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CONTRACTUAL AGREEMENTS

BETWEEN THE

CLARK-SHAWNEE LOCAL BOARD OF EDUCATION

AND THE

CLARK-SHAWNEE LOCAL EDUCATION ASSOCIATION

FOR THE

2025-2026, 2026-2027, 2027-2028

CONTRACTUAL SCHOOL YEARS

(JULY 1, 2025– JUNE 30, 2028)

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ARTICLE 1

RECOGNITION

I. A. Recognition

The Clark-Shawnee Local Board of Education (hereinafter referred to as the Board) recognizes the Clark-Shawnee Local Education Association, affiliated with the Ohio Education Association and National Education Association (hereinafter referred to as the Association), as the sole and exclusive representative of full time and regular part-time certificated bargaining unit employees, school counselors, nurses, and speech and language pathologists, school social workers and athletic trainer (all of whom shall be collectively referred to hereinafter as "bargaining unit employees"), excluding administrative, athletic director and supervisory personnel.

B. Recognition of the Association shall continue until such time as the Association is decertified under 4117 or until such time as a challenging employee organization is successful in gaining exclusive representative status through ORC Chapter 4117.

ARTICLE 2

PROFESSIONAL NEGOTIATIONS PROCEDURE

I. Negotiations Procedure

A. Initiating Meetings

Either the President of the Association or the Local Superintendent may make a written request to the other for the start of negotiations. Agreement by the Parties on the exact date shall be made within then (10) days of the receipt of the request. The first negotiating meeting shall be held no earlier than ninety (90) to the expiration of this Agreement, unless a mutually satisfactory later date is agreed upon. However, if petitions for a representation election have been filed within the prescribed window period prior to the expiration of the Agreement, the beginning date of negotiations shall be deferred until after the election in which the Bargaining Representative is chosen. Should the elections process delay the normal initiation of negotiations as determined herein, then the Board and the elected Bargaining Representative shall meet to begin negotiations within ten (10) days after the certification of election results.

B. Submission of Issues

1. Each Party shall present to the other at the first session its entire package upon which it desires to negotiate. No further items may be added without the consent of both Parties.

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

C. Exchange of Information

1. The Board will make available to the Association upon written request public data, and public information including public financial data of the school district.

2. The Association will provide a list of membership to the Board upon request.

D. Negotiating Team

1. The Board and the Association shall be represented at all negotiations by a team of negotiators not to exceed five (5) members each. All negotiations shall be conducted exclusively between said teams, except as provided in D.3. below.

2. In addition to said teams, each team shall be authorized to admit no more than two (2) observers at one time to negotiating meetings. Each party may name no more than two (2) observers who shall be the same observers who attend any/all negotiating meetings. The role of each parties' observers shall be the same, and that is to observe the process only. Observers may not otherwise participate in the negotiating meetings in any other way.

3. Each team is privileged to call upon consultants or resource people. Not more than two (2) consultants may be admitted at one time to negotiating meetings. Consultants may be permitted to address the negotiations when requested by the chairperson or their respective team.

4. The Parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

E. Meetings

1. Negotiating meetings shall be conducted during the regular school day when association leave is available and the association requests such.

2. Negotiating meetings shall be private and confidential unless otherwise agreed upon by both Parties.

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

4. The meeting may be adjourned or recessed at the request of either team.

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

F. Reporting

While it is expected that the negotiating teams will keep their constituents informed of progress, every effort should be made to prevent the release of information from interfering with the negotiating process. No information will be released to the public about matters under negotiation without the approval of both Parties.

G. Agreement

1. Tentative Agreement

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

2. Ratification

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

3. Bargaining Rights

The Board agrees not to negotiate with any individual, group, or organization purporting to represent the certificated bargaining unit employee, other than the Association, except as provided for in this Agreement.

H. Disagreement

1. Mediation

At any time during negotiations, and prior to the expiration of this Agreement, impasse may be declared by either party, at which time a joint written request shall be made to a mutually agreed upon mediator or mediation service to assist the parties in reaching an agreement. Mediation shall begin as soon as the mediator can be available to the parties and shall continue until agreement is reached, if possible.

2. Advisory Arbitration

Prior to making the request of the services of an arbitrator, the parties shall make every effort to resolve the dispute. If, however, it is the position of the mediator that the mediation process will not resolve the dispute, then either party shall have the right to request the services of an arbitrator. The selection of the arbitrator shall be in compliance with the rules and regulations of the American Arbitration Association. The arbitrator shall be empowered to call hearings, meetings and witnesses in accordance with the rules and regulations of the American Arbitration Association. The arbitrator's report shall be forwarded to both parties within thirty (30) calendar days from the date the hearing is declared closed by the arbitrator. The report of the arbitrator shall be advisory, only. Each party shall pay one-half of the expenses incurred by the arbitrator; however, each party shall be responsible for any costs incurred by that party.

Within fifteen (15) days from the receipt of the arbitrator's report the Association shall take action upon the recommendations of the arbitrator. The Association shall notify the superintendent of the decision of the Association. The Board shall have fifteen (15) days from the date of notification from the Association to take official action upon the arbitrator's report.

The parties specifically express their intent that the dispute resolution provisions contained in this section supersede those specified in Ohio Revised Code Section 4117.14.

3. Costs of Mediation

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

I. Contract Extension

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

J. Definitions

1. Negotiations

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

2. Good Faith

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

3. Day

   For the purpose of this Procedural Agreement "day" is defined as a calendar day.

ARTICLE 3

MANAGEMENT RIGHTS

The Association recognizes that the Board is the legally constituted body responsible for the management, direction, and control of all the public schools of the Board and employees and other personnel employed by the Board and for the determination of all resolutions, policies, practices, procedures, rules, and regulations governing any and all aspects of the Board's school district except as restricted by this Agreement.

These rights and responsibilities include, but are not limited to, the following except as restricted by this Agreement:

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

2. To hire, appoint, evaluate, promote, assign, reassign, schedule, reschedule, transfer, layoff, train, retrain, suspend, demote, discipline, remove, dismiss, retain, or reinstate employees;

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

4. To maintain or increase the efficiency and/or effectiveness of district services; i.e., establishing routes, arranging stops, and directing services related to maintenance and storage of district vehicles;

5. To take action to carry out the mission of the district as a governmental unit;

6. The Board shall comply with all provisions of the constitutions of the United States and the State of Ohio.

Notwithstanding section 4117.08 of the Ohio Revised Code, the Board is not required to bargain on any subjects, including, but not limited to, those enumerated above, reserved to and retained by the Board under this Article.

ARTICLE 4

ASSOCIATION RIGHTS

I. Association Rights

A. The President of the Association or his/her designee shall have the right to visit all schools in the district for the purpose of carrying out Association business. Upon entering a school, the President or his/her designee shall first notify the office of his/her visitation. In no event shall such visit interfere with or interrupt normal school operation such as classes, student supervision, building area supervision or committee conference period.

B. A master list of bargaining unit employees will be provided to the CSLEA upon request.

C. The CSLEA shall have access to the bargaining unit employees' mailboxes for distribution of CSLEA related information.

D. The Association shall be given a place on the program of new bargaining unit employees upon request to the local superintendent. In addition, the Association will be permitted to include a welcome letter in the Board's welcome communication to new bargaining unit employees.

E. The Association President or his/her designee shall be furnished an electronic copy of the agenda in advance of any regularly scheduled Board meeting. The Association, through a designated representative, shall have the right to speak to any issue opened for public discussion at the designated time on the agenda.

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

G. The CSLEA wishes to use school owned equipment it shall file a timely request with the building principal and, if the equipment is not in use, it shall be made available. The CSLEA agrees to assume the responsibility for loss or damage to such equipment while in its possession at its depreciated value.

H. The Association shall have the right to use the bulletin boards in bargaining unit employees' lounges for the posting of notices and other materials relating to Association activities.

I. The Association shall have permission to make brief announcements after faculty meetings.

J. The Board of Education shall permit the President of the Association or his/her designee up to ten (10) days leave of absence, or the equivalent, without loss of pay, for purposes of conducting Association business in years without full contract negotiations. The Board of Education shall permit the President or the Association or his/her designee up to twelve (12) days leave of absence, or the equivalent, without loss of pay, for purposes of conducting Association business in years of full contract negotiations. No expense shall be assumed by the Board except for substitute bargaining unit employees. A form for requesting such leave can be obtained through building administration.

The President of the Association shall notify the Superintendent in writing at least two (2) contract days in advance of the date (except in an emergency) of the leave for the purpose of indicating the nature of the meeting and securing an appropriate substitute bargaining unit employee.

K. For the 2025-2026 contract year, the President of the Association will not be assigned non-instructional duties during the duty period to allow for time to conduct Association business. This provision will not apply beyond the 2025-2026 contract year, but will be reviewed by the Superintendent and the President of the Association to determine feasibility beyond the 2025-2026 contract year.

II. Superintendent/Association Communications

The Superintendent, Association President and Association Building Representative of a building where concerns exist shall meet on an as needed basis.

ARTICLE 5

PAYROLL DEDUCTIONS

I. Payroll Deductions

A. Professional Dues

1. Bargaining unit employees may sign an authorization for payroll deduction for membership dues and assessments of the Clark-Shawnee Local Education Association and its affiliates. Such authorization shall continue in effect until such time that said bargaining unit employee gives written notice to the treasurer of the Board to discontinue such deduction, or employment with the Board terminates. Duplicate copies must be submitted to the treasurer who will forward a copy to the Association.

2. The deduction shall be made in twenty (20) equal installments beginning the month of October and ending the month of July. For dues authorization forms not submitted to the Treasurer's Office seven (7) working days prior to the second pay of October, deductions shall be prorated beginning with the payroll following the date the forms are submitted to the Treasurer's Office.

3. Individual authorization forms for dues deduction shall be furnished by the Association, and when executed, shall be filed by the Association with the treasurer of the Board.

4. Any bargaining unit employee leaving the school system shall have the unpaid balance of his/her professional dues deducted from his/her final paycheck.

5. The Board treasure shall remit, after each payday of the month, a check to the Association treasurer for monies deducted for Association dues.

B. Insurance – as provided by in this contract

C. Annuities – providing Board qualifications are met

D. Clark County Credit Union

E. United Way

F. The Fund for Children and Public Education

G. Short term disability

H. Other deductions as authorized by the Board

ARTICLE 6

GRIEVANCE PROCEDURE

I. Grievance Procedure

A. Definitions

1. Grievance – is the alleged violation, misinterpretation, or misapplication of this Collective Bargaining Agreement.

2. Grievant – is the bargaining unit employee or members making a claim.

3. Days – are defined as contract days during the school year and weekdays during the summer months.

4. "Party of Interest" – is the person or persons making the claim and any other person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The primary purpose of this procedure shall be to obtain at the building principal's level, and in the shortest period of time, equitable solutions to grievances. Both the Board and the Association agree that grievance proceedings shall be handled in a confidential manner.

C. Procedure

Since it is important that grievances be processed as rapidly as possible the number of days indicated at each level shall be made within the time limits set forth below shall be considered settled on the basis of the last decision unless withdrawn by grievant. If an answer to a grievance is not received within the time limits set forth below, it may automatically be appealed to the next level. The time limits specified may, however, be extended by mutual agreement.

Level One – Informal

Within twenty (20) days of an event or condition, or the bargaining unit employee's knowledge of the event that an individual considers to be a grievance, he/she shall discuss the problem with his/her building principal unless the absence of either party prohibits such a meeting. The meeting shall be in private in a mutually agreed upon location in the school building.

Level Two – Formal

In the event the aggrieved person is not satisfied with the disposition at Level One or no decision has been rendered within five (5) days after the informal meeting, he/she may initiate the formal proceedings by filing a written request on the appropriate forms for a meeting with the building principal; this request is to be registered within five (5) days following the termination of Level One.

Within five (5) days of the filing, a hearing shall be arranged between the aggrieved and the building principal, and at the option of the grievant, a representative of the Association and other parties that may be needed to give information relative to the claim.

A written reply by the principal shall be given to the aggrieved and the Association within five (5) days of the Level Two hearing.

Level Three

If the aggrieved person is not satisfied with the disposition of the building principal, he/she may continue the grievance with the Superintendent or designee within five (5) days after the disposition at Level Two by completing Step 2 of the Grievance Report Form and submitting it to the Superintendent or his/her designee. Within the next ten (10) days a hearing shall be arranged between the aggrieved and the Superintendent or designee that may be needed to give information to the claim. The local superintendent shall have five (5) school days during which to offer a written reply to the aggrieved and the Association.

Level Four

If the aggrieved party is not satisfied with the disposition of his/her grievance at Level Three, he/she may continue the grievance with the Superintendent or his/her designee within five (5) days after the disposition at Level Three by completing Level 3 Formal Grievance Presentation Form and submitting it to the Superintendent or his/her designee. However, it becomes his/her option or the Association's to present the grievance at the next regular meeting of the Board. If the grievant or the Association desires to present the grievance to the Board at the next regular meeting of the Board, then the grievant and the Superintendent must meet seven (7) days prior to the date of the next regular meeting of the Board to determine how/when the grievance will be heard (i.e. in public session, what part of the agenda, and/or in executive session). In the alternative to the above, the grievance may be submitted directly to Level Five of the grievance procedure.

The aggrieved party may bring an Association representative to the Board meeting with him/her. The Board shall render its decision at the following regularly scheduled meeting or at an earlier date if it so desires.

Level Five

If the aggrieved person is not satisfied with the disposition on Level Four or has chosen to submit the grievance directly from Level Three to Level Five, he/she may request the issue be submitted to arbitration. Such a request may be made within five (5) days after the receipt of the disposition on Level Three or Level Four, whichever is appropriate.

Upon filing of such a request with the Superintendent, the Board and the Association shall jointly request the American Arbitration Association to provide the arbitrator. Selection of the arbitration shall be according to the voluntary rules and regulations of the American Arbitration Association. The costs of the arbitration shall be shared equally by the Association and the Board. No grievance may be submitted to arbitration without the consent of the Association.

The arbitrator shall hold the necessary hearing and issue the decision within such time as may be in accordance with the voluntary rules and regulations of the AAA. The decision shall be in writing and a copy sent to the Association and Board representatives present at the hearing. The decision of the arbitrator shall be binding on both the Board and the Association. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declaration of opinion which are not directly essential in reaching the decision.

The arbitrator shall in no way interfere with management prerogatives nor limit or interfere in any way with the powers, duties and rules and regulations having the force and effect of law unless stated in this contract.

D. Miscellaneous

1. The Association has the right to be present at any and all discussions pertaining to the meetings held under this Article.

2. No bargaining unit employee shall be denied the right to Association legal advice and/or other counsel in any of the levels of the grievance procedure.

3. A grievant may appear on his/her own behalf or may be represented at any and all steps of the Grievance Procedure by the Association and by any other person of the aggrieved's choice.

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

5. If, in the judgment of the Association, a grievance affects a group or class of bargaining unit employees, the Association may submit such grievance in writing to the Superintendent or his/her designee directly, and the processing of such grievance shall be commenced at Level Three.

6. Forms for filing grievances, making reports, and other necessary documents shall be given appropriate distribution to facilitate operation of the grievance procedure.

7. In all levels of the formal proceedings, official Grievance Forms shall be completed by the grievant in triplicate: one (1) is for the aggrieved; one (1) for the administration; and one (1) for the Association.

8. Decisions rendered at all formal levels of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties of interest.

9. No records, documents or communications concerning a grievance shall be placed in the personnel file of any of the participants in the procedures described in the Agreement.

10. Other than not limiting the individual rights of a bargaining unit employee to discuss the complaint informally with members of the administration through normal channels of communication, the sole remedy available to any bargaining unit employee for any alleged breach of this Agreement or any alleged violation of the bargaining unit employee's rights thereunder shall be pursuant to the grievance procedure.

    However, the Association shall have full control over the grievance being processed to arbitration. No grievance shall be submitted to arbitration without the consent of the Association.

11. No reprisals of any kind shall be taken by either party or by any member of the administration against any party in interest, any school representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

Nothing contained herein shall deprive any bargaining unit employee of any legal right which the bargaining unit employee presently has, provided that if a bargaining unit employee elects to pursue any legal or statutory remedy, such election shall bar any further or subsequent proceedings for relief under the grievance procedure unless the matter is returned by the court or other administrative agency to the grievance procedure. However, a bargaining unit employee shall be totally responsible for all expenses incurred.

TYPE OR PRINT GRIEVANCE FORM A

FORMAL GRIEVANCE PRESENTATION

LEVEL TWO

(A copy of the grievance form will be submitted to the Association, Superintendent, and Principal by the aggrieved who will retain one copy.)

AGGRIEVED_____ DATE OF FORMAL PRESENTATION_____

ASSIGNMENT_____ PRINCIPAL_____

DATE AND NATURE OF THE ALLEGED GRIEVANCE:

GRIEVANCE RELATES TO MASTER CONTRACT:

RELIEF SOUGHT:

_____
Signature of Grievant

TYPE OR PRINT GRIEVANCE FORM B

DECISION OF PRINCIPAL

LEVEL TWO

(A copy to be completed by the principal who shall retain one copy and deliver one copy to the aggrieved, the Association and the Superintendent within five (5) school days of the formal grievance hearing.)

AGGRIEVED_____ DATE OF FORMAL GRIEVANCE PRESENTATION_____

ASSIGNMENT_____ DATE OF FORMAL GRIEVANCE HEARING_____

DECISION OF PRINCIPAL AND REASONS THEREFORE:

_____ _____

Date of Decision Signature of Principal

Aggrieved's Response: (To be completed by the Aggrieved with one copy returned to Principal, Association, and Superintendent within five (5) school days of the decision date)

_____ I accept the decision issued above.

_____ I hereby appeal the decision to Level Three.

_____ _____

Date of Response Signature of Aggrieved

TYPE OR PRINT GRIEVANCE FORM C

DECISION OF SUPERINTENDENT

LEVEL THREE

(To be completed by the Superintendent who will retain one copy and deliver one copy to the Aggrieved, Principal, and Association within five (5) school days of the formal hearing.)

AGGRIEVED_____ DATE OF RECEIPT OF GRIEVANCE_____

ASSIGNMENT_____ DATE OF FORMAL GRIEVANCE HEARING_____

DECISION OF SUPERINTENDENT AND REASONS THEREFORE:

_____ _____

Date of Decision Signature of Superintendent

Aggrieved's Response: (To be completed by the Aggrieved with one copy to the Aggrieved, Principal and Association within five (5) school days of the decision date.)

_____ I accept the decision of the Superintendent.

_____ I hereby appeal the decision to the Board.

_____ I hereby request the grievance be submitted to arbitration.

_____ The Association hereby submits the grievance to arbitration.

_____ _____

Date of Response Signature of Aggrieved

TYPE OR PRINT GRIEVANCE FORM D

DECISION OF BOARD

LEVEL FOUR

(To be completed by the Board which shall retain one copy and deliver one copy to the Aggrieved, Superintendent, Principal, and Association within five (5) school days of the formal hearing. As stated in the Master Contract, this hearing shall take place at the next scheduled Board meeting or within two weeks of the filing of this appeal.)

