
MASTER AGREEMENT

Between the

ASHLAND CITY BOARD OF EDUCATION

And

ASHLAND CITY TEACHERS ASSOCIATION

July 1, 2025 - June 30, 2028

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ARTICLE I - PROFESSIONAL NEGOTIATIONS AGREEMENT

The Ashland City Board of Education and the Ashland City Teachers Association (ACTA) do hereby agree that the welfare of the children of the Ashland City Schools is paramount in the operation of these schools and will be promoted by both parties. The parties do hereby agree as follows:

A. Recognition

The Ashland City Board of Education, hereinafter the "Board," recognizes the Ashland City Teachers Association, an OEA/NEA affiliate, hereinafter the "Association," or ACTA, as the exclusive bargaining representative for all teachers and small group instructors (SGIs).

1. Bargaining Unit

- a. Bargaining unit members (hereinafter, "the members" or "teachers") shall include all teachers and SGIs who are employed by the Board, including those teachers and SGIs who are per diem, part-time, on an approved leave of absence, or in a lay off status, except for the following:

- 1) Management level employees
- 2) Supervisors
- 3) Seasonal and casual employees

2. Definitions:

- a. Management Level Employees:

"Management level employee" means an individual who formulates policy on behalf of the public employer, who responsibly directs the implementation of policy, or who may reasonably be required on behalf of the public employer to assist in the preparation for the conduct of collective negotiations, administer collectively negotiated agreements, or have a major role in personnel administration. Assistant Superintendents, principals, and assistant principals whose employment is governed by Section 3319.02 of the Ohio Revised Code (ORC or "Revised Code"), are management level employees.

- b. Supervisor:

"Supervisor" means any individual who has authority, in the interest of the Board, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline teachers; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, when the exercise of

that authority is not of a merely routine or clerical nature but requires the use of independent judgment.

c. Teachers:

“Teachers” mean all persons licensed/certified to teach and who are employed in the public schools of this state as instructors, principals, supervisors, Superintendents, or in any other educational position for which the state board of education requires licensure/certification including persons having a license/certificate issued pursuant to Sections 3319.22 to 3319.31, inclusive, of the Revised Code and employed in an educational position, as determined by the state board of education, under programs provided for by federal acts or regulations and financed in whole or in part from federal funds, but for which no licensure/certification requirements for the position can be made, under the provisions of such federal acts or regulations.

d. Small Group Instructor (SGI):

A “Small Group Instructor” is a licensed/certified teacher who is employed by the District using Title I funds.

e. Teacher as Supervisor or Management Level Employee:

1) No teacher as defined in Section 3319.09 of the Revised Code shall be designated as a supervisor or a management level employee unless he/she is employed under a contract governed by Sections 3319.01, 3319.011 or 3319.02 of the Revised Code AND assigned to a position for which a license/certificate is required by divisions (E), (F), (G), (H), (J), (L), and (M) of Section 3319.22 of the Revised Code OR is a supervisor licensed/certified under division (1) of Section 3319.22 of the Revised Code.

2) Teachers who are department chairpersons or mentor teachers shall not be deemed supervisors.

3) Any questions or disagreements with regard to the inclusions or exclusions of individuals of the bargaining unit shall be submitted to the State Employment Relations Board (SERB) for determination. Such submission to SERB would normally be preceded by an effort on the part of the Association and the Board to clearly identify and resolve the problem in accordance with the provisions of ORC 4117.

f. Seasonal and casual employees shall include substitutes who work less than thirty (30) school days in an assignment.

3. Recognition shall continue until such time that a new employee representative is selected in accordance with ●RC 4117.

B. Principles

1. Attaining ●bjectives

Attainment of the District's educational objectives requires mutual understanding and cooperation between the Board and the members. Free and open exchange of views is desirable and necessary, with all participating in good faith deliberations leading to agreement on matters of mutual concern. "Good faith" implies coming to the negotiating table with the intention of negotiating, not of dogmatically pursuing preconceived stands. "Good faith" requires that the Association and the Board be willing to react to each other's proposals. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons and offer counter-proposals. "Good faith" requires both parties to recognize negotiations as a shared process. Neither side is sent to the bargaining table with a "take it or leave it" ultimatum.

2. Professional Teaching Personnel

Teaching is a profession requiring specialized qualifications. The success of the educational program in the District depends on the maximum proper utilization of the abilities of members who are satisfied with the conditions under which their services are rendered.

Members shall have the right to join, or not to join, any organization for their professional or economic improvement. Neither membership nor dues to any organization shall be required as a condition of employment other than professional accreditation requirements.

3. Representation

The Superintendent, or his/her representative, shall meet with the representatives of the Association for the purpose of effecting a free exchange of facts, opinions, proposals, and counterproposals in a sincere effort to reach mutual understanding and agreement on all appropriate matters submitted for negotiation.

4. Scope of Bargaining

The scope of bargaining shall be in accordance with ●RC 4117.

5. There shall be ad hoc committees jointly appointed by the administration and the Association for the purpose of developing educational procedures and practices for the Ashland City Schools. Such committees shall not be empowered to address subjects and/or areas that are covered by the scope of bargaining.

6. Individual and minority organizations may present their views and recommendations to the Board at regular scheduled meetings of the Board; however, the Board or representatives of the Board will not recognize, meet with, or confer with any organization or individual regarding areas that are proper subjects for the Association determination.

C. Negotiations Procedures

1. Notification

Either ACTA or the Board may initiate negotiations by a Notice to Negotiate forwarded to the other party no earlier than one hundred twenty (120) nor less than ninety (90) calendar days prior to the expiration of the Master Agreement. The President of ACTA shall meet with the Superintendent in March to determine a mutually acceptable date to begin negotiations. The first meeting shall occur no later than May for the purpose of exchanging proposals and/or determining ground rules for the current negotiations.

Upon request, the Superintendent and/or Treasurer of the Board shall make all pertinent records and information available for study by the Association.

2. Negotiations Meetings

- a. At any negotiations meeting, the parties may be represented by up to five (5) representatives, plus a consultant, for a total of six (6). The parties may call upon competent, professional and lay representatives to consider matters under discussion and to make suggestions. Either party may use educational consultants and legal counsel. Costs shall be incurred by the inviting group, unless it is mutually agreed to share expenses.
- b. While negotiations are in progress, no release shall be made to the media except by mutual agreement. However, both parties may make progress reports to the appropriate group as needed. If impasse is reached, each party may issue press releases.
- c. Negotiations shall be between the designated team of the Association and the designated team of the Board only. Each team shall make determination as to the appointment of any alternate(s) if any team member(s) is/are unavailable.

D. Agreement

When final agreement is reached on all items through negotiations, the outcome shall be reduced to writing, incorporated into the Master Agreement, signed by representatives of both parties and submitted to the Association for ratification. Following ratification by the Association, the Master Agreement shall be submitted to the Board for adoption. Upon official adoption by the Board, the Master Agreement shall be signed immediately by the

President of the Board and the President of the Association. The resulting agreement shall constitute a modification of the existing Master Agreement.

E. Dispute Resolution Procedure

1. This mutually agreed upon alternative resolution procedure shall replace the statutory dispute resolution procedure in ●RC Chapter 4117.
2. If in the course of negotiations either or both parties determine that an impasse exists on unresolved items under negotiations, impasse may be declared. If one (1) party declares impasse, the other party will join in a joint request for mediation services to the Federal Mediation and Conciliation Service (FMCS), or the State Employment Relations Board (SERB).
3. The mediator shall have the authority to call meetings and to meet with the team representatives of the Association and the Board. However, the mediator shall not have the authority to extend time limits of the current agreement or to bind either party to any item, except by mutual agreement of both parties.
4. If the mediation process does not resolve the negotiations, either party may request by written notice to the other party advisory fact-finding from either SERB or FMCS. The fact-finder shall be selected using the alternate strike process from a list of seven (7) names provided by the requested agency. Either party shall have the right to request a second list. The fact-finder shall have the authority to hold hearings regarding the respective parties' positions on all unresolved issues, and to issue a written report which contains his/her recommendations for resolution to the unresolved issues.
5. The dispute resolution procedure shall end when the mediation process is terminated or, if appropriate, upon conclusion of the fact-finding process. Mediation shall terminate with the expiration date of the Agreement or at the end of any mutually agreed upon extensions or upon settlement of the Agreement unless either party has requested fact-finding pursuant to paragraph 4 above.
6. After the conclusion of the dispute resolution procedure, if negotiations are not resolved, the Association shall retain all rights as per ●RC 4117.14 (D) (2) and provisions thereafter.

F. Amendment Procedure

This Master Agreement may be amended or provision(s) altered only by the mutual consent of the Board and the Association. Such amendment and/or altering may be at the request of either the Board or the Association. In any case, the finalization of such amendment(s) or altering shall be in accordance with the provisions of Article I, Parts D and E.

G. No Reprisal

No reprisals of any kind shall be taken by the Board or its representatives against any member for participating in any part of the negotiation process, including preparation and research of proposals and/or membership on the negotiating team.

H. Management Rights

The Board and/or its agents shall have the right to proceed in accordance with the authority granted by the statutes of the State of Ohio except as may be limited by the terms of this Master Agreement. It is expressly understood that the bargaining process will continue to be controlled by Ohio RC Chapter 4117 generally and Ohio RC 4117.08 in particular.

I. Contrary to Law

This Collective Bargaining Agreement supersedes and prevails over all statutes of the State of Ohio, except as specifically set forth in Section Ohio RC 4117.10(A), or as specifically prohibited by provisions of Ohio statute.

ARTICLE II - GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a complaint involving the alleged violation, misrepresentation, or misapplication of the negotiated agreement between the Association and the Board.
2. A "grievant" is a member or group of members of the Association alleging a violation, misrepresentation, or misapplication of the negotiated agreement.
3. A "party of interest" is the person or persons making the claim and any person who might be required to take action against or against whom action might be taken in order to resolve the claim.
4. A "day" shall be defined as a school day (a day when school is actually in session).

B. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of the members. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of any member having a grievance to proceed independently of this Grievance Procedure.

C. Procedure

Because it is important that grievances be processed as quickly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The limits specified may, however, be extended by mutual agreement.

In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year could result in irreparable harm to a party of interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

A grievance shall be deemed waived unless the grievance procedure is commenced within thirty (30) school days after the act or condition which gave cause to the grievance is known or should have been known. If the aggrieved does not follow the time limits as specified in the Grievance Procedure, the grievance is deemed waived. If the party to whom the grievance is submitted does not follow time limits as specified in the Grievance Procedure, the aggrieved party has the right to proceed to the next level.

Any level of the Grievance Procedure may be waived by agreement of both parties and the grievance shall immediately proceed to the next level.

D. Informal Procedure

The member with a grievance shall first discuss it directly with his/her principal with the objective of solving the matter informally.

E. Formal Procedure

1. Level One -- School Principal

- a. If the aggrieved is not satisfied with the disposition of his/her problem through the informal procedure, he/she may submit his/her claim as a formal grievance in writing to his/her principal. (See Appendix A for form.)
- b. The principal shall hold a hearing within five (5) school days. Within five (5) school days following the hearing, the principal shall render his/her decision and the reasons therefore in writing to the aggrieved person. Copies shall be sent to the Superintendent and the President of the Association.

2. Level Two -- Superintendent

- a. In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within five (5) days after the hearing with the principal, within five

(5) school days thereafter, he/she may file the grievance in writing with the Superintendent, requesting a hearing. A copy will be given to the President of the Association.

- b. The hearing with the Superintendent or his/her designee shall be within five (5) school days following the request. Within five (5) school days following the hearing, the Superintendent shall render his/her decision and reasons therefore in writing to the aggrieved person. A copy shall be sent to the President of the Association.

3. Level Three -- School Board

- a. In the event the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within five (5) school days following the hearing with the Superintendent or his/her designee, he/she may file the grievance in writing with the President of the Association within five (5) school days after the decision or lack of decision by the Superintendent or his/her designated representative. Within five (5) school days after receipt of the written grievance, the President of the Association shall refer it to the treasurer of the Board. Within ten (10) school days or the next regularly scheduled Board meeting after receipt of the written grievance, the Board shall meet with the aggrieved person with the objective of solving the grievance.
- b. The hearing shall be held in executive session at the request of either party. The Board will render its decision and reasons therefore in writing five (5) school days following the hearing.

4. Arbitration

If the grievant is not satisfied with the disposition of the grievance by the Board at Level Three and the Association Executive Committee has investigated the grievance situation and has determined that the grievance has merit, the grievant may request a hearing before an arbitrator by completing Grievance Report Form, Level Four. The grievant's request for arbitration shall be made within five (5) school days following the receipt of the disposition of the grievance in Level Three. The grievant's request for arbitration shall be by certified mail, with return receipt requested, to the treasurer of the Board. Within five (5) days following receipt of the grievant's request for arbitration by the treasurer, the Board or its designated representative and the grievant or his/her representative shall mutually petition the American Arbitration Association to provide an arbitrator in accordance with its voluntary rules. Once the arbitrator has been selected, he/she shall conduct a hearing on the grievance in accordance with the rules and regulations of the American Arbitration Association. The arbitrator shall limit his/her decision to the application cited in the grievance. The arbitrator will render a decision as soon as possible after the hearing and such decision will be binding on the parties.

The cost of the arbitrator will be paid by the Board if the decision is in favor of the grievant. If the decision is in favor of the Board, the Association or the grievant will pay the costs. If the decision favors both sides, the cost of arbitration will be divided equally between both parties. The Association will only have an obligation to participate in the payment of the arbitrator, as indicated above, for a grievance(s) that have been approved by the Executive Committee of the Association.

F. Rights of the Member to Representation

No reprisal nor discriminatory action of any kind shall be taken by the Board or by any member of the administration against any party of interest, any Association representative, any member of the Association Executive Committee, or any other participant in the Grievance Procedure by reason of such participation.

Any party of interest may be represented at any or all stages of the Grievance Procedure by a person of his/her own choosing from the bargaining unit, the Association, a representative of the Association, or of the legal profession. When a member chooses to be represented by other than a representative of the Association, he/she shall so indicate by signing a "Waiver of Representation Rights" form which shall be filed with the treasurer of the Board and the President of the Association. This form is included below.

In all cases, the Association President shall receive notification of date, time, and place of hearings and the Association shall be entitled to representation at such hearings in accordance with ORC 4117. Such representation shall be determined solely by the Association. The adjustment of a grievance(s) shall not, under any circumstances, be inconsistent with the terms of this Agreement.

WAIVER OF REPRESENTATION RIGHTS

By my signature, I hereby state that I choose not to be represented by the Ashland City Teachers Association or ACTA representative or other Association representative in my grievance initiated _____ (date) concerning _____.
I hereby give notice to the Board and to the Association of this choice.

Signature Date

G. Miscellaneous

If, in the judgment of the Association Executive Committee, a grievance affects a group or class of members, the Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall begin at Level Two. The Committee may process such a grievance through all levels of the Grievance Procedure even though the aggrieved person(s) does not wish to do so.

Decisions rendered at all levels of the Grievance Procedure shall be in writing setting forth the decisions and the reasons. This material shall be promptly transmitted to all parties of interest and to the Association President.

H. Member Complaint Procedure

When a member makes a written complaint regarding the policies, rules and procedures of the Board or administration, the District shall issue a written response to the member in an effort to resolve or tentatively resolve the issue no later than ten (10) school days from the dated complaint.

ARTICLE III - TEACHING CONDITIONS

A. Contracted Time

1. Length of School Year

Members' contract year shall be one hundred eighty-five (185) days. Said year shall include the following:

- a. Students in attendance: 176
- b. Record keeping/workday: 2
- c. In-service/Professional Development 5 (note: additional professional development day added for 2nd semester)
- d. Parent/teacher conferences: Secondary (6-12) - 2
Elementary (K-5) - 2

e. School Year Clarifications:

- 1) The Members' contract year will start three (3) days prior to the first student day. The District will provide one (1) teacher workday dedicated to the preparation for the opening of school (self-directed day).
- 2) Bargaining Unit members shall have two (2) hours of self-directed, dedicated worktime during the school year.

- 3) The final member record keeping/workday of the school year may be exchanged for an agreed upon day. Members choosing to work the exchange day will not be required to report on the last record keeping/workday. Members may choose to not report on this day and instead work the last record keeping/workday. The second teacher workday will take place the day after the last student day.
 - a) This exchange day option will be decided each year by the Calendar Committee. The Board may choose to approve, modify, or reject the Calendar Committee's recommendation.

2. Length of School Day

- a. The length of the members' contract day will be seven (7) hours and thirty (30) minutes. All members will have at least a daily duty-free preparation period consisting of at least forty (40) consecutive minutes except in cases where there is a special school event such as an assembly that causes the schedule to be altered. Such preparation period shall be scheduled during the student day. In the event of a 2-hour delay or an early release, Pre-K through 5th Grade classroom teachers are entitled to a reduced duty-free preparation period. Each building Administrator will come up with a schedule for teacher duty-free preparation periods that day.

K-3 Additional Duty-Free Preparation Period

The District believes in the promising practice that provides each K-3 classroom teacher with one (1) additional duty-free preparation period for a total of six (6) duty-free preparation periods during a five (5) day school week in accordance with caveats listed in the contract, exceptions (e.g., 2-hour delay language, building assemblies).

- b. Length of student day will be no longer than seven (7) hours.
- c. Each contracted day shall include twenty-five (25) minutes of meeting time for high school and middle school members and thirty (30) minutes of meeting time for intermediate and elementary school members. This meeting time shall be allocated weekly as follows:
 - 1) One (1) day of administratively directed meeting time;
 - 2) Two (2) days of grade level or department directed meeting time;
 - 3) Two (2) days of member directed time; and
 - 4) Taft Intermediate will have the following:
 - a) One (1) day of administratively directed meeting time;

b) One (1) day of grade level or department directed meeting time;
and

c) Three (3) days of member directed time.

3. The Board may offer to purchase non-instructional time when numerically necessary at a rate of Three Thousand Dollars (\$3,000) per semester for high school teachers and Two Thousand Five Hundred Dollars (\$2,500) per semester for middle school teachers. Assignment preference shall be given based on seniority.
4. To the extent possible, elementary teachers who serve as coaches will have their schedules rotated so that when they are not "in season" their preparation times may be at some time other than the last time period of the day.
5. Extended Time, Definition and Payment

Any member who is required to work at times other than the member's contract year will be granted an extended-time contract and will be paid at a per diem rate, which is a daily rate based on the member's annual salary for regular teaching duties. Extended-time work performed after June 30 of any year shall be considered an extension of the ensuing school year and shall be computed at the member's rate of pay for the ensuing school year. No per diem payments for regular teaching duties shall be made should the member's regular contract year extend beyond June 30 of any year.

This clause does not pertain to summer school payments.

6. Members are required to attend an Open House at the beginning of the school year. Exchange time will be provided to the members during the first 2-hour Early Release Day in November. You must have administrative permission to be excused from Open House.
7. Parent/Teacher Conferences

Parent/teacher conferences shall be conducted in accordance with the following:

- a. Two (2) days [fifteen (15) hours] of conference time will be scheduled in the secondary buildings (6-12) during any school year, and two (2) days [fifteen (15) hours] for elementary grades (K-5).
- b. Such conference will be scheduled as follows:

Elementary (K-5) teachers shall participate in the fall and spring parent/teacher conferences. Four (4) designated evenings shall be set aside so that teachers may schedule a large number of these conferences. The total time required for teacher attendance on the four (4) designated conference evenings will not exceed fifteen (15) hours. For the fall elementary

conferences, each elementary teacher is expected to hold conferences with parents at the end of the first grading period. The total number of required conferences held is not to exceed the equivalent number of class size for each grade level. The spring elementary conferences shall be at teacher or parent request and will be held during the third grading period. Additional conferences that cannot be scheduled during the allotted time may be scheduled during the teacher's preparation period, before or after school, or at another time as scheduled by the teacher.

Secondary (6-12) parent/teacher conferences for the middle school and high school shall be scheduled on four (4) designated evenings throughout the year, not to exceed fifteen (15) total hours agreed upon by the members and administration. The designated dates for parent/teacher conferences may be different dates at the middle school and the high school, as can be accommodated by the District.

Conferences shall be held as needed and/or requested by either teacher or parent. Parents shall be encouraged to attend conferences by staff and administrators.

- c. Secondary conferences will be by appointment and will be scheduled by the principal's office from a list provided by the member. Elementary conferences will be by appointment and will be scheduled by the principal's office or by the teacher.
- d. Students will not be in attendance at school during time periods when conferences are scheduled.
- e. Provisions for a thirty (30) minute break from conferences will be incorporated into each member's schedule.
- f. Members shall be released from any and all responsibilities during time periods when no parents are scheduled; however, members shall be at school during the conference time even though no parents are scheduled.
- g. The member contract year shall not exceed the number of days specified in Section A. 1. of this article. School shall not be in session (K-12) the last school day before Thanksgiving Day.

