSFORD BOARD OF EDUCATION
SALARY SCHEDULE/INDEX

APPENDIX B-1
EFFECTIVE 9-1-2025

									Grandfathered as of 9-1-16	
	ASSOC.	BA	BA15	BA30	MA	MA15	MA30	PSYCH	SPEC*	DOCT
Step 0	35,588	47,450	49,609	51,849	53,405	55,834	58,359	75,137	60,110	61,913
	0.75	1.0000	1.0455	1.0927	1.1255	1.1767	1.2299	1.5835	1.2668	1.3048
Step 1	37,011	49,348	51,592	53,922	55,540	58,065	60,693	78,138	62,511	64,390
	0.78	1.0400	1.0873	1.1364	1.1705	1.2237	1.2791	1.6468	1.3174	1.3570
Step 2	38,491	51,322	53,656	56,081	57,766	60,390	63,118	81,264	65,011	66,961
	0.8112	1.0816	1.1308	1.1819	1.2174	1.2727	1.3302	1.7126	1.3701	1.4112
Step 3	40,032	53,377	55,801	58,326	60,072	62,805	65,642	84,514	67,612	69,642
	0.8437	1.1249	1.1760	1.2292	1.2660	1.3236	1.3834	1.7811	1.4249	1.4677
Step 4	41,634	55,512	58,031	60,655	62,477	65,315	68,271	87,895	70,316	72,428
	0.8774	1.1699	1.2230	1.2783	1.3167	1.3765	1.4388	1.8524	1.4819	1.5264
Step 5	43,299	57,732	60,352	63,085	64,978	67,929	70,999	91,412	73,130	75,327
	0.9125	1.2167	1.2719	1.3295	1.3694	1.4316	1.4963	1.9265	1.5412	1.5875
Step 6	45,029	60,038	62,767	65,604	67,574	70,648	73,842	95,072	76,058	78,340
	0.9490	1.2653	1.3228	1.3826	1.4241	1.4889	1.5562	2.0036	1.6029	1.6510
Step 7	46,830	62,439	65,277	68,233	70,278	73,472	76,793	98,874	79,099	81,472
	0.9869	1.3159	1.3757	1.4380	1.4811	1.5484	1.6184	2.0838	1.6670	1.7170
Step 8	48,705	64,940	67,891	70,961	73,087	76,409	79,868	102,830	82,264	84,731
	1.0265	1.3686	1.4308	1.4955	1.5403	1.6103	1.6832	2.1671	1.7337	1.7857
Step 9	50,652	67,536	70,606	73,799	76,010	79,469	83,061	106,940	85,552	88,119
	1.0675	1.4233	1.4880	1.5553	1.6019	1.6748	1.7505	2.2538	1.8030	1.8571
Step 10	52,677	70,235	73,429	76,750	79,052	82,644	86,383	111,217	88,973	91,645
	1.1102	1.4802	1.5475	1.6175	1.6660	1.7417	1.8205	2.3439	1.8751	1.9314
Step 11	54,787	73,049	76,366	79,820	82,217	85,951	89,837	115,665	92,532	95,308
	1.1546	1.5395	1.6094	1.6822	1.7327	1.8114	1.8933	2.4376	1.9501	2.0086
Step 12			79,422	83,014	85,505	89,391	93,434	120,292	96,233	99,123
			1.6738	1.7495	1.8020	1.8839	1.9691	2.5351	2.0281	2.0890
Step 13					88,926	92,964	97,168	125,108	100,086	103,085
					1.8741	1.9592	2.0478	2.6366	2.1093	2.1725
Step 15	56,976	75,967	82,601	86,335	92,480	96,684	101,054	130,108	104,086	107,209
	1.2008	1.6010	1.7408	1.8195	1.9490	2.0376	2.1297	2.7420	2.1936	2.2594
Step 18	59,257	79,009	85,903	89,785	96,181	100,551	105,097	135,316	108,252	111,498
	1.2488	1.6651	1.8104	1.8922	2.0270	2.1191	2.2149	2.8518	2.2814	2.3498
Step 23					100,029	104,575	109,301	140,725	112,580	115,958
					2.1081	2.2039	2.3035	2.9658	2.3726	2.4438
Step 25	61,627	82,169	89,339	93,377	104,029	108,755	113,676	146,354	117,083	120,599
	1.2988	1.7317	1.8828	1.9679	2.1924	2.2920	2.3957	3.0844	2.4675	2.5416
Step 31	64,090	85,453	92,912	97,116	108,191	113,107	118,222	152,208	121,766	125,420
	1.3507	1.8009	1.9581	2.0467	2.2801	2.3837	2.4915	3.2078	2.5662	2.6432

* The use of the Specialist column will only be used to calculate the School Psychologist column and for staff who are currently grandfathered into this column pursuant to Article 12.