AGGRIEVED_____ DATE OF RECEIPT OF GRIEVANCE_____

ASSIGNMENT_____ DATE OF HEARING OF GRIEVANCE_____

DECISION OF BOARD AND REASONS THEREFORE:

_____ _____

Date of Decision Signature of Board President

Aggrieved's Response: (To be completed by the Association and/or individual within five (5) school days of decision date with a single copy to Board, Superintendent, Principal, Association and/or aggrieved.)

_____ I accept the decision of the Board.

_____ I hereby request the grievance be submitted to arbitration.

_____ The Association hereby submits the grievance to arbitration.

_____ _____

Date of Response Signature of Aggrieved

ARTICLE 7

SICK LEAVE

I. Entitlement and Credits

1. Bargaining unit employees – Each full time bargaining unit employee shall be credited with sick leave of one and one-fourth workdays with pay for each of the twelve calendar months. Each part-time bargaining unit employee shall be credited with sick leave in proportion to hours worked as compared with full-time credit of one and one-fourth workdays per month. Such credits shall be posted to their account monthly. However, once a bargaining unit employee has reached the maximum accumulated sick leave credit permissible under section 2 herein, the bargaining unit employee shall no longer continue to be credited with sick leave days in accordance with this section. Bargaining unit employees on unpaid leave of absence shall not accrue sick leave during the period of unpaid leave of absence.

2. The total accumulated sick leave credit shall be two hundred eighty-five (285) days. No retroactive adjustments will be permitted.

3. Sick leave shall be deducted in intervals of one-fourth (1/4) days.

4. After the eighth cumulative day of absence due to sick leave, the superintendent may request a doctor's statement explaining the reasons for the absence.

5. An employee must complete and submit the appropriate kiosk entry within three (3) days of using such leave.

II. Authorized Charges to Sick Leave

1. Absence due to employee's personal illness, injury, exposure to communicable contagious diseases, and unavoidable dental or medical appointments during the workday; or

2. Absences due to illness, injury or death of persons in the employee's immediate family. "Immediate family" shall be defined as: children, spouse, parents, grandparents, brothers, sisters, comparable in-laws, fiancé, grandchildren, step-parents, step-children, significant other residing in the employee's household, and the children of a significant other residing in the employee's household:

    a. The use of sick leave for the purpose of death of persons in the employee's immediate family as referenced in Paragraph 2 above is limited to a total of five (5) days. The Superintendent in his/her sole discretion may grant authorization for the use of sick leave beyond five (5) days if there are extenuating circumstances. The Superintendent's decision in this regard shall be final and not subject to the grievance procedure; or

3. Absences due to the actual birth occurrence of the employee's grandchild until such time as the newborn grandchild is discharged from the hospital.

III. Family and Medical Leave Act

Bargaining unit employees who qualify shall be entitled to leave of absence under the Family and Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement. To the extent that provisions of the FMLA are covered by paid leave provisions of this

Agreement, the twelve (12) weeks of leave and benefit coverage to which a bargaining unit employee is entitled under the FMLA shall run concurrently with existing paid leave benefits.

Whenever practical, the bargaining unit employee shall meet with the building administrator at least fifteen (15) calendar days prior to scheduled FMLA leave to develop a transition plan. This transition plan shall include two weeks of lesson plans, and an outline of the curriculum plan. The bargaining unit employee may include more information in their transition plan at their sole discretion.

IV. Sick Leave Bank Program

A member of the bargaining unit who has exhausted all accumulated paid leave as a result of a catastrophic illness or injury may be granted additional sick leave days through the donation of accumulated unused sick leave by other bargaining unit employees who volunteer to do so in accordance with the following guidelines:

An Association committee shall review each request for sick leave donation. In order to approve a request for sick leave donation, a majority vote of the entire Association committee is required. The Association committee will establish rules and procedures for the allocation and disposition of donated sick leave.

Application for sick leave donation must be submitted to the Association committee. Applications will include, but not be limited to the following information:

- Nature of the catastrophic illness or injury;
- Physician(s') statement as to the condition and the need for sick leave;
- Projected date of return to duty;
- Explanation of previous sick leave usage.

The bargaining unit employee shall be informed of the Association committee's decision in writing within three (3) days of the application submission. The decision of the Association committee shall be final.

The Association committee will assume the responsibility for solicitation of donations for approved bargaining unit employees, subject to procedures established by the Association committee. A form shall be developed to solicit donations, so that if donations are approved, the forms are submitted to the Treasurer's Office for proper recording and reconciliation of sick leave balances for bargaining unit employees who choose to donate and for bargaining unit employees who receive donations. Once sick leave donations are approved, the amount of sick leave days donated are forever forfeited by the donating bargaining unit employees.

Bargaining unit employees may donate any amount of unused sick leave, so long as after the sick leave donation is approved, the bargaining unit employee donating sick leave still has at least thirty (30) accumulated sick leave days to their credit.

A maximum of forty-five (45) sick leave days may be donated to an applicant. If additional sick leave donation is needed beyond the forty-five (45) day maximum, then the bargaining unit employee must reapply for consideration by the Association committee.

Sick leave donation does not apply to bargaining unit employees who have applied for or received disability status with STRS. A bargaining unit employee who receives sick leave donation under this provision shall not earn or accrue any sick leave while using donated sick leave.

Any and all days contributed to the sick leave bank program under this section as it was in effect prior to July 1, 2025, by any bargaining unit employee who has retired from employment with the Board on or before June 30, 2025, or by any bargaining unit employee who has otherwise separated from employment with the Board for any reason on or before June 30, 2025, shall be carried over to the Sick Leave Bank Program effective July 1, 2025.

The Parties agree that all days not designated to be carried over to the Sick Leave Bank Program effective July 1, 2025, as set forth above herein, shall be returned, no later than August 31, 2025, to the bargaining unit employee who donated the sick leave to the sick leave bank program in effect as of June 30, 2025.

ARTICLE 8

BEREAVEMENT LEAVE

I. Certified/licensed employee absence from duty due to a death:

A. For absence because of death in the immediate family of an employee, including marital relative in employee's household:

1. three (3) nonconsecutive days with full pay may be allowed in each case of death of a person in the employee's immediate family as defined in Article 7 (II)(2) Sick Leave, including children, spouse, parents, grandparents, brothers, sisters, comparable in-laws, fiancé, grandchildren, step-parents, step-children and any person living in the employee's household.

2. one (1) day with full pay may be allowed in each case of death of the employee's aunt, uncle, first cousin, niece, or nephew.

B. Acceptable use of bereavement includes, but is not limited to, travel days and attendance at a viewing, funeral, celebration of life, estate meetings and/or reading of a Will.

ARTICLE 9

UNPAID LEAVE OF ABSENCE

I. Unpaid Leave of Absence

Notwithstanding the provision of Section 3319.13 of the Ohio Revised Code, the Board may grant an unpaid leave of absence under the following conditions:

Upon the written request of a bargaining unit employee, the board of education may grant an unpaid leave of absence for a period of not more than two consecutive school years for educational, professional, or other purposes, and shall grant such leave where illness or other disability is the reason for the request.

The right to return from an unpaid leave of absence under this Article, other than on the date indicated by the employee in the employee's initial request for unpaid leave of absence, shall be dependent upon an available opening in the bargaining unit employee's field of certification.

The bargaining unit employee shall notify the Superintendent of intent to return in writing no later than April 1 of the final contract year of the approved leave of absence under this Article. Failure to notify the Superintendent of intent to return in writing prior to April 1 of the final contract year of the approved leave shall constitute a voluntary resignation of the bargaining unit employee's position with the District.

Upon subsequent request, such leave may be renewed by the board.

ARTICLE 10

PERSONAL LEAVE

I. Personal Leave

The teaching staff will be granted three (3) days absence from school for approved personal reasons, as defined below. Such personal leave shall not be chargeable to sick leave and will be granted, when approved, with full pay.

The granting of said personal leave is upon review and final approval of the superintendent who shall be notified at least two (2) contract days prior to the request, except in an emergency. On contract days, notification to and approval of the superintendent shall be made through the appropriate leave system entry. On non-contract days, employees are required to contact their direct supervisor via telephone call to provide notification in addition to entering the leave request in the kiosk. Members of the teaching staff who falsify requests for the use of personal leave may be subject to discipline.

Additional personal leave may be advanced to individual bargaining unit employees by the Superintendent in emergency and/or extreme circumstances.. However, the Superintendent's decision in this regard shall be final and shall not be subject to the grievance procedure.

Personal Leave, except in the case of extreme emergency, shall not be granted for or on:

1. The first or last day of school.
2. The day preceding or following a day (or days) when school is closed for a holiday.
3. In the event that our Thanksgiving break is immediately preceded by a compensatory day, personal leave will not be granted unless there is an extreme emergency.
4. During the first ten (10) work days and the last fifteen (15) work days of the school calendar year, as well as the dates noted in Article 16, Section B, personal leave will not be authorized without a submission or explanation prior to approval from the superintendent.
5. A contract day when ten (10) bargaining unit employees in the District are absent for personal leave. [Number determined on first in time personal leave submittal and approved basis.] Exceptions may be approved by the Superintendent for emergency purposes, however the Superintendent's decision in this regard shall be final and shall not be subject to the grievance procedure.
6. Extension of professional leave.
7. Outside employment.

Any staff member requesting an exception to the above, due to extreme emergency, shall contact the superintendent directly to discuss the nature of the emergency, and for approval of the use of personal leave. The Superintendent's decision in this regard shall be final and shall not be subject to the grievance procedure.

When a bargaining unit employee has exhausted personal leave days in a contract year and needs or requests to use additional leave for the purposes set forth in this Article, the bargaining unit

employee can submit a request for Board-approved unpaid leave, but the Superintendent is not required to recommend the Board approve unpaid leave, and the Board is not required to approve unpaid leave.

At the end of the school year, staff members may select from the following options for unused personal leave:

- Personal leave days may be rolled over to sick leave in one (1) day increments;
- One (1) personal leave day may be rolled over for use as personal leave in the following contract year;
- Personal leave days may be paid in the amount of one hundred fifty dollars ($150) in one (1) day increments.

The administration will create a google form for each bargaining unit employee to complete to indicate which option(s) the bargaining unit employee is selecting for unused personal leave days. The google form must be completed and submitted by the unit employee by no later than May 15 each contract year. If the bargaining unit employee fails to complete and submit the google form by May 15, then all unused personal leave days are rolled over to sick leave in one (1) day increments.

No more than four (4) personal leave days may be accumulated for any one (1) school year.

ARTICLE 11

ASSAULT LEAVE

I. Assault Leave

Notwithstanding the provision of Section 3318.141 of the Ohio Revised Code, the Board will grant assault leave to covered employees absent due to physical disability resulting from assault under the following conditions:

Any certificated bargaining unit employee who must be absent from his or her duties due to disability resulting from an assault by a student or the parent or legal guardian of a student of this system, while teaching or where required to be in attendance or a voluntary duty assignment at a school-related activity, on or off school premises before, during or after school hours, will be paid his or her full scheduled compensation for a maximum period of twenty (20) days. If permanently disabled the bargaining unit employee must apply for disability retirement and no assault leave shall be granted after such retirement has been approved by STRS. The period of such absence, as defined in this provision, shall be termed "assault leave."

Before assault leave can be approved, the bargaining unit employee shall furnish to the superintendent a written, signed statement describing the circumstances and events surrounding the assault and the cause thereof, including the location and time of the assault, name and address of victims and witnesses, and the applicant requesting the assault leave. If medical attention is required or sought, the bargaining unit employee shall also furnish to the superintendent a statement of the nature of the disability and its duration, which has been signed by a physician licensed in the State of Ohio.

Falsification of either the written signed statement of the events or circumstances surrounding the assault of the physician's statement shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

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

ARTICLE 12

MATERNITY/PATERNITY/CHILD CARE/ADOPTIVE LEAVE

I. Maternity/Paternity/Child Care/Adoptive Leave

The Board will grant a leave of absence for maternity/paternity, adoption, or for child care within the first year of a child's life/adoption date, in accordance with the Board's Policies addressing the Family and Medical Leave Act ("FMLA").

In addition, the Board may grant separate leave without pay for the purposes of maternity/paternity/adoption/child care, to any regularly employed staff member that is not otherwise covered under the provisions of FMLA, in accordance with the provisions set forth below.

1. An employee may request such leave, without pay, for the purpose of maternity/paternity, child care or adoption. Such a request must be submitted to the Superintendent at least thirty (30) days prior to the start of the request leave of absence except in emergency situations. The request shall state the length of absence desired by the employee.

2. The leave of absence shall be for the remainder of the semester or the remainder of the school year. The bargaining unit employee shall notify the Superintendent of intent to return in writing no later than April 1 prior to the school year in which the bargaining unit employee intends to return. Failure to notify the Superintendent of intent to return in writing prior to April 1 of the final contract year of the approved leave shall constitute a voluntary resignation of the bargaining unit employee's position with the District. The right to return from leave other than the beginning of the school year shall be dependent upon an available opening in the bargaining unit employee's field of certification.

3. At the request of the bargaining unit employee and at the discretion of the Board and upon the recommendation of the Superintendent, a maternity/paternity, child care or adoptive leave requested and granted may be curtailed or terminated prior to the expiration of the full term for which the Board granted the leave.

4. Employee shall have the right to participate in all fringe benefit programs at the employee's sole expense during the leave period.

5. The contract status of any such employee may be affected as provided for by law during the period of maternity/paternity, child care or adoptive leave, but the normal annual salary increment shall not be granted unless one hundred and twenty (120) days of the contract have been fulfilled.

6. At least fifteen (15) work days prior to the anticipated leave under this section, the bargaining unit employee shall meet with the building administrator to develop a transition plan. This transition plan shall include two weeks of lesson plans, and an outline of the curriculum plan. The bargaining unit employee may include more information in their transition plan at their sole discretion.

ARTICLE 13

PROFESSIONAL LEAVE

I. Professional Leave

A. All requests to be absent from school for professional meetings will be made to the principal in writing (i.e. leave system) ten (10) calendar days in advance.

B. All requests shall be approved or denied by the superintendent after recommendation by the building principal.

C. Absence will be limited to two (2) days and one (1) night, per occurrence, except for OMEA and /or other conferences as approved by the superintendent.

D. Expenses for approved visitation or attendance at professional meetings shall be in accordance with Board approved guidelines.

E. Requests for professional leave shall be submitted via kiosk with accompanying documentation provided to the building principal and/or Treasurer's Office.

F. Professional leave can only be used for purposes of district-related professional development attendance at approved conferences, or for attending funeral services in the event of the death of a current student or current staff member.

G. Professional leave for coaches: head coaches may attend state tournaments in which district students are not participating, in a sport which they coach for the District, upon approval of the Superintendent. If approved, such use shall be restricted to leave-use only. No associated costs will be paid by the district. Coaches shall receive a minimum of two (2) professional days during the school year to attend professional development and/or attendance at the approved athletic conferences. Additional professional leave days may be approved at the Superintendent's discretion. If approved, such use shall be restricted to leave use only plus actual cost of registration for the professional development or athletic conference. The Superintendent's decision regarding requests to use professional leave for coaches shall be final and shall not be subject to the grievance procedure.

H. Full-time intervention specialists will be granted up to two (2) professional leave days per school year for the purpose of writing IEPs. With approval of the Special Education Director, one (1) additional day of release time may be granted if the number of the IEPs so warrant.

ARTICLE 14

MILITARY LEAVE

Any regular staff member who is a member of the Ohio organized militia or other reserve components of the armed forces of the United States, including the Ohio national guard, shall be granted a paid military leave of absence for the time they are performing service in the uniformed services, for a period of up to twenty-two (22) eight (8) hour work days for each federal fiscal year for which they are performing such service. The term "federal fiscal year" means the year beginning October 1 and ending September 30.

In addition to the paid leave provided in the paragraph above, any regular staff member who is called or ordered to the uniformed services for longer than a month, for each federal fiscal, because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the Governor, is entitled during the period designated in the order or act, to a paid leave of absence, to be paid on a monthly basis during the period designated in the order or act, in the lesser of the following two (2) amounts:

1) the difference between the regular staff member's gross monthly salary and the sum of the regular staff member's gross uniformed pay and allowances received that month; or
2) five hundred dollars.

In order to be eligible for military leave as set forth in this Article, the regular staff member must provide the Superintendent with appropriate documentation, including order, act, or statement, in accordance with ORC Section 5923.05.

Upon return from such service with any type of discharge other than a dishonorable discharge, the bargaining unit employee must be reemployed under the same type of contract which he/she last held in the district, provided the bargaining unit employee applies to the Board of Education for reemployment within ninety (90) days after his/her discharge. If the application is not made at least thirty (30) days before the beginning of the next semester, the bargaining unit employee may not be employed until the following semester, unless the Board waives the thirty (30) day requirement.

ARTICLE 15

JURY DUTY AND COURT SERVICES

I. When a bargaining unit employee is called for jury service, or is subpoenaed to serve as a witness in a court action, except if that court action is an action adverse to the Board, he/she shall give his/her immediate supervisor proper notice and the Board will reimburse the bargaining unit employee his/her regular pay. It is the responsibility of the bargaining unit employee to collect payment for his/her court services and such payment shall not be collected by the District.

II. When a bargaining unit employee is involved in a court action arising from his/her employment that is not adverse to the Board, he/she shall be given the necessary time for court appearances with pay.

ARTICLE 16

CONTRACT YEAR

I. Contract Year

The teaching contract year shall consist of one hundred eighty-two (182) days as follows:

A. One hundred seventy-seven (177) days of instruction.

B. Five (5) days will be used for the following:

1. Two (2) days for parent-bargaining unit employee conferences/events per Article 21, Parent-Bargaining unit employee Conferences and Observations.

2. Two (2) bargaining unit employee workdays prior to the first student day. The Superintendent will prepare a schedule for the two (2) bargaining unit employee workdays prior to the first student day. The Superintendent will review the schedule with the CSLEA President no later than August 1 preceding the start of school. The Superintendent will provide both bargaining unit employee-directed and building/district directed-time within the schedule of the two (2) bargaining unit employee workdays. One (1) of the bargaining unit employee workdays will be followed by open house. One (1) of the bargaining unit employee workdays shall be 8 am to 1 pm. To the extent the Superintendent and the CSLEA President determine that the schedule for the two (2) bargaining unit employee workdays prior to the first student day presents a deviation from negotiated terms and conditions set forth in this Agreement, the Superintendent and the CSLEA President will propose a Memorandum of Understanding for the parties to ratify prior to implementation.

3. One (1) bargaining unit employee workday at the end of the school year.

C. The Association will present the Superintendent with a proposed calendar at least two (2) weeks in advance of the public hearing regarding the calendar by the Board. Calendar input will include proposals regarding the scheduling of parent-bargaining unit employee conference nights and professional record keeping early release dates.

D. For purposes of this section, a calamity day shall be defined as an instructional day when the closing of school is deemed necessary as a result of disease, epidemic, physical conditions of school building(s) that require closure, or hazardous weather conditions. For purposes of this section, bargaining unit employees will not be required to report for work on the first five (5) days on which the District is closed due to calamity. Bargaining unit employees will receive their regular rate of pay for the first five (5) calamity days per year. After the first five (5) calamity days on which the District is closed, all bargaining unit employees will be required to make up all additional calamity days in accordance with the District's adopted calendar for the school year, which may include additional instructional days pursuant to the District's adopted academic calendar .