8. Calamity Days

Teachers will not report to school. If the District falls below the state-required student hours of attendance, members and students will make up the required hours. IEP and ETR meetings will occur, if possible, either remotely or in person on a calamity day if the meeting cannot be rescheduled.

B. School Calendar Committee

1. A Calendar Committee shall be comprised of the following:
 - a. Members appointed by the Association President with at least one (1) representative from each school.
 - b. Members appointed by the Superintendent.
2. The Calendar Committee shall annually develop recommendations prior to November 15 to be presented to the Board for consideration. The committee may recommend a two (2) year school calendar.
3. The Board may choose to approve, modify, or reject the Calendar Committee's recommendation. The Board may also choose to request further review by the Calendar Committee. The final authority to approve the school calendar rests with the Board.

C. Release Time

Members shall be released from student responsibility while their classes are being conducted by special teachers in music, art, and physical education, or when the member is required to be out of his/her classroom on official school business that does not involve the presence of children. It shall be the responsibility of the classroom teacher to communicate with the specialist, which may include observation, to maintain the continuity of the instructional program. Said teachers shall be jointly responsible to the building principal for the continuity of the involved program.

When elementary students are permitted to use the library facilities, the classroom teacher shall not be responsible for those students after they have reached the library and are under the supervision of the librarian or library aide.

D. Retention of Substitute Teachers

Every attempt shall be made to retain a substitute teacher currently licensed/certified in that specific area for any member on leave from professional duties or when absent from the class while on official school business. If a substitute is not retained, a member, determined by the building principal and who voluntarily agrees to assume the duties, shall assume the duties of the member on leave at a rate of Thirty Dollars (\$30) per prep period. This policy is intended to include elementary teachers who assume the responsibilities of the art, music and physical education teacher on leave when no substitute is retained.

When a substitute teacher is required to fill a vacancy due to a member's use of sick leave or other short-term absence, the District shall make reasonable efforts to retain a substitute currently licensed/certified in that specific area.

When a substitute is required to fill a vacancy due to a member taking a leave of absence where such leave is 1) of at least thirty (30) school days in duration, 2) the leave is without pay, and 3) is for the remainder of the school year, a long-term substitute currently licensed/certified in that specific area will be hired. Said substitute shall be given a contract for the remainder of the current school year.

E. Parental Complaint Procedure

Any and all complaints that are made to the Board, an individual Board member, or to a management level employee shall be referred to the member's immediate supervisor. The immediate supervisor shall make arrangements for the complainant and the member(s) to meet informally regarding the complaint. Every effort should be made to resolve the complaint at said informal conference. If the complainant is not satisfied with the results of this informal conference, he/she may file a formal complaint.

Complaints or allegations, whether written or not may be investigated under state and federal laws prohibiting, bullying, sexual harassment, discrimination on the basis of race, sex, religion, national origin, or disability, and child abuse. Procedures are outlined in Title IX and board Policy.

The formal complaint procedure is as follows:

1. The complainant is encouraged to state his/her complaint in writing. However, whether in writing, or not, the complaint may be discussed at a conference between the complainant and the building administrator and resolved if possible.
2. If the complainant is not satisfied with the results of the conference, he/she may request and may be granted a conference with the Superintendent.
3. If the complainant is not satisfied with the results of the conference, he/she may request and may be granted a hearing with the Board in executive session.
4. In all steps of this procedure, the member shall be notified of conferences and hearings and shall have the right to be present unless the member waives the right to be present.

No complaints shall be placed in the personnel file of the member unless:

1. The complaint is filed in writing and a copy is delivered to the member.
2. The involved member has the right to make written response to the complaint and the findings from any and all conferences and hearings.

Any person involved in the conferences and hearings shall have the right to representation of his/her own choosing.

Unwritten complaints will not be used in the evaluation procedure concerning renewal of contract, consideration for promotion, and transfers.

Written complaints shall be investigated fully and completely to determine the accuracy, validity, and timeliness of the complaint. If, as a result of the investigation, it is determined that the member has violated a provision of this Agreement, a Board policy, a written administrative rule or regulation, or a provision of the Ohio Revised Code appropriate disciplinary measures may be taken. Said disciplinary measures shall be taken only with just cause.

F. Transfer Procedure

It is recognized that from time to time it may be in the best interests of the educational program to transfer members of the instructional staff from one (1) assignment to another or from one (1) building to another. It is further recognized that such transfer may be desired by either the administration or a member of the instructional staff.

G. Voluntary Transfer

Members may request a change of assignment in accordance with negotiated policies on assignments and open positions and the following procedures:

1. Change of assignment requests shall refer to, but not be limited to, the following:
 - a) change of building; b) change of grade level; c) change of subject or area of responsibility; and d) newly created position within the system.
2. Voluntary transfers shall be initiated by members of the instructional staff and shall be according to the following guidelines:
 - a. Completion of a Voluntary Transfer Form (see Appendix B) in duplicate [one (1) retained by the office of the Superintendent and one (1) retained by the requesting member].
 - b. Request for voluntary transfers for a posted position shall be filed within ten (10) days of the posting of the notice of opening. Any teacher filing the Voluntary Transfer Form will be considered by the interview team. Within five (5) days following the end of the posting period, the requesting party shall receive a response regarding their interview date and time.
 - c. When said request does not involve a posted position, the requesting party shall receive, within five (5) days, a response to his/her requested transfer from the Superintendent. Such response shall be 1) approval and date that transfer is to be effective; 2) denial with written reasons; 3) postponement of request with written reasons.

Should a transfer request be initiated prior to a noted opening, or be postponed, it shall remain an active request until the first day of the following school year.

H. Involuntary Transfer

If the Superintendent directs an involuntary transfer in building, subject, or grade level, notification thereof shall be given to the involved member(s) by July 25 preceding the effective date of said involuntary transfer. When involuntary transfers are necessary due to a staffing need, a member's area(s) of licensure/certification, length of service in the Ashland City School District, and his/her teaching experience will be used as the criteria in determining if a member is to be transferred. Members being involuntarily transferred will be assigned only to a position for which they are licensed/certified. No member shall be involuntarily transferred without just cause. Just cause may include, but is not limited to, teaching deficiency as identified through the evaluation procedure as an ongoing deficiency that has persisted at least one (1) school year and where such transfer should remedy the deficiency.

The Superintendent or his/her designee will meet with the member within five (5) days to explain the circumstances of the transfer. The involved member may request representation of his/her own choosing for the meeting. The involved member(s) may request the reasons for the transfer in writing prior to the aforementioned meeting. In the event that such a request is made, the reasons shall be given to the member.

The assignment of a member can be changed involuntarily only once during any 2-year period. Salaried teachers cannot be involuntarily transferred to hourly Small Group Instructor positions.

I. Emergency Transfer

1. Application

Building Closure/Grade Relocation to Another Building/●Open Enrollment/Special Education Class Placement/Building Consolidation:

Rights shall be provided to members whose positions are eliminated or substantially altered by building closure, grade relocation to another building, redistricting, open enrollment, special education class placement, or building consolidation. Emergency transfers will be processed according to the provisions of this section only.

2. Procedure

- a. Members who are subject to this policy shall receive at least two (2) weeks written notice of an informational meeting.
- b. During this time, a selection committee consisting of three (3) administrators to be named by the Superintendent and four (4) members to be named by the President of the Association shall convene.

The purpose of this committee is to oversee the selection of positions. The committee will specify the procedures that will be followed during the selection process and rule on procedural as well as substantive questions that may arise during such process.

- c. Regular classroom teachers affected by this policy will receive a job openings list and a written invitation to attend a position selection meeting with the selection committee to be held by individual conferences during the next week.
- d. Members presently assigned to teach in the areas of Special Education, Physical Education, Art, Music, and Title I will be assigned to buildings in the District according to need.
- e. Each member affected will be invited to the position selection meeting individual conference according to their length of continuous employment in a bargaining unit position (longest continuous service first) in the District. The positions will be listed from which members may choose.

Any member not selecting a position during this process will be guaranteed a position in the District provided that they meet the qualifications of the position. Members not selecting a position will be notified of openings in the District as they occur. The selection of these positions will be according to the length of continuous employment in a bargaining unit position (longest continuous service first). Any member not selecting a position by July 1 will be assigned a position by the Superintendent according to Article III. Section H. of the Master Agreement. No member shall become unemployed due to building closure, grade relocation to another building, redistricting, open enrollment, special education class placement, building consolidation and/or the implementation of this procedure. Supplemental contracts shall remain intact as currently exists (at the time of implementation of this provision); however, equal assignment changes may be made to accommodate existing supplemental contract holders. No loss of pay will result from such changes.

- 3. The administration shall prepare the job openings list for the informational meeting, which shall include the following information for each position: 1) name of the building, 2) grade level and/or subject area, 3) licensure/certification required.

4. The Association President shall receive the following documents: 1) list of affected members with the current teaching assignment, 2) the length of continuous employment in a licensed/certificated position for each affected member, and 3) the job opening list that is to be provided to each of the affected members. The aforementioned documents shall be provided to the Association President five (5) days prior to the job opening list being provided to affected members.
5. Members subject to this procedure will be notified in advance of their scheduled meeting with the selection committee. This notification will provide sufficient time for the member to arrange his/her schedule and responsibilities in order to be present at the meeting. The notification shall include the date, time, and place of meeting. Except in extreme emergencies members will be expected to keep their scheduled meeting appointment. In such emergencies, the member and the selection committee will arrange an alternate meeting as soon as possible in order to ensure that the member retains his/her appropriate place in the selection order.
6. Members affected by a transfer shall be paid for all time required for the purpose of packing effects for transportation by the Board to the new location and for unpacking and organizing at such location (room). Such time required for packing and unpacking/reorganizing shall occur during time that members would normally be scheduled to work if such move occurs during the school year with no extension of the normal member day and year. If the move occurs during the summer break, the necessary time to pack and unpack/reorganize will be paid at member's per diem rate from base pay and not to exceed two (2) days, unless the position requires a member to be in more than one (1) building these members will receive an additional day, if needed.
7. All transfers of members covered by this provision shall be deemed involuntary transfers with inherent protections contained in Article III, Section H, Paragraph 3.
8. Curricular materials for the members affected by emergency transfer will be provided by the Board.
9. Members transferred to new buildings shall be assigned a classroom equipped with furniture for both students and teacher that is at least equivalent to what existed previous to such transfer.
10. The Board's rights under Article V (H) are not affected by this section.

J. Code of Pupil Conduct

1. A committee consisting of ACTA members (selected by the ACTA) and administrative members will be created with equal representation to revise and update the current Code of Pupil Conduct. Each building shall have the opportunity to have representation on the committee. Input may be sought from parents, community members and law enforcement officials if deemed necessary. The Code of Pupil Conduct may be reviewed on an annual basis to determine if further

updates are needed. The annual review, when required, will be completed by March 1 of each school year and sent to the Board for approval. Any modifications to the Code of Pupil Conduct shall be approved by the Board of Education. The Board may approve, modify or reject any committee recommendations.

If the Code of Pupil Conduct contained in the School Board Policy Manual is not followed by the administration and/or the Board, ACTA retains the right to grieve said noncompliance.

2. Emergency Removal of Pupil

If a pupil's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises," then:

- a. The Superintendent, principal, or assistant principal may remove the pupil from curricular or extra-curricular activities or from the school premises.
- b. A member may remove the pupil from curricular or extra-curricular activities under his supervision but not from the school premises altogether.
- c. When a member makes an emergency removal of a pupil for more than one (1) class period, the reasons for the removal must be submitted to the principal in writing as soon as practicable thereafter.
- d. If the Superintendent or principal reinstates a pupil removed by a member prior to the hearing following removal, reasons in writing must be given to the member upon request.
- e. A hearing must be held as soon as practicable after the removal, but within seventy-two (72) hours after the initial removal is ordered. The person who ordered the removal must be present at the hearing.

K. Student Discipline

When a member makes a written referral of a student to an administrator regarding a disciplinary problem, said administrator shall make a written response to the member concerning the resolve or tentative resolve no later than three (3) days from the dated referral.

L. Summer School

1. The Board may provide a summer school program at the elementary, middle school, and senior high levels. Posting of positions for said summer school shall be in accordance with Article VII, Section E, of the Master Agreement with the initial posting completed no later than May 15 previous to the summer for which the positions are to be filled.

2. Applications for said postings will be sent electronically at the same time as the posting occurs. A member must indicate interest via electronic format no later than May 25 of the same year in which the position is posted.
3. Preference in hiring shall be given to members currently employed by the Ashland City Schools. If more applications are received than the number of available positions, seniority within the summer school program will be the determining factor. When no applications are received from the previous summer school teachers, seniority within the department will be the determining factor. When a selection cannot be made from department seniority, seniority within the District will be the determining factor.
4. If a portion of the summer school program is contracted to an outside agency, that agency will be required to use regularly contracted members of the School District to staff the summer school programs.

M. Transportation of Students

A member shall not be required to use a personal vehicle to transport students for any school purpose. In the event that a member chooses to use a personal vehicle to transport students for approved school activities and approval for said trip is given by the principal, or without approval if such transportation is a result of an emergency situation resulting from injury or illness of students, the Board shall provide personal injury liability insurance to the limit of no less than Three Hundred Thousand Dollars (\$300,000) per person and no less than Five Hundred Thousand Dollars (\$500,000) per occurrence. The building principal must approve all student transportation requests, thereby accepting responsibility for such transportation.

N. Professional Work Center

A professional work center shall be maintained in each building and shall be located in an accessible area of each building. An adequate supply of materials necessary to utilize the work center shall be provided for the members. A high volume copier will be located in each instructional building and will be available during work days until 10:00 p.m. The copier will be available and maintained in working order for each member's use for the purpose of duplicating (within the confines of copyright laws) any and all materials, tests, and any other items that the member determines to be relevant and necessary for classroom instruction. The District will make every effort to make printing available online for all teachers and SGIs.

●. Employment Practices

1. The Ashland City School District reaffirms its practice of being an equal opportunity employer, and shall not discriminate against any applicant or employee in terms of wages, hours, or other terms and conditions of employment on the basis of race, ancestry, religion, color, national origin, age, sex, marital status, sexual orientation, and Association affiliation or official Association activity.

2. Wages, hours, and other terms and conditions of employment that impact upon a member(s) shall be applied uniformly to all members.
3. Regular teaching assignments will only be made in areas for which the member is or agrees to become properly licensed/certified. All teachers are required to be appropriately licensed in their assigned teaching field or be working toward the relevant licensure. It is the responsibility of the teacher to provide evidence of licensure status.

P. Member Responsibility

No member shall be expected or required to be: 1) available to assume the responsibility for the care of ill or injured students, 2) responsible for the release of a student(s) during the school day, or 3) available to assume other administrative responsibilities. The Board shall hold harmless any member that acts in a reasonable and prudent manner until the arrival of appropriate personnel.

Q. Class Size/Member Workload

1. The number of students assigned to a member for the purpose of instruction shall not exceed twenty-four (24) for Grades K and 1, twenty-five (25) for Grade 2, twenty-six (26) for Grade 3, twenty-eight (28) for Grades 4 and 5.
 - a. The number of grade level classrooms needed District-wide shall be calculated by the Superintendent or his designee no less than one (1) week before the start of classes. This calculation shall be timely provided to the President of the Association for review and input.
 - b. If after the first fifteen (15) school days, the District's grade-level capacity is completely filled or overfilled with students enrolled and attending class, the Superintendent or his designee shall timely provide this information to the President of the Association for review and input when requested. Where appropriate, an additional classroom may be added and students will be assigned to that classroom in a manner which is equitable (fair and impartial) for both teachers and students.
 - c. If no classroom space is available as outlined in "b" above or when the District's grade-level capacity is reached at a point in time following the first week of school after Labor Day, the placement of students will occur according to the following considerations.
 - 1) The most senior teacher in that grade-level in the affected building that volunteers to take the student.
 - 2) An involuntary placement of that student shall be accomplished if there are no teacher volunteers by placing the student with the least senior grade-level teacher in that building.

- 3) If, through involuntary placement a building's grade level is filled to capacity, the student will then be placed with the most senior grade-level teacher in another building that volunteers to accept the placement.
 - 4) An involuntary placement of that student shall be accomplished if there are no teacher volunteers by placing the student with the least senior grade-level teacher in the District.
 - 5) Grade-level teachers that have an excess of five (5) special needs students (those requiring IEPs) will be exempt from involuntary placement.
- d. A teacher whose classroom enrollment exceeds the limits set in Paragraph 1 of this section due to the application of those procedures shall be paid a stipend of Two Thousand Five Hundred Dollars (\$2,500) per additional student, prorated on total instructional days. Such stipend shall be paid in one (1) lump sum at the conclusion of the school year.
 - e. The Superintendent or his designee will keep a current and accurate enrollment count by building and grade-level and make this information available in a timely manner to the President of the Association for review and input.
2. New students entering K-5 will be assigned so as to keep class size equitable within each grade and subject area within each building.
 3.
 - a. The number of students assigned to a member for the purpose of instruction at the secondary level (6-12) shall be no more than thirty (30) students per class; however, the facilities must be adequate to accommodate such a number of students, i.e., thirty (30) separate work stations. Physical education and music performance classes are not limited by this provision.
 - b. If a member's class size limit is exceeded at any point or the daily workload exceeds one hundred sixty-five (165) students in Grades 6-12 a stipend of Two Thousand Five Hundred Dollars (\$2,500) per additional student, prorated on portion of the school day and total instructional days will be paid. Music performance classes and physical education are not limited by this provision.
 4. Mainstreamed special education student(s) shall be counted when determining the aforementioned numbers.
 5. Middle school (6-8) teachers shall not be assigned more than six (6) instructional classes and one (1) thirty (30) minute or less Intervention Period. This one (1) thirty (30) minute or less Intervention Period shall be research-based, and at the discretion of the member. High school teachers (9-12) shall not be assigned more

than five (5) instructional classes. Neither shall be assigned more than three (3) different preparations per day. When and if unanticipated circumstances exist that would require the administration to exceed the aforementioned standards to reasonably resolve the situation the following conditions will be followed:

- a. First, attempt to resolve by asking for volunteer(s) in the building department affected.
 - b. Second, if no volunteer(s), assignment(s) would be made on a seniority basis from those members who are properly licensed/certified for the assignment (least senior first) in the building department affected.
 - c. Teaching Load: The teaching load shall permit teachers to have time to perform their duties. Except where a member teaches physical education and music performance classes, the daily student load for each teacher shall not exceed one hundred sixty-five (165) students. These limits shall not apply where teachers volunteer to teach extra instructional classes.
 - d. It is understood that combined level classes meeting during the same period constitutes one (1) preparation.
 - e. Teachers that split middle school and high school assignments shall have the provisions of this Subsection applied based on which content level makes up the majority of their class load.
 - f. The Board may offer to purchase non-instructional time when numerically necessary at a rate of Three Thousand Dollars (\$3,000) per semester for high school teachers and Two Thousand Five Hundred Dollars (\$2,500) per semester for middle school teachers. Assignment preference shall be given based on seniority.
6. Students at all levels shall be assigned to available classrooms in an equitable manner within each building whenever permitted by the student(s) schedule.
 7. Class sizes/member workloads shall be in accordance with this provision and the minimum standards of the Ohio Department of Education (ODE).

R. Elementary Specialists

A minimum of five (5) full-time equivalent educational service personnel shall be employed for each one thousand (1,000) pupils in average daily membership in Grades K-5.

S. Mentoring Teacher Program/Resident Educator (RE) Program

1. General Provisions

- a. There shall be a 2-year Resident Teacher Education Program adopted by the Ashland City Teachers Association and the Ashland City Board of Education.
- b. The Ohio Resident Educator Program is a 2-year program of formative assessment and mentoring support that will culminate in the completion of a statewide summative and Performance-based assessment.
- c. The Resident Educator Program is enacted through 2022 HB 151 legislation. The Resident Educator Program aligns with Ohio's Standards for the Teaching Profession, Ohio's Standards for Resident Educators Program, Ohio Continuum of Teacher Development and Ohio Teacher's Evaluation System.
- d. Formative written data/communications that result from the implementation of this program shall be the property of the Resident Educator (RE). Annual Summative Assessment information will be provided to the RE Coordinator so that RE data may be entered into Connected Ohio's Records for Educators (CORE).
- e. Data/communications from the Resident Educator program shall not be used as individual teacher evaluation information. All discussions between the mentor and the RE shall be confidential. The RE is responsible for collecting and maintaining artifacts and evidence that will be used to inform the summative assessment.
- f. A position of Lead Mentor shall be filled from ACTA members. The position shall consist of the following:
 - 1) The Lead Mentor shall be selected from a list of members who have had a minimum of five (5) years of mentoring experience and recent classroom experience. The Lead Mentor shall be appointed by the ACTA President in consensus with the Superintendent;
 - 2) The position shall be for a term of three (3) years that is renewable upon expiration;
 - 3) The position shall have a stipend of One Thousand Seven Hundred Fifty Dollars (\$1,750) per year payable as per the supplemental pay schedule.