Appendix B- 2026-2027 Salary Schedule and Index

ROSSFORD BOARD OF EDUCATION
SALARY SCHEDULE/INDEX

APPENDIX B-1
EFFECTIVE 9-1-2026

									Grandfathered as of 9-1-16	
	ASSOC.	BA	BA15	BA30	MA	MA15	MA30	PSYCH	SPEC*	DOCT
Step 0	36,744	48,992	51,221	53,534	55,140	57,649	60,255	77,579	62,063	63,925
	0.75	1.0000	1.0455	1.0927	1.1255	1.1767	1.2299	1.5835	1.2668	1.3048
Step 1	38,214	50,952	53,269	55,675	57,345	59,952	62,666	80,678	64,542	66,482
	0.78	1.0400	1.0873	1.1364	1.1705	1.2237	1.2791	1.6468	1.3174	1.3570
Step 2	39,742	52,990	55,400	57,904	59,643	62,352	65,169	83,905	67,124	69,138
	0.8112	1.0816	1.1308	1.1819	1.2174	1.2727	1.3302	1.7126	1.3701	1.4112
Step 3	41,333	55,111	57,615	60,221	62,024	64,846	67,776	87,261	69,809	71,906
	0.8437	1.1249	1.1760	1.2292	1.2660	1.3236	1.3834	1.7811	1.4249	1.4677
Step 4	42,987	57,316	59,917	62,626	64,508	67,437	70,490	90,752	72,601	74,781
	0.8774	1.1699	1.2230	1.2783	1.3167	1.3765	1.4388	1.8524	1.4819	1.5264
Step 5	44,706	59,609	62,313	65,135	67,090	70,137	73,307	94,383	75,506	77,775
	0.9125	1.2167	1.2719	1.3295	1.3694	1.4316	1.4963	1.9265	1.5412	1.5875
Step 6	46,492	61,990	64,807	67,736	69,770	72,944	76,241	98,162	78,529	80,886
	0.9490	1.2653	1.3228	1.3826	1.4241	1.4889	1.5562	2.0036	1.6029	1.6510
Step 7	48,351	64,469	67,398	70,450	72,562	75,859	79,289	102,087	81,670	84,119
	0.9869	1.3159	1.3757	1.4380	1.4811	1.5484	1.6184	2.0838	1.6670	1.7170
Step 8	50,288	67,050	70,098	73,268	75,462	78,892	82,463	106,172	84,937	87,485
	1.0265	1.3686	1.4308	1.4955	1.5403	1.6103	1.6832	2.1671	1.7337	1.7857
Step 9	52,298	69,730	72,900	76,197	78,480	82,052	85,760	110,416	88,333	90,983
	1.0675	1.4233	1.4880	1.5553	1.6019	1.6748	1.7505	2.2538	1.8030	1.8571
Step 10	54,388	72,518	75,815	79,245	81,621	85,329	89,190	114,831	91,865	94,623
	1.1102	1.4802	1.5475	1.6175	1.6660	1.7417	1.8205	2.3439	1.8751	1.9314
Step 11	56,567	75,423	78,848	82,414	84,888	88,744	92,757	119,424	95,539	98,405
	1.1546	1.5395	1.6094	1.6822	1.7327	1.8114	1.8933	2.4376	1.9501	2.0086
Step 12			82,003	85,712	88,284	92,296	96,470	124,201	99,361	102,344
			1.6738	1.7495	1.8020	1.8839	1.9691	2.5351	2.0281	2.0890
Step 13					91,816	95,985	100,326	129,174	103,339	106,435
					1.8741	1.9592	2.0478	2.6366	2.1093	2.1725
Step 15	58,827	78,436	85,285	89,141	95,485	99,826	104,338	134,336	107,469	110,693
	1.2008	1.6010	1.7408	1.8195	1.9490	2.0376	2.1297	2.7420	2.1936	2.2594
Step 18	61,182	81,577	88,695	92,703	99,307	103,819	108,512	139,713	111,770	115,121
	1.2488	1.6651	1.8104	1.8922	2.0270	2.1191	2.2149	2.8518	2.2814	2.3498
Step 23					103,280	107,973	112,853	145,298	116,238	119,727
					2.1081	2.2039	2.3035	2.9658	2.3726	2.4438
Step 25	63,630	84,839	92,242	96,411	107,410	112,290	117,370	151,110	120,888	124,518
	1.2988	1.7317	1.8828	1.9679	2.1924	2.2920	2.3957	3.0844	2.4675	2.5416
Step 31	66,172	88,230	95,931	100,272	111,707	116,782	122,064	157,154	125,723	129,496
	1.3507	1.8009	1.9581	2.0467	2.2801	2.3837	2.4915	3.2078	2.5662	2.6432