E. For non-weather-related calamity days, all bargaining unit employees may be required to report for work on all such calamity days, as directed by the Superintendent.

ARTICLE 17

SEQUENCE OF CONTRACT

I. Limited Contracts

The state law is to be followed in regard to temporary certificates.

Contract Acceptance

A member of the bargaining unit offered a contract of employment is encouraged to return such written contract to the Treasurer of the Board at such time as shall be indicated on said contract, but not later than July 10.

Filing of Certificates

All valid Ohio teaching certification should be filed with the treasurer upon initial employment. All additional certification/licensure received during subsequent employment, including validation on certificates/licenses to teach additional subject areas, should be submitted to the treasurer within ten (10) days of their receipt.

Certificates/Licenses

All holders of certificates/licenses will be granted contracts under the following procedures based on the recommendation of the administration:

a. New or beginning bargaining unit employees in the district shall be granted a contract of one year's duration. (All reemployed bargaining unit employees shall be offered no more than one additional one (1) year contract.)

b. Following the completion of two one (1) year contracts, all reemployed bargaining unit employees will be offered a two (2) year contract.

c. Following the completion of one two (2) year contract, all reemployed bargaining unit employees will be offered a three (3) year contract.

d. Following the completion of one three (3) year contract, all reemployed bargaining unit employees will be offered a four (4) year contract.

e. Following the completion of one four (4) year contract, all reemployed bargaining unit employees will be offered a five (5) year contract. Thereafter, each reemployed bargaining unit employee will be offered a five (5) year contract.

f. At the conclusion of any limited contract the bargaining unit employee may be reemployed on a probationary status for a period of one (1) or two (2) years.

g. A bargaining unit employee may request a lesser contract one time during the term of this contract.

II. Continuing Contracts

Bargaining unit employees who are eligible for a continuing contract will be considered for such during the final year of their limited contract, provided they notify the Superintendent in writing on or

before October 1 of the school year in which they would like to be considered for such. Bargaining unit employee eligibility for a continuing contract will be determined using ORC 3319.08.

ARTICLE 18

BARGAINING UNIT EMPLOYEE WORKDAY/INSERVICE MEETINGS

I. Bargaining unit employee Workday

A. Bargaining unit employee workdays (both teaching day and/or professional inservice and workdays) will be of uniform length and bargaining unit employees are to be present in assigned buildings for the required length of time.

B. The starting and dismissal times for students may vary from building to building provided, however, the length of the bargaining unit employee workday shall not exceed seven hours and twenty minutes daily.

II. Inservice and Other Meetings

A. Bargaining unit employees and administrators will have a dual role in planning one (1) inservice program each school year.

B. Bargaining unit employees will reserve after school time (1 hour) on the first Monday of each month that school is in session for faculty meetings with building principals. Bargaining unit employees will be notified by the close of business on the preceding bargaining unit employee workday whether a Monday meeting will be held.

C. At least three (3) in-service days shall be scheduled each school year for the purpose of faculty meetings with building principals, professional development, District collaboration meetings, and/or other programming as scheduled by District or Building administration.

D. One (1) early release shall be scheduled at the end of each semester for purposes of grading and professional record keeping.

E. The administration shall determine the total number and schedule of the in-service and early release days in sections C. and D. above.

Meetings under section B. that conflict with school closings shall be held the next Monday when school is in session.

In-service days under section C. may be cancelled in the event that instructional days need to be made up due to the use of calamity days.

Early releases under section D.may not be available in the event that school is delayed due to calamity.

III. Internal Substitution Outside of Planning Time

A. Emergency Class Consolidation

Bargaining unit employees who are asked by the building administration to take on additional students during the work day due to emergency class consolidation outside of the bargaining unit employees' planning time will receive the following amounts:

Less than two (2) hours = fifteen dollars ($15)

More than two (2) hours = thirty dollars ($30)

B. Emergency Reassignment

Bargaining unit employees who are asked by the building administration to be reassigned during the work day due to emergency coverage needs outside of the bargaining unit employees' planning time will receive the following amounts:

Thirty dollars ($30) for up to one (1) hour
Fifty dollars ($50) for between sixty-one (61) minutes and a half-day
One hundred dollars ($100) for greater than a half-day

ARTICLE 19

DAILY PLANNING PERIOD

I. Daily Planning Period

A. All full-time bargaining unit employees will have, whenever possible, a daily planning time of at least forty (40) consecutive minutes. At least three (3) daily planning times per week shall be used for individual planning and shall be uninterrupted except when agreed upon by the building principal and the bargaining unit employee. Bargaining unit employees teaching half-time or more shall receive planning/conference time proportionate to the length of their workday. All remaining planning times per week (i.e. up to two (2)) may be used for conferencing and other instructional needs including but not limited to IEP, IAT, or other student-related meetings that occur during planning time. Bargaining unit employees are to remain on district property during daily planning time unless approved in advance by the building principal.

Both parties acknowledge that on days when the start of school is delayed, on days when school is released early, or on days where an alternate building schedule is used (field day, assembly days, exam schedules, etc.) the full planning time contemplated herein may not be available. Therefore, a reduced planning period will be made available, and the missed time will not be made up at any other time.

The Building Leadership team will consult annually with the building Principal on the development of the building schedule for the upcoming school year.

B. Emergency Substitute Teaching

Upon the approval of the building principal and mutual consent of the bargaining unit employee, bargaining unit employees who cover a class for an absent bargaining unit employee (when a substitute bargaining unit employee is unavailable) shall be reimbursed thirty dollars ($30) per instruction period which is at least forty (40) minutes in length.

ARTICLE 20

BARGAINING UNIT EMPLOYEE DUTIES

I. Bargaining unit employee Duties

A. Classroom bargaining unit employees are not to leave the classroom unattended when one or more students are present in the classroom.

B. All attendance recording will be kept by personnel in the respective school offices. Bargaining unit employees are to report student absences as directed, at the time of day requested.

ARTICLE 21

BARGAINING UNIT EMPLOYEE DUTY FREE LUNCH

I. Bargaining unit employee Duty Free Lunch

Each annually contracted bargaining unit employee shall have duty free lunch of a minimum of thirty (30) consecutive minutes in each workday except when agreed upon by the building principal and bargaining unit employee.

The Building Leadership team will consult annually with the building Principal on the development of the building schedule for the upcoming school year.

ARTICLE 22

PARENT-BARGAINING UNIT EMPLOYEE CONFERENCES AND OBSERVATIONS

A. PARENT-BARGAINING UNIT EMPLOYEE CONFERENCES:

a. District Administration will establish one (1) two-week parent-bargaining unit employee conference window during the first semester of the contract year and one (1) two-week parent-bargaining unit employee conference window during the second semester of the contract year for each of the grade bands identified below (section f.), to conduct parent-bargaining unit employee conferences.

b. Bargaining unit employees will complete the six (6) hours of contractual parent-bargaining unit employee conference time during the parent-bargaining unit employee conference windows established by District Administration, which may include an alternate activity as outlined in section f., below.

c. Bargaining unit employees may conduct parent-bargaining unit employee conferences in-person, virtually, and/or via telephone. Parent-bargaining unit employee conferences may not be scheduled during the contractual workday except that bargaining unit employees may elect to schedule parent-bargaining unit employee conferences during their planning period or lunch period.

d. Bargaining unit employees shall submit a log of parent-bargaining unit employee conferences to the designated Building Administrator no later than the first workday following each two-week parent-bargaining unit employee conference window. The log should contain the following information regarding each individual conference:
   i. Name of student
   ii. Name of Parent(s)/Guardian(s) who attended the conference
   iii. Date of the conference
   iv. Time of conference (i.e. 4:30 PM-4:45 PM)
   v. Method of conference (i.e. in-person, virtual, telephone)

e. If a bargaining unit employee is unable to fulfill the parent-bargaining unit employee conference requirements outlined herein, then the bargaining unit employee agrees to make up the missed parent-bargaining unit employee conference time with the affected parent(s) at a mutually agreeable time outside the regular bargaining unit employee workday, but on campus, and within a two-week window established by the designated Building Administrator.

f. Grade Bands for Parent-Bargaining unit employee Conference Windows:

   i. Grades PK-6

      1. First Semester: Bargaining unit employees will conduct six (6) hours of parent-bargaining unit employee conferences within the two-week conference window. Bargaining unit employees will offer the opportunity for a parent-bargaining unit employee conference during the First Semester to the parents/guardians of all assigned students.

      2. Second Semester: Bargaining unit employees will conduct six (6) hours of parent-bargaining unit employee conferences within the two-week conference window. As an alternative, bargaining unit employees may complete three (3) hours of parent-bargaining unit employee conferences

and additional time may be completed through a three (3) hour activity as determined by the building administrator. Proof of completion of the three (3) hour activity will be submitted by the bargaining unit employee to the building administrator by May 1st for approval.

ii. Grades 7-8

1. First Semester: Bargaining unit employees will conduct six (6) hours of parent-bargaining unit employee conferences within the two-week conference window. Bargaining unit employees will offer the opportunity for a parent-bargaining unit employee conference during the First Semester to the parents/guardians of all assigned students.

2. Second Semester: Bargaining unit employees will conduct six (6) hours of parent-bargaining unit employee conferences within the two-week conference window. As an alternative, bargaining unit employees may complete three (3) hours of parent-bargaining unit employee conferences and additional time may be completed through a three (3) hour activity as determined by the building administrator. Proof of completion of the three (3) hour activity will be submitted by the bargaining unit employee to the building administrator by May 1st for approval.

iii. Grades 9-12

1. First Semester: Bargaining unit employees will conduct three (3) hours of parent-bargaining unit employee conferences within the two-week conference window. Bargaining unit employees will offer the opportunity for a parent-bargaining unit employee conference during the First Semester to the parents/guardians of all assigned students.

2. Second Semester: Bargaining unit employees will conduct three (3) hours of parent-bargaining unit employee conferences within the two-week conference window.

3. The additional time for each semester will be completed through attendance at two (2) additional three (3) hour activities from a list generated by the building administrator. Attendance at the full length of the High School graduation ceremony will count as two (2) activities. The activities must be completed by the final student day of the contract year. Proof of completion of the two (2) three (3) hour activities will be submitted by the bargaining unit employee to the building administrator by the final bargaining unit employee workday of the contract year for approval.

B. PARENT CONFERENCES AND OBSERVATIONS:

a. Parent conferences or classroom observations by parents will be scheduled in cooperation with the bargaining unit employee.

ARTICLE 23

PART-TIME EMPLOYMENT

I. Part-Time Employment

Each bargaining unit employee who works less than full time shall be granted a full year of seniority for salary purposes for the school year in which part-time is in effect. Salary, medical insurance and planning time for such members shall be prorated according to a full-time bargaining unit employee based on the length of the bargaining unit employee contract day.

ARTICLE 24

REDUCTION IN FORCE

If the Board determines it necessary to reduce the number of bargaining unit positions the following procedures shall apply:

A RIF may occur for the reasons set forth in R.C. 3319.17, as well as for curriculum changes and/or financial reasons.

PROCEDURE

1. The CSLEA President shall be notified of the extent of any staff reduction prior to RIF notice being issued, and shall be further notified as to which bargaining unit employee(s) shall be suspended. The Superintendent and the CSLEA Executive team will meet to review the accuracy of the seniority list. The CSLEA President shall confirm the accuracy within fifteen (15) work days of the date the meeting is held to review the list.

2. Reduction shall first be covered by attrition, however, the Board shall not be required to fill all vacancies.

3. If additional reductions are necessary they shall be accomplished as follows:

   a. The Superintendent shall identify the number of teaching positions and within which teaching fields reductions will be necessary.

   b. Bargaining unit employees shall be placed on lists for each teaching field for which they are presently licensed/certified to teach.

   c. Each teaching field list shall be populated first by bargaining unit employees who hold continuing contract status with the District; then by bargaining unit employees on limited contract status with the District.

   d. In determining order of placement on each teaching field list within contract status, order shall be determined based upon individual bargaining unit employee performance as evidenced by the results of the bargaining unit employee evaluation process in accordance with this Agreement. In the event two (2) or more bargaining unit employees have equal performance, order on the teaching field list will be determined by seniority. For the purposes of this Article, bargaining unit employees who are evaluated as "Skilled" and "Accomplished" are deemed to have equal performance.

   e. Seniority – For the purpose of this contract, seniority shall be defined as the number of years of service with the school district. Part-time bargaining unit employees' seniority shall be determined on a percentage basis. The percent of seniority shall be equal to the percent of the part-time employment. If two or more individuals have equal seniority as defined herein, then the following shall apply:

      (1) The date of the Board meeting at which the bargaining unit employee was hired, then by;

      (2) The date on which the employee submitted a completed job application;

      (3) By lottery, the employee's name who is drawn first will be deemed the most senior. This procedure shall be implemented in the presence of the Association President and/or designee.

f. When implementing reductions within each teaching field affected, bargaining unit employees who hold limited contracts who are lowest on the teaching field list for the teaching field affected shall be reduced first; followed by bargaining unit employees who hold continuing contract status with the District.

Recall shall be done in inverse order of reduction. Bargaining unit employees who hold continuing contracts shall be recalled first, then followed by bargaining unit employees who hold limited contracts. Recall shall be to a position for which the individual is properly certified/licensed and qualified. No new employees may be hired until laid off employee(s) have been offered the position and have rejected the offer, or are removed from the recall list as outlined below.

RIGHTS WHILE ON SUSPENSION

1. If recalled, the individual shall have the right to return to the same seniority level, contractual status and total sick leave accumulation.

2. The employee shall have the right to all insurance benefits for a period of twenty-four (24) months, providing the employee meets the eligibility requirements set forth by the carrier. The employee must pay the full cost of all such insurance benefits fifteen (15) days prior to the due date.

RECALL RIGHTS

1. Employees who are suspended shall be retained on the recall list for twenty-four (24) months.

2. An employee will be removed from the recall list if he/she:

   a. Waives his/her recall rights in writing,

   b. Resigns,

   c. Fails to accept recall to a position for which he/she is certified/licensed within five (5) days of notification, or

   d. Fails to report to work within ten (10) working days after receipt of the notice of recall, unless sick or injured.

The individual who has been affected by a staff reduction shall be responsible for keeping an updated address and telephone number on file in the superintendent's office.

All recall notices and acceptance notices shall be mailed by certified mail with knowledge of receipt provided to the superintendent, or by hand delivery.

ARTICLE 25

VACANCIES, ASSIGNMENTS, AND TRANSFERS

A. Notice of Vacancies

Notice of any vacancies and any newly created positions in certificated staff will be sent to all staff via District email when the position is officially open. All positions will remain open for a period of five (5) calendar days from the date the notice is sent to all staff, before the position is filled.

All notice of vacancies shall include the following:

(a) Position(s) available
(b) Requirements for the position
(c) Deadline for the application
(d) Date of notice provided to all staff

A vacancy is defined as an open position created by a separation of employment with the District including, but not limited to, resignation, retirement, nonrenewal, or termination.

B. Voluntary Transfers

1. Definition – A voluntary transfer involves a staff member initiating the request to be moved to a different position within the district due to the occurrence of a vacancy.

2. Seniority – For the purpose of this contract, seniority shall be defined as the number of years of service in the school district. Part-time bargaining unit employees' seniority shall be determined on a percentage basis. The percent of seniority shall be equal to the percent of the part-time employment. If two or more individual have equal seniority as defined herein, then the following shall apply:

   (a) The date of the Board meeting at which the bargaining unit employee was hired; then by:

   (b) The date on which the employee submitted a completed job application.

3. Criteria for filling of Vacancies with Voluntary Transfers

   Personnel with seniority shall be given first consideration for openings in their certified/licensed areas. First consideration is defined as personnel with seniority being granted an interview for openings in the certified licensure areas prior to the position being filled.

   Criteria for any vacancy shall be based on:

   (a) Degree
   (b) Certification
   (c) Seniority
   (d) Personal Interview
   (e) Experience in subject matter

An application submitted for an existing vacancy shall be considered as a request for voluntary transfer for only that position applied. When the decision is made, the superintendent or principal shall notify the professional member of the decision.

C. Involuntary Transfer

1. Definition – an involuntary transfer involves a staff member being moved to a different position, room or location at the request of the administration.

2. Criteria for Filling of Vacancies with Involuntary Transfers.

   Building principals, in consultation with the superintendent, will make all staff assignments. Staff members will be notified as soon as possible after a decision has been made to change assignments. Any such changes shall be made in consultation with the staff member. Teaching assignments will be made only in the area of the staff member's certification. Assignments outside of the area of certification will be made only in an extreme emergency and with the consent of the staff member.

   A. The Board will make reasonable efforts to finalize all involuntary transfers prior to August 1st.

D. Retire-Rehire Procedures

1. When a bargaining unit employee seeks to be rehired as a bargaining unit employee in the District immediately following their retirement from the District as a bargaining unit employee (applying any sit-out periods under STRS), the following process will be used.

   A. The bargaining unit employee shall notify the Superintendent in writing of intent to retire-rehire by no later than February 1 of the contract year in which they intend to retire-rehire.

   B. Upon receipt of the notice set forth in Section A, the Superintendent will post the bargaining unit employee's position internally as an "intended vacancy" pursuant to Article 24 Section A to determine if any current bargaining unit employee desires to submit a voluntary transfer request for the position. If a request or multiple requests are submitted for voluntary transfer for the position, then the Superintendent will notify the bargaining unit employee of same, prior to the expiration of the voluntary transfer period, and the bargaining unit employee will be given the opportunity to withdraw the notice of intent to retire-rehire before the provisions of Article 24 Section B are followed in regards to consideration of voluntary transfer. If the bargaining unit employee withdraws the notice of intent to retire-rehire prior to the expiration of the voluntary transfer period, then the bargaining unit employee will remain in their position and no voluntary transfer will be considered.

   C. If the "intended vacancy" is posted under Section B, and no voluntary transfer is approved for the bargaining unit employee's position, then the Superintendent will post the bargaining unit employee's position externally for a period of ten (10) calendar days to determine if there are any qualified candidates who apply for the position. The bargaining unit employee will be considered for retire-rehire to the position in conjunction with any qualified external candidates.

      1. If there are qualified external candidates who apply for the position, then the Building Administration will conduct interviews of those external candidates and the bargaining unit employee.

         i. If the bargaining unit employee seeking retire-rehire is selected as the candidate of choice, the Superintendent will proceed with the retire-rehire

requirements pursuant to Ohio Revised Code Section 3307.353, and the provisions of Article 50 will apply to the employment of the retiring bargaining unit employee as retire-rehire.

ii. If the bargaining unit employee seeking retire-rehire is not selected as the candidate of choice, then the bargaining unit employee will be notified accordingly and will have the ability to withdraw the written notice of intent to retire-rehire. If the bargaining unit employee does not withdraw the written notice of intent to rehire-retire within five (5) calendar days of the Superintendent's notice, then the Superintendent will proceed with filling the position with the external candidate.

2. If there are no qualified external candidates, then Superintendent will proceed with the retire-rehire requirements pursuant to Ohio Revised Code Section 3307.353 and the provisions of Article 50 will apply to the employment of the retiring bargaining unit employee as retire-rehire.