2. Selection/Assignment of Teacher Mentors

- a. Mentors must have a Permanent License, 5-year Professional License or 2-year Provisional License that has been renewed two (2) or more times.
- b. Mentors must be on Ohio's credentialed Mentors list by completing IM and RE-1 training.
- c. They must have recent classroom experience of five (5) years or more.
- d. The Superintendent and/or administrative designee in consensus with Lead Mentor shall select mentor teachers in accordance with mentoring criteria established through Ohio's Mentor Standards for Ohio's Resident Educator Program.
- e. The administration shall request for teachers to apply to be a mentor teacher for the following school year.
- f. Participation as a mentor teacher shall be a voluntary commitment for a 1-year period. The Superintendent or administrative designee in consensus with the Lead Mentor may request that a mentor resign and/or be reassigned if the mentor and entry teacher relationship is not compatible.

3. Resident Educator Regulations

- a. All new teachers in their first two (2) years of teaching shall be required to participate in the Resident Educator Program. Teachers that have previous experience from another state or long-term substitute experience may be able to waive some or all of residency program if their qualifications meet Ohio's requirements for waiver. Amount of time for the waiver will be determined by the Office of Teaching Profession at Ohio Department of Education.
- b. REs that successfully complete the summative assessment and Performance based assessment may do so within two (2) years and transition to a professional license.
- c. REs that are unable to successfully complete the summative assessment and/or Performance based assessment during the 2-year residency program may be provided an additional year of mentoring if the District administration determines that the circumstances warrant. It is the responsibility of the RE to successfully complete all activities in the RE program, collaborate with their mentor, report any difficulties to the RE Coordinator, and transition to their professional license. The District is not responsible for employing REs that do not successfully complete the requirements and transition to a professional license within the 2-year residency program unless extenuating circumstances are found to exist.

4. Release Time:

- a. Mentors shall be provided up to three (3) days of release time to work with REs to complete the requirements for the RE program. Release time may be needed to complete the RE portfolio, for collaboration, and formative and summative assessments. Every attempt will be provided to allow for common planning time between the RE and Mentor.
- b. Resident Educators shall have up to three (3) days of release time to collaborate and complete their portfolio with their mentor, for observations of master teachers, RE in-service meetings and trainings, or programs deemed necessary by their mentor, the RE Coordinator, or their principal. Every attempt will be provided to allow for common planning time between the RE and Mentor. Where necessary, one (1) or two (2) additional days may be granted for teachers in the Resident Educator Summative Assessment (RESA) program.

5. Attendance at Training Sessions

- a. The District shall pay for mentor training for teachers that desire to become credentialed mentors in Ohio's Resident Educator Program. This will include cost for training and travel expenses to training.
- b. A mentor will be paid a stipend of One Thousand Fifty Dollars (\$1,050) for the first year of RE mentoring and Five Hundred Dollars (\$500) for the second year of RE mentoring. The mentor will receive these stipends per each assigned Resident Educator (RE).
- c. Teachers selected as mentor teachers, at their option, may and are encouraged to attend Advanced Mentor Training provided by Ohio Department of Education as approved by the Superintendent or Resident Educator Coordinator.

T. Students with Individual Needs

1. All members of the bargaining unit who may be required to assume responsibility for students with unique needs shall be provided with appropriate training with regard to the needs and movement of the student(s).
2. Should it be necessary for such student to be moved from one (1) building level to another, help shall be provided to the member upon request.
3. Arrangements shall be made for the help that would be necessary to assist the member in moving from the building or to a safe location within the building in emergency situations.

4. Upon the request of the affected member and where required, lifting equipment will be provided and/or the assistance of another individual who would help move the student.

U. Individualized Education Plans

Any member who is required to prepare and maintain IEPs (Individualized Education Plans) for identified students with disabilities and conduct IEP conferences shall be paid three (3) extended days at a rate of Three Hundred Dollars (\$300) per day and be given up to four (4) days of release time on District sites to prepare and maintain IEPs, ETRs, and Progress Reports at the discretion of the building administrator or Student Services Director. With regard to the implementation of IEPs, it is understood that Intervention Specialists and classroom teachers shall work in tandem to meet the needs of students with IEPs. Specifically, Intervention Specialists shall bear primary responsibility for the creation of IEPs. Classroom teachers and Intervention Specialists shall jointly bear responsibility for implementing IEPs.

V. Stop Smoking Program

The Board shall provide, at no costs to any interested member, and at the option of the member, the right to enter a “stop smoking program(s)” that may be available from qualified practitioners. Such option shall be available annually.

W. Drug-Free Workplace

1. All employees shall have online access to this provision and a copy of the Board adopted resolution regarding a drug-free workplace.
2. All employees shall refrain from the use, manufacture, distribution, or possession of drugs or alcohol while on the job or on school premises. The Board shall provide a drug-free awareness and education program for all employees.
3. For the purposes of these provisions, the following definitions shall apply:
 - a. “Drug abuse offenses” shall be defined as the unlawful possession, use, or distribution of illicit drugs and alcohol.
 - b. “Workplace” is defined as any area under the control of the School District or at any school sponsored activity regardless of location.
4. An employee accused of being in violation of this provision shall be afforded due process and shall not be disciplined without just cause. For the purpose of this section, the initial disciplinary sanction may be the completion of an appropriate rehabilitation program provided by the Board. Offenses may result in further just cause discipline and/or termination in accordance with the Ohio Revised Code and the provisions of this agreement.

5. Any employee convicted of an offense occurring in the workplace under the criminal drug statute must report his/her conviction to the administration no later than five (5) working days after the conviction. Failure to do so may result in discipline for just cause.

X. Local Professional Development Committee

1. Purpose and Authority

In accordance with ●RC 3319.22 and ●AC 3301-24, the Ashland City Board of Education and the Ashland City Teachers Association shall establish a Local Professional Development Committee (LPDC). The purpose of the Committee shall be to review and approve Individual Professional Development Plans (IPDP) and professional development activities for recertification and licensure as specified in ●RC 3319.22 and ●AC 3301-24.

The LPDC shall have no authority or affect to revise, delete, add to or modify any article or section of this Master Agreement. Actions of the LPDC are not to be contrary to the Master Agreement or law.

2. The LPDC shall be responsible for developing rules of operation, guidelines and procedures (Plan Document) for review and renewal of said licenses/certificates. ●operational procedures of the LPDC shall be covered by the by-laws of the LPDC. However, the policies/procedures/by-laws of the LPDC shall not supersede the Master Agreement.
3. The LPDC shall develop a process in the Plan Document for the employee(s) to appeal the decision of the Committee. The LPDC appeals procedure shall not be grievable under the Collective ●Bargaining Agreement.
4. The LPDC shall be comprised of four (4) teacher representatives selected by ACTA and three (3) administrative representatives appointed by the Superintendent. The LPDC shall determine length of term(s) and procedures for filling vacancies on the Committee in the Plan Document.
5. When an administrator's IPDP is under consideration, the LPDC may, at the request of the administrator, cause a majority of the Committee to consist of administrative representatives by reducing the number of teacher representatives voting on the IPDP. The LPDC teacher member may not vote on his/her own IPDP. If an LPDC teacher member's IPDP is up for consideration, one (1) administrative member will not vote to keep the proper balance.
6. The members of the LPDC shall be compensated with a stipend of ●One Thousand Two Hundred Fifty Dollars (\$1,250) and the Chairperson of the LPDC shall be compensated with a stipend of ●One Thousand Seven Hundred Fifty Dollars (\$1,750) per service year. Said stipend is not a supplemental and is not governed

by Article V. The Committee member shall have the stipend paid in three (3) payments.

7. The Board shall provide staff development as needed for Committee members. Additionally, the Board shall set aside a budget for materials and supplies for the use of the Committee.

Y. Safe Classroom Procedures

The ACTA President/designee will receive a copy of all EPA, OSHA, Health Department, and Fire Department reports upon request.

Z. Special Assignment

Based upon the needs of the District as determined by the Superintendent, the Superintendent may assign one (1) or more members to a special assignment related to the educational programs of the District. While on special assignment, the member shall remain a member of the bargaining unit. At the conclusion of a special assignment, when the member returns to his/her regular assignment within one (1) year, the member shall be granted the same position held prior to the special assignment. If the special assignment exceeds one (1) year, the member shall be granted the same or similar position as held prior to the special assignment.

Notwithstanding the provisions of Article III (F), (G), or (H), Article V (B), Article VII (E), or any other provision of this Agreement, the Superintendent has sole discretion 1) on whether to create, fill, or discontinue one (1) or more special assignment positions, 2) to select which member shall be assigned to a special assignment position, and 3) the duties of the special assignment.

The opening shall be posted for no fewer than five (5) days during the regular school year and ten (10) days during the summer. If no applications are received within five (5) days during the regular school year and ten (10) days during the summer, it will be assumed there is no interest in the position among the present members. Any member within the system who meets the minimum qualifications may apply and may be granted an interview.

A person hired to fill the posted position must possess all the minimum qualifications for the position.

AA. Cooperative Work Towards Solutions

The Superintendent and ACTA President may establish committees to revise and/or develop new articles for the Master Agreement as necessary. Any proposed revised or new articles are subject to approval by the Board and by the ACTA Executive Committee.

AB. Technology Committee

A Technology Committee will be created to address the technology concerns of teachers.

The Committee will consist of six (6) members appointed by the Association on a yearly basis. The Committee will meet at least quarterly with the Superintendent or designee. Such concerns may include, but are not limited to, affording teachers reasonable access to the Internet; enhancing teachers' work and professional stature; assuring technology training opportunities for teachers; on-line testing issues for state-mandated tests; and adequate distribution of technology devices to teachers and students.

ARTICLE IV - LEAVE PROVISIONS

A. Sick Leave

1. Each member will receive fifteen (15) days sick leave per year at the rate of one and one-fourth ($1\frac{1}{4}$) days for each month of actual service under contract, twelve (12) months per year. Members who work less than full time will receive full sick leave credit at the fractional rate of their employment.
2. New members and present staff who have exhausted their accumulated sick leave shall be credited, as needed, with up to fifteen (15) days annually. Such credited leave will be deducted from final pay of a member, at his/her per diem rate if the member leaves the employment of the Board before earning sufficient sick leave to repay the advance. The Board will continue to pay the school-provided insurance premiums of any member who has exhausted his/her sick leave accumulation and the five (5) day advance and who remains on active contract status with the District.
3. All members employed by the Ashland City School District will be able to accrue three hundred thirty (330) sick leave days.
4. Teachers transferring to the Ashland City School District from other public school(s) or public employment in Ohio shall be permitted to transfer accrued sick leave up to three hundred thirty (330) days into the Ashland City School District.
5. Members may use sick leave, upon approval of the responsible administrative officer of the employing unit, for absence due to illness, pregnancy, maternity/paternity leave, injury, exposure to contagious disease which could be communicated to other members, and to illness, injury, or death in the member's immediate family. Paid sick leave for pregnancy and/or maternity/paternity purposes shall be for the period of disability. Period of disability for child birth is presumed to be six (6) weeks/eight (8) weeks for C-Section unless medical certification is provided for a longer period of time. Upon the exhaustion of accrued sick leave, the provisions on Article IV, Section C will cover the remainder of pregnancy and/or maternity/paternity leave. At the conclusion of a member's disability leave related to pregnancy or maternity/paternity leave, the member may request and shall be granted the use of an additional three (3) weeks of their own accumulated sick leave for the care of/bonding with a well-child.

6. Regarding illness or injury, the member's immediate family shall include: spouse, children, parents, siblings, or anyone who has clearly held same relationship to the member. Regarding death, the member's immediate family shall include: spouse, children, father, mother, brother, sister, in-laws, aunts, uncles, nieces, nephews, grandparents, grandchildren, or anyone who has clearly held same relationship to the member. Bereavement leave shall be limited to no more than five (5) days. An extension may be granted for bereavement upon a direct discussion between the member and the Superintendent or their designee.
7. Sick leave may also be utilized for humanitarian purposes such as donating blood for open heart surgery, but not for normal Red Cross blood collection programs.

B. Member Emergency Security Program

The Member Emergency Security Program is designed to assist members who experience a serious accident or major illness for which they do not have adequate sick leave as covered under Article IV, Section A of the Master Agreement.

To be eligible a member must have used all available sick leave, requested and then used the five (5) days advance provided for in the Master Agreement and be recovering from a specific illness or injury of fifteen (15) consecutive days or more. The amount of sick leave awarded under this program shall not exceed the number of days remaining in that current school year, but may be applied for during each school year through the duration of that specific illness or injury.

Emergency sick leave shall be approved for all members who have:

1. used all available leave earned and advanced;
2. presented a physician's certificate indicating an absence due to a single illness or accident will last, or exceed, fifteen (15) consecutive days (a second opinion may be required);
3. any member who would like to be eligible to use the bank must have donated at least one (1) day of his or her own.
 - a. Sick leave bank may only be used for a maximum of twenty (20) days during the 5-year period.

The sick leave pool is formed from the contribution of one (1) day of accumulated sick leave from each member who wishes to participate in the program. Once a day has been contributed to the sick leave pool it cannot be withdrawn.

Members are not eligible to use the sick leave pool if:

1. They have not donated a day of accumulated sick leave.

2. They are voluntarily absent for any reason.
3. It is a routine maternity.
4. The specific injury or illness is not fifteen (15) consecutive days or more.
5. They are eligible for any other paid leave or compensation that equals or exceeds their normal salary.

The current number of days in the bank will be equal to the current balance plus the days donated by new members. Members new to the program must make an initial contribution to be eligible.

Any of the requirements of this program shall not have an impact on the administration of sick leave as contained in Article IV, Section A of the Master Agreement.

The Donation and Application Form for the emergency security program is at Appendix K.

C. Maternity/Paternity Leave

1. Leave Privileges

In addition to the provisions of sick leave provided in Section A, a member who is pregnant or adopts a child, shall, upon request, be granted a leave of absence without pay for maternity/paternity reasons. Such leave shall begin at a time between the onset of pregnancy and the delivery of the child, or if adoption, receipt of custody, and to continue up to one (1) year after the child is born or custody is received. This leave period may be extended for one (1) additional year upon application for extension.

If the member so elects, maternity/paternity leave may begin when the sick leave expires or is terminated, if applicable.

2. Application for Maternity/Paternity Leave

Applications for maternity/paternity leave shall state in writing (See Application for Leave of Absence Without Pay Form at Appendix C):

- a. Expected date of birth or custody
- b. Date requested leave is to commence
- c. Date member expects to return to service
- d. Name of physician or adoption official

3. Time Period for Filing Application

Application for maternity/paternity leave should be made sixty (60) days, if possible, but no less than thirty (30) days, prior to the requested beginning of maternity/paternity leave or extension of same. The application time period will be waived for adoption.

4. Benefits While on Leave

Sick leave shall not accrue during unpaid maternity/paternity leave.

Members on maternity/paternity leave may continue to participate in employee Board-paid group benefits provided they furnish the treasurer with the necessary premium payments in advance of when they are due. Since maternity/paternity leave is without pay, the Board-paid group benefits stated herein do not apply to the State Teachers Retirement System.

5. Reinstatement

Upon return from approved maternity/paternity leave, at the time specified in the application, the member shall be entitled to reinstatement to the same position which he/she held prior to the leave if the leave did not extend beyond two (2) consecutive school years and the position is still in existence. If the said position has been abolished, the returning member shall be appointed to an equivalent licensed/certificated position for which he/she is licensed/certified to teach.

D. Military Leave

Any member of the instructional staff who is required to accept military service in the time of national emergency or who is called to active duty in the armed forces, or who enlists in a branch of the armed services, shall be granted unpaid leave of absence.

During such leave, said member of the instructional staff shall be considered as if he/she had been performing assigned duties by the Board and granted full time in determining seniority or establishing placement on the salary schedule upon return from such service. Said member must make application with the Board within one (1) year of his discharge and shall be employed at the beginning of the next semester following the member's letter of application. (See Application for Leave of Absence Without Pay Form at Appendix C)

E. Jury Duty Leave/Court Appearances

When a member is accepted for jury duty, the member shall be paid their regular salary for the number of days involved and submit any payment by the court endorsed to the Ashland City School District, except for reimbursement expenses incurred. Such leave shall not be deducted from any other type of leave.

Bargaining unit members may use personal leave for the purposes of court appearances that are not addressed under Section E of this Article. Members shall also be advanced one (1) day of personal leave, for the purposes of court appearances, in the event the member has exhausted his/her personal leave for that year.

When a member's presence is required in a court of law on a school-related matter, whether the occurrence takes place in school or outside of school, as long as the incident is verified by the member to the building administrator to be the result of the performance of official duties or is subpoenaed to appear as a result of other specific incidents that are not related to personal matters, the member shall be paid the difference between his/her court pay less the amount paid by the member for subsistence, as verified by receipts, and his/her regular salary for the number of days involved. Such leave shall not be deducted from any other type of leave.

F. Association Leave

See Article VIII - Association Rights, Section D.

G. Personal Leave

1. Unrestricted Personal Leave Days

Three (3) days of unrestricted personal leave will be provided for staff members upon request to the building administrator at least forty-eight (48) hours before the start of the requested unrestricted personal leave. Members hired after the start of the school year are subject to prorated personal leave days. [Requests for emergency leave must be in writing at least forty-eight (48) hours after the actual emergency.] In cases of emergency, a member may borrow a day from the member's allocation for the next succeeding school year at the discretion of the Superintendent or designee.

a. Stipulations:

- 1) No more than four (4) staff members per building may utilize unrestricted personal leave on the same day. This number may be exceeded at the discretion of the Superintendent.
- 2) Personal leave may not be used for the expressed purpose of extending a personal vacation associated with a holiday. Personal leave that will be on the last workday before a holiday may, however, be approved for certain circumstances such as business that cannot be conducted at any other time. Requests for such leave, excluding use of unrestricted personal leave for emergency situations, shall be in writing to the Superintendent no less than forty-eight (48) hours in advance. Weekends are not considered vacation periods.

2. Personal leave is cumulative beyond the school year in which it is available. Staff members may rollover up to two (2) days of personal leave to a subsequent school year and may accumulate a maximum of five (5) days of personal leave at any time.
3. The Board will purchase, upon application of the member, an entire 3-day allocation at Two Hundred Fifty Dollars (\$250) per day; two (2) days of personal leave accumulation at Two Hundred Twenty-five Dollars (\$225) per day; and one (1) day personal leave accumulated for Two Hundred Dollars (\$200) per day. In the alternative, unused personal leave may be converted to sick leave upon written request of the member at the end of the school year. All use of said personal leave is forfeited upon its purchase by the Board. Lesser amounts can be purchased by the Board at the member's application, but in no case will the total exceed three (3) days. This payment shall be limited to Board purchase of one-half (½) of the personal leave regular benefit when a member has unpaid leave of more than ninety (90) workdays but less than the full school year. Members who do not work any days in a school year shall have no personal (staff) leave purchased by the Board. Borrowed days may not be used in this provision which allows the purchase or conversion of sick leave.
4. The REFERENCE ONLY - Request for Absence Form is located at Appendix D. Leave requests will be made using the Ashland City Schools' online Absence Management (Aesop) system. The Request for Absence Form is for reference only, though all procedures noted therein remain applicable.
5. Refer to Section E. of this Article for the use of personal leave related to jury duty and court appearance.

H. Leaves of Absence Without Pay

1. Upon written request, a member shall be granted a leave of absence without pay for illness or other disability and may be granted such leave for educational, professional, or other purposes by the Superintendent. Such leave shall be for a maximum of two (2) consecutive school years.
2. Where possible, members shall make every effort to submit a written application to the Superintendent on the Leave of Absence Without Pay Form (see Appendix C) by March 1 for the following school year. All applications must be submitted before July 10. This requirement shall be waived in cases of emergency. Members will need to submit requests for a second year leave of absence by March 1 of the school year prior to which the leave will occur.
3. Members of the instructional staff who take any leave under this section shall be eligible to opt-in to available Cobra coverage at the point the employee is not eligible for Board-provided insurance plans.

4. At the expiration of the approved leave, the member shall resume the contract status which he/she held prior to such leave. If the member returns within one (1) year, the member shall be granted the same position held prior to the leave. If the member's leave exceeds one (1) year, the member shall be granted the same or similar position as held prior to the leave. If a member is assigned to a position other than the one previously held, the position will be one in which the member is currently licensed/certified.
5. Unrequested leaves of absence for reasons of illness or other disability shall be granted in accordance with ●RC 3319.13.

I. Member Assault Protection Leave

Pursuant to and in accordance with Section 3319.143 of the ●hio Revised Code, assault leave shall be granted to a member who is absent from his/her assigned duties because of a disability resulting from an assault. Said leave shall not be charged against sick leave earned or earnable under Section 3319.141 of the ●hio Revised Code, or leave granted under rules adopted by the Ashland City Board of Education pursuant to Section 3319.08 of the ●hio Revised Code. Said member shall be granted the aforementioned assault leave and shall be maintained on full pay status during such absence.