*The use of the Specialist column will only be used to calculate the School Psychologist column and for staff who are currently grandfathered into this column pursuant to Article 12.

Appendix B - 2027-2028 Salary Schedule and Index

ROSSFORD BOARD OF EDUCATION
SALARY SCHEDULE/INDEX

APPENDIX B-1
EFFECTIVE 9-1-2027

									Grandfathered as of 9-1-16	
	ASSOC.	BA	BA15	BA30	MA	MA15	MA30	PSYCH	SPEC*	DOCT
Step 0	37,938	50,584	52,886	55,273	56,932	59,522	62,213	80,100	64,080	66,002
	0.75	1.0000	1.0455	1.0927	1.1255	1.1767	1.2299	1.5835	1.2668	1.3048
Step 1	39,456	52,607	55,000	57,484	59,209	61,900	64,702	83,299	66,639	68,642
	0.78	1.0400	1.0873	1.1364	1.1705	1.2237	1.2791	1.6468	1.3174	1.3570
Step 2	41,034	54,712	57,200	59,785	61,581	64,378	67,287	86,631	69,305	71,384
	0.8112	1.0816	1.1308	1.1819	1.2174	1.2727	1.3302	1.7126	1.3701	1.4112
Step 3	42,676	56,902	59,487	62,178	64,039	66,953	69,978	90,096	72,077	74,242
	0.8437	1.1249	1.1760	1.2292	1.2660	1.3236	1.3834	1.7811	1.4249	1.4677
Step 4	44,384	59,178	61,864	64,662	66,604	69,629	72,780	93,701	74,960	77,211
	0.8774	1.1699	1.2230	1.2783	1.3167	1.3765	1.4388	1.8524	1.4819	1.5264
Step 5	46,159	61,546	64,338	67,251	69,270	72,416	75,689	97,450	77,960	80,302
	0.9125	1.2167	1.2719	1.3295	1.3694	1.4316	1.4963	1.9265	1.5412	1.5875
Step 6	48,003	64,004	66,913	69,937	72,037	75,315	78,719	101,351	81,081	83,514
	0.9490	1.2653	1.3228	1.3826	1.4241	1.4889	1.5562	2.0036	1.6029	1.6510
Step 7	49,923	66,563	69,588	72,740	74,920	78,324	81,865	105,404	84,324	86,853
	0.9869	1.3159	1.3757	1.4380	1.4811	1.5484	1.6184	2.0838	1.6670	1.7170
Step 8	51,922	69,229	72,376	75,648	77,915	81,455	85,143	109,622	87,697	90,328
	1.0265	1.3686	1.4308	1.4955	1.5403	1.6103	1.6832	2.1671	1.7337	1.7857
Step 9	53,997	71,996	75,269	78,673	81,031	84,718	88,547	114,004	91,203	93,940
	1.0675	1.4233	1.4880	1.5553	1.6019	1.6748	1.7505	2.2538	1.8030	1.8571
Step 10	56,156	74,874	78,279	81,820	84,273	88,102	92,088	118,563	94,850	97,698
	1.1102	1.4802	1.5475	1.6175	1.6660	1.7417	1.8205	2.3439	1.8751	1.9314
Step 11	58,406	77,874	81,410	85,092	87,647	91,628	95,771	123,305	98,644	101,603
	1.1546	1.5395	1.6094	1.6822	1.7327	1.8114	1.8933	2.4376	1.9501	2.0086
Step 12			84,667	88,497	91,152	95,295	99,605	128,237	102,589	105,670
			1.6738	1.7495	1.8020	1.8839	1.9691	2.5351	2.0281	2.0890
Step 13					94,799	99,104	103,586	133,371	106,697	109,894
					1.8741	1.9592	2.0478	2.6366	2.1093	2.1725
Step 15	60,739	80,985	88,057	92,038	98,588	103,070	107,729	138,701	110,961	114,289
	1.2008	1.6010	1.7408	1.8195	1.9490	2.0376	2.1297	2.7420	2.1936	2.2594
Step 18	63,171	84,227	91,577	95,715	102,534	107,193	112,039	144,253	115,402	118,862
	1.2488	1.6651	1.8104	1.8922	2.0270	2.1191	2.2149	2.8518	2.2814	2.3498
Step 23					106,636	111,482	116,520	150,019	120,016	123,617
					2.1081	2.2039	2.3035	2.9658	2.3726	2.4438
Step 25	65,697	87,596	95,240	99,544	110,900	115,939	121,184	156,020	124,816	128,564
	1.2988	1.7317	1.8828	1.9679	2.1924	2.2920	2.3957	3.0844	2.4675	2.5416
Step 31	68,323	91,097	99,049	103,530	115,337	120,577	126,030	162,261	129,809	133,704
	1.3507	1.8009	1.9581	2.0467	2.2801	2.3837	2.4915	3.2078	2.5662	2.6432