D. A bargaining unit employee may withdraw their written notice of intent to retire-rehire at any point prior to the Board taking official public action to reemploy the bargaining unit employee under the retire-rehire provisions of Ohio Revised Code Section 3307.353.

ARTICLE 26

BARGAINING UNIT EMPLOYEE PERSONNEL FILES

1. File Location

   A personnel file for each bargaining unit employee shall be maintained in the office of the Superintendent.

2. Access to File

   a. Appropriate school personnel authorized to have access to the personnel files are the treasurer, administrative and supervisory persons, responsible employees, State Department of Education and Local Board of Education, officials responsible for determining proper maintenance of such records, authorized law enforcement officials, individual with a court order to release such records, the employee, or a designee authorized by the individual.

   b. Personnel records shall be available for public review except for matters which are exempt by law as set forth in R.C. 149.43 (A) (1):

      - Confidential Law Enforcement Investigating Record
      - Medical Record
      - Trial Preparation Record
      - Any other records the release of which is prohibited by state or federal law

   c. The employee's social security number and non-published phone number as indicated in the staff directory will not be revealed to anyone, other than the employee, when a personnel record is being reviewed.

3. Individuals Wishing to Review Personnel Records Shall:

   a. Request access in writing at least 48 hours in advance,

   b. Review the records in the presence of the administrator designated to maintain such records or designee,

   c. Make no alterations or addition to the record nor remove any materials therefrom, and

The employee shall be provided a copy of the written request under section 3(a) above the day of the request, before the request to review the file is granted which shall be at least twenty-four (24) hours (at least one (1) work day) from the time of the request.

4. File Content

   A bargaining unit employee has the right to see and rebut in writing any information in his/her files.

5. Entry of Materials by Bargaining unit employee

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

6. Removal of Materials in Files

   Information in the personnel files may be removed upon mutual agreement of the professional staff member and the administrator making the entry or the superintendent.

7. Anonymous Letters

   Anonymous letters or materials shall not be placed in a bargaining unit employee's file, nor shall they be made a matter of record.

8. Copies of Materials

   A bargaining unit employee will be entitled to a copy of any material in his/her file upon request.

9. A bargaining unit employee will be sent a copy of any material in his/her file unless such material originates from the bargaining unit employee or bears the bargaining unit employee's signature.

ARTICLE 27

PAYROLL PROCEDURE

1. Individual salaries shall be paid on the fifth (5th) and twentieth (20th) day of each month resulting in twenty-four equal pays.

2. When a scheduled pay day falls on a Saturday, Sunday or scheduled holiday, salaries will be paid on the preceding workday.

3. A supplemental pay will be issued to each eligible bargaining unit employee at the end of the respective season following submission of supplemental pay form.

4. All employees shall be enrolled in direct deposit.

5. It is the responsibility of each bargaining unit employee to notify the Treasurer's Office in writing of any changes that impact payroll (i.e. name, address, withholdings, etc.) pursuant to procedures established by the Treasurer.

ARTICLE 28

SALARY REDUCTION PAYMENTS/S.T.R.S.

I. Salary Reduction Payment of S.T.R.S.

Each bargaining unit employee's salary shall be reduced in an amount equal to the bargaining unit employee's contribution to the State Bargaining unit employees Retirement System and paid to S.T.R.S. on behalf of the bargaining unit employee.

II. Board Contribution to S.T.R.S.

The Board will pay the employer share of required contributions to STRS for each employee.

ARTICLE 29

SALARY SCHEDULES

I. Salary Schedule

For the 2025-2026 contract year, the base salary in effect for the 2024-2025 contract year will be increased by two percent (2%). If operating levy passes in May 2025 or November 2025 and if certified, then an additional one percent (1%) will be added to the base salary for the 2025-2026 contract year, retroactive to the start of the 2025-2026 contract year.

For the 2026-2027 contract year, the base salary in effect for the 2025-2026 contract year will be increased by two percent (2%). If operating levy passes prior to November 2026 and is certified, then an additional one percent (1%) will be added to the base salary for the 2026-2027 contract year, retroactive to the start of the 2026-2027 contract year.

For the 2027-2028 contract year, the base salary in effect for the 2026-2027 contract year will not be increased, however there will be a 0.025 increase to the index on Steps 1-5 and Step 30 on the salary schedule. If operating levy passes prior to November 2027 and is certified, then an additional one and one-half percent (1.5%) will be added to the base salary for the 2026-2027 contract year, retroactive to the start of the 2027-2028 contract year.

Bargaining unit employees employed may receive credit for not more than ten (10) years experience, not more than five (5) of which may be military service.

II. Provisions for Implementation of Salary Schedule

Bargaining unit employees new to Clark-Shawnee Local School District must present satisfactory evidence proving experience and training levels.

All additional hours must be approved in advance by the Superintendent. Bargaining unit employees may advance on the schedule from one class to another twice a year.

In order to advance from one class to another at the beginning of a school year, a bargaining unit employee must present official transcripts and a completed salary advancement request to the Superintendent not later than the first business day in October that the necessary work for advancement has been satisfactorily completed.

In order to advance from one class to another at the beginning of the second semester, a bargaining unit employee must present official transcripts and a completed salary advancement request to the Superintendent that the necessary work for such advancement has been satisfactorily completed, not later than the first business day in February.

III. Hourly Rate

The hourly rate for bargaining unit employees performing duties outside the regular bargaining unit employee contract day not under supplemental salary schedule or extended time, shall be thirty-five dollars ($35).

IV. Supplemental Salary Schedule

Supplemental duties shall be defined as those duties which are in addition to the employee's regular duties. Employees performing supplemental duties shall be issued written individual, limited contract that include:

A. Duration of supplemental contract,

B. Title of supplemental position,

C. Amount of supplemental compensation or hourly rate of payment.

V. Supplemental Positions

All supplemental positions that are vacated and the Board decides to fill for the subsequent school year shall be compiled in a master list and shared between the Superintendent and CSLEA President prior to the posting process. Any questions regarding the master list will be reviewed in a supplemental review committee consisting of three (3) members appointed by the Superintendent and three (3) members appointed by the CSLEA.

All supplemental positions that will be posted per the master list shall be posted for a period of five (5) calendar days and such five (5) calendar day posting shall be open to qualified bargaining unit employees only. (These postings shall be made pursuant to Article 24 Section A) After the five (5) calendar day internal posting period, all remaining vacant supplemental positions shall be held open to all qualified internal and external applicants until filled.

All supplemental positions that are vacated shall be offered to qualified members of the unit prior to any offer outside of the unit. The Board may decide not to offer supplemental positions on an annual basis based upon qualifications of applicants, student enrollment and/or other financial considerations.

VI. Extra Duty Compensation

The extra duty compensation plan for the length of the contract will follow the existing index as shown.

VII. Extra Duty Index

The index for extra duty compensation plan is based upon the salary for Bachelor's Degree, Class I, Step 0.

Placement on the supplemental salary schedule: Credit for experience will be granted only for holding a position within the same sport, within Clark Shawnee Local School District. Service credit may not be transferred from another district. Employees will not lose credit for experience within a sport if there is a break in service in the sport.

VIII. Department Heads

To qualify for department head status, the high school department must consist of a minimum of three (3) staff members. Department head status will not affect those currently employed as such but will be reviewed as current staff members resign or retire.

IX. Extended Service Days

Extended service time will be reviewed and may be increased, reduced or eliminated as current staff members retire or resign.

X. National Board Bargaining unit employee Certification

A one-time stipend will be paid to any bargaining unit employee with National Board Bargaining unit employee Certification of $1,000 upon completion of the NBTC.

XI. Speech and Language Pathologist Certificate of Clinical Competency

A one-time stipend of $1,000 will be paid to any speech and language pathologist upon completion of proof of award of the Certificate of Clinical Competency.

XII. Daily Rate Defined

Annual contract salary divided by the Contract Year (as defined in Article 13).

CLARK-SHAWNEE LOCAL SCHOOLS
PROFESSIONAL COMPENSATION PLAN
2025-2026

Class II & III--note that the +10 and +20 hours CAN BE UNDERGRADUATE OR GRADUATE HOURS.

Class III note

BA with 150 or more semester hours at time of degree conferral.

OR

BA and the completion of 20 or more semester hours beyond the degree conferral.

CLARK-SHAWNEE LOCAL SCHOOLS
PROFESSIONAL COMPENSATION PLAN
2025-2026

$ 43,028 2025-2026 Experience	B.A. Degree CLASS I	B.A. + 10 Appv. Sem. Hours CLASS II	B.A. + 20 Or 150 Appv. Sem. Hours CLASS III	M.A. Degree CLASS IV	M.A. + 15 Appv. Grad. Sem. Hours CLASS V	M.A. + 30 Appv. Grad. Sem. Hours CLASS VI
0	$43,028 1	$44,319 1.03	$45,610 1.06	$47,331 1.1	$49,052 1.14	$50,773 1.18
1	$45,179 1.05	$46,470 1.08	$47,761 1.11	$49,568 1.152	$51,375 1.194	$53,269 1.238
2	$46,987 1.092	$48,411 1.1251	$49,770 1.1567	$51,806 1.204	$53,699 1.248	$55,764 1.296
3	$48,794 1.134	$50,351 1.1702	$51,780 1.2034	$54,043 1.256	$56,022 1.302	$58,260 1.354
4	$50,601 1.176	$52,292 1.2153	$53,789 1.2501	$56,281 1.308	$58,346 1.356	$60,756 1.412
5	$52,408 1.218	$54,232 1.2604	$55,799 1.2968	$58,518 1.36	$60,669 1.41	$63,251 1.47
6	$54,215 1.26	$56,173 1.3055	$57,808 1.3435	$60,756 1.412	$62,993 1.464	$65,747 1.528
7	$56,022 1.302	$58,114 1.3506	$59,818 1.3902	$62,993 1.464	$65,317 1.518	$68,242 1.586
8	$57,830 1.344	$60,054 1.3957	$61,827 1.4369	$65,230 1.516	$67,640 1.572	$70,738 1.644
9	$59,637 1.386	$61,995 1.4408	$63,836 1.4836	$67,468 1.568	$69,964 1.626	$73,234 1.702
10	$61,444 1.428	$63,935 1.4859	$66,091 1.536	$69,705 1.62	$72,287 1.68	$75,729 1.76
11	$63,251 1.47	$66,091 1.536	$68,242 1.586	$71,943 1.672	$74,611 1.734	$78,225 1.818
12	$65,058 1.512	$68,242 1.586	$70,394 1.636	$74,180 1.724	$76,934 1.788	$80,721 1.876
13	$66,866 1.554	$70,394 1.636	$72,545 1.686	$76,418 1.776	$79,258 1.842	$83,216 1.934
14				$78,655 1.828	$81,581 1.896	$85,712 1.992
17	$68,673 1.596	$72,545 1.686	$74,697 1.736	$80,893 1.88	$83,905 1.95	$88,207 2.05
22	$70,394 1.636	$74,266 1.726	$76,418 1.776	$82,614 1.92	$85,626 1.99	$89,929 2.09
26	$71,340 1.658	$75,557 1.756	$77,709 1.806	$83,991 1.952	$87,089 2.024	$91,564 2.128
30 LONGEVITY STEP	$74,008 1.72	$78,569 1.826	$80,721 1.876	$87,089 2.024	$90,273 2.098	$94,920 2.206

CLARK-SHAWNEE LOCAL SCHOOLS
PROFESSIONAL COMPENSATION PLAN
2026-2027

$ 43,889 2026-2027 Experience	B.A. Degree CLASS I	B.A. + 10 Appv. Sem. Hours CLASS II	B.A. + 20 Or 150 Appv. Sem. Hours CLASS III	M.A. Degree CLASS IV	M.A. + 15 Appv. Grad. Sem. Hours CLASS V	M.A. + 30 Appv. Grad. Sem. Hours CLASS VI
0	$43,889 1	$45,206 1.03	$46,522 1.06	$48,278 1.1	$50,033 1.14	$51,789 1.18
1	$46,083 1.05	$47,400 1.08	$48,717 1.11	$50,560 1.152	$52,403 1.194	$54,335 1.238
2	$47,927 1.092	$49,380 1.1251	$50,766 1.1567	$52,842 1.204	$54,773 1.248	$56,880 1.296
3	$49,770 1.134	$51,359 1.1702	$52,816 1.2034	$55,125 1.256	$57,143 1.302	$59,426 1.354
4	$51,613 1.176	$53,338 1.2153	$54,866 1.2501	$57,407 1.308	$59,513 1.356	$61,971 1.412
5	$53,457 1.218	$55,318 1.2604	$56,915 1.2968	$59,689 1.36	$61,883 1.41	$64,517 1.47
6	$55,300 1.26	$57,297 1.3055	$58,965 1.3435	$61,971 1.412	$64,253 1.464	$67,062 1.528
7	$57,143 1.302	$59,276 1.3506	$61,014 1.3902	$64,253 1.464	$66,624 1.518	$69,608 1.586
8	$58,987 1.344	$61,256 1.3957	$63,064 1.4369	$66,536 1.516	$68,994 1.572	$72,154 1.644
9	$60,830 1.386	$63,235 1.4408	$65,114 1.4836	$68,818 1.568	$71,364 1.626	$74,699 1.702
10	$62,673 1.428	$65,215 1.4859	$67,414 1.536	$71,100 1.62	$73,734 1.68	$77,245 1.76
11	$64,517 1.47	$67,414 1.536	$69,608 1.586	$73,382 1.672	$76,104 1.734	$79,790 1.818
12	$66,360 1.512	$69,608 1.586	$71,802 1.636	$75,665 1.724	$78,474 1.788	$82,336 1.876
13	$68,204 1.554	$71,802 1.636	$73,997 1.686	$77,947 1.776	$80,844 1.842	$84,881 1.934
14				$80,229 1.828	$83,214 1.896	$87,427 1.992
17	$70,047 1.596	$73,997 1.686	$76,191 1.736	$82,511 1.88	$85,584 1.95	$89,972 2.05
22	$71,802 1.636	$75,752 1.726	$77,947 1.776	$84,267 1.92	$87,339 1.99	$91,728 2.09
26	$72,768 1.658	$77,069 1.756	$79,264 1.806	$85,671 1.952	$88,831 2.024	$93,396 2.128
30 LONGEVITY STEP	$75,489 1.72	$80,141 1.826	$82,336 1.876	$88,831 2.024	$92,079 2.098	$96,819 2.206

CLARK-SHAWNEE LOCAL SCHOOLS
PROFESSIONAL COMPENSATION PLAN
2027-2028

$ 43,889 2027-2028 Experience	B.A. Degree CLASS I	B.A. + 10 Appv. Sem. Hours CLASS II	B.A. + 20 Or 150 Appv. Sem. Hours CLASS III	M.A. Degree CLASS IV	M.A. + 15 Appv. Grad. Sem. Hours CLASS V	M.A. + 30 Appv. Grad. Sem. Hours CLASS VI
0	$43,889 1	$45,206 1.03	$46,522 1.06	$48,278 1.1	$50,033 1.14	$51,789 1.18
1	$47,181 1.075	$48,497 1.105	$49,814 1.135	$51,657 1.177	$53,501 1.219	$55,432 1.263
2	$49,024 1.117	$50,477 1.1501	$51,864 1.1817	$53,940 1.229	$55,871 1.273	$57,977 1.321
3	$50,867 1.159	$52,456 1.1952	$53,913 1.2284	$56,222 1.281	$58,241 1.327	$60,523 1.379
4	$52,711 1.201	$54,436 1.2403	$55,963 1.2751	$58,504 1.333	$60,611 1.381	$63,068 1.437
5	$54,554 1.243	$56,415 1.2854	$58,012 1.3218	$60,786 1.385	$62,981 1.435	$65,614 1.495
6	$55,300 1.26	$57,297 1.3055	$58,965 1.3435	$61,971 1.412	$64,253 1.464	$67,062 1.528
7	$57,143 1.302	$59,276 1.3506	$61,014 1.3902	$64,253 1.464	$66,624 1.518	$69,608 1.586
8	$58,987 1.344	$61,256 1.3957	$63,064 1.4369	$66,536 1.516	$68,994 1.572	$72,154 1.644
9	$60,830 1.386	$63,235 1.4408	$65,114 1.4836	$68,818 1.568	$71,364 1.626	$74,699 1.702
10	$62,673 1.428	$65,215 1.4859	$67,414 1.536	$71,100 1.62	$73,734 1.68	$77,245 1.76
11	$64,517 1.47	$67,414 1.536	$69,608 1.586	$73,382 1.672	$76,104 1.734	$79,790 1.818
12	$66,360 1.512	$69,608 1.586	$71,802 1.636	$75,665 1.724	$78,474 1.788	$82,336 1.876
13	$68,204 1.554	$71,802 1.636	$73,997 1.686	$77,947 1.776	$80,844 1.842	$84,881 1.934
14				$80,229 1.828	$83,214 1.896	$87,427 1.992
17	$70,047 1.596	$73,997 1.686	$76,191 1.736	$82,511 1.88	$85,584 1.95	$89,972 2.05
22	$71,802 1.636	$75,752 1.726	$77,947 1.776	$84,267 1.92	$87,339 1.99	$91,728 2.09
26	$72,768 1.658	$77,069 1.756	$79,264 1.806	$85,671 1.952	$88,831 2.024	$93,396 2.128
30 LONGEVITY STEP	$76,586 1.745	$81,239 1.851	$83,433 1.901	$89,929 2.049	$93,176 2.123	$97,916 2.231

ARTICLE 30

SALARY SCHEDULES

EXTRA DUTY COMPENSATION PLAN

Extra Duty Compensation indices for the duration of this contract shall be based on Class I, Step 0 for the respective contract years.

Compensation for extra duty contract positions will only be paid if and when all job responsibilities for the extra duty position as described in the job description for the position have been performed. A copy of the job description for each position shall be given to each person holding an extra duty contract position prior to the contract being signed by the employee and presented to the Board for action. Each person holding an extra-duty contract position shall initial each page of the job description and return it to the Treasurer's Office within one (1) week of receipt of the same.