A member shall be granted assault leave according to the following rules:

1. The incident, resulting in the absence of the member, must have been related to his/her professional responsibilities.
2. Upon notice to the principal or immediate supervisor that an assault upon a member has been committed, any member having information relating to such assault shall, as soon as possible, prepare a written statement embracing all facts within the member's knowledge regarding said assault, sign said statement, and present it to the building principal or immediate supervisor.
3. If the member receives medical attention and/or is absent from his/her assigned duties more than five (5) days, a certificate from a licensed physician stating the nature of the disability and its duration may be required before assault leave payment is made.
4. A member shall not qualify for payment until the Assault Leave has been submitted using the online Absence Management System. (see REFERENCE ●ONLY – Request for Absence Form Appendix D)
5. Payment for assault leave shall be at the assaulted member's rate of pay in effect at the time of the assault or at the rate for which the member may become eligible in accordance with the ●hio Revised Code. Payment for assault leave will be made for up to one hundred seventy-five (175) days. After one hundred seventy-five (175) days if the assaulted member is still not eligible for disability retirement, he/she will be required to use accumulated sick leave. If after exhausting

accumulated sick leave, the member is not able to return and is not eligible for disability retirement, the Board will advance additional assault leave to allow the member to become eligible for disability retirement.

6. Payment shall be discontinued when the member elects to retire (service or disability) or is no longer under contract with the Ashland City Board of Education.

J. Return from Approved Unpaid Leaves of Absence

1. The Board may request that a member who is on an approved unpaid leave of absence for the entire school year provide information no later than March 1 indicating his or her plans to return to his/her job for the following school year upon the expiration of such leave.
2. A member who is on unpaid leave of absence for less than a full school year must notify the administration by March 1 prior to his/her expected return.
3. The effective date of return from unpaid leave shall be the first school day that the member works after the unpaid leave.

K. Family and Medical Leave

The Board agrees to comply with the provisions of the Federal Family and Medical Leave Act. However, the twelve (12) month calendar for FMLA purposes shall be defined as an individualized rolling year, i.e., commencing with the first day of an approved FMLA leave.

L. Applicability of Leave Provisions

All provisions of Article IV of this Agreement shall apply equally to all members regardless of familial status, gender, sexual orientation, or any other classification protected by Ohio or Federal law.

ARTICLE V - CONTRACTS

A. Notification of Employment

Contracts and notification of salary for the ensuing school year will be sent to members as soon as administratively practical after the May Board meeting each year. In all cases, such notification will be made in conformity with the requirements of Ohio law. (See Appendix E for the Notice as to Teacher's Salary Form Effective 2025-2026 and E-1 for the Notice as to Teacher's Salary Form Effective Starting 2026-2027)

B. Assignment

The Superintendent of schools will make assignment and transfer of staff members in accordance with ORC 3319.01.

If change in building assignment or subject area or elementary grade level is to be made, notification thereof shall be given by June 15. Changes thereafter will not be made routinely. If changes are to be made, the member will be given reasons therefore by the person(s) effecting the change and shall be given opportunity to respond thereto. A change of assignment that is made prior to June 15 or a reassignment made prior to July 25 shall be subject to Section H (Involuntary Transfer) of Article III.

C. Tenure

Continuing service status shall be granted in the Ashland City Schools in accordance with the state law.

D. Deadline for Resignations

Resignations shall be in accordance with Ohio Revised Code 3319.15.

E. Non-Renewal

1. Non-renewal of the member on limited contract may occur under any of the following conditions:

- a. Unprofessional behavior. When it is believed that a member is in violation of the Licensure Code of Professional Conduct for Ohio Educators, the Association President and/or the Association's representative from the Ohio Education Association will be notified immediately.
- b. Unacceptable teaching performance. The evaluation procedures as outlined herein shall be followed.
- c. Conviction by a court of law of a felony.
- d. Other just cause (except as excluded in V [F] [2] [a]).

2. Teacher Non-Renewal Process

- a. Evaluations will be performed in accordance with state statute, the Master Agreement, and the Ashland City Teacher Evaluation System (ACTES) handbook.
- b. On or before May 1, the Superintendent provides written notice that a recommendation will be made to non-renew the teacher's contract. Accompanying the notice must be a list of deficiencies or reasons for the recommendation. Such deficiencies include, but are not limited to:
 - 1) Actions detrimental to the public perception of the District's image;

- 2) Consistent tardiness or failure to attend required relevant staff meetings;
- 3) Lack of collaboration with appropriate colleagues;
- 4) Failure to follow established department or grade level practices; or
- 5) ●therwise not following established District work rules.

All deficiencies of this nature must be formally documented and communicated to the member prior to the decision to non-renew and the member must be given the opportunity to rectify the deficiency.

- c. Upon written notice of the recommendation, the teacher will have the right to:
 - 1) Representation by counsel;
 - 2) Perusal of his or her personnel file;
 - 3) A meeting with the Superintendent.
- d. Within five (5) business days of the notice, the teacher may make a written request for a meeting with the Superintendent.
- e. The meeting with the Superintendent must take place within five (5) business days of the written request. Within five (5) business days of the meeting, the Superintendent will issue a decision on whether to proceed with the recommendation for non-renewal to the Board. The teacher will have the opportunity to meet with the Board in executive session prior to acting on the Superintendent's recommendation for non-renewal.
- f. If a Superintendent is recommending non-renewal and the teacher asks for executive session to discuss, the Board will meet with the teacher in executive session. Within thirty (30) days, the Board will vote in open session on the recommendation.
- g. Any teacher recommended for non-renewal will be afforded the opportunity to resign at any point in the process.
- h. The teacher has the right to appeal the Board's decision pursuant to ●hio Revised Code Section 3319.11.

F. Individual Members' Contracts – Multiple Year

Contracts for teaching in the Ashland City Schools shall be of two (2) types:

1. Continuing (shall not apply to supplemental responsibilities)

Continuing contracts shall be awarded to those staff members who become eligible through licensure/certification and service requirements established by Ohio statute upon the recommendation of the Superintendent of schools and approval by the Board. Per the Evaluation Committee's (ACTA/ACS) recommendation, continuing contract status shall be awarded to eligible staff members on April 30. If in the midst of a limited contract a member becomes eligible for a continuing contract, and the Superintendent recommends and the Board approves, the limited contract shall be interrupted and the member be granted a continuing contract commencing the following school year. (See Appendix F for the Continuing Contract Form Effective 2025-2026 and F-1 for the Continuing Contract Form Effective Starting 2026-2027)

For a member who initially earned a teaching license/certificate prior to January 1, 2011, to be eligible for an initial continuing contract, all three (3) of the following criteria must be met:

Part I -have taught within the District for at least three (3) of the last five (5) years.

Part II -have either one (1) of the licensure requirements:

Hold a professional, permanent or life certificate (old law)

Hold a professional-educator license (new law)

Part III -have met one (1) of the following:

If a masters degree was held at the time of initially receiving a certificate or license, six (6) semester hours or graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license.

or

If no masters degree was held at the time of initially receiving a certificate or license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license.

For a member who earned an educator license on or after January 1, 2011, to be eligible for a Continuing Contract, all three (3) of the following criteria must be met:

Part I -A member holds a professional educator license, senior professional educator license, or lead professional educator license issued under Section 3319.22 of the Revised Code.

Part II -The member has held an educator license for at least seven (7) years,

Part III -have met one (1) of the following:

If the teacher did not hold a master's degree at the time of initially receiving an educator license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt;

or

If the teacher held a master's degree at the time of initially receiving an educator license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt.

If an employee believes he/she has, or will meet, these requirements, the building principal must be notified, in writing (including e-mail), by September 30, of the interest in being evaluated. The principal must let the Superintendent know the teacher wishes to be considered for continuing contract. A Full Evaluation Cycle must be completed and the principal must notify the Superintendent by the end of March so the Board of Education can act by April 30.

2. Limited Regular Teaching Contracts (shall not apply to supplemental responsibilities)

Limited regular teaching contracts (see Appendix G for the Teacher's Limited Contract Form Effective 2025-2026 and G-1 for the Teacher's Limited Contract Form Effective Starting 2026-2027) shall be approved by the Board on the recommendation of the Superintendent as follows:

- a. One-year contracts will be granted for the initial year of employment and, if reemployed, for the second and third year of employment in the system.
- b. Three-year contracts will be granted after three (3) years of uninterrupted service in the school system if the member is recommended for reemployment.
- c. Five-year contracts will be granted after six (6) years of uninterrupted service or more in the school system if the member is recommended for reemployment.
- d. Need for Professional Improvement (members under limited contracts and not eligible for a continuing contract).

When a member is at the end of a limited contract and is eligible for a multi-year limited contract (Parts b and c above) a 1-year contract may be issued if the provisions of the evaluation procedure (Article VI) have been adhered to and written specifications detailing the identified deficiencies have been provided to the member by May 1 and prior to consideration by the Board. Said specifications shall constitute just cause. At the end of such one (1) year limited contract the member shall be considered for said multi-year contract or a continuing contract if eligible.

G. Supplemental Limited Contracts for Supplemental Responsibilities

1. Limited Contract Supplemental Responsibilities

Limited contracts for supplemental responsibilities shall be considered for approval by the Board upon the recommendation of the Superintendent as follows:

- a. All supplemental limited contracts including regular supplemental and extended time contracts shall automatically expire at the end of the activity or by April 30 of each school year, whichever is later. The procedural due process and evaluation requirements contained in ORC 3319.11 and 3319.111 shall not apply to supplemental or extended time contracts. While supplemental contracts are non-renewed, they will not be routinely posted. Special duty contracts will be routinely non-renewed and posted.
- b. Persons who hold supplemental positions employed on or after July 1, 2000 shall continue in their current supplemental position unless notified that they will not be reemployed on or before June 1.
- c. Persons who hold supplemental contracts for the 1999-2000 school year shall continue in those positions under the terms and conditions of the previous Master Agreement.

Continuous coaching or co-curricular service in the same sport or activity will be maintained under the previous system.

- d. The number and subject matter of each supplemental contract position shall be based on the recommendation of the Superintendent, with input from the President of the Association prior to submission to the Board for consideration and approval. In making such decisions, a number of factors shall be considered, including student and instructional interest in the subject matter, as well as student and staff safety, with the paramount consideration being the best educational interests of the District.
- e. A subcommittee will be formed for athletics supplemental contracts only to determine staffing needs based on participation for each supplemental position. The subcommittee will have equal representation from ACTA (selected by ACTA) and the administration. Participation

increases/decreases that justify an increase or decrease in positions will be recommended by consensus by the subcommittee to the Superintendent for review and submission to the Board for consideration and approval.

2. Supplemental Duties Defined

Supplemental duties shall be defined as those duties which are performed during time in excess of the workday, work week, work year, or in addition to the member's regular duties. Members performing supplemental duties shall be provided with a job description, and issued written, individual, limited contracts that include:

- a. duration of supplemental contract,
- b. title of supplemental position, and
- c. amount of supplemental compensation or hourly rate by payment section.

3. Filling Supplemental Positions

All minimum qualifications for the supplemental position shall appear on the posting notice. Members who meet stated qualifications on the job posting shall be given preference in interviewing for position(s). Posting and filling of supplemental positions shall be in accordance with Article VII, Section E of this Agreement. The head coach of each sport will be invited to provide input on the coaching staff and for the coaching positions that feed the program. Any supplemental position where the coach, advisor or other supervising or instructing adult is a parent of a student under their supervision or direction, will require separate board action for approval.

4. Acceptance of Supplemental Positions

Acceptance of a supplemental contract shall be voluntary.

5. Compensation for Supplemental Positions

Compensation for supplemental duties shall be as set forth in this Agreement provided that all compensation paid shall be determined solely according to the principle of equal pay for equal work and without regard for age, sex, race, creed, religion, national origin, handicap, or marital status. All supplemental contracts shall be aligned in up to five (5) groups for payment purposes. Each group shall receive payment in each pay period, with each groups' pay schedule (beginning and ending dates) designated by mutual agreement between the administration and the Association.

6. Evaluation for Supplemental Positions

Supplemental Positions shall be evaluated one (1) time per year using Form D (Appendix I).

7. Licensed personnel who are employed after school hours through supplemental duty contracts or are filling hourly positions need to be present for seventy-five (75%) of their regular work hours in order to work their supplemental or hourly position that day. If a decision is made to excuse this requirement (e.g., college visitations, funerals, school business, medical specialist appointments), it must be made in writing to the Superintendent, Building Principal, or their designees.

H. Reduction in Force

1. When by reason of decreased enrollment of pupils, return to duty of regular members after leaves of absence, by reason of suspension of schools or territorial changes affecting the District, or financial reasons, a reasonable reduction of bargaining unit positions may be made by the Board. Such reduction shall be made by suspending contracts of members in accordance with the provisions of this section and Section 3319.17 of the Ohio Revised Code.

The ACTA will continue to work with the Board by carefully considering the impact attrition may have on the necessity of suspending contracts in a Reduction-in-Force situation. The parties recognize that previous discussions have resulted in positive outcomes, but do not necessarily intend to bind themselves by past practices or agreements. The parties' express intent is only to work cooperatively in such situations.

a. Definitions

- 1) Reduction in Force: The elimination of a current bargaining unit position over and above seven (7) positions lost to attrition, as defined as a loss of a position due to retirement and/or any other severance of service.
- 2) Position: One (1) position is determined by the previous status of the member fulfilling contractual (either written or by Board action) responsibilities on a full-time, part-time, or per diem basis, i.e., the responsibilities performed by a member who is employed to perform responsibilities for six (6) or more hours per day or is paid at a full-time rate shall be considered a full position, the responsibilities performed by a member who is employed to work three (3) hours per day and is paid a salary and/or per diem rate that is one-half (½) of what is normally paid for a full-time assignment shall be considered one half (½) position.

- 3) Decline in Student Enrollment: A decline in student enrollment (ADM) shall be determined first on a District-wide basis and then also within the area of licensure/certification which is to be reduced.
- 4) Reasonable Reduction: A loss of thirty (30) students may justify a reduction of one (1) position if such decline has occurred during the twelve (12) month period prior to the date that a determination is made by the Board that a position(s) is/are to be reduced.
- 5) Suspension of contract that results from a return of a member(s) after a leave of absence shall not result in a reduction in force.
- 6) Suspended contract shall mean employed but on an inactive status without pay and/or fringes; however, the member would be entitled to the benefits as specified in this Subsection 5 of this Article.

2. The procedures for a reduction are as follows:

- a. Implementation of a reduction in force (hereinafter, RIF) program shall be effective on August 1.
- b. On or before April 1 preceding the date of implementation, the Association President shall be notified of the Board's intent to consider a RIF program.
- c. A meeting(s) shall be held between the representatives of the Association and representatives of the Board to review appropriate data and determine the need for a RIF program. If it is agreed that such reduction is justified according to the provisions in H.1., such reduction shall be made in accordance with this section.
- d. Procedures for determining seniority list(s):
 - 1) In the event of a RIF, the board shall not give preference to any teacher based on seniority, except when making decisions between teachers who have comparable evaluations. "Comparable evaluations" will mean teachers whose evaluations rate them within the same ranking/improvement status descriptors. The status descriptors are:
 - a) accomplished,
 - b) skilled or developing, and
 - c) ineffective.
 - 2) For the purpose of determinations between teachers with comparable evaluations, seniority list(s) shall be maintained by the District. The list(s) shall be prepared for all members according to

continuous employment in the District within each and every area(s) of licensure/certification and shall be in compliance with Section J of this article. This list(s) shall be maintained and updated on an annual basis prior to January 15. All approved "leave of absence" will be applied toward continuous employment for seniority purposes. The list(s) shall include the following information:

- a) Date of initial employment (first day worked in a bargaining unit position)
- b) Date of hire (B●E Approval) for employment,
- c) Areas of licensure/certification (eligible for as of ●ctober 1), and
- d) Current teaching area(s).

The Association President shall receive one (1) written and one (1) electronic copy of the seniority list(s) by January 15 of each year.

- e. A formalized list shall be prepared indicating the specific number of positions to be reduced within each area of licensure/certification. The licensure/certification area(s) of member(s) who will be returning from approved leave of absence will be separately indicated as a part of the aforementioned formalized list. The number of members who will be returning, within an area of licensure/certification, will be indicated. This statement shall be prepared prior to May 1 during the calendar year in which implementation is to occur. The Association President shall receive one (1) written and one (1) electronic copy of said list on or before May 1.
- f. The suspension of contracts that would result from the return of members whose Board-approved leave of absence is expiring shall be initiated on a position-by-position basis. The contract suspension, if necessary, shall affect the position in the area of licensure/certification in which the returning member was teaching prior to the leave, unless the returning member can be assigned to an open position for which the member is licensed/certified. When the latter occurs, no contract suspension will occur. Said suspensions, with regard to such returning members, shall not result in a reduction in force. Contracts that are suspended as a result of members returning from Board-approved leaves of absence shall be processed first and shall be in accordance with the procedures stated in part g.3) below.
- g. Contracts that are to be suspended as the result of members returning from Board-approved leaves of absence or a reduction in force will be accomplished by applying the following steps on or after May 1 of the year of implementation.

- 1) Any return from leave or reduction in force as indicated in parts e. and f. shall be covered to the extent possible through normal attrition (leave of absence, resignations, retirement, etc.)
 - 2) If suspension of contract(s) by the Board is/are necessary to accommodate the returning member(s) or position reduction, the position(s) to be reduced, as established in 2.e., will be applied to the seniority list (least senior working in that area of licensure/certification) and based on a comparable evaluation.
 - 3) The member(s) who presently hold those position(s), as determined in part 2 above, is/are the member(s) whose contract(s) is/are to be suspended, unless it is possible, for the involved member(s), to bump a member(s), with a comparable evaluation and less seniority in another area for which the involved member(s) is or can become properly licensed/certificated by August 1 of the year of implementation
- h. If evaluations are comparable and ties occur in seniority, regarding years of service, such tie(s) will be broken in accordance with the provisions of Section J of this article.
 - i. A member(s) whose contract(s) is suspended as a result of a RIF program shall be given written notification by registered mail. This notification shall occur prior to May 30 of the year that the RIF program is to be implemented and shall indicate the date that the Board acted to suspend the member's contract.
 - j. Contract suspensions will be effective on August 1 of each year of implementation.
3. Reemployment of members whose contracts were suspended by the RIF program shall be in accordance with the following procedures:
 - a. Member(s) whose contract(s) is/are suspended shall be placed on a recall list stating years of continuous service in the District and subject(s) licensed/certified to teach.
 - b. A member on the recall list shall be offered a contract, for positions for which he/she is licensed/certificated, or has become licensed/certificated as set forth on said recall list, as positions become available. Notification will be made by registered mail.

It is the responsibility of the involved member(s) to advise the Board of the address where they can be reached.

- c. A member who is offered a contract under the provisions of this policy must respond within fourteen (14) days of the receipt of said offer. If the member does not accept a contract, fails to respond in the time stated, or if the offer of a contract is returned unopened, that member will be offered the next available opening for which he/she is properly licensed/certificated.
 - d. No members new to the District will be employed until all properly licensed/certificated members on the recall list have been offered a contract for the position in accordance with the provisions of this policy.
 - e. Upon reemployment, all rights related to salary, fringe benefits, and seniority shall be fully restored.
- 4. Transfers of members employed but not affected by the RIF program shall be limited to areas of licensure/certification not affected by said program. If a position(s) initially reduced is/are reinstated or if a new position(s) is/are established, or if any position(s) that become open, these position(s) will be offered first to member(s) who are properly licensed/certificated and whose name(s) appear on the recall list (as developed in Section 3). Transfers may be made to or within an area affected by the RIF program after the position(s) have been offered to all properly licensed/certificated members on said recall list.
- 5. Members not employed as a result of the RIF program will be given first consideration as casual day-to-day or long-term substitute teachers as the need occurs.
- 6. So long as the current health benefit policy permits, laid-off members shall have the right to pay the total premium for group life, hospitalization, and other group benefits for a period not to exceed thirty-six (36) months. During the aforesaid time period, members whose contracts have been suspended and who have not been recalled shall have the same contractual status as members who are on an approved unpaid leave of absence.
- 7. Administrative and supervisory personnel are excluded from the provisions of this article.

I. **Board Policies and Administrative Rules and Regulations**

The **B**oard will provide online access to all **B**oard Policies and Administrative Guidelines.

J. **Seniority**

1. **Seniority Defined**

- a. Seniority shall mean the length of continuous employment in a bargaining unit position as follows:

- 1) Seniority shall begin to accrue from the first day worked in a teacher position or any extension of such position.
- 2) Seniority shall accrue for all time a member is on active pay status or is receiving workers' compensation benefit.
- 3) Time spent on inactive pay status (unpaid leave or layoff) shall count toward the accrual of seniority.
- 4) Full-time members shall accrue one (1) year of seniority for each year worked as determined by the minimal full-time standard as defined by this Agreement.
- 5) Part-time members shall accrue seniority pro-rated against the minimal full-time standard as defined by this Agreement.
- 6) No member shall accrue more than one (1) year of seniority in any work year.