*The use of the Specialist column will only be used to calculate the School Psychologist column and for staff who are currently grandfathered into this column pursuant to Article 12.

Appendix C- Supplemental Salary Schedule

A	B	C	D	E	F	G	I	L		
Position							Index	2025-2026	2026-2027	2027-2028
								47,450.00	48,992.00	50,584.00
Rossford Junior-Senior High School										
INDIRECT STUDENT SUPPORT										
Athletic Director - Junior High (80 minutes)							0.16	7,592	7,839	8,093
Building Technology Representative							0.07	3,322	3,429	3,541
Building Technology Representative							0.07	3,322	3,429	3,541
Concession Stand Coordinator							0.12	5,694	5,879	6,070
Department Head							0.06	2,847	2,940	3,035
Mentor							0.03	1,424	1,470	1,518
PBIS Coordinator							0.03	1,424	1,470	1,518
PBIS Coordinator							0.03	1,424	1,470	1,518
PBIS Coordinator							0.03	1,424	1,470	1,518
PBIS Coordinator							0.03	1,424	1,470	1,518
Site Manager - Fall Athletic Season							0.05	2,373	2,450	2,529
Site Manager - Fall Athletic Season							0.05	2,373	2,450	2,529
Site Manager - Winter Athletic Season							0.05	2,373	2,450	2,529
Site Manager - Winter Athletic Season							0.05	2,373	2,450	2,529
Site Manager - Spring Athletic Season							0.05	2,373	2,450	2,529
Site Manager - Spring Athletic Season							0.05	2,373	2,450	2,529
STUDENT ACTIVITIES - ATHLETICS										
Baseball - Varsity							0.15	7,118	7,349	7,588
Baseball - Varsity Assistant (if a team)							0.10	4,745	4,899	5,058
Baseball - Varsity Assistant (if a team)							0.10	4,745	4,899	5,058
Basketball - Boys Varsity							0.21	9,965	10,288	10,623
Basketball - Boys Varsity Assistant							0.14	6,643	6,859	7,082
Basketball - Boys Varsity Assistant							0.14	6,643	6,859	7,082
Basketball - Boys Freshman							0.11	5,220	5,389	5,564
Basketball - Girls Varsity							0.21	9,965	10,288	10,623
Basketball - Girls Varsity Assistant							0.14	6,643	6,859	7,082
Basketball - Girls Varsity Assistant							0.14	6,643	6,859	7,082
Basketball - Girls Freshman							0.11	5,220	5,389	5,564
Basketball - Junior High Boys							0.09	4,271	4,409	4,553
Basketball - Junior High Boys							0.09	4,271	4,409	4,553
Basketball - Junior High Boys Assistant							0.03	1,424	1,470	1,518
Basketball - Junior High Girls							0.09	4,271	4,409	4,553
Basketball - Junior High Girls							0.09	4,271	4,409	4,553
Basketball - Junior High Girls Assistant							0.03	1,424	1,470	1,518
Bowling							0.09	4,271	4,409	4,553
Bowling Assistant (if more than 9 bowlers)							0.07	3,322	3,429	3,541
Cheerleading - Advisor							0.12	5,694	5,879	6,070
Cheerleading - Assistant Advisor							0.08	3,796	3,919	4,047
Cheerleading - Junior High Advisor							0.09	4,271	4,409	4,553
Cross Country - Varsity							0.12	5,694	5,879	6,070
Cross Country - Varsity Assistant (if over 10)							0.09	4,271	4,409	4,553
Cross Country - Junior High							0.08	3,796	3,919	4,047
Cross Country - Junior High Assistant (if over 10)							0.06	2,847	2,940	3,035
Dance - Team Director							0.11	5,220	5,389	5,564
Football - Varsity							0.21	9,965	10,288	10,623
Football - Assistant Varsity							0.14	6,643	6,859	7,082
Football - Assistant Varsity							0.14	6,643	6,859	7,082
Football - Assistant Varsity							0.14	6,643	6,859	7,082
Football - Assistant Varsity							0.14	6,643	6,859	7,082
Football - Freshman (if a team)							0.11	5,220	5,389	5,564
Football - Freshman (if a team)							0.11	5,220	5,389	5,564
Football - Junior High							0.09	4,271	4,409	4,553
Football - Junior High							0.09	4,271	4,409	4,553
Football - Junior High							0.09	4,271	4,409	4,553
Football - Junior High							0.09	4,271	4,409	4,553
Golf - Varsity Boys							0.13	6,169	6,369	6,576
Golf - Varsity Boys Assistant (if over 9)							0.07	3,322	3,429	3,541
Golf - Varsity Girls							0.13	6,169	6,369	6,576
Golf - Varsity Girls Assistant (if over 9)							0.07	3,322	3,429	3,541