2025-2026 EXTRA DUTY COMPENSATION PLAN

Clark-Shawnee Local School District

When extra duty contracts are issued by the board of education the following index will be paid which is is based on Class I, Step 0: 2025-2026 $ 43,028

	index with 0-3 yrs	salary	index with 4-7 yrs	salary	index with 8+ yrs	salary
Baseball, Varsity Head	.100	$ 4,303	.108	$ 4,647	.116	$ 4,991
Baseball, Varsity Asst (2)	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Basketball, Varsity Head	.158	$ 6,798	.166	$ 7,143	.174	$ 7,487
Basketball, HS Asst (2)	.090	$ 3,873	.094	$ 4,045	.098	$ 4,217
Basketball, MS (2)	.075	$ 3,227	.078	$ 3,356	.081	$ 3,485
Bowling Boys	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Bowling, Girls	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Cheerleading, HS Football	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Cheerleading, HS Basketball	.080	$ 3,442	.084	$ 3,614	.088	$ 3,786
Cheerleading, Competition	.035	$ 1,506	.039	$ 1,678	.043	$ 1,850
Cheerleading, MS Football	.030	$ 1,291	.034	$ 1,463	.038	$ 1,635
Cheerleading, MS BB	.030	$ 1,291	.034	$ 1,463	.038	$ 1,635
Class Advisor, Junior	.022	$ 947	.024	$ 1,033	.026	$ 1,119
Cross Country, HS	.080	$ 3,442	.084	$ 3,614	.088	$ 3,786
Cross Country, HS Asst	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Cross Country, MS	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Department Head	.037	$ 1,592	.041	$ 1,764	.045	$ 1,936
Drama, Spring Musical Advisor	.054	$ 2,324	.058	$ 2,496	.062	$ 2,668
Drama, Spring Musical Asst	.023	$ 990	.025	$ 1,076	.027	$ 1,162
Drama, Spring Musical/Music	.017	$ 731	.019	$ 818	.021	$ 904
Drama, Fall Advisor	.054	$ 2,324	.058	$ 2,496	.062	$ 2,668
Drama, Fall Advisor Assistant	.023	$ 990	.025	$ 1,076	.027	$ 1,162
Power of the Pen [Limit 2]	.022	$ 947	.026	$ 1,119	.030	$ 1,291
Flag Corp Advisor	.037	$ 1,592	.041	$ 1,764	.045	$ 1,936
Football, Varsity Head	.158	$ 6,798	.166	$ 7,143	.174	$ 7,487
Football, Varsity Asst	.106	$ 4,561	.110	$ 4,733	.114	$ 4,905
Football, MS Head	.075	$ 3,227	.078	$ 3,356	.081	$ 3,485
Football, MS Asst	.060	$ 2,582	.063	$ 2,711	.066	$ 2,840
Freshman Facilitator	.014	$ 602	.016	$ 688	.018	$ 775
Golf, Varsity Boys	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Golf, Varsity Girls	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Lead Teacher (1 per bldg)	.032	$ 1,377	.036	$ 1,549	.040	$ 1,721
Mentor	.016	$ 688	.018	$ 775	.020	$ 861
Music, HS Vocal Head	.120	$ 5,163	.128	$ 5,508	.134	$ 5,766
Music, HS Instrumental Head	.158	$ 6,798	.166	$ 7,143	.174	$ 7,487
Music, HS Instrumental Asst ##	.135	$ 5,809	.139	$ 5,981	.143	$ 6,153
Music, MS Musical Head [Limit 2]	.026	$ 1,205	.032	$ 1,377	.036	$ 1,549
National Honor Society	.014	$ 602	.016	$ 688	.018	$ 775
Powerlifting, HS	.072	$ 3,098	.076	$ 3,270	.080	$ 3,442
Powerlifting, HS Asst	.048	$ 2,065	.052	$ 2,237	.056	$ 2,410
Site Manager Fall	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Site Manager Winter	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Soccer, HS Head	.100	$ 4,303	.108	$ 4,647	.116	$ 4,991
Soccer, HS Asst	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Softball, HS Head	.100	$ 4,303	.108	$ 4,647	.116	$ 4,991
Softball, HS Asst (2)	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Swimming, Varsity Head	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Swimming, HS Asst	.045	$ 1,936	.049	$ 2,108	.053	$ 2,280
Student Council, HS	.028	$ 1,205	.032	$ 1,377	.036	$ 1,549
Tennis, Varsity	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Track, HS Varsity Head	.100	$ 4,303	.108	$ 4,647	.116	$ 4,991
Track, HS Asst (4)*	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Track, MS Head	.060	$ 2,582	.063	$ 2,711	.066	$ 2,840
Track, MS Asst (2)*	.045	$ 1,936	.048	$ 2,065	.051	$ 2,194
Volleyball, Varsity Head	.100	$ 4,303	.108	$ 4,647	.116	$ 4,991
Volleyball, HS Asst (2)	.070	$ 3,012	.074	$ 3,184	.078	$ 3,356
Volleyball, MS (2)	.060	$ 2,582	.064	$ 2,754	.068	$ 2,926
Weightroom Monitor [1 Per Season]	.022	$ 947	.026	$ 1,119	.030	$ 1,291
Wrestling, Varsity Head	.132	$ 5,660	.140	$ 6,024	.148	$ 6,368
Wrestling, HS Asst**	.080	$ 3,442	.084	$ 3,614	.088	$ 3,786
Wrestling, MS Head	.060	$ 2,582	.063	$ 2,711	.066	$ 2,840
Wrestling, MS Asst	.045	$ 1,936	.048	$ 2,065	.051	$ 2,194
Yearbook, HS	.065	$ 2,797	.069	$ 2,969	.073	$ 3,141

##This position will not be tied to a posted teaching position. The ES instrumental teacher will have first right of refusal for this supplental.

2026-2027 EXTRA DUTY COMPENSATION PLAN

Clark-Shawnee Local School District

When extra duty contracts are issued by the board of education the following index will be paid which is is based on Class I, Step 0: 2026-2027 $ 43,889

	index with 0-3 yrs	salary	index with 4-7 yrs	salary	index with 8+ yrs	salary
Baseball, Varsity Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Baseball, Varsity Asst (2)	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Basketball, Varsity Head	.158	$ 6,934	.166	$ 7,286	.174	$ 7,637
Basketball, HS Asst (2)	.090	$ 3,950	.094	$ 4,126	.098	$ 4,301
Basketball, MS (2)	.075	$ 3,292	.078	$ 3,423	.081	$ 3,555
Bowling Boys	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Bowling, Girls	.070	$ 3,072	.074	$ 3,247	.078	$ 3,422
Cheerleading, HS Football	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Cheerleading, HS Basketball	.080	$ 3,511	.084	$ 3,687	.088	$ 3,862
Cheerleading, Competition	.035	$ 1,536	.039	$ 1,712	.043	$ 1,887
Cheerleading, MS Football	.030	$ 1,317	.034	$ 1,492	.038	$ 1,668
Cheerleading, MS BB	.030	$ 1,317	.034	$ 1,492	.038	$ 1,668
Class Advisor, Junior	.022	$ 966	.024	$ 1,053	.026	$ 1,141
Cross Country, HS	.080	$ 3,511	.084	$ 3,687	.088	$ 3,862
Cross Country, HS Asst	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Cross Country, MS	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Department Head	.037	$ 1,624	.041	$ 1,799	.045	$ 1,975
Drama, Spring Musical Advisor	.054	$ 2,370	.058	$ 2,546	.062	$ 2,721
Drama, Spring Musical Asst	.023	$ 1,009	.025	$ 1,097	.027	$ 1,186
Drama, Spring Musical/Music	.017	$ 746	.019	$ 834	.021	$ 922
Drama, Fall Advisor	.054	$ 2,370	.058	$ 2,546	.062	$ 2,721
Drama, Fall Advisor Assistant	.023	$ 1,009	.025	$ 1,097	.027	$ 1,186
Power of the Pen [Limit 2]	.022	$ 966	.026	$ 1,141	.030	$ 1,317
Flag Corp Advisor	.037	$ 1,624	.041	$ 1,799	.045	$ 1,975
Football, Varsity Head	.158	$ 6,934	.166	$ 7,286	.174	$ 7,637
Football, Varsity Asst	.106	$ 4,652	.110	$ 4,828	.114	$ 5,003
Football, MS Head	.075	$ 3,292	.078	$ 3,423	.081	$ 3,555
Football, MS Asst	.060	$ 2,633	.063	$ 2,765	.066	$ 2,897
Freshman Facilitator	.014	$ 614	.016	$ 702	.018	$ 790
Golf, Varsity Boys	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Golf, Varsity Girls	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Lead Teacher (1 per bldg)	.032	$ 1,404	.036	$ 1,580	.040	$ 1,756
Mentor	.016	$ 702	.018	$ 790	.020	$ 878
Music, HS Vocal Head	.120	$ 5,267	.128	$ 5,618	.134	$ 5,881
Music, HS Instrumental Head	.158	$ 6,934	.166	$ 7,286	.174	$ 7,637
Music, HS Instrumental Asst ##	.135	$ 5,925	.139	$ 6,101	.143	$ 6,276
Music, MS Musical Head [Limit 2]	.028	$ 1,229	.032	$ 1,404	.036	$ 1,580
National Honor Society	.014	$ 614	.016	$ 702	.018	$ 790
Powerlifting, HS	.072	$ 3,160	.076	$ 3,336	.080	$ 3,511
Powerlifting, HS Asst	.048	$ 2,107	.052	$ 2,282	.056	$ 2,458
Site Manager Fall	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Site Manager Winter	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Soccer, HS Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Soccer, HS Asst	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Softball, HS Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Softball, HS Asst (2)	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Swimming, Varsity Head	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Swimming, HS Asst	.045	$ 1,975	.049	$ 2,151	.053	$ 2,326
Student Council, HS	.028	$ 1,229	.032	$ 1,404	.036	$ 1,580
Tennis, Varsity	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Track, HS Varsity Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Track, HS Asst (4)*	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Track, MS Head	.060	$ 2,633	.063	$ 2,765	.066	$ 2,897
Track, MS Asst (2)*	.045	$ 1,975	.048	$ 2,107	.051	$ 2,238
Volleyball, Varsity Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Volleyball, HS Asst (2)	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Volleyball, MS (2)	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Weightroom Monitor [1 Per Season]	.022	$ 966	.026	$ 1,141	.030	$ 1,317
Wrestling, Varsity Head	.132	$ 5,793	.140	$ 6,144	.148	$ 6,496
Wrestling, HS Asst**	.080	$ 3,511	.084	$ 3,687	.088	$ 3,862
Wrestling, MS Head	.060	$ 2,633	.063	$ 2,765	.066	$ 2,897
Wrestling, MS Asst	.045	$ 1,975	.048	$ 2,107	.051	$ 2,238
Yearbook, HS	.065	$ 2,853	.069	$ 3,028	.073	$ 3,204

##This position will not be tied to a posted teaching position. The ES instrumental teacher will have first right of refusal for this supplental.

2027-2028 EXTRA DUTY COMPENSATION PLAN

Clark-Shawnee Local School District

When extra duty contracts are issued by the board of education the following index will be paid which is is based on Class I, Step 0: 2027-2028 $ 43,889

	index with 0-3 yrs	salary	index with 4-7 yrs	salary	index with 8+ yrs	salary
Baseball, Varsity Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Baseball, Varsity Asst (2)	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Basketball, Varsity Head	.158	$ 6,934	.166	$ 7,286	.174	$ 7,637
Basketball, HS Asst (2)	.090	$ 3,950	.094	$ 4,126	.098	$ 4,301
Basketball, MS (2)	.075	$ 3,292	.078	$ 3,423	.081	$ 3,555
Bowling Boys	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Bowling, Girls	.070	$ 3,072	.074	$ 3,247	.078	$ 3,422
Cheerleading, HS Football	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Cheerleading, HS Basketball	.080	$ 3,511	.084	$ 3,687	.088	$ 3,862
Cheerleading, Competition	.035	$ 1,536	.039	$ 1,712	.043	$ 1,887
Cheerleading, MS Football	.030	$ 1,317	.034	$ 1,492	.038	$ 1,668
Cheerleading, MS BB	.030	$ 1,317	.034	$ 1,492	.038	$ 1,668
Class Advisor, Junior	.022	$ 966	.024	$ 1,053	.026	$ 1,141
Cross Country, HS	.080	$ 3,511	.084	$ 3,687	.088	$ 3,862
Cross Country, HS Asst	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Cross Country, MS	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Department Head	.037	$ 1,624	.041	$ 1,799	.045	$ 1,975
Drama, Spring Musical Advisor	.054	$ 2,370	.058	$ 2,546	.062	$ 2,721
Drama, Spring Musical Asst	.023	$ 1,009	.025	$ 1,097	.027	$ 1,185
Drama, Spring Musical/Music	.017	$ 746	.019	$ 834	.021	$ 922
Drama, Fall Advisor	.054	$ 2,370	.058	$ 2,546	.062	$ 2,721
Drama, Fall Advisor Assistant	.023	$ 1,009	.025	$ 1,097	.027	$ 1,185
Power of the Pen [Limit 2]	.022	$ 966	.026	$ 1,141	.030	$ 1,317
Flag Corp Advisor	.037	$ 1,624	.041	$ 1,799	.045	$ 1,975
Football, Varsity Head	.158	$ 6,934	.166	$ 7,286	.174	$ 7,637
Football, Varsity Asst	.106	$ 4,652	.110	$ 4,828	.114	$ 5,003
Football, MS Head	.075	$ 3,292	.078	$ 3,423	.081	$ 3,555
Football, MS Asst	.060	$ 2,633	.063	$ 2,765	.066	$ 2,897
Freshman Facilitator	.014	$ 614	.016	$ 702	.018	$ 790
Golf, Varsity Boys	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Golf, Varsity Girls	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Lead Teacher (1 per bldg)	.032	$ 1,404	.036	$ 1,580	.040	$ 1,756
Mentor	.016	$ 702	.018	$ 790	.020	$ 878
Music, HS Vocal Head	.120	$ 5,267	.128	$ 5,618	.134	$ 5,881
Music, HS Instrumental Head	.158	$ 6,934	.166	$ 7,286	.174	$ 7,637
Music, HS Instrumental Asst ##	.135	$ 5,925	.139	$ 6,101	.143	$ 6,276
Music, MS Musical Head [Limit 2]	.028	$ 1,229	.032	$ 1,404	.036	$ 1,580
National Honor Society	.014	$ 614	.016	$ 702	.018	$ 790
Powerlifting, HS	.072	$ 3,160	.076	$ 3,336	.080	$ 3,511
Powerlifting, HS Asst	.048	$ 2,107	.052	$ 2,282	.056	$ 2,458
Site Manager Fall	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Site Manager Winter	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Soccer, HS Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Soccer, HS Asst	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Softball, HS Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Softball, HS Asst (2)	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Swimming, Varsity Head	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Swimming, HS Asst	.045	$ 1,975	.049	$ 2,151	.053	$ 2,326
Student Council, HS	.028	$ 1,229	.032	$ 1,404	.036	$ 1,580
Tennis, Varsity	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Track, HS Varsity Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Track, HS Asst (4)*	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Track, MS Head	.060	$ 2,633	.063	$ 2,765	.066	$ 2,897
Track, MS Asst (2)*	.045	$ 1,975	.048	$ 2,107	.051	$ 2,238
Volleyball, Varsity Head	.100	$ 4,389	.108	$ 4,740	.116	$ 5,091
Volleyball, HS Asst (2)	.070	$ 3,072	.074	$ 3,248	.078	$ 3,423
Volleyball, MS (2)	.060	$ 2,633	.064	$ 2,809	.068	$ 2,984
Weightroom Monitor [1 Per Season]	.022	$ 966	.026	$ 1,141	.030	$ 1,317
Wrestling, Varsity Head	.132	$ 5,793	.140	$ 6,144	.148	$ 6,496
Wrestling, HS Asst**	.080	$ 3,511	.084	$ 3,687	.088	$ 3,862
Wrestling, MS Head	.060	$ 2,633	.063	$ 2,765	.066	$ 2,897
Wrestling, MS Asst	.045	$ 1,975	.048	$ 2,107	.051	$ 2,238
Yearbook, HS	.065	$ 2,853	.069	$ 3,028	.073	$ 3,204

##This position will not be tied to a posted teaching position. The ES instrumental teacher will have first right of refusal for this supplental.

A team is defined as consisting of more than one (1) participant to compete in OHSAA sanctioned events. For sports that cannot field a team after the first scheduled contest, the coach will be relieved of duties and compensated on a pro-rated basis based upon the percentage of the full season actually performed. If after the first contest, the team or individual sport would not have enough participants to compete, a review of the assistant or junior varsity coaching position in question would be reviewed by the Athletic Director, principal and head coach who will make a recommendation to the superintendent as to whether the supplemental contract shall be suspended.

Appointment to a head position from an assistantship or from a middle school position to a high school position will not constitute a position change and will be counted as continuous service.

Any bargaining unit employee who receives more than .040 of the BA Step 0 base wage for their extra duty compensation may elect to receive their extra duty compensation payment in two equal installments: once at the midpoint of their season; and once at the end of their season. In order to do this, a bargaining unit employee must complete and submit the Mid-Season Request for Supplemental Pay Form (available in the Treasurer's Office). A bargaining unit employee electing this option may only submit the request form, if as of the mid-point of his/her season, he/she has completed all of his/her supplemental duties that need to be completed as of the mid-point of his/her season.

Extended Days Compensation

All extended days, which are an extension of regular classroom duties, will be paid to employees at their per diem rate.

Stipends:

Before School Supervisor
The Before School Supervisor supplemental contract position(s) will be compensated at a rate of pay of five hundred dollars ($500). The Superintendent will have sole discretion as to the number of Before School Supervisor supplemental positions to be posted each contract year. The Before School Supervisor supplemental contracts are not subject to experience indexes.

Middle School Student Council Supervisor
The Middle School Student Council Supervisor (1) supplemental contract position will be compensated at a rate of pay of five hundred dollars ($500). The Before Middle School Student Council Supervisor supplemental contract is not subject to experience indexes.

Drama Choreographer
The Drama Choreographer (1) supplemental contract position will be compensated at a rate of pay of five hundred dollars ($500). The Drama Choreographer supplemental contract is not subject to experience indexes.

Music, Elementary School Concerts and Rehearsals
The Music, Elementary (Vocal, Band, & String) School Concerts and Rehearsals (limited to 3) supplemental contract position(s) will be compensated at a rate of pay of five hundred dollars ($500). The Music, Elementary School Concerts and Rehearsals supplemental contracts are not subject to experience indexes.

Instructional Technology Leader
The Instructional Technology Leader (2) supplemental contract position(s) will be compensated at a rate of pay of five hundred dollars ($500). The Instructional Technology Leader supplemental contracts are not subject to experience indexes.

Quiz Bowl Advisor

The Quiz Bowl Advisor (1) supplemental contract position will be compensated at a rate of pay of five hundred dollars ($500). The Quiz Bowl supplemental contract is not subject to experience indexes.

Elementary School Yearbook Advisor
The ES Yearbook Advisor (1) supplemental contract position will be compensated at a rate of pay of five hundred dollars ($500). The ES Yearbook Advisor supplemental contract is not subject to experience indexes.

Middle School Yearbook Advisor
The MS Yearbook Advisor (1) supplemental contract position will be compensated at a rate of pay of five hundred dollars ($500). The MS Yearbook Advisor supplemental contract is not subject to experience indexes.

Grade Level Leads-K-8 (13 Supplemental Contract Positions)
One (1) Grade Level Lead supplemental contract position will be offered per year, per grade for each of the grades Kindergarten through eight, including Title 1 bargaining unit employees. Two supplemental contract positions in each building will be offered per year, one each for Special Education and Related Arts .

Grade Level, Special Education, and Related Arts Leads shall be selected annually by their team on a rotating basis and may not serve more than three (3) years consecutively.

Grade Level Lead K-8 supplemental contract duties shall include, but are not limited to, facilitating grade level team meetings, serving as a point of contact with building administration, analyzing and discussing action steps based on grade level positive behavioral intervention and supports (PBIS) data, and facilitating grade-level response to intervention (RTI) functions. Grade Level Leads may be required to attend monthly Building Leadership Team (BLT) meetings to be held outside of the contract day. Grade Level Leads for grades Kindergarten through eight will be compensated at a rate of one thousand five hundred dollars ($1500) per supplemental contract position. The Grade Level Lead K-8 supplemental contracts are not subject to experience indexes.