2. Equal Seniority

- a. A tie in seniority shall occur when two (2) or more members have the same amount of seniority credit as determined by the seniority list.
- b. Ties in seniority shall be broken by the following method to determine the most senior member:
 - 1) The member with the first day worked; then
 - 2) The member with the earliest date of employment (date of hire); then
 - 3) By lottery, with the most senior member being the one whose name is drawn first, etc. This procedure shall be implemented in the presence of a designated Association representative.

3. Loss of Seniority

Seniority shall be lost when a member retires or resigns; is discharged for cause; or otherwise leaves the employment of the Board.

4. Posting of Seniority List

The seniority list shall be posted once annually, by January 15 of each work year. The Board shall prepare and post on the designated bulletin board in each building/work site a seniority list indicating (by area of licensure/certification) the first day worked, the date of Board resolution to hire, and the contract status (limited

or continuing) of each member. Said list shall be provided to the Association President on or before the date of posting.

- a. The names of members on the seniority list shall appear in seniority rank order within areas of licensure/certification, with the name of the most senior member appearing at the top of the listing and the name of the least senior member appearing at the bottom of the listing.
- b. The names of members who are licensed/certified, or otherwise minimally qualified in more than one (1) area, shall be included on the listing for all areas of licensure/certification.
- c. The names of part-time members shall appear on the seniority list but shall be listed in accordance with seniority as defined in (1) (a) (5).

5. Correction of Inaccuracies

Each member shall have a period of thirty (30) days after posting of the seniority list in which to advise the Board or its agents in writing of any inaccuracies which affect his/her seniority. The Board or its agents shall investigate all reported inaccuracies and make such adjustments as may be in order and post the updated list immediately. No protest shall be considered after thirty (30) days of the posting of the seniority list and the list shall be considered as final until the next posting.

K. Program Elimination

When a total educational program is eliminated by action of the Board, contracts of affected members shall be suspended in accordance with the procedures contained in Section H. 3. of this article. Said suspension procedures would include bumping rights when the educational program is a part of the overall academic program (licensure/certification required).

For the purposes of this section, a total educational program shall mean all courses contained within or a part of a given discipline, i.e., English, Mathematics, world languages, elementary education, special education, etc.

It is understood that when a total program that has been eliminated is to be reinstated such reinstatement would involve the total program that was in existence prior to said elimination. Recall rights as are specified in Section H. 3. of this article, would be available to all affected member(s) whose contracts were suspended and who were previously employed in an educational program that was a part of the academic program of the District. Those members who were employed in the extracurricular area(s) would have recall rights to the activity/responsibility(ies) for which he/she was previously involved.

ARTICLE VI - PROFESSIONAL STAFF EVALUATION

Purpose

A qualified, well-trained and highly-motivated staff is essential for the success of all students. A comprehensive and collaborative evaluation system is a means to achieve that end. This teacher evaluation process, based on the Standards for Ohio Educators, is designed to refine teacher practice as well as to acknowledge individual strengths. This can best be achieved in a supportive and cooperative atmosphere where administrators use the Descriptions of Practice to provide specific feedback to support teachers in their professional development. Therefore, the emphasis in evaluation should be on continued improvement and professional growth for all employees.

The differences in individuals and in teaching styles are beneficial and should be preserved within reasonable parameters. Also, academic freedom for teachers and differences in educational philosophy must not be inhibited by the evaluation process.

Whereas Ohio state law has changed numerous times with regard to evaluation standards over the last several years, the Association and the Administration agree to follow guidelines as they change under law.

A. Evaluation Process

The new Ashland City School District evaluation process reflects current trends and research. The evaluation process:

1. Is based on professional standards and benchmarks of performance;
2. Fosters accountability through adherence to accepted measurement principles in the evaluation system;
3. Emphasizes teacher self-assessment and reflection;

B. Evaluation System Based on Standards for Ohio Educators

The Ashland City School District (ACSD) and The Ashland City Teachers Association have collaborated to construct an evaluation system based on the Standards for Ohio Educators. After thoughtful analysis of a range of evaluation systems and tools, the ACSD and the ACTA concur that the Standards for Ohio Educators provide a common language and an understanding of the scope and complexity of teaching. The Standards describe the varied aspects of teaching:

1. Student learning and development and respect for the diversity of students.
2. Understanding the content area.
3. Use of varied assessments to inform instruction, evaluate, and ensure student learning.

4. Plan and deliver effective instruction that advances the learning of each student.
5. Create learning environments that promote high levels of learning and achievement.
6. Collaborate and communicate with students, parents, and other educators to support learning.
7. Assume responsibility for professional growth, performance and involvement as a member of a learning community.

C. Multiple Data Sources

The evaluation process relies on multiple data sources to gain a full, fair and accurate picture of a teacher's performance. These include formal observations, walk-throughs, informal observations, artifacts, High Quality Student Data (HQSD) Assessments, and self-reflection. Multiple data sources increase validity and reliability while decreasing subjectivity.

D. Licensed/Certified Administrators

Licensed/Certified DE credentialed Administrators who are employees of the District or who spend a significant amount of time working with District employees shall be responsible for observing and evaluating members.

E. Observation Cycle for an Ineffective Final Holistic Rating of Teacher Effectiveness – Full Evaluation

If the Final Holistic Rating of Teacher Effectiveness – Full Evaluation is Ineffective and/or a teacher is being considered for non-renewal, said teacher must be formally observed three (3) times. The observations must be completed by May 1. The final holistic rating must be provided to the teacher by May 10.

F. Evaluation Cycles for All Other Members

1. Members on a full evaluation cycle will be formally observed twice. Evaluators will make every reasonable effort to complete the first formal observation by December 30. The second formal observation must be completed by May 1.
2. Members on a less frequent evaluation cycle may have one (1) formal observation. Evaluators will make every reasonable effort to complete this formal observation by December 30.
3. School Counselors will be evaluated on a framework aligned with the Ohio Standards for School Counselors and may have different evaluation cycles and forms than other members. These evaluation cycles and forms will be located in the ACTES handbook. Observation deadlines for School Counselors will be the same as all other members.

4. In all evaluation cycles, the Final Holistic Rating must be provided to the teacher by May 10.

G. Observations and Conferences

1. Observations

- a. All formal classroom observations shall be at least thirty (30) continuous minutes in duration. The observer shall complete the Teacher Performance Evaluation Rubric (see ACTES) for each observation performed. There shall be at least ten (10) school days between formal observations.
- b. All walk-throughs shall be documented using the “Walkthrough Evaluation Form” from ACTES or the ODE online system.

2. Conferences

- a. All formal observations shall be preceded by a conference between the evaluator and the member in order for the member to explain plans and objectives for the work situation to be observed.
- b. The observation results, evaluator comments, and any other job performance issues, will be documented and discussed at a face-to-face post-observation conference. Whenever possible, this conference will be conducted within five (5), but no more than ten (10), working days after the observation unless the administrator or the member is absent.

H. Conditions of Evaluation

All formal observations, documented walk-throughs and HQSD data will be consolidated into the evaluation (see ACTES). A copy of any such referenced documents shall be provided to the teacher upon request in accordance with Section E and F above and Section J below.

1. Teachers will not be formally observed for the purpose of written evaluations on the day before or after a vacation, on a day after an absence due to illness or leave, on days of in-service (early release days are not to be considered in-service days), or on the last day of a marking period.
2. A teacher may request a documented walk-through at any time.
3. A teacher shall be evaluated pursuant to Ohio Revised Code 3319.111, 3319.112 and Board Policy. The ACTES Handbook will define the details of the evaluation process. Any changes to the ACTES Handbook must be approved by the Superintendent and the ACTA President or an appointed designee.

4. No misleading, inaccurate, or undocumented information may become part of a teacher's performance evaluation report, whether in written or electronic form.
5. First-year teachers in the Ashland City School District will receive a full evaluation by an Ashland City Schools Administrator.

I. Should a Teacher Disagree

Should a teacher disagree with an observation, walk-through, or the summative evaluation form, the teacher may file a written response which shall be attached to the appropriate form.

J. Copies of All Completed Observations

Copies of all completed observation, walk-throughs, and summative evaluation forms shall be distributed by the evaluator to the teacher. Only the original of the formal observations, documented walk-throughs, HQSD, and Summative Evaluation forms shall be included in the teacher's personnel file. Electronic files will be maintained in the Ohio Evaluation System (OhioES) as required by Ohio Teacher Evaluation System (OTES 2.0).

K. Association Representative

The teacher may take one (1) Association representative to any and all conferences in this procedure.

L. When the Overall Performance of a Teacher is Ineffective

When the overall performance of a teacher is Ineffective, the evaluator shall check the appropriate rating on the Final Holistic Rating of Teacher Effectiveness - Full Evaluation (see the ACTES). The teacher shall have the right to request a conference with his/her evaluator following receipt of the Final Holistic Rating of Teacher Effectiveness - Full Evaluation.

M. If the Final Summative Rating of Teacher Effectiveness is Ineffective

If the Final Summative Rating of Teacher Effectiveness is Ineffective, the evaluator shall inform the teacher and work collaboratively with the teacher to develop an evaluator-led Teacher Improvement Plan [TIP in the ACTES].

N. If There is the Possibility for Non-Renewal

If there is the possibility for non-renewal, denial of continuing contract, or any other adverse personnel action, the teacher shall be given the reasons in writing at least seven (7) days prior to any official Board action. The Board shall not take action until the necessary notification period of seven (7) days has passed.

●. ACTA/ACS

NOTE: All parties agree that the remainder of procedures related to professional staff evaluation will be housed within the ACTES Handbook, not the contract, and is incorporated by reference. The ACTES Handbook will be stored and maintained virtually on the ACS Website. All members will have unimpeded access to the ACTES handbook through the ACS website and are permitted to print physical copies of the ACTES handbook at member discretion.

ARTICLE VII - MEMBER RIGHTS

A. Professional Behavior

1. Member Responsible for Observance of Regulations

The Rules and Regulations of the Board are written to be consistent with the provisions of law, but not to incorporate same. Members are expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as employees of the Board. The Board will provide online access to all Board Policies and Administrative Guidelines.

2. Conduct of the Member

The personal conduct of each member shall be of such nature as not to reflect unfavorably upon the member, upon the Board as the employer, or upon the pupils; however, this restriction shall not infringe upon the Constitutional rights of the member.

B. Professional Growth

All members shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. In light of their impact upon the lives of students and in keeping with the breadth of experience and depth of training which they possess, opportunities for members shall be especially rich and varied.

The Superintendent shall provide members with opportunities in areas such as the following:

1. Release time and leaves of absence for travel and study.
2. Visits to other classrooms and other schools.
3. Conferences involving other personnel from the District, county, state, region, or nation.

4. Membership on committees drawing personnel from such sources.
5. Training in classes and workshops offered within the District.
6. Further training in institutions of higher learning.

Absence of members for the purpose of attending professional meetings or workshops will normally be restricted to no more than two (2) members from any single department.

C. Attendance at Professional Meetings

Attendance at professional meetings will be granted in accordance with the following procedure:

1. Approval Procedure
 - a. Request to attend professional meetings must be on approved "Notification of Intent to Attend Professional Meetings" form. When attendance at a professional meeting is initiated by a member, a "Rationale Form" will also be submitted to administration. (See Appendix J).
 - b. Building principal must recommend approval.
 - c. Final approval or disapproval will be made by the Superintendent or his/her designee. Approval shall not be unreasonably withheld and shall be in accordance with all terms and conditions of this Agreement.
2. General Conditions
 - a. Members will be allowed to attend two (2) professional meetings per school year. The total number of school days used for attending professional meetings using the Master Agreement Professional Meeting Fund shall not exceed seven (7) days per member. Approval for a second professional meeting for a member will not be approved when first time requests are being disapproved.
 - b. Approval shall be based upon the applicability of the meeting to the member's current assignment, licensure/certification area, building or District needs.
 - c. The Board shall include a line item Appropriations Account for member attendance at professional meetings in the annual amount of Fifty Thousand Dollars (\$50,000). Such total amount will be prorated to each of the three (3) levels (K-5, 6-8, and 9-12) based upon the number of members at the respective level. Further, the amount allotted for each level will be prorated annually. Funds not disbursed during the fiscal year will not be carried

forward to the next fiscal year. This provision is not intended to guarantee each member the aforementioned amounts for professional meetings, i.e., when funds have been exhausted the Board is not obligated to provide reimbursements, nor does it limit funds to a maximum of the aforementioned amounts.

- d. Every bargaining unit member is eligible for a maximum of one (1) out-of-state conference every two (2) years when funded by the general fund.
- e. If the District quarterly review indicates a decrease in general fund, comparable percent decrease in the professional meeting leave dollar pool will be implemented.
- f. Reimbursement will be permitted for expenses that are directly related to the approved professional meeting.

3. Reimbursement Allocations (Receipts Required)

- a. Lodging: up to six (6) days.
- b. Meals: up to seven (7) days, limit of Forty-five Dollars (\$45) per day.
- c. Transportation
 - 1) Mileage: current IRS Federal rate within 75 miles' radius. Air or surface transport to the dollar limit provided for by maximum allocation.
- d. Registration: conference fee (if fee includes meals, substitution meals will be at member's own expense).
- e. Miscellaneous expenses (with proper receipts).

D. Personnel Files

The official personnel files for the Ashland City Schools shall be maintained in the Central Office. Said files shall be maintained by the Superintendent. The Superintendent shall be responsible for developing necessary rules regarding access to the system, proper placement of material and the security of the system. The Superintendent shall inform all office employees who may work with this system of all maintenance and security rules and the disciplinary measures that will be taken for failure to comply with said rules.

Further, the Superintendent shall make necessary provisions to assure that information is maintained with accuracy, relevance, timeliness, and completeness.

The purpose of this system is to serve as the repository of records that are necessary and relevant to the individual member's employment, promotion, retention, reimbursement, and professional responsibilities.

Access to the personnel files of an individual which are deemed by Ohio law as a public record shall be permitted in accordance with that law. Access to records which are not deemed by Ohio law as public shall be restricted in a manner that is consistent with law.

When any person who is not employed by the Board of Education requests access to a personnel file of a member, the member will be provided notice of such request via school email or phone as soon as the request is made. The member shall have access to all personal information contained in the system with the exceptions as provided by law during regularly scheduled office hours within a reasonable period of time after an official request has been made. There shall not be a charge for the access to the system.

Upon request by the member, the Superintendent shall:

1. Grant the right to be accompanied by a person of his/her choice when examining information contained in the file;
2. Upon written approval of the member, grant access to the member's attorney or other representative; and,
3. Furnish the member with a copy of any information contained in the system (notwithstanding exceptions by law) at no charge.

The member(s) shall have the right to read and shall receive a copy of (at no charge) all information, except transcripts, that is to be placed in the file prior to the actual placement and shall indicate that the material has been viewed by placing his/her signature and the date on the material. The signing of the material does not indicate that the member agrees with the content of the document. Further, the member shall have the right to respond, in writing, to any material that is to be placed in the system prior to such placement. Said response shall be attached to and shall become a part of the document that is to be placed in the system. The response shall be included should dispersal of the document be made.

No parent complaints will be placed in the personnel file of a member unless and until the provisions of Article III, part E have been complied with.

No anonymous letters or material will be placed in the system.

The member shall have the right to dispute the accuracy, relevance, timeliness, or completeness of information contained in the system. The Superintendent must make an immediate investigation as to the appropriateness of the disputed information and immediately notify the member of the results of the investigation and the action to be taken. The Superintendent shall remove all information from the system that is no longer timely, cannot be verified, or which is found to be inaccurate.

E. Notification to Licensed/Certified Staff of Vacancies

Positions opening for instructional, administrative, and supplemental positions will be advertised to licensed/certified staff by posting vacancies online and via school email year round, regardless of whether school is in session. If there is an identified error with an electronic posting, the District agrees to repost. The re-posted vacancy will be made with the appropriate deadline as if it was the original post.

The notice shall clearly set forth the minimum qualifications for the position and the procedure for application.

The opening shall be posted for no fewer than five (5) days during the regular school year and ten (10) days during the summer. If no applications are received within five (5) days during the regular school year and ten (10) days during the summer, it will be assumed that there is no interest in the position among the present members. Any member within the system who meets the minimum qualifications may apply and may be granted an interview.

A person hired to fill the posted position must possess all the minimum qualifications for the position.

F. Curriculum Development Process

The Director of Curriculum, or Superintendent's designee, shall contact the secondary department chairperson(s)/grade level facilitator(s) in order to commence with the curriculum development process.

The secondary department chairperson(s)/elementary grade level facilitator(s) shall contact department/grade level teachers who are interested in serving on the Curriculum Development Team (CDT). The members and number of members serving on the CDT shall be determined through consensus reached by the Director of Curriculum and the department chairperson/grade level facilitator.

Meeting times and dates for the CDT shall be determined through mutual agreement among the members. The CDT shall determine whether to use released-time or the curriculum writing supplemental contract for completing the curriculum writing process. All members of the CDT shall use the same approach (released time or supplemental contract) in completing the process.

The process to be employed by the team shall be determined through mutual agreement among the members (*i.e.*: time-line, *etc.*).

In addition to developing the related curriculum, the CDT shall have the following responsibilities:

1. Review/revise the department/grade level philosophy, mission and goals;

2. Survey involved (department/grade level) members regarding the effectiveness of current programs, courses, course of study guides and textbooks;
3. Serve as the clearinghouse for related curriculum concerns;
4. Examine/evaluate current programs;
5. Make recommendations for new course offerings;
6. Begin and finalize the textbook adoption process;
7. Survey involved (department/grade level) members regarding the need for related supplemental and ancillary materials;
8. Share with other department/grade level members regarding the new course of study guides, course offerings and proposed new textbooks prior to the presentation of these items to the Board of Education;
9. Make recommendations for new textbook adoptions;
10. Assist the Director of Curriculum, or the Superintendent's designee, in making presentations to the Board of Education relating to new courses, course of study guides and/or textbook adoptions;
11. Develop a time-line for appropriate teacher training regarding the use/implementation of the newly adopted materials;
12. Confer with the members of the department/grade level to determine the professional development needs of the department/grade level and work with the Director of Curriculum or Superintendent's designee to design and offer in-district related professional development opportunities.

The CDT may also elect to complete other related functions, such as creating resource or instructional guides. The need for such action shall be determined by a needs assessment survey completed by the members of the department/grade level and reviewed by the CDT.

Copies of all recommendations made by all CDTs shall be sent to the ACTA President and the Superintendent of schools.

G. Placement of Students with Disabilities in Regular Classrooms

1. In accordance with Ohio Law, all teachers will have access to the District's online IEP system to review the specific needs of students on their roster or in their classroom.
2. Student(s) with disabilities being placed in a regular classroom shall be assigned in a manner that will provide the handicapped student with the least restrictive

educational environment and further will not cause an environment that will be educationally restrictive for other students.

H. Academic Freedom

1. Academic freedom is essential to the fulfillment of the educational purposes of Ashland City Schools and will, therefore, be afforded to a member(s) of the bargaining unit.
2. It is mutually recognized that freedom carries with it responsibility; academic responsibility which is determined by the basic ideals, goals, and institutions of the local community. Discussion and analysis of controversial issues must be fundamental values of the community as they are expressed in the educational philosophy and objectives of the Board, the Board-adopted course(s) of study, by the Curriculum Development Team (CDT), and the provisions of the Master Agreement. Within the preceding frame of reference and as it pertains to the course to which a member is assigned, academic freedom in the schools is defined as:
 - a. The right to teach and learn about controversial issues which have economic, political, scientific, or social significance.
 - b. The right to select and use materials which are relevant to the levels of ability and maturity of the students and to the purposes of the school system.
 - c. The right to maintain a classroom environment which is conducive to the free exchange and examination of ideas.
 - d. The right of students to hold divergent ideas as long as the expression of their dissent is done within the guidelines of debate and discussion which are generally accepted in a normal classroom environment.
 - e. The right of members to free expression of conscience with the correlative responsibility of a professional presentation of balanced views relating to controversial issues as they are studied in the classroom. The member's personal views will be clearly identified as opinion.
3. Guidelines for selection of controversial issues to be studied in the classroom are:
 - a. The issue must be suitable for students of the maturity and background represented in the class.
 - b. The issue must be directly related to the course of study, the course content, and help achieve course objectives except that topics related to an unanticipated occurrence/event of substantial importance and interest may be presented and discussed as a part of a member's course content.

- c. The issue should provide the student an opportunity to study controversial issues.
 - d. The issue must provide the student competent instruction balancing the various and/or conflicting points of view in an atmosphere free from bias and prejudice.
 - e. The issue must provide the students their right to form, identify, and express their own opinions on controversial issues as long as a balanced presentation is made on conflicting positions.
 - f. The issue must be free of emotional criticism and the promotion of a cause within the classroom.
4. Instructional materials shall be selected and made available to interested persons according to the following guidelines:
- a. Basic textbooks for each course and/or grade level shall be recommended by the appropriate course and/or grade level members with final approval by the Board.
 - b. Additional instructional materials may be selected by individual members for additional use in the classroom. Such materials are to be relevant to the levels of ability and maturity of the students, be consistent with community values, and the content of the course and to the purposes of the school system. Such materials must be supplemental in nature and will not replace primary materials.
 - c. Members may utilize outside speakers or resource persons where appropriate. Topics presented must be related to the course of study or as otherwise specified in 3(b) above.
 - d. All instructional materials, methods, lesson plans, or other creative or copyrightable work written, composed, created, or designed by a member during their employment shall remain the property of said member.