Soccer - Varsity Boys	0.13	6,169	6,369	6,576
Soccer - Varsity Boys Assistant (if over 18)	0.08	3,796	3,919	4,047
Soccer - Varsity Girls	0.13	6,169	6,369	6,576
Soccer - Varsity Girls Assistant (if over 18)	0.08	3,796	3,919	4,047
Softball - Varsity	0.15	7,118	7,349	7,588
Softball - Assistant Varsity (if a team)	0.10	4,745	4,899	5,058
Softball - Assistant Varsity (if a team)	0.10	4,745	4,899	5,058
Strength Coach (0.03 for 12 weeks)	0.03	1,424	1,470	1,518
Strength Coach (0.03 for 12 weeks)	0.03	1,424	1,470	1,518
Strength Coach (0.03 for 12 weeks)	0.03	1,424	1,470	1,518
Strength Coach (0.03 for 12 weeks)	0.03	1,424	1,470	1,518
Tennis - Varsity Boys	0.11	5,220	5,389	5,564
Tennis - Varsity Boys Assistant (if over 12)	0.05	2,373	2,450	2,529
Tennis - Varsity Girls	0.11	5,220	5,389	5,564
Tennis - Varsity Girls Assistant (if over 12)	0.05	2,373	2,450	2,529
Track - Varsity Boys	0.15	7,118	7,349	7,588
Track - Varsity Girls	0.15	7,118	7,349	7,588
Track - Assistant Varsity	0.10	4,745	4,899	5,058
Track - Assistant Varsity	0.10	4,745	4,899	5,058
Track - Assistant Varsity	0.10	4,745	4,899	5,058
Track - Junior High	0.08	3,796	3,919	4,047
Track - Junior High	0.08	3,796	3,919	4,047
Track - Junior High	0.08	3,796	3,919	4,047
Track - Junior High	0.08	3,796	3,919	4,047
Volleyball - Varsity	0.15	7,118	7,349	7,588
Volleyball - Assistant Varsity	0.10	4,745	4,899	5,058
Volleyball - Assistant Varsity	0.10	4,745	4,899	5,058
Volleyball - Freshman (if a team)	0.09	4,271	4,409	4,553
Volleyball - Junior High	0.08	3,796	3,919	4,047
Volleyball - Junior High	0.08	3,796	3,919	4,047
Wrestlerette - Advisor Boys & Girls	0.06	2,847	2,940	3,035
Wrestlerette - Assistant Advisor Boys & Girls	0.03	1,424	1,470	1,518
Wrestlerette - Junior High Boys & Girls Advisor	0.03	1,424	1,470	1,518
Wrestling - Varsity Boys	0.18	8,541	8,819	9,105
Wrestling - Varsity Boys Assistant (if over 10)	0.12	5,694	5,879	6,070
Wrestling - Varsity Boys Assistant (if over 22)	0.10	4,745	4,899	5,058
Wrestling - Varsity Girls	0.18	8,541	8,819	9,105
Wrestling - Varsity Girls Assistant (if over 10)	0.12	5,694	5,879	6,070
Wrestling - Varsity Girls Assistant (if over 22)	0.10	4,745	4,899	5,058
Wrestling - Junior High Boys	0.08	3,796	3,919	4,047
Wrestling - Junior High Boys (if over 12)	0.08	3,796	3,919	4,047
Wrestling - Junior High Girls	0.08	3,796	3,919	4,047
Wrestling - Junior High Girls (if over 12)	0.08	3,796	3,919	4,047
STUDENT ACTIVITIES				
Activity Coordinator	0.02	949	980	1,012
Activity Coordinator	0.02	949	980	1,012
Activity Coordinator	0.02	949	980	1,012
Art Club	0.02	949	980	1,012
Art Club	0.02	949	980	1,012
Book Club	0.02	949	980	1,012
Book Club	0.02	949	980	1,012
Color Guard Advisor	0.03	1,424	1,470	1,518
Chess Advisor	0.05	2,373	2,450	2,529
Choral Director	0.08	3,796	3,919	4,047
Choral Piano Accompaniment	0.03	1,424	1,470	1,518
Class Advisor - Freshmen	0.03	1,424	1,470	1,518
Class Advisor - Sophomore	0.03	1,424	1,470	1,518
Class Advisor - Junior	0.03	1,424	1,470	1,518
Class Advisor - Senior	0.03	1,424	1,470	1,518
Drama Club Advisor	0.16	7,592	7,839	8,093
Drama Club Assistant	0.07	3,322	3,429	3,541
Drama Club Tech Director	0.07	3,322	3,429	3,541
Drama Club Assistant	0.05	2,373	2,450	2,529
Drama Club Choreographer	0.05	2,373	2,450	2,529
Drama Instrumental Director	0.03	1,424	1,470	1,518