ARTICLE 31

MEDICAL INSURANCE

I. Effective during the period of this Agreement the following insurance programs shall be available for all regular teaching staff members covered by the contract. Appropriate information and application forms will be provided to all new teaching staff members by the administration at the time of pre-employment processing, and it is desirable that such applications be completed and filed at that time, if the teaching staff member desires insurance coverage by October 1. No further changes will be made throughout the year, except noted in III and V below.

II. If the Board elects to change carriers, any new insurance coverage secured shall be equivalent to or better than the coverage currently in effect. If the Board receives a medical insurance premium holiday from the EPC during the term of this Agreement, the dollar value equivalent of the premium holiday from the EPC will be credited to all employees who are actively enrolled in one of the District's medical insurance plans on an equal basis. Such credit will be made to all such employees during the first regular payroll occurring during the month following the month in which the credit is received by the Board from the EPC.

III. In the event a teaching staff member desires to change from one type of coverage to a different type of coverage because of a change in family status (e.g., single to dependent), the teaching staff member must file a new application with the treasurer of the Board.

IV. The Board offers a High Deductible Health Plan coupled with a Health Savings Account ("HSA Plan").

A. The schedule of HSA Plan benefits is at Appendix A1. Amend schedule as follows:

Out of Pocket Max:	
Family	$4,000
Employee plus dependent	$4,000
Single	$2,000

B. The Board will pay eighty-five percent (85%) and the member will pay fifteen percent (15%) of the cost of the HSA Plan premium per plan year.

C. The Board will contribute one thousand two hundred dollars ($1,200) to a member's HSA account for enrollment in the family or the employee plus dependent HSA plan; and the Board will contribute six hundred dollars ($600) to a member's HSA account for enrollment in the single HSA plan for all subsequent plan years. Eligible bargaining unit employees who are hired after the start of an HSA plan year but who enroll in the HSA Plan will receive upon enrollment a prorated portion of the Board's pre-funded contributions to the respective HSA account, with such proration based on the number of months enrolled as compared with the Board's committed contributions stated above. For the duration of this contract (July 1, 2022 – June 30, 2025), in insurance plan years where the cost of the renewal of the plan is five percent (5%) or lower for a plan year, then for that plan year only, the Board contribution will be one thousand six hundred dollars ($1,600) to a member's HSA accounted for enrollment in the family plan or the employee plus dependent HSA plan; and the Board contribution will be eight hundred dollars ($800) to a member's HSA account for enrollment in the single HSA plan.

D. Section II herein shall not apply to the provisions of this Section.

VI. Plan 125

Section 125 of the Cafeteria Plan on insurance premiums only shall be implemented by October 1, 1992.

VII. The Board will pay eighty-five percent (85%) and the member will pay fifteen percent (15%) of any coverage for the dental program.

VIII. The Board will pay eighty-five percent (85%) and the member will pay fifteen percent (15%) of any coverage for the vision program.

IX. Joint Insurance Committee

A joint insurance committee shall be formed at the beginning of the school year in which this Agreement will expire. The purpose of this committee will be to investigate insurance issues and options prior to bargaining. The final outcome will only be determined through the negotiations process.

ARTICLE 32

LIFE INSURANCE

I. Life Insurance

The Board shall provide a term life insurance policy for each employee of $50,000 AD & D will be provided on the above coverage if it is made available through the carrier.

II. Any staff member who desires the opportunity to purchase separately additional coverage above the prescribed amount, subject to all terms and conditions set forth by the carrier, may do so.

III. Any staff member, upon retirement, who desires the opportunity to purchase separately the continuation of such coverage, subject to all terms and conditions set forth by the carrier, may do so.

ARTICLE 33

SEVERANCE PAY

I. Severance Pay

A. Use of Sick Leave for Severance Pay

1. Bargaining unit employees who retire from active service in the Clark-Shawnee Local School District, shall be entitled to pay equal to 26% of accumulated sick leave days up to a maximum of two hundred seventy (270) days.

    a. Payment shall be based on the bargaining unit employee's daily rate of pay at the time of retirement. Daily rate shall be based on the final annual salary of the bargaining unit employee with the district as shown on the regular contract or salary notice, excluding any pay for supplemental duties or extended service.

    b. In case of death of a bargaining unit employee who has at least fifteen (15) years of service credit with the Clark Shawnee Local School District will be eligible for accumulated sick leave pay and will be deemed to have made an application for such the day prior to his/her death. The accumulated sick leave pay will be based on the member's daily rate of pay at the time of death and will be paid to his/her estate.

2. Severance will be paid on or before January 20 of the year following the employee's retirement and in accordance with the 403b Plan as applicable. It is the employee's responsibility to establish a 403b account with the District's 403b Plan administrator.

ARTICLE 34

WORKERS' COMPENSATION

In the event of a service-connected occupational illness or injury, as determined by the Industrial Commission, professional staff members will not be required to exhaust sick leave before receiving compensation from the Industrial Commission. Professional staff members may utilize sick leave to receive the difference in pay between Workers' Compensation benefits received and regular compensation. If a professional staff member elects to do so, there will be a charge against the sick leave credits of the affected professional staff member only to the extent necessary on a pro rata basis. Professional staff members who desire to do so must present evidence of the amount received from the Bureau of Workers' Compensation to the treasure of the Board, and thereafter, the treasurer of the Board will issue a check for the difference and make the appropriate charge against the sick leave credits of the affected professional staff member.

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

ARTICLE 35

PROGRESSIVE DISCIPLINE

A. The administration may take Progressive Disciplinary action against any bargaining unit employee for violations of, or failure to comply with, any provision of this contract, rules and regulation adopted by the Board, or administrative rules, guidelines, or practices. Progressive Discipline includes the following steps, however, it shall be the administrator's decision at which step to begin, depending upon the nature and of the conduct bringing about the reprimand. At the bargaining unit employee's request, Association representation shall be allowed at any step below except Step I.

Step I

A verbal warning of the improper act will be given to the bargaining unit employee and a conference with the principal will be held. A warning shall be given in private. It is expected that most cases will be disposed of at this step. The verbal warning shall be documented and signed and dated by the bargaining unit employee; such signature indicating the bargaining unit employee received the verbal warning, not necessarily agreement with the content; a copy of the verbal warning shall not be recorded in the employee's personnel files.

Step II

A written warning, signed and dated by the principal, shall be given to the bargaining unit employee with a copy forwarded to the Superintendent. The written warning shall be signed and dated by the bargaining unit employee; such signature indicating the bargaining unit employee has seen the warning, not necessarily agreement with the content; a copy of an signed written warning may be placed in the bargaining unit employee's personnel file. The bargaining unit employee or administrator may request a conference to discuss the written warning.

Step III

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

Step IV

Depending upon the nature and magnitude of the conduct bringing about the reprimand, the Superintendent may suspend with or without pay for up to five (5) contract days.

Step V

Depending upon the nature and magnitude of the conduct bringing about the reprimand, the Superintendent may suspend with or without pay for up to ten (10) contract days.

In extreme situations the Board may suspend pending termination.

B. If a member feels he/she has been unjustly reprimanded, he/she may file a grievance, and, should the member be supported in his/her position, all records of such reprimand shall be removed from all personnel and anecdotal records, and the bargaining unit employee will be made financially whole.

C. In the event a grievance is filed on a suspension, the grievance will be initiated at the third step in the grievance procedure and the suspension shall be held in abeyance for no longer than sixty (60)

calendar days from the date the suspension is proposed in order to attempt to have the grievance heard through expedited arbitration under the rules of the American Arbitration Association. However, if the expedited arbitration is not completed within the sixty (60) calendar day abeyance period, the suspension will be imposed on the sixty-first (61st) day.

D. To expedite the grievance, the grievance will be initiated at the third step of the grievance procedure.

E. If the infraction set forth in paragraph "A" is of a very serious nature, the bargaining unit employee may be suspended immediately without adhering to any other procedures outlined herein.

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

G. Except for Step I, all conferences pertaining to allegations shall take place no sooner than forty-eight (48) hours from the time the allegations are presented to the bargaining unit employee.

Step VI

In extreme situations the Board may suspend pending termination.

ARTICLE 36

DRUG FREE WORKPLACE

No employee of the Clark-Shawnee Local School District engaged in work or while in the workplace shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined in federal and state law.

"Workplace" is defined to mean the site for the performance of work done in connection with a federal grant. The workplace includes any school building, school property, school-owned vehicle, or school-approved vehicle used to transport student to and from school or school activities; off school property during any school-sponsored or school-related activity, event or function, such as a field trip or athletic event where students are under jurisdiction of the school district where work on a federal grant is performed.

An employee shall notify his/her supervisor of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five (5) days after such conviction.

An employee who violates the terms of this policy shall participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to participate in such a program or if the employee otherwise violates this Article, the employee may be disciplined.

Reasonable Suspicion, Post-Accident, Return-to-Duty, Follow-Up Drug and Alcohol Testing:

District employees are subject to reasonable suspicion testing for both drugs and alcohol. The terms illicit drugs, controlled substances and alcohol are defined in 49 C.F.R Part 40, Section 40.3. The term "alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, and as is otherwise defined in 49 C.F.R 382.107). References to the use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol.

The possession or use of a controlled substance is prohibited unless such substance has been prescribed by a licensed physician and the controlled substance has been used according to the prescription. An employee who has ingested a controlled substance may not report for duty when the individual is still under the influence of the controlled substance unless the use is pursuant to the prescriptions and instructions of a physician who has advised the employee that the substance will not adversely affect his/her ability to safely perform his/her job.

An employee who tests positive for illicit drugs or alcohol while engaged in work or while at the workplace is in a violation of prohibited conduct pursuant to these regulations. The term "positive test" is defined in 49 C.F.R Part 40.

Employees are prohibited from refusing to take a required drug or alcohol test for post-accident, reasonable suspicion, return-to-duty and follow-up testing, and such refusal will be treated as if the employee had failed the drug test or had a result in an alcohol test of 0.02 or greater breath alcohol concentration. The District will abide by state and federal law when determining whether an employee has refused to take a drug or alcohol test.

Each employee will receive educational materials that explain the requirements of this Policy. Representatives of employee organizations will be notified of the availability of information. Each employee must sign a statement certifying that s/he has received a copy of the above materials.
The District will notify an employee of the results of reasonable suspicion, post-accident, return-to-duty, and follow-up drug tests or alcohol tests upon receipt of the test results.

If an employee tests positive for drugs or has an alcohol test indicating 0.02 or greater breath alcohol concentration, the employee shall be immediately removed from safety-sensitive job duties. It may be grounds for termination from employment with the School District when an employee tests positive for drugs or has an alcohol test indicating a 0.02 or greater breath alcohol concentration. The District will abide by state and federal law when determining whether an employee has tested positive on a drug or alcohol test.

An employee who violates District prohibitions related to drugs and alcohol will be advised by the School District of resources available to the employee on evaluating and resolving problems associated with the misuse of alcohol and drugs, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate, treat and resolve drug and alcohol-related problems. The School District is not obligated in any way whatsoever to provide or pay for rehabilitation, evaluation or treatment.

The Board shall pay for all mandatory drug and alcohol testing. When tested pursuant to reasonable suspicion testing, employees shall be paid their appropriate hourly rate for hours they would have regularly worked for their regularly assigned daily job responsibilities until the results of the testing is obtained by the School District. Employees will be transported by the School District to the testing site for post-accident and reasonable suspicion testing.

Legal Reference: Federal Drug-Free Workplace Act of 1989
54 C.F.A. 4946 (1989)

ARTICLE 37

BARGAINING UNIT EMPLOYEE EVALUATION

A. Definitions:

1. Evaluation Procedure: the procedural requirements set forth in this Agreement to provide specificity to the statutory obligations established under Sections 3319.11.1 and 3319.11.2 of the Ohio Revised Code and to conform to the framework for the evaluation of bargaining unit employees developed under Section 3319.11.2 of the Ohio Revised Code.

2. Ohio Bargaining unit employee Evaluation System (OTES): the bargaining unit employee evaluation system that is codified under Section 3319.11.1 and 3319.11.2 of the Ohio Revised Code, and requires compliance with the State Board adopted framework.

3. Evaluation Framework: the document created and approved by the Ohio Department of Education (ODE) in accordance with Section 3319.1.1(A) of the Ohio Revised Code that establishes the standards-based framework for the evaluation of bargaining unit employees based upon multiple evaluation factors and developed under Section 3391.11-2 of the Ohio Revised Code.

4. Evaluation Factors: the multiple measures that are required by law to be used in the bargaining unit employee evaluation procedure.

5. High Quality Student Data (HQSD): each bargaining unit employee evaluation must use at least two (2) measures of district-determined high-quality student data to provide evidence of student learning attributable to the bargaining unit employee being evaluated. When applicable to the grade level or subject area taught by the bargaining unit employee, HQSD must include the value-added progress dimension and the bargaining unit employee shall use at least one (1) other measure of HQSD to demonstrate student learning. HQSD may be used in any component of the evaluation where applicable.

6. Bargaining unit employee Performance: the assessment of a bargaining unit employee's performance, resulting in a performance rating. As an evaluation factor, the bargaining unit employee performance dimension is based on direct observations and walkthroughs that are performed by a credentialed evaluator. Bargaining unit employee performance results are reported as a bargaining unit employee performance rating that may be coded as "1" indicating Ineffective; "2" indicating Developing; "3" indicating Skilled; and "4" indicating Accomplished. The specific standards and criteria for distinguishing between these rating/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

7. Summative Rating: the final, summative evaluation level that is assigned to a bargaining unit employee based on evaluations that are conducted pursuant to the terms of this Agreement. The summative rating is assigned at the conclusion of the evaluation cycle. Each completed evaluation will result in the assignment of a bargaining unit employee to one of the following evaluation ratings: Accomplished, Skilled, Developing or Ineffective.

B. General Provisions:

1. The purposes of bargaining unit employee evaluation are:

   a. To serve as a tool to advance the professional development bargaining unit employees.

b. To inform instruction.

c. To assist bargaining unit employees and administration in identifying and developing best educational practices in order to provide the greatest opportunity for student learning and achievement.

2. All bargaining unit employees are to be evaluated at least once per year except as noted in a., b., and c., below. The evaluation shall be completed by the first day of May and the employee shall receive a written report of the results of the evaluation by the tenth day of May.

   a. Those bargaining unit employees who are not in the final year of a limited teaching contract and who receive a rating of "Accomplished" on their most recent final summative evaluation and shall be evaluated once every three (3) school years, so long as the bargaining unit employee submits a self-directed professional growth plan to the evaluator that focuses on the specific areas identified in the observations and evaluation and the evaluator determines that the bargaining unit employee is making progress on that plan.

   b. Those bargaining unit employees who are not in the final year of a limited teaching contract and who receive a rating of "Skilled" on their most recent final summative evaluation shall be evaluated once every two (2) school years so long as the bargaining unit employee and evaluator jointly develop a professional growth plan for the bargaining unit employee that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the bargaining unit employee is making progress on that plan.

   c. Those bargaining unit employees who tender notice of retirement and for whom the Board formally acts to accept the same prior to December 1 of the school year in which the bargaining unit employee intends to retire, the administration may choose not to evaluate said bargaining unit employees under terms and conditions as stated in this Article.

3. Evaluation and observation shall only be conducted by full-time, OTES credential administrators employed by the Board who meet the eligibility requirements under R.C. 3319.111 (D) and hold a credential established by ODE for bargaining unit employee evaluation and has completed the state sponsored evaluation training and has passed online credentialing assessment. Bargaining unit employees who have concerns regarding the evaluation process may present their concerns to the evaluation committee.

4. Bargaining unit employees shall not be evaluated in the first two (2) weeks of school or the last two (2) weeks before the end of school, unless mutually agreed upon by the credentialed evaluator and the bargaining unit employee.

5. Bargaining unit employees shall be given a copy of the formal evaluation document the day before the evaluation conference is to occur. All formal evaluations shall be signed by both the evaluator and by the person evaluated. The signature of the person evaluated shall not indicate agreement with the content of the evaluation, but only that the evaluation has been reviewed by the bargaining unit employee.

6. A bargaining unit employee shall be entitled to Union representation at any conference held during this procedure in which the bargaining unit employee will be advised of an impending adverse personnel action.

C. Evaluation Process:

1. General: Each evaluation shall consist of two (2) cycles of formal observations of at least thirty (30) minutes each and periodic classroom walkthroughs by the evaluator. Formal observations will be preceded by a pre-conference between the evaluator and the bargaining unit employee in order for the bargaining unit employee to explain plans and objectives for the work to be observed. To the extent that the evaluator requires written responses to questions as part of the pre-conference between the evaluator and the bargaining unit employee, the questions will not exceed two (2) per domain for a holistic observation, and for a targeted observation that questions will be restricted to the targeted domains. The pre-conference will be held no earlier than seven (7) school days prior to the scheduled formal observation. If a scheduled formal observation does not occur due to the bargaining unit employee missing work on the scheduled day of the formal observation, it will be immediately reassigned by the administration. Formal observations will be followed by a post-conference between the evaluator and the bargaining unit employee that will occur within ten (10) school days after the formal observation in order to discuss performance, practices, and expectations; and to review and align such with the bargaining unit employee's professional growth or improvement plan.

   a. A bargaining unit employee may provide evidence to the credentialed evaluator, including but not limited to student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, portfolios, summative assessments, and student work samples at the post-observation conference.

   b. Bargaining unit employees will not receive a formal observation on a day before or after the following: the administration of Ohio State Tests in the evaluated bargaining unit employee's class, a holiday or any break from scheduled school days (excluding weekends), or any approved leave of absence of three (3) or more days; unless mutually agreed upon by the credentialed evaluator and the bargaining unit employee.

   c. All formal observations will be announced.

2. Walkthroughs: a walkthrough shall be at least one (1) minute but not more than fifteen (15) consecutive minutes in duration.

3. Employee in Final Year of Limited or Limited Probationary Contract: at least three (3) formal observations of each employee who is in the final year of a limited or limited probationary contract shall be conducted if the employee is under consideration for contract renewal.

4. Employee Rated as "Ineffective" on Two (2) Observations: a third observation will be conducted during the second semester of each employee who is rated as "ineffective" on two (2) observations. The purpose of the third observation is to determine if improvements in the employee's performance have been made.

D. Summative Rating:

For purposes of the evaluation framework under this Article, employee performance shall be rated based upon the following specific standards and criteria as set forth by the Ohio Department of Education that distinguish between the following levels of performance for employees:

1. Accomplished;

2. Skilled;

3. Developing;

4. Ineffective.

Ratings will be assigned based on multiple evaluation factors, including performance evaluation and at least two (2) measures of high-quality student data ("HQSD") to provide evidence of student learning attributable to the bargaining unit employee being evaluated.