I. Enrollment of Children of Members

Members will use the District open enrollment form to enroll their child/children in the Ashland City Schools. Such enrollment requests shall be considered prior to any other requests and shall not be denied so long as the open enrollment policies of the District are met. The Board shall allow members of the bargaining unit who do not live within the boundary of the school District to enroll their child/children in the Ashland City Schools without a tuition charge to such member. Transportation from outside the District shall be the responsibility of the member.

J. School Activities Pass

Each member shall receive, upon written request, a pass that would allow the member and an additional family member to be admitted free of charge to any Board-sponsored Ashland City Schools program or event. For events that have reserved seating only, the pass must be presented prior to the day of the event to reserve a seat.

K. Teacher Expenses (Supplies and Background Checks)

1. The Board shall provide annually, pro-rated by the FTE numbers, funding for the purpose of purchasing educational materials, supplies, equipment, or instructional aids.
2. Such funding shall be equal to Two Hundred Thirty-eight Dollars (\$238) per member per year.
3. This payment shall be in one (1) lump sum payment without tax deduction(s) and in a separate check from the member's regular or supplemental pay. The member must provide itemized vendor receipts as proof of payment.
4. Receipts must be received in the Treasurer's Office by no later than April 15.
5. The member shall receive his/her reimbursement within fifteen (15) school days.
6. Members will be provided their BCI/FBI background checks at no charge. These are conducted at the ACS Administrative Offices.

L. Just Cause

A member(s) shall not be disciplined, reduced in rank or compensation, demoted, non-renewed, or otherwise deprived of any professional advantage without "just cause" and compliance with applicable provisions of this Master Agreement.

1. Progressive Discipline:

Progressive discipline will be followed and includes:

- a. verbal reprimand (only a record of receipt of verbal reprimand will be placed in official file);
- b. written reprimand;
- c. counseling where appropriate at Board expense;
- d. three day suspension with or without pay where appropriate;
- e. termination. The teaching contract of a member of the bargaining unit shall only be terminated pursuant to ORC 3319.16 under statutory just cause

standards. Bargaining unit member cannot grieve under current contract just cause for a termination. In such cases, the employee has the right to appeal such decision through the courts pursuant to RC 3319.16, but may not appeal using the negotiated grievance procedure.

- f. Progressive discipline may begin at the most appropriate step based on the seriousness of the infraction.

2. Discipline Other than Suspension

- a. Prior to disciplinary action given to a member, the administration shall first have a meeting with the member.
- b. The member shall be given advance notice of the meeting and shall be informed that: 1) the meeting is to determine whether disciplinary action will be taken; 2) the nature of the concern.

3. Teacher Suspension Procedure

- a. The Superintendent or his or her designee has the right to suspend a member with or without pay for disciplinary purposes. The length of the suspension shall be appropriate based upon the disciplinary infraction.
- b. Prior to any suspension, the Superintendent or his or her designee shall conduct an investigation of the incident or infraction(s) upon which any such suspension will be based. The results of the investigation shall be reduced to writing and given to the member along with a recommendation for a possible suspension with or without pay.
- c. Pursuant to the Ohio Revised Code, within five (5) days of the member's receiving written notification of a possible suspension with or without pay, the member may request and shall be granted a meeting with the Superintendent or his or her designee. This meeting shall be held within five (5) days of receipt of the request. The member shall have the right for Association representation at the meeting.

ARTICLE VIII - ASSOCIATION RIGHTS

The Ashland City Teachers Association, as the exclusive bargaining representative for members, shall have the following sole and exclusive rights and privileges that are to be afforded to a teachers' organization or potential teachers' organization:

A. Representation in Collective Bargaining

Representation in collective bargaining for the members of the Ashland City Schools.

B. Payroll Deduction of Professional Dues

Payroll deduction of professional dues for the members of the Ashland City Teachers Association to the United Teaching Profession (defined as the National Education Association, Ohio Education Association, North Central Ohio Education Association), in equal amounts, commencing the first pay in October and continuing for eighteen (18) pay periods with the written authorization of the member. The obligation to payroll deduct professional dues will terminate upon written request from a teacher indicating that they no longer consent to such deductions. The written request shall be provided to the Board and the ACTA Treasurer. The ACTA Treasurer will be provided the original request. Both must be notified in writing prior to any cessation of dues payment.

C. Agendas, Minutes, and Financial Statements

Agendas, minutes, and financial statements, and other official documents or papers used in the course of public portion of official Board meetings will be made available to the Association by the treasurer of the Board. The President of the Association will be notified of the time and place of all regular and special Board meetings.

D. Association Leaves

1. ACTA

Association officers and/or delegates who request leave to attend meetings of State Representative Assemblies, other State Association meetings, or to attend other Association business will be granted up to four (4) professional leave days per year, except for the Association President who will be granted six (6) professional leave days in a school year. No more than two (2) Association members will be approved to attend the same meeting, except that a maximum of six (6) official delegates will be granted Association leave to attend the OEA Representative Assemblies. The Board shall not pay the expenses of Association members, except for providing the substitutes necessary to fill the vacancies.

2. Elected Regional, State and/or National Board Members or Officers

Thirty (30) days shall be made available for use by elected regional, state and/or national board members or officers to attend meetings of their professional organizations, i.e., the NCOEA, OEA and NEA, as approved concurrently by the ACTA President and the Superintendent. Additional days may be approved by the Superintendent. The District shall be reimbursed at the teacher's per diem rate (salary and benefits).

E. Use of Mail Boxes

Use of mailboxes within each building and use of the system's interbuilding mail service.

F. Free Building Use for Association

Free building use for Association meetings that do not interfere with previously scheduled school activities. Notice of such requested use shall be given to the appropriate building administrator as far in advance as possible. Expenses required by irregular custodial needs shall be paid by the Association.

G. Phone Use for Association Business

Phone use for Association business, payment of any long distance calls for Association business will be assumed and paid for by the Association, so long as such does not interfere with school business.

H. Office Machine Use

Office machine use (with adequate training by the secretarial staff) (so long as such use does not interfere with school business). The Association shall pay for supplies used in accordance with a schedule of usual, customary, and reasonable costs provided by the District.

I. Names and Building Assignments

Names and building assignments of all new members as soon as available and up to three (3) mailings during August to new members mailed by administrative offices with materials provided by and postage paid by the Association.

J. Financial and Insurance Information

Financial and insurance information upon request by the Association President.

K. Announcements at Faculty Meetings

Announcements at faculty meetings, whether building or District-wide, including new member or District-wide orientation meeting(s) at the beginning of the school year.

L. The Superintendent and Other Administrators

The Superintendent and other administrators will meet informally at least twice during the year with a committee of Association members and/or representatives selected by the Association President for the purpose of discussing topics of concern. Additional meeting(s) may be requested by either the Superintendent or the President of the Association.

M. Election of ACTA

Election of ACTA Building Representatives at the faculty meeting in May.

N. Fair Share Fee

(Should the *Janus v. AFSCME* decision be reversed, the Fair Share Fee provisions from the 2016-2019 Negotiated Agreement shall become operable to the extent such provisions are consistent with any United States Supreme Court decision or other legal action without the need for the parties to negotiate.)

●. Administrative Hiring Committees

1. Internal Transfer of Administrators

If a candidate for an open administrative position is already employed in an administrative capacity by the Ashland City Schools, the Superintendent or a designee shall have the authority to transfer that internal candidate to the open position so long as input from the appropriate building level Association Representative is solicited and taken into account for the transfer.

2. External Hiring of Administrators

When an open administrative position is posted, an administrative hiring committee shall be formed for the purpose of screening and selecting two (2) or more candidates for recommendation to the Superintendent for hiring. The interview committee will include members chosen by the Superintendent, or designee, and at least two (2) members appointed by the ACTA leadership. The committee shall make non-binding recommendations to the Superintendent.

P. Interviewing/Hiring Process for Bargaining Unit Positions

Interviews for all bargaining unit positions shall be completed through a committee design, including decision-making guidelines, and adhere to the following step-by-step process. The process shall include key stakeholders in the decision-making process.

Step 1 Wherever possible & appropriate, the department chairperson(s) and/or grade level teacher(s) and a building and/or District Administrator will meet to develop a timeline for interviewing grade-level teacher(s). A decision will also be made at that time as to the members who will be part of the interview team.

Step 2 Information about each candidate will be shared with each interview team member. Members of the interview team shall, through mutual agreement, identify the process by which to rank the candidates. Based on the results of the rankings, members of the interview team shall determine which candidates to interview.

In addition, the interview team will determine the number of rounds of interviews to hold.

Step 3 The candidates will be contacted for an interview.

- Step 4 Once all rounds of interviews have taken place, the members of the interview team will confer to identify the candidate of choice. The team will then recommend two (2) or more candidates to the Superintendent for hiring.

In the event that a candidate declines an offer or the Superintendent rejects a candidate, the interview team shall make further recommendations until the position is filled. The team shall have the ability to recommend the reopening of the search for a qualified candidate.

ARTICLE IX - SALARY, COMPENSATION AND FRINGE BENEFITS

A. Regular Salary

1. All members shall be paid according to the index salary schedule and related provisions of this article.
2. The base rate of the salary schedule shall be the “BA” column, step 0. BA-1 shall represent the first year of service on the salary schedule by a member possessing a bachelor’s degree.

Effective July 1, 2025 increase 2.75%

Effective July 1, 2026 increase 3%

Effective July 1, 2027 increase 3%

3. Percentage increases in the wage rate should be applied to the starting wage rate for teachers (BA-1).
 - a. Effective July 1, 2025, BA-0 shall be Thirty-six Thousand Five Hundred Thirty Dollars (\$36,530) for purposes of calculating salaries. This is reflective of a two and three-quarter percent (2.75%) increase on BA-1 effective July 1, 2025, which is Thirty-seven Thousand Nine Hundred Ninety-one Dollars (\$37,991).
 - b. Effective July 1, 2026, BA-0 shall be Thirty-seven Thousand Six Hundred Twenty-six Dollars (\$37,626) for purposes of calculating salaries. This is reflective of a three percent (3%) increase on BA-1, which is Thirty-nine Thousand One Hundred Thirty-one Dollars (\$39,131).
 - c. Effective July 1, 2027, BA-0 shall be Thirty-eight Thousand Seven Hundred Fifty-five Dollars (\$38,755) for purposes of calculating salaries. This is reflective of a three percent (3%) increase on BA-1, which is Forty Thousand Three Hundred Five Dollars (\$40,305).
 - d. Members will receive step increases as follows:

- 1) 2025-2026 – 100% of one step

- 2) 2026-2027 – 100% of one step
- 3) 2027-2028 – 100% of one step
- e. Step 29, 30, and Step 31 will be increased by One Thousand Two Hundred Fifty Dollars (\$1,250).
- 4. BA-S rate shall be Thirty-six Thousand Five Hundred Thirty Dollars (\$36,530) for each year under the Master Agreement and shall be used for the purpose of calculating Supplemental salaries.
- 5. The members receive Five Thousand Dollars (\$5,000) per year as permanent salary in addition to their salaries reflected at the various steps set forth in the salary schedules contained in Appendix M of the Master Agreement so long as the school day remains seven (7) hours and thirty (30) minutes, or longer.
 - a. This Five Thousand Dollars (\$5,000) additional salary shall be paid in full in contractual years 2025-2026, 2026-2027, and 2027-2028 of the agreement.
- 6. The annual salary of each member shall be paid in twenty-four (24) installments on the 5th and 20th of every month. In the event the 5th and 20th fall on a bank holiday or weekend, the pay will be released on the preceding business day. This will be effective starting the 2026-2027 school year.
- 7. Salary Schedule(s)

Salary Schedule Index: The salary schedules for 2025-2026, 2026-2027, and 2027-2028 school years are located in Appendix M.
- 8. General Information Relating to Salary Schedule:
 - a. Revision of Schedule

Revision of the Salary Schedule shall follow the guidelines established in the Master Agreement.
 - b. Credit for Advancement on the Salary Schedule
 - 1) Academic credit for advancement on the Salary Schedule beyond the BA Degree column shall be accepted from an accredited college or university under any of the following conditions:
 - a) Credit received is graduate level and/or part of a program that leads to a Master's Degree related to the Education Field.

- b) Credit received is from a program of professional growth and development related to the member's present teaching position. Undergraduate credit as above stated, or undergraduate credit necessary to qualify for graduate level courses, shall be acceptable for advancement to the BA+10 and BA150/+20 columns.
 - c) Credit meets the requirements of the Ohio Revised Code for placement in the 150 hours column.
- 2) Credits from courses, programs, workshops, or seminars that cannot be applied under item 1) above may be acceptable, but require prior approval of the Superintendent. Requests for approval shall be in writing to the Superintendent. The Superintendent, or acting Superintendent, shall make written response to the member making the request within fourteen (14) calendar days of receipt of said request.
 - 3) Granting of such credit and advancement on the Salary Schedule shall be effected at the start of the calendar year quarter following the filing of appropriate official transcripts in the office of the Board of Education by the member, which shall be evidenced by the issuing of a receipt to that member.

c. **Outside Teaching Experience**

Upon initial hire, a member shall be given full experience credit for up to ten (10) years of teaching service in public schools or colleges accredited by a state or the U.S. Government and for all active military service in the Armed Forces of the U.S. to the maximum step provided on the salary schedule. All such placement shall be based upon proper credentials and official verification provided/authorized by the member. This limitation may be waived at the Superintendent's discretion.

A full year of experience credit shall be granted for each year during which a member is employed by any single board of education for one hundred twenty (120) or more days.

- d. Members who choose not to retire when eligible for STRS retirement benefits will advance on the Salary Schedule based on their years of experience credits. Members eligible for advancement to Step 37 of the Salary Schedule based on their years of experience credits, who choose not to retire, will advance to Step 37 of the Salary Schedule, which is equivalent to Step 27 on the Salary Schedule.

- e. Payment for Travel, Travel Time

Travel time during the school day shall not be considered lunch time. Travel necessary for the performance of instructional duties shall be compensated at the mileage rate approved by the IRS for business travel during the current year. Payment shall be made following submission of the mileage report which shall indicate the miles traveled and the purpose of each trip.

- f. The Mileage Report Form is located at Appendix 9.

9. Retirement

- a. Retirement withholding: The Board shall withhold retirement payments in equal amounts from each salary check which a member receives.
- b. Severance pay:

One (1) single severance payment which shall be considered a retirement stipend and shall equal a percentage of the accumulated sick leave days as outlined below:

Days Accumulated	Percent Paid	Max # of Days
First 0-100	25%	25 days
Next 101-250	35%	52.5 days
Next 251-330	50%	40 days
Max. pay-out of days = 117.5 days		

The maximum number of days for each category of accumulated sick days shall be added together and multiplied by the member's daily rate of pay during their final year of teaching conditioned upon the member actually making application and accepting retirement from the appropriate retirement system and receiving benefits therefrom, and further conditioned upon the fact that the member accepts this stipend in lieu of all accumulated sick leave benefits.

- c. Early Retirement Incentive:

- 1) Any teacher that voluntarily retires prior to eligibility for full STRS benefits and provides written notice to the District by February 15 of the school year during or after which the teacher plans to retire shall receive an early retirement benefit as follows:
 - a) If the teacher retires one (1) year prior to full STRS retirement benefit eligibility, the teacher shall receive a one-time payment of Five Thousand Dollars (\$5,000) from the District.

- b) If the teacher retires two (2) years prior to full STRS retirement benefit eligibility, the teacher shall receive a one-time payment of Ten Thousand Dollars (\$10,000) from the District.
 - c) If the teacher retires three (3) years or more prior to full STRS retirement benefit eligibility, the teacher shall receive a one-time payment of Fifteen Thousand Dollars (\$15,000) from the District.
- 2) All payments shall be made prior to September 1st of the school year immediately following the retirement.

10. STRS Pick-Up

The Board herewith agrees to pick-up (assume and pay) premiums to the STRS on behalf of the members in the bargaining unit under the following terms and conditions:

- a. An amount shall be picked up and paid on behalf of each member equal to five percent (5%) of the member's compensation without reduction or deduction from the member's gross salary. Compensation, as used in this article, will be defined to include regular salary earnings, extended and supplemental salary earnings, and the amount of the STRS pick-up as described in this Part a;
- b. The remainder of member's STRS premium [currently five percent (5%)] shall be picked up and paid by the Board by reducing the annual compensation of the member by an amount equal to that picked up and paid as a result of this Part b;
- c. The Board shall compute and remit all applicable premiums to STRS based on the combination and total of "a" and "b" above;
- d. The total pick-up percentage shall apply uniformly to all members and no member covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up;
- e. The pick-up shall apply to all compensation including gross salary, supplemental earnings, and the appropriate premium pick-up (Part a. above) earned thereafter;
- f. For IRS purposes only, annual compensation listed on the W-2 form shall be the member's annual compensation reduced by five percent (5%) (currently) or as may be otherwise required by this provision.

11. Summer Work Pay: Work offered by the Administration outside of the Contracted School Year [i.e., beyond the one hundred eighty-five (185) day Members' Contract Year references in Article III.A] will be compensated at the BA Column, Step 0 rate calculated on an hourly basis.

B. Supplemental Salary Schedule

Supplemental Salary Schedule – Index Figured on BA-S Salary Schedule Base.

1. Any instructional staff member involved in a negotiated extra duty activity, and whose participation is approved by the Board, shall receive compensation for that extra duty per the attached Supplemental Salary Schedule. (See Appendix P for Supplemental Salary Schedule.)
2. Approval and compensation for activities added between negotiations may occur with the prior consent of the ACTA.
3. At the end of the supplemental duty period, the principal and the coach/advisor should have a conference to review the season/assignment.
4. Supplemental contracts shall be issued not later than the regularly scheduled Board meeting prior to the commencement of the supplemental duty. Contracts for positions that are not filled until after the start of such supplemental activity shall be extended at the earliest possible time, but in no case later than the next scheduled regular or special Board meeting.
5. All supplemental position openings shall be posted and filled in accordance with Article VII, Section E and Article V, Section G, 1, a.

C. Insurance Program

1. Health Insurance Coverage

- a. The Board shall provide hospitalization, surgical, and major medical insurance, through a carrier licensed by the State of Ohio, for members employed thirty (30) or more hours per week and their dependents. For members employed thirty (30) or more hours per week, those members pay fifteen percent (15%) of the individual or family premium, whichever the member elects. Under the current plan, the employee premium contribution shall be calculated off of one hundred percent (100%) of the expected claims level for the applicable plan year. On an annual basis, with input from the Health Care Committee (HCC), the Board shall select a health care plan for employees of the District that seeks to prudently provide affordable healthcare to employees.
- b. During the terms of this Master Agreement, the Board will contribute eighty-five percent (85%) of health insurance premium costs for both family and

single coverage plans. Members working less than thirty (30) hours per week may purchase health insurance coverage on a monthly basis from the District at full cost.

- c. A member that has non-subsidized health insurance outside the District may elect to decline coverage by the District. The member will be required to provide written confirmation and will also provide verification on demand. In lieu of District coverage, a member eligible for single coverage will receive Two Hundred Dollars (\$200) per month and a member eligible for family coverage will receive Four Hundred Dollars (\$400) per month. Payments will be made via a valid Section 125 plan. Members should be aware that payments not specifically used for valid medical expenses and/or excess payments are taxable.

- d. Wellness/Fitness Incentive

- 1) Tobacco/Smoke Free

Ashland City School District is a tobacco/smoke-free environment. In order to promote better health and wellness of its employees, those employees who are on the District health insurance plan will receive a reduction in their monthly premium of Twenty Dollars (\$20) if on a single plan and Forty Dollars (\$40) if on a family plan for being tobacco/smoke-free.

Being tobacco/smoke-free includes no use of the following products: cigarettes, cigars, chewing tobacco, snuff, and the use or consumption of tobacco in any form-smoking, chewing, snuffing, dipping tobacco, or snus. Being smoke-free includes the smoking of marijuana.

Employees who participate in the District health insurance plan must verify annually on or before June 30 that they are tobacco/smoke-free in order to receive the reduced premium. This verification will occur by the employee through the signature of the acknowledgment affidavit for the Ashland City School District for certification of being tobacco/smoke-free.

If a bargaining unit member who is covered by the District health insurance plan is completing a smoking cessation program which is approved by the Superintendent or designee, the employee, upon successful completion of the program, can receive the reduced premium which will be prorated based on the completion date of the cessation program.

In the case that Ohio law changes with regard to the legalization of marijuana for medical purposes, the language in this agreement that

nullifies eligibility in the event of marijuana use shall be deemed inapplicable if the marijuana in question is prescribed by a properly licensed medical professional.