Drama Piano Accompaniment	0.03	1,424	1,470	1,518
Drama Vocal Director	0.03	1,424	1,470	1,518
eSports	0.08	3,796	3,919	4,047
eSports Assistant	0.05	2,373	2,450	2,529
Instrumental Music Director	0.16	7,592	7,839	8,093
Instrumental Music Assistant Director	0.08	3,796	3,919	4,047
Instrumental Music Coach	0.02	949	980	1,012
Instrumental Music Coach	0.02	949	980	1,012
Instrumental Music Coach	0.02	949	980	1,012
International Club	0.03	1,424	1,470	1,518
Majorette	0.03	1,424	1,470	1,518
National Honor Society	0.03	1,424	1,470	1,518
Outdoor Education	0.02	949	980	1,012
Quiz Bowl	0.03	1,424	1,470	1,518
Reading Specialist	0.07	3,322	3,429	3,541
Red Cross	0.02	949	980	1,012
Speech & Debate	0.05	2,373	2,450	2,529
Speech & Debate Assistant (if over five students)	0.03	1,424	1,470	1,518
Student Council	0.06	2,847	2,940	3,035
Student Council	0.06	2,847	2,940	3,035
Technology Club	0.02	949	980	1,012
WEB/LINK (Grades 6-8)	0.03	1,424	1,470	1,518
WEB/LINK (Grades 6-8)	0.03	1,424	1,470	1,518
WEB/LINK (Grades 6-8)	0.03	1,424	1,470	1,518
Yearbook	0.04	1,898	1,960	2,023
Yearbook	0.04	1,898	1,960	2,023
Rossford Elementary School				
INDIRECT STUDENT SUPPORT				
Building Technology Representative	0.07	3,322	3,429	3,541
Building Technology Representative	0.07	3,322	3,429	3,541
Department Head	0.06	2,847	2,940	3,035
PBIS Coordinator	0.03	1,424	1,470	1,518
PBIS Coordinator	0.03	1,424	1,470	1,518
PBIS Coordinator	0.03	1,424	1,470	1,518
PBIS Coordinator	0.03	1,424	1,470	1,518
Reading Specialist	0.07	3,322	3,429	3,541
Reading Specialist	0.07	3,322	3,429	3,541
Mentor	0.03	1,424	1,470	1,518
STUDENT ACTIVITIES				
Activity Coordinator	0.02	949	980	1,012
Activity Coordinator	0.02	949	980	1,012
Activity Coordinator	0.02	949	980	1,012
Just Say No	0.02	949	980	1,012
Just Say No	0.02	949	980	1,012
Music Club	0.02	949	980	1,012
Music Club	0.02	949	980	1,012
Running Club	0.02	949	980	1,012
Running Club	0.02	949	980	1,012
Safety Patrol	0.03	1,424	1,470	1,518
Student Council	0.02	949	980	1,012
Student Council	0.02	949	980	1,012
Technology Club	0.03	1,424	1,470	1,518

Appendix C–2

SUPPLEMENTALS

Positions that are dependent on the number of participants or the existence of a team are noted in parentheses following the position.