1. Effect of Summative Evaluation Rating:

   a. Bargaining unit employees receiving a Summative Rating of Accomplished following a full evaluation will independently develop a professional growth plan, which shall be aligned to any existing school district or building improvement plan and shall focus on the most recent evaluation and observations. Additionally, bargaining unit employees receiving a Summative Rating of Accomplished following a full evaluation may choose their credential evaluator in accordance with Section B3, above herein- for the next evaluation cycle which includes two (2) contract years of the off-cycle evaluation process and one (1) subsequent contract year of full evaluation. Bargaining unit employees who qualify for evaluator selection rights under this section must submit their evaluator selection in writing to the CSLEA President before the last bargaining unit employee work day of each contract year for which the evaluator selection rights will apply in the following contract year. The CSLEA President must submit the evaluator selections from the qualified bargaining unit employees to the Superintendent on or before the last bargaining unit employee workday of the contract year in order for evaluator selections to be honored for the following contract year.

   b. Bargaining unit employees receiving a Summative Rating of Skilled shall jointly develop a professional growth plan with the bargaining unit employee's credentialed evaluator, which shall be aligned to any existing school district or building improvement plan and shall focus on the most recent evaluation and observations;

   c. Bargaining unit employees receiving a Summative Rating of Developing shall develop a professional growth plan collaboratively with the bargaining unit employee's credentialed evaluator, that is guided by the assigned credentialed evaluator. The professional growth plan shall be aligned to any existing school district or building improvement plan and shall focus on the most recent evaluation and observations.

      d. Bargaining unit employees receiving a Summative Rating of Ineffective will be placed on an improvement plan developed by the bargaining unit employee's credentialed evaluator. Credentialed evaluators for bargaining unit employees rated as Ineffective shall be assigned by the Superintendent.

         i. A professional improvement plan is a clearly articulated assistance program for a bargaining unit employee receiving a Summative Rating of Ineffective.

         ii. Professional Improvement Plans shall be based upon deficiencies noted on the Summative Evaluation. A deficiency shall be defined as "Developing or Ineffective" on specific standards on the OTES Performance Rubric.

      ii. A professional improvement plan (PIP) shall include:

A. Up to five (5) specific and measurable performance expectations, SMART Goals, when applicable, which correspond to the specifically identified deficiencies, resources and assistance to be provided;

B. timelines for its completion; and

C. collaboration with the evaluator/ administrator.

e. Bargaining unit employees may be placed on an intracycle improvement plan, if, after following a formal observation, the bargaining unit employee shows two (2) or more areas of deficiency, as the term "deficiency" is defined above in subsection c.ii, on the bargaining unit employee performance rubric. The improvement plan shall consist of no more than five (5) SMART goals which correspond directly to the identified areas of deficiency. Intracycle improvement plans shall be in effect for the duration of the bargaining unit employee's contract cycle.

f. Bargaining unit employees new to the District will start the full OTES cycle regardless of previous OTES Summative Ratings in a prior district.

2. Effect of "Ineffective Rating" for Two (2) of the Three (3) Most Recent School Years:

Beginning with the 2015-16 school year, each employee who teaches in a core subject area and who has received a rating of ineffective on the evaluations conducted pursuant to this Section for two (2) of the three (3) most recent school years, will fall under the requirements of Ohio Revised Code Section 3319.58, as applicable.

ARTICLE 38

GUIDANCE COUNSELOR EVALUATION

Guidance counselors shall be evaluated in accordance with the Ohio School Counselor Evaluation System, including the standards-based state framework that requires school counselors to demonstrate their ability to produce positive student outcomes using metrics as identified in the standards, including those from the school or school district's report card.

All guidance counselors are to be evaluated annually by a building administrator, except as otherwise appropriate for high-performing school counselors. Guidance counselors shall receive a rating on each evaluation as follows:

(a) Accomplished;

(b) Skilled;

(c) Developing;

(d) Ineffective.

Each evaluation shall consist of two (2) cycles of formal observations of at least thirty (30) minutes each and periodic classroom walkthroughs (if applicable) by the evaluator. Formal observations will be preceded by a conference between the evaluator and the counselor in order for the counselor to explain plans and objectives for the work to be observed. If a scheduled formal observation does not occur due to the counselor missing work on the scheduled day of the formal observation, it will be immediately reassigned by the administration. Formal observations will be followed by a post-conference between the evaluator and the guidance counselor that will occur within ten (10) school days after the formal observation in order to discuss performance, practices, and expectations; and to review and align such with the counselor's professional growth or improvement plan.

All guidance counselors who are evaluated shall be provided with a written report of the results of the evaluation.

Guidance counselors receiving a developing or ineffective rating will receive direct support from the building administration through the improvement plan process.

The results of guidance counselor evaluations shall be used by the administration in making decisions regarding retention and promotion as well as non-renewal and termination.

Individuals employed as school social workers will be evaluated using the OSCES Framework. The evaluation information will not be entered into the eTPES platform.

ARTICLE 39

EVALUATION COMMITTEE

A District Evaluation committee will be appointed to review all issues, and/or recommended changes regarding Bargaining unit employee Evaluation and/or School Counselor Evaluation, not specifically mentioned herein. All work products of this committee shall only be implemented via Memorandum of Understanding between the parties and are subject to ratification by the Association and approval by the Board. The Committee will study and make recommendations to revise the current evaluation of bargaining unit employees when deemed necessary by either party as per changes in Ohio law and/or rules/regulations set forth by the Ohio Department of Education. The committee will be comprised of between five (5) and seven (7) members and will represent bargaining unit employees and administrators in each of the primary, middle, and high school buildings. Bargaining unit employees of core instruction, related arts instruction and special education will be represented on this committee. A committee meeting may be requested by either party.

ARTICLE 40

NON-RENEWAL

Bargaining unit employees who do not have continuing contracts as of April 1, 1995, and have taught four (4) or more years in the District, shall have his/her contract nonrenewed for only just cause.

ARTICLE 41

EARLY RETIREMENT INCENTIVE PLAN

The Board of Education may, during the life of this contract implement an early retirement incentive plan for certified/licensed employees of the District. The particulars of such plan must be agreed upon by both parties prior to its adoption and implementation.

ARTICLE 42

FAIR TREATMENT

The Board guarantees fair treatment of employees in all aspects of personnel administration regardless of race, color, sex, creed, national origin, age, religion, gender identity, gender expression, military status, ancestry or handicap/disability.

ARTICLE 43

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

I. Local Professional Development Committee

A local professional development committee (LPDC) shall be established to oversee and review professional development plans for coursework, continuing education units, and/or other equivalent activities. The LPDC shall review and be knowledgeable of the entry year program as established by the district and bargaining unit employees in accordance with the Ohio Revised Code and the rules and regulations as established by the Ohio Department of Education.

Each bargaining unit employee serving on the Clark-Shawnee Local Professional Development Committee shall be compensated at the current tutor rate to a maximum of one thousand dollars ($1,000) per school year.

ARTICLE 44

RESIDENT EDUCATOR PROGRAM

A. A mentoring program is designed to help bargaining unit employees participating in the Resident Educator program.

Overview

A mentor will consult and assist bargaining unit employees who participate in the Resident Educator program but shall not evaluate them. A bargaining unit employee who volunteers and is selected to be a mentor shall be compensated and shall receive release time as stated in Section-C, below. This release time shall be separate from other release time covered in this contract. Additionally, a mentor may be required to attend training sessions during the regular school day or after school. In order to be selected as a mentor, bargaining unit employees must meet Mentor criteria set forth in Section B, below.

Any bargaining unit employee wishing to serve as a mentor shall submit their written request to the building principal. Mentors shall be selected on the criteria stated in Section B, below.

Mentors shall communicate directly with their assigned bargaining unit employee(s) and shall discuss/report the performance/progress of the assigned bargaining unit employee(s) as appropriate to any administrator, assessor, and to the assigned bargaining unit employee(s), and in accordance with the Resident Educator program requirements, as applicable.

The Resident Educator mentor program is designed to enhance the bargaining unit employee's skills and keep the bargaining unit employee in the district. Bargaining unit employee participation in the Resident Educator mentor program is not mandatory – no bargaining unit employee shall be directed to participate in the program for the duration of the Contract.

The Resident Educator program is a two-year induction system of support and mentoring for new bargaining unit employees. Successful completion of the Resident Educator program is required to qualify for a five-year professional educator license.

These programs and filling of the mentor positions exist on a year-to-year basis.

B. Resident Mentor Criteria

1. Resident Educator mentor bargaining unit employees must:

   a. Possess a five-year professional license or a two-year provision license that has been renewed two or more times;

   b. Possess five years of teaching experience within the District;

   c. Demonstrate recent classroom experience within the last five years;

   d. Successfully complete both Instructional Mentoring and Resident Educator-1 state-sponsored mentor training;

   e. Be assigned to the same building whenever possible within the District as their resident educator(s).

C. Mentors

1. Mentor of one (1) entry year or newly hired bargaining unit employees; or one (1) Resident Educator bargaining unit employee in the Resident Educator bargaining unit employee's first or second years of the Resident Educator Program.

   a. The mentor shall be compensated at .016 of the B.A. Degree (Class I, Step 0) rate and paid with his/her regular paycheck.

   b. The mentor shall be given release time, at this/her determination, up to a maximum of nine (9) half days per school year. When the mentor determines that release time is needed, he/she shall give at least three (3) days advance notice to the building principal in order to provide proper class coverage.

   c. The mentor shall also meet with the resident educator for three (3) hours before the school year begins. This meeting date and time shall be mutually determined by the mentor and the resident educator.

2. Mentors with two (2) resident educator(s).

   a. Ideally, each mentor shall not have more than one (1) resident educator; however, when this is not possible, a mentor may be given a second resident educator but can never have more than two (2) resident educator(s).

   b. The mentor who has two (2) resident educator(s); and a mentor who has two (2) resident educator(s) who are in their first or second years of the Resident Educator program shall be compensated at the rate of $1,000 per year to be paid in equal installments with his/her regular paychecks.

      1) The mentor shall be given release time, at this/her determination, up to a maximum of nine (9) half days per school year. When the mentor determines that release time is needed, he/she shall give at least three (3) days advance notice to the building principal in order to provide proper class coverage.

      2) The mentor shall also meet with the resident educator(s) (together or singularly) for three (3) hours before the school year begins. This meeting date and time shall be mutually determined by the mentor and the mentees.

D. Resident Educator(s)

1. Entry-Year Bargaining unit employees or Newly Hired Bargaining unit employees (in accordance with paragraph F of this Article) and Bargaining unit employees in Years 1 and 2 of Resident Educator Program.

   a. These bargaining unit employees will be given the release time up to a maximum of four (4) half days per school year to consult, observe and confer with the mentor or another Clark - Shawnee staff member.

   b. These bargaining unit employees will spend three (3) hours with his/her mentor before the school year begins. This meeting date and time shall be mutually determined by the mentor and resident educator.

E. Upon the recommendation of the superintendent, a newly hired bargaining unit employee with experience may be considered for the mentor program.

ARTICLE 45

STUDENT TUITION WAIVER

Non-resident children who are enrolled as students of the Clark-Shawnee Local School District as of July 1, 2010, and their siblings who are children of bargaining unit employees who are employed by the District as of July 1, 2010, may attend school in Clark-Shawnee Local School District tuition-free for so long as the bargaining unit employee remains employed in the District.

Should non-resident children of bargaining unit employees who are employed by the District after July 1, 2010, wish to enroll their children as students of the Clark-Shawnee Local School District starting with kindergarten, such enrollment shall be pursuant to the District's open enrollment policy and guidelines, and on an annual basis for each school year.

Should the District's open enrollment process as set forth in the District's open enrollment policy and guidelines not be available as an option for non-resident children of bargaining unit employees who are employed by the District after July 1, 2010, to enroll in the District for a given school year starting with kindergarten due to timing, capacity and/or balance limitations as set forth in the District's open enrollment policy and guidelines, then said children shall be permitted to attend school in Clark-Shawnee Local School District tuition-free starting with kindergarten pursuant to the provisions of Ohio Revised Code Section 3313.64, provided that the student/bargaining unit employee ratio provisions set forth in Ohio Administrative Code 3301-35-05 are maintained at all times in the District for the applicable school year of attendance, and provided that the delivery of services workload provisions set forth in Ohio Administrative Code 3301-51-09 are maintained at all times in the District for the applicable school year of attendance.

Necessary registration and other paperwork for open enrollment must be completed as a requirement of this Article. If a non-resident child of a bargaining unit employee has an IEP in place for the school year in which open enrollment or enrollment under Ohio Revised Code Section 3313.64 is sought, then the bargaining unit employee agrees to consent to a change in placement to align with the enrollment status of the child for the school year at issue.

The employee shall request open enrollment forms.

Open enrollment forms must be completed and returned to the District on the date indicated on the forms.

ARTICLE 46

ATHLETIC TRAINER

All terms and conditions of the Athletic Trainer position as of 8/11/2004 will remain in full force and effect. The Athletic Trainer position will not be subject to the following provisions of this contract:

Article 15 – Contract Year
Article 17 – Bargaining unit employee Workday/Inservice Meetings
Article 18 – Daily Planning Period
Article 20 – Bargaining unit employee Duty Free Lunch

ARTICLE 47

COLLEGE CREDIT PLUS

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

1. Qualified bargaining unit employees shall be given the first opportunity to teach College Credit Plus classes in accordance with this article.

2. All CCP instructor positions will be voluntary.

3. Any evaluation done by the higher education institution of the bargaining unit employee teaching a College Credit Plus class will not impact the bargaining unit employee's OTES evaluation cycle. If the bargaining unit employee makes a request in writing, CCP bargaining unit employees may choose to allow for the observation of their CCP class to be considered as one of their formal observations within their OTES evaluation cycle, when possible.

4. Bargaining unit employees of CCP courses shall be afforded professional leave as needed to attend quality workshops and conferences related to CCP. Additionally, CCP bargaining unit employees will be paid at the tutor rate through submission of professional leave in kiosk for any orientation days/meetings required by the host college and/or college mentor which fall outside of the bargaining unit employee's contract day and/or school year.

5. Bargaining unit employees teaching CCP courses will be paid a stipend of five hundred dollars $500 per course per year for teaching such courses, in an amount not to exceed two thousand five hundred dollars ($2,500). The stipend will be paid at the conclusion of each semester upon proof of course completion and supplemental pay request submitted by the bargaining unit employee to the building Principal.

6. Any bargaining unit employee who teaches CCP courses who is required by the college institution for which they teach CCP courses to provide an original transcript to the college institution shall be reimbursed by the Board for the actual cost of the original transcript.

ARTICLE 48

STATE AND FEDERAL BACKGROUND CHECK REIMBURSEMENT

Beginning July 1, 2019 the Board of Education will pay the actual cost of current teaching employees (but not new prospective employees), as required (upon parameters of ORC) for the renewal of state and federal background checks and fingerprinting as required by the Ohio Revised Code. The Board will only pay the actual cost of one (1) BCI or FBI background check per individual per five (5) year period.

ARTICLE 49

DESIGNATED PROVIDERS OF GIFTED SERVICES

General education bargaining unit employees who are designated providers of gifted services who are not certified advanced placement or international baccalaureate and who have at least 24 hours of certified advanced placement or international baccalaureate training within the past five (5) years are required to have a minimum of fifteen (15) gifted educational professional development clock hours during each year for a period of four (4) years. An additional five (5) clock hours will be required each year thereafter. Gifted educators with licensure or endorsement in gifted education are not eligible for a stipend under this article.

In consideration for participation in required training outlined in this article, general education bargaining unit employees who become designated providers of gifted services will receive a stipend of $250.00 per contract year if training requirements are met.

General education bargaining unit employees seeking to become designated providers of gifted services must obtain approval of all related professional development activities as outlined in Article 11: Professional Development in Gifted Education. Such professional development activities, if approved, are to be documented on the educator's individual professional development plan (IPDP). Bargaining unit employees are to document these professional development activities on the professional development documentation form for designated providers of gifted education services. The form and all supporting documentation must be submitted to the Superintendent or Superintendent's designee in order to receive the stipend identified in this article.

ARTICLE 50

RETIRED-REHIRED BARGAINING UNIT EMPLOYEES

The provisions of this Agreement apply to retired-rehired bargaining unit employees, except as set forth below.

A. Only eligible for employment under one (1) year limited contract, which automatically non-renews at the end of the one (1) year term with no further action required by the Board. The provisions of Articles 17 & 40 shall not apply. [*NOTE: any retired-rehired bargaining unit employees currently under contract with the District as of June 30, 2025, will continue in the contract status held as of June 30, 2025, until such time as that contract expires through resignation, non-renewal, or termination. Upon expiration of that contract status, the provisions of this section will apply to all retired-rehired bargaining unit employees.]

B. Will be evaluated during the term of the one (1) year limited contract under the off-cycle evaluation status set forth in Article 37. [NOTE: exception will be for bargaining unit employees who retired from a school district other than Clark-Shawnee and who were hired by Clark-Shawnee as a retire-rehire. Those retired-rehired bargaining unit employees will be evaluated in accordance with provisions set forth in Article 37, applicable to the evaluation rating held by the bargaining unit employee in the year of retirement.]

C. Bargaining unit employees who are rehired for the school year immediately following their year of retirement from the District shall receive ten (10) years of service credit on the Salary Schedule. Bargaining unit employees who are retired from a different district and who are rehired by the District as a retire-rehire under this Article are eligible to receive up to a maximum of ten (10) years service credit on the Salary Schedule based upon actual years of service as specified in the salary index contained in this Agreement. Any service credit beyond ten (10) years is automatically waived. This expressly supersedes ORC 3317.13 and all other applicable laws.

D. Not eligible for any payment or form of severance under Article 33 of this Agreement.

E. Retirement is a break in service. Therefore, retire-rehire bargaining unit employees do not have or accumulate seniority.

F. Is only eligible to accumulate statutory sick leave in accordance with ORC 3319.141 in the amount of one and one quarter sick leave days per month of service under contract. No other accumulation of sick leave is permitted. Use of sick leave is in accordance with Article 7 of this Agreement. Any unused accumulated sick leave to a retired-rehired bargaining unit employee's credit as of the end of a contract year will be held to the retired-rehired bargaining unit employee's credit with the District if the retired-rehired bargaining unit employee is re-employed for the immediately following contract year. Any unused accumulated sick leave to a retired-rehired bargaining unit employee's credit is automatically forfeited if the retired-rehired bargaining unit employee is not re-employed for the immediately following contract year.

G. Not eligible for any advancement of sick leave under Article 7 of this Agreement or ORC 3319.141.

H. Is eligible for sick leave bank program under Article 7, Section IV of this Agreement.

I. The provisions of this specific Article are not subject to the Grievance Procedure set forth in Article 6 of this Agreement, or any claim or action before the State Employment Relations Board.

J. See Article 25 of this Agreement for the procedures applicable to the rehiring process for retired bargaining unit employees.

ARTICLE 51

MILITARY INITIATIVE BONUS

For so long as the Ohio Department of Education and Workforce ("ODEW") offers the Ohio Military Veteran Educators Program Recruiting Initiative, each full-time bargaining unit employee who is hired for the first time on or after July 1, 2023, who meets the criteria of eligible military individual as defined in Ohio Revised Code Section 3319.285, and who completes the new hire application (ODEW Ohio Military Veteran Educator Program Recruitment Initiative) shall receive a three thousand dollar ($3,000) bonus, payable through payroll on the final pay of the applicable contract year.