2. The Board shall provide each member with a term life insurance policy providing for 1) a death benefit of Fifty Thousand Dollars (\$50,000) and 2) an additional benefit of Fifty Thousand Dollars (\$50,000) based upon accidental death and dismemberment coverage.
3. The Board shall provide, through a carrier licensed by the State of Ohio, dental and vision insurance coverage which meets or exceeds specifications for each member and his/her eligible dependents. The Board will pay eighty-five percent (85%) of the cost of this coverage.
4. Employees who are on the District health insurance plan and their spouse, if applicable, will be encouraged to participate in a wellness program approved by the Health Care Committee. Employees and spouses who participate in the wellness program will have the opportunity to earn up to Three Hundred Dollars (\$300) for the employee and Three Hundred Dollars (\$300) for the spouse, per fiscal year. The amounts to be awarded, activities to be completed, and the overall wellness program operations will be reviewed and approved by the Health Care Committee.
5. General Provisions

a. Copies of Benefit Contract

The Board shall provide the Association President with one (1) copy of each signed contract entered into between the Board and the Insurance Company(ies) which provides the benefit(s) specified in this Agreement. Copies of existing contract(s) shall be provided to the Association within twenty-four (24) hours of ratification of this Agreement by both parties. Copies of contracts subsequently entered into by the Board shall be provided to the Association within one (1) week after they are received by the Board.

b. Copies of Benefit Descriptions

Within thirty (30) days of the effective date of any change in insurance carrier or coverage during the term of this Master Agreement, the Board shall provide each member with an electronic description, prepared by the carrier, of the current coverage and benefits provided by the Board under this Master Agreement.

c. Benefit Description for New Employees

An employee employed after the effective date of this Master Agreement shall be provided, at the time of employment, with an electronic description

prepared by the carrier, of each insurance plan that provides benefits specified by this Master Agreement.

d. Copies of Improvements in Existing Benefits

Within thirty (30) days of the effective date of any improvement(s) in an insurance plan provided by this Master Agreement, each member shall receive an electronic description prepared by the carrier, of the improved plan.

e. Reserve Fund and Investments

Reports on the District's health insurance reserve fund(s) shall be given by the District at each Health Care Committee (HCC) meeting. Investment income from the assets of the fund shall be retained in the fund. Money in excess of the incurred but not reported (IBNR) reserve fund shall be set aside for premium fluctuation and activities in support of the purpose and mission of the HCC (e.g., participation in District Wellness programs). The HCC shall make recommendations to the Board of Education on the desired level of excess funding.

6. Health Care Committee

- a. The parties agree to establish a standing health care committee (hereafter referred to as the HCC). The purpose of the HCC is to gather and review information related to health insurance coverage and utilization and make recommendations to the negotiating teams regarding the effective management of health insurance costs and the improvement of employee health status. Information relative to these tasks include health plan certificates and riders, health plan funding information, health insurance consultant/agent and health plan procurement information, health plan performance reports, health risk programs of the District and health plans, and aggregate health risk appraisal/assessment information. All recommendations of the HCC shall be transmitted to the Board and each party of the HCC for further consideration.
- b. The mission statement of the HCC is to create within the workplace environment a forum whereby representative membership on the committee will engage in a continuing educational process and review of health insurance benefits on behalf of the employees and their dependents. The primary goals of the HCC shall be determined by consensus of committee members under the direction and approval of the Board.
- c. The HCC has authority to request and gather relevant information, recommend the selection of a health insurance consultant/agent using an RFP process, evaluate the performance of the health insurance consultant/agent and disseminate its recommendations to the Board and

negotiations teams. All recommendations of the HCC shall be made by consensus. The HCC shall be comprised of three (3) members of ACTA, three (3) members of ●APSE, and up to six (6) members appointed by the Board, which will include the Superintendent and the Treasurer or other District designee. Members, other than the Treasurer and Superintendent, shall be appointed by their respective groups for a term of three (3) years. Teams shall attempt to stagger terms in the HCC so as to limit the turnover of two (2) or more members in any one (1) group. Should a member become incapable of fulfilling their term, the appointing authority shall appoint a new member within thirty (30) calendar days of notification. As administrator of the health insurance plan, the Superintendent will chair the committee. In the event the Superintendent cannot fulfill those duties, an interim chair will be appointed by consensus of the committee.

- d. The HCC has authority to request and gather relevant information, recommend the selection of a health insurance consultant/agent using an RF● process, evaluate the performance of the health insurance consultant/agent and disseminate its recommendations to the Board and negotiations teams. All recommendations of the HCC shall be made by consensus. The HCC shall be comprised of three (3) members of ACTA, three (3) members of ●APSE, and up to six (6) members appointed by the Board, which will include the Superintendent and the Treasurer or other District designee. Members, other than the Treasurer and Superintendent, shall be appointed by their respective groups for a term of three (3) years. Teams shall attempt to stagger terms in the HCC so as to limit the turnover of two (2) or more members in any one (1) group. Should a member become incapable of fulfilling their term, the appointing authority shall appoint a new member within thirty (30) calendar days of notification. As administrator of the health insurance plan, the Superintendent will chair the committee. In the event the Superintendent cannot fulfill those duties, an interim chair will be appointed by consensus of the committee.
- e. The HCC shall meet quarterly when necessary and more often as necessary during the term of the Agreement. Minutes will be kept at each meeting which reflects HCC deliberations and recommendations. An annual report will be issued by the HCC that provides contextual information relative to District health plan costs, employee health status and HCC deliberations and recommendations.
- f. During the term of this Agreement, the HCC will create standards regarding health insurance and health care education, health insurance consultant/agent and health plan procurement, and health insurance consultant/agent and health plan evaluations. The implementation of such standards shall be contingent upon ratification/adoption by the respective parties.

7. Section 125 Plan (“Cafeteria Plan”)

- a. The Board shall establish a “Cafeteria Plan” that is designed to 1) allow members who must make employee contributions for health care coverage to elect to do so on a pre-tax basis, 2) allow members to elect to receive additional cash in lieu of Board paid health care coverage (as agreed to by the Board and the Association), and 3) allow members to elect to participate in the dependent care and medical care flexible spending accounts (FSAs) described in paragraph c. of this Section 7. In accordance with the foregoing, the Payment in Lieu of Insurance Coverage provisions of this Agreement shall be made through the Cafeteria Plan.
- b. The Cafeteria Plan will be designed to meet the requirements of Internal Revenue Code (IRC) Section 125 and applicable regulations. Accordingly, each member will have an opportunity on an annual basis to enroll in the Cafeteria Plan. The election to participate must be submitted during the enrollment period of each year and may not be revoked during the current plan year unless there is a change in the member’s circumstances that, in accordance with IRC Section 125, permits the member to change his or her election under the plan (*e.g.*, divorce, death of spouse, change in employment status including employment status affecting a spouse or dependent, birth or adoption of a child, a child losing eligibility for coverage, a court order requiring coverage, or other enrollment rights consistent with federal law). Details of the Cafeteria Plan will be provided on an annual basis at the time of enrollment and will also be available through the Board Treasurer’s office.
- c. Under the Cafeteria Plan, each member will be allowed to make a pre-tax “salary reduction” election up to a maximum amount allowable under the current IRS guidelines per year (exclusive of member contributions for health coverage), and receive a corresponding credit under a dependent care FSA. Under the dependent care FSA, reimbursement may be received for dependent care expenses described in IRC Section 129. In addition, each member will be allowed to make a separate pre-tax “salary reduction” election up to a maximum amount allowable under the current IRS guidelines per year, and receive a corresponding credit under a health care FSA. Under the health care FSA, reimbursement may be received for medical expenses (Under IRC Section 213) that are not otherwise reimbursable by the health care plans of the Board or of another employer. To comply with the requirement of IRC Section 125, amounts remaining in the FSAs at the end of each plan year may rollover within the current IRS guidelines. In the event a member separates from employment during a plan year, a remaining balance in the FSA account will be administered in accordance with the current IRS guidelines.

- d. The Board shall be the administrator of the Cafeteria Plan, but may delegate administration to the Treasurer's office and/or a third party administrator. All administrative fees and any other costs associated with the Plan will be offset by a service fee charged to each participating member's account. The Board shall be permitted to administer, interpret and operate the plan as the Board shall deem necessary for compliance with IRC Section 125 and applicable regulations (including proposed regulations) and rulings thereunder. To the extent required for compliance with IRC Section 125, the Board also may provide for restrictions on the timing of the benefit elections of members and dependents under the health care plans of the Board. The Board does not guarantee the tax consequences of the Cafeteria Plan or that reimbursements from the FSAs will be tax-free, and the Treasurer's office will report taxable income and prepare and file W-2 and other tax forms with governmental agencies as it believes it is required to do by law.

D. Tuition Reimbursement

This Board shall appropriate Thirty-five Thousand Dollars (\$35,000) in each year of this Agreement for the purposes of tuition reimbursement. These funds will be distributed to members taking courses that would assist them in the teaching profession or for advanced educational degrees or licensure/certification. The amount will be divided equally among members successfully completing ("C" or better) courses at accredited colleges and universities based on a semester credit hour prorated amount (1 ½ quarter hours = 1 semester hour) during the time period September 1 – August 31 of each year. Such funding would be limited to six (6) semester hours or nine (9) quarter hours per member per year.

Example: Thirty-five Thousand Dollars (\$35,000) divided by total eligible credit hours taken during the period September 1 – August 31 = \$ amount per semester credit hour times the number of hours submitted for approval. Reimbursement will not exceed the cost of courses taken by the member.

Members will turn in proof of successful completion ("C" or better) and a receipt prior to October 30. Members will receive no more than the cost of such courses taken during the aforementioned time period.

E. Other Compensation for Meetings

1. Meetings called by Administrators

a. Notice

No staff meetings shall be scheduled without at least three (3) days' notice, except in cases of emergency. Members shall be excused for contract supplemental duties requiring their presence elsewhere. Other reasonable requests for excusing a member shall be considered by the administrator.

b. Length of Meeting

A bargaining unit member will not be required to remain longer than one-half (½) hour beyond his/her normal scheduled departure time to attend a parent, staff, other meeting called by administrators, nor be required to arrive more than one-half (½) hour before their normal arrival time.

c. Day Restrictions

Except in case of emergency, no member shall be required to attend any meeting or event after the end of the student day of the last workday of any workweek.

d. Scheduled Building Meetings

No more than three (3) building level meetings shall be required before or after the teacher workday during a calendar month except for MFE, IEP, BLT, IAT or Section 504 meetings. Members may request an alternative/make-up meeting opportunity at a time outside of the contracted day which shall be granted by the principal/administrator.

e. Administrator-led Meetings Outside of Contracted Day Compensation

Teachers will record participation in meetings of this section outside of the contracted day on a log sheet (Appendix Q) to be submitted to the building principal/administrator by May 30. Time shall be prorated up to a maximum of three (3) hours and thirty (30) minutes at the individual teacher's per diem rate.

ARTICLE X - EMPLOYMENT OF RETIREES AS TEACHERS

A. Definition of Retiree

A Retiree is an individual who has attained service retirement status with the State Teachers Retirement System and is otherwise qualified by licensure/certification and background for public school teaching in Ohio, and who retired from service from a District in Ohio.

B. Where a Teaching Vacancy Exists

Where a teaching vacancy exists which the Board may fill by hiring a properly licensed/certified teacher who is not already employed by the Board, the Board may consider and employ Retirees for any such vacancy upon the recommendation of the Superintendent.

C. A Retiree Shall Be Paid

A Retiree shall be paid in accordance with the negotiated salary schedule and shall be placed on the salary schedule at least at Step 5 at the appropriate column based upon the teacher's education level.

D. A Retiree Shall Receive

A Retiree shall receive a 1-year limited teaching contract which shall expire automatically at the end of the stated term. No notice of non-renewal or Board action is required. Continuation of the employment of a Retiree through offering new 1-year limited contracts which automatically expire shall be at the election of the Board and upon recommendation of the Superintendent. The requirements of Master Agreement regarding limited contract teachers shall not apply to Retiree limited contracts. A Retiree is not eligible for a continuing teaching contract, regardless of years of employment with the Board. The parties specifically waive all rights for such employees pursuant to ●RC 3319.11 and 3319.111.

E. A Retiree Shall Accumulate and May Use Sick Leave

A Retiree shall accumulate and may use sick leave in accordance with the provisions of the Master Agreement, but shall not be entitled to severance pay under the provisions of the Master Agreement or under law upon conclusion of employment as a Retiree.

F. A Retiree Shall Not Accumulate Seniority

A Retiree shall not accumulate Seniority in the bargaining unit for any purpose under the Master Agreement (i.e., RIF, bidding on vacancies, etc.) and has no right of recall in the event of a reduction in force pursuant to the provisions of the Master Agreement.

G. A Retiree is Eligible for a Supplemental Contract

A Retiree is eligible for a supplemental contract only at the discretion of the Superintendent. This Section supersedes ●RC 3313.53.

H. Subject to These Provisions

Subject to these provisions, retired teachers who are reemployed are part of the bargaining unit.

ARTICLE XI - SMALL GROUP INSTRUCTORS (SGI)

A. Only the following Articles of this Contract shall apply to SGI:

1. Article I
2. Article II
3. Article III, Sections B, C, D, E, J, K, M, N, O, P, R, S, T, U, V, W, X, Y, Z, AA, AB
4. Article IV
5. Article V Sections A, B, C, D, E, G, H (except as limited herein), I, J (except as limited herein), K
6. Article VI
7. Article VII
8. Article VIII
9. Article IX, Sections B, C, D, E
10. Article X
11. Article XII
12. Appendices

B. Employment/Filling Vacancies

1. Each SGI will be notified of salaried teacher position openings including any and all summer postings. An SGI who desires salaried employment in a teaching position shall be considered and interviewed prior to any teacher who has not been previously employed by Ashland City Schools.
2. If an SGI is subsequently hired to fill a non-SGI bargaining unit position, the individual will be given credit on the teachers' salary schedule for any years of experience employed as an SGI. Such credit will be allotted in compliance with Ohio law.

Prior service shall not count for years of service for seniority purposes under Article V(H), Reduction in Force. Seniority under Article V(H), Reduction in Force, shall begin to accrue upon transfer to a teaching position.

C. Contract Status and Layoff Procedures:

1. SGI contracts are 1-year limited contracts. The evaluation/non-renewal provisions of 3319.11 ORC and 3319.111 ORC shall apply to SGI, specifically including that the SGI must be notified of non-renewal and given reasons in writing by the Superintendent.
2. Seniority shall be determined in the same manner as outlined in Article V(J). Additionally, if an SGI has taught in Ashland City Schools, the tutoring and teaching time should be added together to determine seniority. SGIs are on a seniority and recall list separate from salaried members of the bargaining unit.

D. Salary

SGIs will be compensated in accordance with column “BA” Steps 1 through 5 of Appendix M-1. SGIs will be given credit for their years of service when attaining a position in the District that is a Non-SGI Certified position. SGIs do not accrue District seniority while employed as an SGI. No credit will be given for teaching experience outside of Ashland City Schools.

E. Use of SGIs both the Board of Education and ACTA recognize the value and unique circumstances involving the use of SGIs. It is not the intent to use SGIs as regular classroom teachers. However, to meet certain needs, the parties agree to the following parameters on the use of SGIs:

1. Absent urgent circumstances, an SGI shall not replace or be used in place of a regular classroom teacher. (For example, an SGI should not be used when a teacher will be temporarily absent from the classroom unless it is an urgent or emergent situation.)
2. An SGI may be assigned duties within the building, but those duties may not interfere with the primary responsibilities of student intervention.
3. Any SGI will not be used to cover teacher prep periods or other teacher’s lunch period, to cover lunchtime duties, to work with groups larger than ten (10) students, to move to another building to assist with testing or any other duties so as to diminish the services within the building in which they are regularly assigned, or any other duties that do not fall under the purpose stated above.
4. Other jobs and duties shall be per the job description of the SGI on August 9, 2013.

F. If Title I funding will not continue to support the program, SGI may be released from employment without further process.

ARTICLE XII - DURATION OF AGREEMENT

The terms and conditions of this Master Agreement shall be effective on July 1, 2025, and shall continue in full force and effect until June 30, 2028, at which time it shall expire.

The terms and conditions as set forth in this Master Agreement indicates the understanding that exists between the parties to this Master Agreement; however, it is further agreed that nothing contained in said Master Agreement should be interpreted to deny the Association or the members of any rights, benefits, privileges, etc., that might be forthcoming as the result of laws of the State of Ohio or interpretation(s), rulings and precedence of such laws.

Any and all provisions of the immediately preceding Master Agreement that existed between the Board and the Association and that were not a part of the agenda for negotiations shall be brought forward in their existing form and content and shall be a part of this new Master Agreement.

Any Memorandum of Understanding not specifically renewed or incorporated in this Collective Bargaining Agreement shall be void upon the ratification of this Master Agreement.

In Witness Whereof, the parties executed this Agreement on the 19th day of May 2025.

ASHLAND CITY BOARD OF EDUCATION

By: Steven B. Paramore
Steven B. Paramore, Superintendent

Date: 5/19/2025

By: John O. Teevan
John O. Teevan, Board of Education President

Date: 5/19/2025

By: Kyle Klingler
Kyle Klingler, Treasurer

Date: 5/19/2025

ASHLAND CITY TEACHERS ASSOCIATION

By: Mel Baker
Mel Baker, President, ACTA

Date: 8/18/25

By: Bonita J. Gauss
Bonita Gauss, Co-Vice President, ACTA

Date: 8-18-2025

By: Carol L. Kinney
Carol Kinney, Co-Vice President, ACTA

Date: Aug. 18, 2025

Grievance Report Form
(To be filed in triplicate)

Grievance # _____ Date Filed _____

Name of Aggrieved _____

Building _____ Assignment _____

LEVEL ONE
(Submitted to Immediate Supervisor)

A. Date cause of grievance occurred _____

B. 1. Statement of grievance:

2. Relief sought:

C. _____
Signature of Aggrieved Date

D. Disposition by supervisor:

Signature of Supervisor Date

LEVEL TWO
(Submitted to Superintendent)

A. Position of Aggrieved or Association:

Signature of Aggrieved Date

B. Disposition by Superintendent (or designee):

Signature of Superintendent or designee Date

LEVEL THREE
(Submitted to Board of Education)

A. Position of Aggrieved or Association:

Signature of Aggrieved

Date

B. Disposition by Board of Education:

Signature of President of Board of Education

Date

LEVEL FOUR
(Submitted to Arbitrator)

A. Position of Aggrieved or Association:

Signature of Aggrieved

Date

B. Disposition of the Arbitrator:

Signature of the Arbitrator

Date

REQUEST FOR VOLUNTARY TRANSFER

Name _____ Date _____

Current Position: (List grade, subject, and building)

Position Sought: (List grade, subject, and building)

Superintendent's Response: (Approval, denial with reasons, postponement with reasons)

APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY

NAME _____ DATE _____

SCHOOL OR DEPARTMENT _____

I hereby request a Leave of Absence without pay beginning

_____ ending _____
Month Day Year Month Day Year

for the reason checked below:

_____ Illness*

_____ Professional Educational Study*

_____ Other disability*

_____ Personal Reasons*

_____ Maternity/Paternity*

_____ Other (please specify)

_____ Military*

The applicant is advised to examine and comply with applicable provision of the Master Agreement before submitting such application.

Other required information: _____

*Without pay (insurance continues by submitting premium to Treasurer).

Applicant's Signature

____ Approved ____ Disapproved

Superintendent
(per Board of Education resolution)

This form is for REFERENCE ONLY.

Leave requests should be made using
Ashland City Schools' online Absence Management System.

Appendix D

**ASHLAND CITY SCHOOLS
REQUEST FOR ABSENCE FORM**

Revised November 2013

NAME _____ SCHOOL / DEPT _____
PLEASE PRINT
 EMPLOYEE JOB TITLE _____
 DATE(S) OF ABSENCE _____ TOTAL DAYS OFF _____

(DO NOT put more than one week absence per form)

- ☐ Personal Illness / Injury / Medical Appointment
- ☐ Family Illness / Injury / Medical Appointment Name & Relationship (Optional) _____
- ☐ Bereavement
☐ Immediate Family or ☐ Other Relative Name & Relationship (Optional) _____
- ☐ Vacation Days (if applicable)
- ☐ Personal Leave (please check one below)

Employee Explanation / Certification
(Optional)

- ☐ Jury Duty Attach documentation & send court check.
- ☐ Dispute Resolution *This section of injury/illness/absence by request is optional. Employees are not required to attach documentation to a request for absence if absence is due to illness or injury.
- ☐ Other *If Union members please attach to "Union Absence" section.

*As defined in each Association's Collective Bargaining Agreement

I hereby certify that this absence is as due to the reason checked and as explained or due to a condition that is covered by the rules and regulations of the Ashland Board of Education.