The date for determination of participant numbers and/or team status will be 14 calendar days after the 1st official day of practice as specified by the Ohio High School Athletic Association.

When a position is lost due to lack of participants, the individual will be paid on a per diem basis for fourteen (14) days. The per diem rate will be calculated by dividing the supplemental salary by the total number of calendar days in the season (from the first day of practice to the last contest of the regular session).

In the event of building closures or reconfiguration, the distribution of supplemental contracts may be reopened by either party with notice to the other party.

The Treasurer's Office periodically will provide updated information and training resources on financial protocols on the district's human resources website.

Supplemental contracts will be paid three times per year, with fall supplementals paid in November, winter supplementals paid in March, and spring supplementals paid in June.

Contracted/regular employees who hold supplemental contracts have the option to spread their supplemental pay throughout the year. Those employees are required to submit a "Supplemental Pay Selection Form" to indicate their preference for payment.

Appendix D

R.C. 5705.412 CERTIFICATION OF ADEQUATE REVENUE FOR CONTRACT

The Rossford Exempted Village School District Board of Education has in effect the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs for all the days set forth in its adopted school calendars and in future fiscal years for the term of the Agreement between the Board and the Rossford Association of Classroom Teachers, effective from September 1, 2025 through August 31, 2028.

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

_____ _____

DATE TREASURER

_____

SUPERINTENDENT OF SCHOOL

_____

PRESIDENT OF BOARD

ROSSFORD BOARD OF EDUCATION

Appendix E

APPLICATION FOR CONTINUING CONTRACT/TENURE

Name:_____

S.S. #_____ Date of Application:_____

Assignment:_____

Effective Date of First ODEW License _____

Which of the following do you hold?

a. _____ Teaching Certificate/License Issue Date:_____
_____ Professional 8-Year Issue Date:_____
_____ Permanent Issue Date:_____
_____ Life Certificate Issue Date:_____
_____ 5-Year Professional License Issue Date:_____

b. _____ Master's Degree Issue Date:_____
or
_____ 30 S.H. of Graduate Coursework
or
_____ 6 S.H. with previously held Master's Degree

_____ Completed 3 years of service in Rossford
_____ Had tenure elsewhere and 2 years of service in Rossford
(School system of former tenure:_____)

Applications due by January 1 of the year the Board will consider granting tenure.

Submit to Superintendent

May 2013

Appendix F

Sick Leave Bank Participation

Name_____

In order to participate in the Rossford Schools/RACT Sick Leave Bank (SLB), I understand that one (1) day of sick leave will be deducted from my accumulated sick leave balance and that I may be assessed at a later date for additional days. Understand that I am eligible to benefit from the SLB if and when there is a need. If days are withdrawn from the sick leave bank I will return the borrowed days to the bank after accumulating the required days.

Each member applying for benefits from the SLB shall agree in writing as follows:

> "I specifically acknowledge and agree that the granting of days from the SLB shall be at the sole discretion of the SLB committee. All decisions of the SLB committee will be final and binding and are not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the SLB committee, the Rossford Association of Classroom Teachers, and the Rossford Schools."

When an employee donates days to the SLB, he/she agrees to the state rules for administration of the SLB.

This form must be returned to the Treasurer prior to September 30.

_____ _____
Signature Date

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

_____ _____
Signature Date

Office Use

_____One sick day deducted from balance. _____
Initials Date

Appendix G

EMPLOYEE APPLICATION FOR SICK LEAVE BANK WITHDRAWAL

Name_____

Current Sick Leave Balance_____ Sick Days Used this School Year_____

Sick Days used for Current Illness_____ Total Days Previously Withdrawn from SLB _____

Employee's reason for request (be specific)_____

Estimate of additional days needed_____

Name of attending physician_____
Telephone_____

Address_____

I specifically acknowledge and agree that the granting of days from the SLB shall be at the sole discretion of the SLB committee. All decisions of the SLB committee will be final and binding and are not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the SLB committee, the Rossford Association of Classroom Teachers, and the Rossford Schools.