ARTICLE 52

SAVINGS CLAUSE/DURATION OF AGREEMENT

I. Savings Clause and Duration of Agreement.

II. Section of this Agreement will remain the same unless altered during subsequent negotiations.

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

This Agreement does not preclude discussion or consultation regarding concerns expressed by personnel of the participating parties to this Agreement.

The terms of this Agreement shall not apply where inconsistent with constitutional, statutory or other legal provisions. If any provision of this Agreement is found to be contrary to law by the Supreme Court of the United States, or by any court of the competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, the parties to the Agreement shall meet within ten (10) days to consider substitute provisions which are in conformity with the applicable laws. If such negotiations do not resolve the matter within twenty-one (21) days thereafter, the normal impasse will be used. The remainder of this Agreement shall remain in full force and effect during the duration of this Agreement.

It is agreed by the parties that this contract shall be for a term of three (3) years, from July 1, 2025 through June 30, 2028 with all issues closed.

Chairperson

Association President

Member

Member

Member

Member

Board President

Superintendent

Treasurer

APPENDIX A

SUMMARY OF BENEFITS

Your Summary of Benefits

Anthem

Educational Purchasing Council - Clark Shawnee
Lumenos Health Savings Accounts
Effective January 1, 2015

Covered Benefits	Network	Non-Network
Deductible Family coverage requires the family deductible to be met before coinsurance applies. The single deductible does not apply to family coverage.	Single: $2,000 Family: $4,000	Single: $4,000 Family: $8,000
Out-of-Pocket Limit	Single: $2,000 Family: $4,000	Single: $8,000 Family: $16,000
Physician Home and Office Services • Including Office Surgeries, allergy serum, allergy injections and allergy testing	0%	30%
Preventive Care Services Services include but are not limited to: Routine Exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Routine Vision and Hearing exams • Physician Home and Office Visits • Other Outpatient Services @ Hospital/Alternative Care Facility	No copayment/coinsurance	30%
Emergency and Urgent Care • Emergency Room Services @ Hospital (facility/other covered services) (copayment waived if admitted) • Urgent Care Center Services	0% 0%	0% 30%
Inpatient and Outpatient Professional Services Include but are not limited to: • Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	0%	30%
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: • 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services as an outpatient basis) • 180 days for skilled nursing facility	0%	30%
Outpatient Surgery Hospital/Alternative Care Facility • Surgery and administration of general anesthesia	0%	30%
Blue 7.5		

Your Summary of Benefits

Covered Benefits	Network	Non-Network
Other Outpatient Services (Network/Non-network combined) including but not limited to: • Non Surgical Outpatient Services For example: MRIs, C-Scans, Chemotherapy, Ultrasounds and other diagnostic outpatient services. • Home Care Services 90 visits (excludes IV Therapy) • Durable Medical Equipment and Orthotics • Prosthetic Devices • Prosthetic Limbs • Physical Medicine Therapy Day Rehabilitation programs • Hospice Care • Ambulance Services	0% 0% 0%	30% 0% 0%
Accidental Dental Services $3,000 per accident (Network and Non-network combined)	0%	30%
Outpatient Therapy Services (Combined Network & Non-Network limits apply) • Physician Home and Office Visits • Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: • Cardiac Rehabilitation 36 visits • Pulmonary Rehabilitation 20 visits • Physical Therapy: 30 visits • Occupational Therapy: 30 visits • Manipulation Therapy: 12 visits • Speech therapy: 20 visits	 0% 0%	 30% 30%
Behavioral Health Services: **Mental Illness and Substance Abuse[1]** • Inpatient Facility Services • Physician Home and Office Visits • Other Outpatient Services @ Hospital/Alternative Care Facility	0%	30%
Human Organ and Tissue Transplants: • Acquisition and transplant procedures, harvest and storage.	0%	30%
Prescription Drugs **Administered by CVS/Caremark**	**See Your Prescription Benefits Summary**	**See Your Prescription Benefits Summary**
Lifetime Maximum	Unlimited	Unlimited

Your Summary of Benefits

Notes:

- All deductibles, copayments and coinsurance apply toward the out-of-pocket maximum including prescription drugs. (Excludes Non-network Human Organ and Tissue Transplants).
- Deductible(s) apply to several services listed with a percentage (%) coinsurance, including 0%.
- Network and non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- 0% means no coinsurance up to the [illegible] allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- Benefit period = calendar year
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity
- Preventive Care Services that meet the requirements of federal and state law including outpatient screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year and 664 visits/lifetime
- Wigs limited to 1 per benefit period

1 We encourage you to review the Schedule of Benefits for limitations.

Precertification:
Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

Your Prescription Benefit Plan Copay Overview

Clark Shawnee Local Schools - H.S.A. 01/01/2015

Your plan is based on a combined deductible of medical and prescription claims. The deductible is the total "out of pocket" amount you must pay before your prescription benefit plan coverage will take effect. Your annual deductible is $2,000 for an individual or $4,000 for a family. Until this deductible amount is met, you will pay 100 percent for your prescriptions.

Once the deductible is met, your costs will be as follows:

	CVS/caremark Retail Pharmacy Network For short term medications (Up to a 30-day supply)	CVS Caremark Mail Service Pharmacy For long-term medications (Up to a 90-day supply)
Generic Medications Ask your doctor or other prescriber if there is a generic available, as these generally cost less.	$0 copay after the deductible is met for a generic prescription (after deductible)	$0 copay after the deductible is met for a generic prescription (after deductible)
Preferred Brand-Name Medications If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's preferred drug list.	$0 copay after the deductible is met for a preferred brand-name prescription (after deductible)	$0 copay after the deductible is met for a preferred brand-name prescription (after deductible)
Non-Preferred Brand-Name Medications You will pay the most for medications not on your plan's preferred drug list.	$0 copay after the deductible is met for a non-preferred brand-name prescription (after deductible)	$0 copay after the deductible is met for a non-preferred brand-name prescription (after deductible)
Refill Limit	None	None
Annual Deductible	$2,000 per individual / $4,000 per family	

Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication or pay copays when their doctor or other prescriber indicates "dispense as written," you will pay the difference between the brand-name medication and the generic plus the brand copay(s).

Certain medications may require prior authorization or coverage through a CVS/caremark specialty pharmacy. Please contact customer care or go to www.caremark.com for additional information on these medications.

Where to fill your prescription

Choosing where to fill your prescription depends on whether you are ordering a short-term or long-term medication:

Short-term medications are generally taken for a limited amount of time and have a limited amount of refills, such as an antibiotic. You can fill prescriptions for these medications at any pharmacy in the CVS/caremark retail network.

- Choose from more than 67,000 network pharmacies nationwide, including independent pharmacies, chain pharmacies and 7,400 CVS/pharmacy locations.
- Find a participating pharmacy at www.caremark.com

Tip: To avoid filling out claims paperwork, bring your Prescription Card with you when you pick up your prescription, and use a pharmacy in the CVS/caremark retail network.

Long-term medications are taken regularly for chronic conditions, such as high blood pressure, asthma, diabetes or high cholesterol. You will generally save money by using mail service for these prescriptions.

Choose one of three easy ways to start using the CVS Caremark Mail Service Pharmacy:

1. Fill out and send in a mail service order form – use the one included in this welcome kit or print one at www.caremark.com
2. Use the FastStart® tool found on www.caremark.com
3. Call FastStart toll-free at 1-800-829-6867

Customer Care

If you have questions about your prescriptions or benefits, you can contact Customer Care 24 hours a day, seven days a week. You can either e-mail customerservice@caremark.com or call toll-free at 1-888-202-1654 after your benefits begin. For TDD assistance, please call toll-free 1-800-863-5488.

Copayment, copay or coinsurance means the amount a plan member is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.
Your feedback is important as it helps us improve our service. Please contact us with any questions or concerns at 1-888-202-1654.
Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

PHL PPBT-70_AD-0111

APPENDIX B

DELTA DENTAL





Delta Dental PPO (Point-of-Service)
Summary of Dental Plan Benefits
For Group#0005630-1060, 1069
CLARK SHAWNEE LOCAL SCHOOLS

This Summary of Dental Plan Benefits should be read in conjunction with your Dental Care Certificate. Your Dental Care Certificate will provide you with additional information about your Delta Dental plan, including information about plan exclusions and limitations. The percentages below will be applied to the lesser of the dentist's submitted fee and Delta Dental's allowance for each service. Delta Dental's allowance may vary by the dentist's network participation. PLEASE NOTE - If you choose a Nonparticipating Dentist, you will be responsible for any difference between the amount Delta Dental allows and the amount the Nonparticipating Dentist charges, in addition to any Copayment or Deductible.

Control Plan - Delta Dental Plan of Ohio

Benefit Year - January 1 through December 31 Covered Services -	PPO Dentist or Premier		Nonparticipating Dentist	
	Plan Pays	You Pay	Plan Pays	You Pay
Class I Benefits				
Diagnostic and Preventive Services - Used to diagnose and/or prevent dental abnormalities or disease (includes exams, cleanings and fluoride treatments)	100%	0%	100%	0%
Emergency Palliative Treatment - Used to temporarily relieve pain	100%	0%	100%	0%
Radiographs - X-rays	100%	0%	100%	0%
Sealants – Used to prevent decay of pits and fissures of permanent back teeth.	100%	0%	100%	0%
Class II Benefits				
Oral Surgery Services - Extractions and dental surgery, including preoperative and postoperative care	80%	20%	80%	20%
Endodontic Services - Used to treat teeth with diseased or damaged nerves (for example, root canals)	80%	20%	80%	20%
Periodontic Services - Used to treat diseases of the gums and supporting structures of the teeth	80%	20%	80%	20%
Relines and Repairs - Relines and repairs to bridges and dentures	80%	20%	80%	20%
Minor Restorative Services - Used to repair teeth damaged by disease or injury (for example, fillings)	80%	20%	80%	20%
Periodontal Prophylaxes – Teeth Cleaning by a specialist	100%	0%	100%	0%
Class III Benefits				
Prosthodontic Services - Used to replace missing natural teeth (for example, bridges and dentures)	60%	40%	60%	40%
Major Restorative Services - Used when teeth can't be restored with another filling material (for example, crowns)	60%	40%	60%	40%
Class IV Benefits				
Orthodontic Services (no age limit) - Used to correct malposed teeth (for example, braces)	60%	40%	60%	40%

Customer Service Toll-Free Number: 800-524-0149
www.deltadentaloh.com
January 1, 2011

- The orthodontic age limitations are hereby waived for eligible Subscribers, spouses and dependent children.
- Oral exams, prophylaxes (cleanings), and fluoride treatment (no age limit) are payable twice per calendar year.
- Bitewing X-rays are payable twice per calendar year and full mouth X-rays (which include bitewing X-rays) are payable once in any three-year period.
- Sealants are only payable once per tooth per 36 months for the occlusal surface of first permanent molars and second permanent molars to age 14. The surface must be free from decay and restorations.
- Inlays are a Covered Service.
- Veneers are payable on upper and lower anterior teeth, including the bicuspids, once in any five-year period.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain crowns are optional treatment on posterior teeth.
- Occlusal guards are a benefit one every three years.
- Implants and implant related services are payable once per tooth in any five-year period.
- People with certain high-risk medical conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.

Having Delta Dental coverage makes it easy for our enrollees to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – $1,250 per eligible person total per benefit year on all services except orthodontics. For orthodontic services, benefits will not exceed a lifetime maximum of $1,000 per eligible person.

Deductible – $25 deductible per person per benefit year limited to a maximum deduction of $50 per family per benefit year on Class II and Class III Benefits. The deductible does not apply to Class I Benefits, periodontal prophylaxes or Class IV Benefits. Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the deductible for that benefit year will also be applied to the deductible for the following benefit year.

Waiting Period – Coverage for eligible employees who are actively at work is effective on the date specified by the employer. Dependent(s) effective date: Eligible dependent(s) will become covered under the Plan on the later of the dates listed below, provided the employee has enrolled them in the Plan within thirty (30) days of meeting the Plan's eligibility requirements. The date the employee's coverage becomes effective. The date the dependent is acquired, provided any required contributions are made and the employee has applied for dependent coverage within thirty (30) days of the date acquired. Newborn children shall be covered from birth, regardless of confinement, provided the employee has applied for dependent coverage within thirty (30) days of birth. Coverage for a newly adopted child shall be effective on the date the child is placed for adoption, provided the employee has applied for dependent coverage within thirty (30) days of placement.

Eligible People – All regular employees as determined by the employer, shall be eligible to enroll for dental coverage under this plan. Clark Shawnee Local Schools (1060) and Clark Shawnee Local Schools COBRA (1069).

Also eligible at your option are your legal spouse, your dependent children to the end of the calendar year in which they turn 24.

If you and your spouse are both eligible for coverage under this contract, you may be enrolled together on one application card or separately on individual application cards, but not both. Your dependent children may only be enrolled on one application card. Delta Dental will not coordinate benefits if you and your spouse are both covered under this contract. Unless this is a Section 125 plan, Subscribers and their dependents who enroll in the dental plan are required to remain enrolled for a minimum of 12 months. Any Subscriber or dependent who drops the dental plan may not re-enroll at a later date. If this is a Section 125 plan, an election may be revoked or changed at any time if the change is the result of a change in family status as defined under Internal Revenue Code Section 125. The Employer and Subscriber may share the cost of this plan.

Benefits generally will cease on the last day of the month in which the employee is terminated or a dependent loses eligibility.

APPENDIX C

VISION PLAN SUMMARY

EPC - **VISION PLAN SUMMARY – VSP**

District: Clark Shawnee

Dependents: Legally married spouse (not legally separated) and unmarried children who are not employed full-time to age 24 (end of calendar year).

More information: VSP Customer Service 1-800-877-7195 or www.vsp.com

This is a Preferred Provider Organization plan with a Network of vision providers who have contracts with VSP. You will pay less out of pocket by using Network providers.

Covered Services	Covered Frequency	Network You pay:	Non Network The Plan Pays:
EXAMINATION	Every 12 months	$10 Copayment	$35
LENSES • Single Vision lenses • Bifocal lenses • Trifocal lenses • Lenticular lenses	Every 12 months	$25 Copayment	$25 $40 $55 $80
FRAMES	Every 24 months		$45
CONTACT LENSES In place of Lenses and Frames • Medically necessary (Prior Authorization req) • Elective	Every 12 months	Covered in full Plan pays $130	$210 $130

This is a brief summary of the plan. For additional information on specific coverage provisions, contact Customer Service or the VSP website.

When both lenses and frames are purchased only one $25 co-pay applies.

Frame Allowance: If the frames selected cost more than the plan allowance, there will be an additional charge. The frame allowance is approximately $130 of retail value.

Lens options: Extra costs for elective lens options are not covered by the plan. These include services such as Blended, Progressive or Oversize lenses, Special edging, Coatings and Special lens materials. Polycarbonate lenses are covered by the plan.

Lost or broken lenses and frames are not covered except at the normal frequency of service.

Low vision benefit: Supplemental low vision analysis, diagnosis and therapy are covered for those with severe visual problems. Contact VSP for additional information.

Network Doctors: Refer to the VSP website www.vsp.com for a list of VSP member doctors.

How VSP works: Tell your Doctor's office you have VSP when you make your appointment so they can confirm the benefits you have available under the plan before you arrive. You can also access your benefits history and see if it's time for a visit through the VSP website.

Non VSP Member Doctor Claims: See Frequently Asked Questions under Member Information on the VSP website www.vsp.com for details on submitting claims for non member doctors.
Revised 10/10

APPENDIX D

HIGH QUALITY STUDENT DATA PROVISION

1. By October 1st:
    a. Submit High Quality Student Data (HQSD) Source Forms to evaluator
    b. Administer baseline assessment(s) as applicable
    c. Be prepared to verbally share and discuss data from Previous Year Data Source (if applicable) with evaluator during OTES conference
2. By April 1st:
    a. Be prepared to share and discuss data from Current Year Data Source(s) with evaluator during OTES conference
3. Other requirements:
    a. Data used for HQSD must be attributable to the individual bargaining unit employee (i.e. no shared attribution)
    b. 100% of bargaining unit employees evaluated in OTES, including those in off-cycle years, must complete HQSD
    c. Previous year value-added, where applicable, must be used for one source (and only one source) of HQSD. Bargaining unit employees without value-added are encouraged, but not required, to use one source of previous year data.
4. Assessments:
    a. The following HQSD assessment instruments do not require approval:
        - Ohio State Test's with value-added
        - District-adopted vendor assessments, including those assessment instruments included with curriculum adopted by the district
        - Assessment instruments approved previously in the district for use with an SLO
    b. Bargaining unit employees must submit a copy of assessment instruments requiring approval.
        - Approval will be granted via a conversation with the principal and department head or grade level lead.
        - Assessment instruments requiring approval must conform to the guidelines identified on ODE's HQSD-Guidance-Tool Worksheet
            1. Align to learning standards
            2. Measure what is intended to be measured
            3. Be attributable to a specific bargaining unit employee for course(s) and grade level(s) taught
            4. Demonstrate evidence of student learning (achievement and/or growth)
            5. Follow protocols for administration and scoring
            6. Provide trustworthy results
            7. Not offend or be driven by bias
    c. Where value-added is required, data from the preceding year will be utilized. Bargaining unit employees in their first year with CSLSD who teach courses with value-added will not utilize value-added as an HQSD source until their second year in the district.

5. Phase-in:

a. The focus in '22-'23 will be on establishing the process and assessments. As such, bargaining unit employees do not need to "demonstrate growth" in '22-'23 in order to earn the "skilled" designation.
b. Bargaining unit employees will be given until 11/1 in '22-'23 to complete the tasks otherwise required by 10/1.

HQSD Form – Source #1

Teacher:
What assessment instrument will be utilized? (check one)
Automatic Approval ☐ OST Value-Added* – *identify Ohio State Test:* ☐ District-Adopted Vendor Assessment** –*identify assessment:* ☐ Previously Approved SLO Assessment –*identify course:* Approval Required*** ☐ Teacher-Created Assessment –*submit copy of assessment instrument* ☐ Other – *submit copy of assessment instrument and identify its source:*
What will the assessment instrument measure?
☐ Composite Data (e.g. entire grade or class) – *Identify the composite dataset:* ☐ Subset Data (e.g. specific standard or cohort of students) – *Identify the subset measured:*

*OST Value-Added data must be used for one source (and only one source) of HQSD where available
**District-Adopted Vendor Assessments also refer to instruments included with curriculum adopted by the district
***Approval granted via conversation with principal and department head or grade level lead

HQSD Form – Source #2

Teacher:
What assessment **instrument** will be utilized? (check one)
Automatic Approval ☐ District-Adopted Vendor Assessment* –*identify assessment:* ☐ Previously Approved SLO Assessment –*identify course:* Approval Required** ☐ Teacher-Created Assessment –*submit copy of assessment instrument* ☐ Other – *submit copy of assessment instrument and identify its source*
What will the assessment instrument **measure**? (check one)
☐ Composite Data*** (e.g. entire grade or class) – *Identify the composite dataset:* ☐ Subset Data (e.g. specific standard or cohort of students) – *Identify the subset measured:*

*District-Adopted Vendor Assessments also refer to instruments included with curriculum adopted by the district
**Approval granted via conversation with principal and department head or grade level lead