_____ _____
Signature of applicant Date

Please submit request to Superintendent

Sick Leave Bank Committee Use

_____Request approved for _____days to be withdrawn from Sick Leave Bank.

_____Balance of days owed to Sick Leave Bank

_____Request denied

_____ _____
Signature of SLBC Chairperson Date

Treasurer's Office Use
Date days added to Sick Leave Balance_____
Initials_____

Appendix H

Responsibilities

LPDC Responsibility

- Educate and assist all State Board of Education ("SBE") certificated/licensed educators.
- Know and communicate the goals of the State Board of Education.
- Know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal.
- Approve educators' coursework and other professional development activities to meet the certification/licensure renewal standards.
- Establish and abide by the procedures, criteria and timelines of the LPDC.
- Register the LPDC with the SBE annually.
- Submit LPDC signature verification to the SBE annually.
- Operate under the Open Meetings Act (Sunshine Act) and the Public Records Act.

Educator's Responsibility

- It is the responsibility of the licensed SBE staff member to monitor the expiration date(s) of certificates/licenses.
- Choose coursework and other professional development activities that reflect the principles, mission and goals of the agency, center, office and individual.
- Equivalent Other Activities (EOA) must be completed in accordance with the goals of the approved IPDP and must be pre-approved, Coursework and traditional workshops/seminars do not need to be pre-approved, but must meet the licensure standards and the IPDP goals. Coursework or professional development activities completed prior to the approval of the IPDP will not be accepted.
- It is the responsibility of the educator to fully complete the goals of the IPDP in a timely manner as stated in the proposal. If modifications to the activity/project or the IPDP itself are to be made, these modifications should be submitted for approval to the LPDC chairperson at least one (1) week before the next regularly scheduled LPDC meeting.
- Follow the procedures, criteria and timelines of the LPDC.
- Maintain records of all licensure and LPDC transactions, particularly the LPDC review and approval of an IPDP, coursework and other professional development activities.

Reciprocity

The SBE LPDC shall accept outside LPDC approved professional development credits for any staff member hired by SBE from a local school district or agency as fulfilling all necessary requirements of the SBE renewal process. Work already completed and approved in the previous position shall be honored. Remaining work shall be acquired using the guidelines of the SBE LPDC with resubmission of an IPDP to be completed within the 180-day probation period.

If you were hired by the agency from a school entity with an LPDC, you need to have your former LPDC complete their "Approval Verification Form for Educators Leaving a LPDC"

form. This form will outline the work you have completed and support the reciprocity agreement between LPDCs.
A sample "Approval Verification Form for Educators Leaving a LPDC" is available in on the State Board of Education's web site.

Appeal Process

The requirement for a process that allows an educator to appeal the decision of a Local Professional Development Committee is found in Ohio Revised Code as well as in Ohio's *Teacher Education and Licensure Standards*. While the mandate is clear, the determination of how this process will be implemented at the local level is left to each LPDC.

The SBE LPDC has adopted the following appeal process:

1. Reconsideration
    a. if an educator disagrees with a LPDC decision, the educator will be given the opportunity to meet with the LPDC in person to discuss the IPDP and to discuss his/her case. This discussion will also serve to help the educator gain in understanding of the perspective of the LPDC.
    b. The educator must provide written notice of the intent to appeal to the LPDC at least one week prior to a LPDC meeting. This notice shall be sent to the LPDC chairperson.
    c. The educator will attend the next regularly scheduled LPDC meeting and discuss the LPDC decision.
    d. The LPDC will vote on reconsideration and notify the educator in writing of the LPDC decision within five working days.

2. Third party review
    a. If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, the educator must provide a written request to the LPDC for a third party review panel. The educator must provide written notice of the request for a third party review to the LPDC chairperson at least one week prior to the LPDC meeting. This notice shall be sent to the LPDC chairperson.
    b. The panel members will be identified at the next LPDC meeting and the panel will review the LPDC decision within 30 days. The panel will consist of:
        i. One licensed educator selected by the LPDC;
        ii. One licensed educator selected by the educator;
        iii. One licensed educator agreed upon by the above two.

        These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it.
    c. The educator will be notified in writing of the third party review panel decision within five working days.