Employee _____ Date _____
 Signature _____

 Building Principal / Supervisor Date _____ ☐ Approved ☐ Unapproved

 Business Manager - Classified Date _____ ☐ Approved ☐ Unapproved

 Superintendent - Used / Certified Date _____ ☐ Approved ☐ Unapproved

Press Hard You Are Making Four (4) Copies

WHITE (ORIGINAL) - PRINCIPAL YELLOW - CENTRAL OFFICE PINK - DEPT. / SCHOOL GOLDEN ROD - EMPLOYEE

NOTICE AS TO TEACHER'S SALARY
Ashland City School District
Ashland, Ohio

TO	DATE
----	------

LIMITED	NEW	RENEWAL	CONTINUING
---------	-----	---------	------------

The Board of Education of the Ashland City School District, Ashland County, Ohio, notifies you that your salary for the school year which will begin _____, 20____ will be _____ dollars.

Payable in twenty-six (26) installments every two (2) weeks,

Beginning _____, 20____

Ending _____, 20____

THE BOARD OF EDUCATION

TRAINING OR DEGREE	DEGREE HOURS	ADDITIONAL HOURS
--------------------	--------------	------------------

Years of Experience

Outside Ashland

In Ashland

Military Service

Total Years Experience

Credit Allowed _____

Base Salary

Special Service Allowance

TOTAL SALARY

Revised Code Section 3319.12: Each Board of Education shall cause notice to be given annually not later than July 1 to each teacher who holds a contract valid for the succeeding year, as to the salary to be paid such teacher during such year.

NOTICE AS TO TEACHER'S SALARY
Ashland City School District
Ashland, Ohio

TO	DATE
----	------

LIMITED	NEW	RENEWAL	CONTINUING
---------	-----	---------	------------

The Board of Education of the Ashland City School District, Ashland County, Ohio, notifies you that your salary for the school year which will begin _____, 20_____ will be _____ dollars.

Payable in twenty-four (24) installments on the 5th and 20th day of every month. In the event the 5th or 20th fall on a bank holiday or weekend, the pay will be released on the preceding business day.

Beginning _____, 20_____

Ending _____, 20_____

THE BOARD OF EDUCATION

TRAINING OR DEGREE	DEGREE HOURS	ADDITIONAL HOURS
--------------------	--------------	------------------

Years of Experience

Outside Ashland _____

In Ashland _____

Military Service _____

Total Years Experience _____

Credit Allowed _____

Base Salary

Special Service Allowance _____

TOTAL SALARY _____

Revised Code Section 3319.12: Each Board of Education shall cause notice to be given annually not later than July 1 to each teacher who holds a contract valid for the succeeding year, as to the salary to be paid such teacher during such year.

ASHLAND CITY SCHOOLS
Ashland, Ohio 44805

TEACHER'S CONTRACT -- CONTINUING

1. An AGREEMENT entered into between the BOARD OF EDUCATION of the Ashland City School District, Ashland County, Ohio, and _____, who, holding a PROFESSIONAL, or PERMANENT, or LIFE CERTIFICATE, or PROFESSIONAL EDUCATOR LICENSE, or SENIOR PROFESSIONAL EDUCATOR LICENSE, or LEAD PROFESSIONAL EDUCATOR LICENSE hereby agrees to teach in the public schools of said District from the date of this Contract until he resigns, elects to retire, is retired pursuant to Section 3307.37 of the Revised Code, or until this Contract is terminated or suspended as provided by law. The parties agree to abide by the Rules and Regulations of the Ashland City Board of Education now in effect or hereinafter adopted for the government of the Schools of said District.
2. In consideration of the services rendered by the TEACHER, the BOARD OF EDUCATION agrees to pay said TEACHER an annual salary as prescribed by the salary schedule of the School District now existing or hereafter adopted in twenty-six (26) equal installments.
3. The initial compensation to be paid under this Contract, for regular teaching duties, according to existing salary schedules, shall be as set forth in the salary notification which is attached hereto and made a part hereof.
4. In accordance with Section 3319.12 of the Revised Code, said BOARD OF EDUCATION shall cause notice to be given annually not later than July 1 as to the salary to be paid said TEACHER during the next succeeding school year.
5. The days of employment shall be in number according to the negotiation agreement with the Ashland City Teachers Association.
6. The duties of the TEACHER shall be the regular teaching duties of a/an _____ (elementary, middle school and/or senior high) teacher.
7. And it is further agreed that the provisions of Section 3319.15 (termination of contract by teachers) and Section 3319.31 (certificate of teachers) of the Revised Code of Ohio and the obligations of the TEACHER and the BOARD OF EDUCATION under the Teachers' Retirement Laws of Ohio are a part of this Contract.
8. This CONTINUING CONTRACT was approved by the Board of Education of the Ashland City School District, Ashland County, Ohio, at the meeting held _____, _____.

This CONTINUING CONTRACT shall become effective when signed by the TEACHER and approved by the BOARD OF EDUCATION.

THE BOARD OF EDUCATION

Accepted this ____ day of _____, _____.

Teacher

Board President

Superintendent

Treasurer

Please sign both copies, retain the original for your file, and return the copy to the Treasurer of the Board of Education by the ____ day of _____, _____.

ASHLAND CITY SCHOOLS
Ashland, Ohio 44805

TEACHER'S CONTRACT -- CONTINUING

1. An AGREEMENT entered into between the BOARD OF EDUCATION of the Ashland City School District, Ashland County, Ohio, and _____, who, holding a PROFESSIONAL, or PERMANENT, or LIFE CERTIFICATE, or PROFESSIONAL EDUCATOR LICENSE, or SENIOR PROFESSIONAL EDUCATOR LICENSE, or LEAD PROFESSIONAL EDUCATOR LICENSE hereby agrees to teach in the public schools of said District from the date of this Contract until he resigns, elects to retire, is retired pursuant to Section 3307.37 of the Revised Code, or until this Contract is terminated or suspended as provided by law. The parties agree to abide by the Rules and Regulations of the Ashland City Board of Education now in effect or hereinafter adopted for the government of the Schools of said District.
2. In consideration of the services rendered by the TEACHER, the BOARD OF EDUCATION agrees to pay said TEACHER an annual salary as prescribed by the salary schedule of the School District now existing or hereafter adopted in twenty-four (24) equal installments.
3. The initial compensation to be paid under this Contract, for regular teaching duties, according to existing salary schedules, shall be as set forth in the salary notification which is attached hereto and made a part hereof.
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5. The days of employment shall be in number according to the negotiation agreement with the Ashland City Teachers Association.
6. The duties of the TEACHER shall be the regular teaching duties of a/an _____ (elementary, middle school and/or senior high) teacher.
7. And it is further agreed that the provisions of Section 3319.15 (termination of contract by teachers) and Section 3319.31 (certificate of teachers) of the Revised Code of Ohio and the obligations of the TEACHER and the BOARD OF EDUCATION under the Teachers' Retirement Laws of Ohio are a part of this Contract.
8. This CONTINUING CONTRACT was approved by the Board of Education of the Ashland City School District, Ashland County, Ohio, at the meeting held _____, _____.

This CONTINUING CONTRACT shall become effective when signed by the TEACHER and approved by the BOARD OF EDUCATION.

THE BOARD OF EDUCATION

Accepted this ____ day of _____, _____.

Teacher

Board President

Superintendent

Treasurer

Please sign both copies, retain the original for your file, and return the copy to the Treasurer of the Board of Education by the ____ day of _____, _____.

ASHLAND CITY SCHOOLS
Ashland, Ohio 44805

TEACHER'S CONTRACT -- LIMITED

1. This AGREEMENT entered into between the BOARD OF EDUCATION of the Ashland City School District, Ashland County, Ohio, and _____, who hereafter agrees to teach in the Public Schools of said District for a _____-year term beginning on _____, _____, and ending on _____, _____. The parties agree to abide by the policies and implementing Rules and Regulations of the Ashland City Board of Education now in effect or hereinafter adopted for the government of the Schools of said District, and said policies and implementing Rules and Regulations will be made available to the TEACHER.
2. In consideration of the services rendered by the TEACHER, the BOARD OF EDUCATION agrees to pay said TEACHER an annual salary as prescribed by the salary schedule of the School District now existing or hereafter adopted in twenty-six (26) equal installments.
3. The initial compensation to be paid under this Contract, for regular teaching duties, according to existing salary schedules, shall be as set forth in the salary notification which is attached hereto and made a part hereof.
4. In accordance with Section 3319.12 of the Revised Code, said BOARD OF EDUCATION shall cause notice to be given annually not later than July 1 as to the salary to be paid said TEACHER during the next succeeding school year.
5. The days of employment shall be in number according to the negotiation agreement with the Ashland City Teachers Association.
6. The duties of the TEACHER shall be the regular teaching duties of a/an _____ (elementary, middle school and/or senior high) teacher.
7. And it is further agreed that the provisions of Section 3319.15 (termination of contract by teachers) and Section 3319.22-3319.31 (certificate of teachers) of the Revised Code of Ohio and the obligations of the TEACHER and the BOARD OF EDUCATION under the Teachers' Retirement Laws of Ohio are a part of this Contract.
8. This LIMITED CONTRACT was/will be approved by the Board of Education of the Ashland City School District, Ashland County, Ohio, at the meeting held/to be held .

This LIMITED CONTRACT shall become effective when signed by the TEACHER and approved by the BOARD OF EDUCATION.

THE BOARD OF EDUCATION

Accepted this ____ day of _____, _____.

Teacher

Board President

Superintendent

Treasurer

Please sign both copies, retain the original for your file, and return the copy to the treasurer of the Board of Education by the ____ day of _____, _____.

ASHLAND CITY SCHOOLS
Ashland, Ohio 44805

TEACHER'S CONTRACT -- LIMITED

1. This AGREEMENT entered into between the BOARD OF EDUCATION of the Ashland City School District, Ashland County, Ohio, and _____, who hereafter agrees to teach in the Public Schools of said District for a _____-year term beginning on _____, _____, and ending on _____, _____. The parties agree to abide by the policies and implementing Rules and Regulations of the Ashland City Board of Education now in effect or hereinafter adopted for the government of the Schools of said District, and said policies and implementing Rules and Regulations will be made available to the TEACHER.
2. In consideration of the services rendered by the TEACHER, the BOARD OF EDUCATION agrees to pay said TEACHER an annual salary as prescribed by the salary schedule of the School District now existing or hereafter adopted in twenty-four (24) equal installments.
3. The initial compensation to be paid under this Contract, for regular teaching duties, according to existing salary schedules, shall be as set forth in the salary notification which is attached hereto and made a part hereof.
4. In accordance with Section 3319.12 of the Revised Code, said BOARD OF EDUCATION shall cause notice to be given annually not later than July 1 as to the salary to be paid said TEACHER during the next succeeding school year.
5. The days of employment shall be in number according to the negotiation agreement with the Ashland City Teachers Association.
6. The duties of the TEACHER shall be the regular teaching duties of a/an _____ (elementary, middle school and/or senior high) teacher.
7. And it is further agreed that the provisions of Section 3319.15 (termination of contract by teachers) and Section 3319.22-3319.31 (certificate of teachers) of the Revised Code of Ohio and the obligations of the TEACHER and the BOARD OF EDUCATION under the Teachers' Retirement Laws of Ohio are a part of this Contract.
8. This LIMITED CONTRACT was/will be approved by the Board of Education of the Ashland City School District, Ashland County, Ohio, at the meeting held/to be held _____, _____.

This LIMITED CONTRACT shall become effective when signed by the TEACHER and approved by the BOARD OF EDUCATION.

THE BOARD OF EDUCATION

Accepted this ____ day of _____, ____.

Teacher

Board President

Superintendent

Treasurer

Please sign both copies, retain the original for your file, and return the copy to the treasurer of the Board of Education by the _____ day of _____, _____.

BOARD OF EDUCATION
ASHLAND CITY
SCHOOLS
Ashland, Ohio 44805

SUPPLEMENTAL CONTRACT -- LIMITED

This limited contract entered into by and between _____ of _____ (city), Ohio, hereinafter referred to as "Teacher", and the Ashland City Board of Education of Ashland, Ashland County, Ohio, hereinafter referred to as "Board", WITNESSETH:

In addition to Teacher's regular teaching duties, said Teacher does hereby promise and agree to perform the following duties for and in behalf of said Board:

_____.

The parties agree to abide by and maintain the rules and regulations adopted by such Board. Such additional duties shall be performed by Teacher during the 20__-20__ year period.

In consideration of the duties to be performed by said Teacher, the Board promises and agrees to pay Teacher the sum of \$ _____ annually, payable as follows:

_____.

This limited contract entered into at _____, Ohio, this _____ day of _____, _____.

BOARD OF EDUCATION

Teacher

Board President

Superintendent

Treasurer

(Please sign all copies --
retain the original and
return all others to the
Superintendent's office.)

Teacher

Ashland City Schools

Record of Teacher Performance Supplemental Responsibilities

Name_____

Date_____

Activity_____

Building_____

- I. Areas of Satisfactory Performance** - All areas of the particular job responsibility that are being performed in a satisfactory manner are to be indicated below.

- II. Specific Area(s) Where Improvement is Required** - The area(s) to be improved should be decided upon by the teacher and the evaluator and shall be clearly and carefully defined. If no area(s) for improvement are identified, this should be so noted.

- III. Specific Plans for Improvement** - The method or program by which the improvement will be accomplished should be agreed upon by the teacher and evaluator. This program for improvement should be directly related to the area(s) identified in Section II above. (Additional pages may be used.)

- IV. Status of Previously Identified Area(s) for Improvement** - The evaluator, as a result of follow-up observations, should note the status of the program of improvement, i.e., satisfactorily completed, program to continue, program partially completed, etc. It is necessary that the involved teacher have a clear understanding of what remains to be accomplished or that the program has been satisfactorily concluded.

V. Evaluator's Recommendation - (when appropriate)

- ☐ Performance meets District Standards
☐ Performance meets District Standards - Program for Improvement (Section IV above) should be continued
☐ Performance does not meet District Standards

VI. Comments by the Teacher

The member's signature indicates that all phases of the evaluation have been conducted with the full knowledge of the teacher, but does not necessarily indicate concurrence with the content of the evaluation.

Teacher's Signature _____ Date _____

Evaluator's Signature _____ Date _____

100

**ASHLAND CITY SCHOOLS
ASHLAND, OHIO
PROFESSIONAL MEETING FORM**

MEETING EXPENSES:	ESTIMATED	FINAL
1. Registration		
2. Lodging		
3. Meals		
4. Travel - note method as:		
Private Vehicle <input type="checkbox"/> Mileage _____		
Commercial Air <input type="checkbox"/>		
Other _____		
5. Miscellaneous --*note items.		
6. Total expenses		
	_____ Signature of Applicant	_____ Date

I have evaluated the request in terms of the needs of this building/office and do recommend that it be approved.

Signature - Principal	Date

Signature - Director of Educational Services	Date

EMERGENCY SECURITY PROGRAM
(Sick Leave Pool)
DONATION AND APPLICATION FORM

Name _____
School _____

Date _____

D I hereby donate one (1) day of my accumulated sick leave so that I may be involved
O in the Emergency Security Program. I have also read the guidelines of the program
N and understand the intent of the program.
A
T
I
O
N

Signature of Donator

NOTE: The remainder of this form is completed only when the member wishes to utilize sick leave days available in the Emergency Security Program.

_____ New Application _____ Renewal Application

A Reason(s) for Making Application: _____
P
P
L
I
C
A
T
I
O
N
Expiration Date of accrued and/or advance sick leave: _____
Name and address of attending physician(s): _____

Expected date of return to work: _____

Signature of Applicant

Appendix L

Members' Salary Schedule Index (Effective July 1, 2025)

	BA	BA+10	BA+20 or BA+150	MA	MA+10	MA+20	MA+30	MA+40	ED/Ph.D.
Step 0	1	1.03	1.06	1.1	1.14	1.18	1.22	1.26	1.3
Step 1	1.04	1.07	1.1	1.15	1.19	1.23	1.27	1.31	1.35
Step 2	1.08	1.11	1.14	1.2	1.24	1.28	1.32	1.36	1.4
Step 3	1.12	1.15	1.18	1.25	1.29	1.33	1.37	1.41	1.45
Step 4	1.16	1.19	1.22	1.3	1.34	1.38	1.42	1.46	1.5
Step 5	1.2	1.23	1.26	1.35	1.39	1.43	1.47	1.51	1.55
Step 6	1.24	1.27	1.3	1.4	1.44	1.48	1.52	1.56	1.6
Step 7	1.28	1.31	1.34	1.45	1.49	1.53	1.57	1.61	1.65
Step 8	1.32	1.35	1.38	1.5	1.54	1.58	1.62	1.66	1.7
Step 9	1.36	1.39	1.42	1.55	1.59	1.63	1.67	1.71	1.75
Step 10	1.4	1.43	1.46	1.6	1.64	1.68	1.72	1.76	1.8
Step 11	1.44	1.47	1.5	1.65	1.69	1.73	1.77	1.81	1.85
Step 12	1.48	1.51	1.54	1.7	1.74	1.78	1.82	1.86	1.9
Step 13	1.48	1.51	1.58	1.75	1.79	1.83	1.87	1.91	1.95
Step 14	1.48	1.51	1.58	1.8	1.84	1.88	1.92	1.96	2
Step 19	1.52	1.55	1.62	1.85	1.89	1.93	1.97	2.01	2.05
Step 24	1.56	1.59	1.66	1.9	1.94	1.98	2.02	2.06	2.1
Step 27	1.6	1.63	1.7	1.95	1.99	2.03	2.07	2.11	2.15
Step 29	1.6	1.63	1.7	1.95	1.99	2.03	2.07	2.11	2.15
Step 30	1.6	1.63	1.7	1.95	1.99	2.03	2.07	2.11	2.15
Step 31	1.6	1.63	1.7	1.95	1.99	2.03	2.07	2.11	2.15
Step 37	1.52	1.55	1.62	1.85	1.89	1.93	1.97	2.01	2.05

SALARY SCHEDULE
FY26 INDEX +2.75% INCLUDING \$5,000

	BA	Additional	Total	BA+10	Additional	Total	BA+20 or BA+150	Additional	Total	MA	Additional	Total	MA+10	Additional	Total
Step 0	\$36,530														
Step 1	\$37,991	\$5,000	\$42,991	\$39,087	\$5,000	\$44,087	\$40,183	\$5,000	\$45,183	\$42,010	\$5,000	\$47,010	\$43,471	\$5,000	\$48,471
Step 2	\$39,452	\$5,000	\$44,452	\$40,548	\$5,000	\$45,548	\$41,644	\$5,000	\$46,644	\$43,836	\$5,000	\$48,836	\$45,297	\$5,000	\$50,297
Step 3	\$40,914	\$5,000	\$45,914	\$42,010	\$5,000	\$47,010	\$43,105	\$5,000	\$48,105	\$45,663	\$5,000	\$50,663	\$47,124	\$5,000	\$52,124
Step 4	\$42,375	\$5,000	\$47,375	\$43,471	\$5,000	\$48,471	\$44,567	\$5,000	\$49,567	\$47,489	\$5,000	\$52,489	\$48,950	\$5,000	\$53,950
Step 5	\$43,836	\$5,000	\$48,836	\$44,932	\$5,000	\$49,932	\$46,028	\$5,000	\$51,028	\$49,316	\$5,000	\$54,316	\$50,777	\$5,000	\$55,777
Step 6	\$45,297	\$5,000	\$50,297	\$46,393	\$5,000	\$51,393	\$47,489	\$5,000	\$52,489	\$51,142	\$5,000	\$56,142	\$52,603	\$5,000	\$57,603
Step 7	\$46,758	\$5,000	\$51,758	\$47,854	\$5,000	\$52,854	\$48,950	\$5,000	\$53,950	\$52,969	\$5,000	\$57,969	\$54,430	\$5,000	\$59,430
Step 8	\$48,220	\$5,000	\$53,220	\$49,316	\$5,000	\$54,316	\$50,411	\$5,000	\$55,411	\$54,795	\$5,000	\$59,795	\$56,256	\$5,000	\$61,256
Step 9	\$49,681	\$5,000	\$54,681	\$50,777	\$5,000	\$55,777	\$51,873	\$5,000	\$56,873	\$56,622	\$5,000	\$61,622	\$58,083	\$5,000	\$63,083
Step 10	\$51,142	\$5,000	\$56,142	\$52,238	\$5,000	\$57,238	\$53,334	\$5,000	\$58,334	\$58,448	\$5,000	\$63,448	\$59,909	\$5,000	\$64,909
Step 11	\$52,603	\$5,000	\$57,603	\$53,699	\$5,000	\$58,699	\$54,795	\$5,000	\$59,795	\$60,275	\$5,000	\$65,275	\$61,736	\$5,000	\$66,736
Step 12	\$54,064	\$5,000	\$59,064	\$55,160	\$5,000	\$60,160	\$56,256	\$5,000	\$61,256	\$62,101	\$5,000	\$67,101	\$63,562	\$5,000	\$68,562
Step 13	\$54,064	\$5,000	\$59,064	\$55,160	\$5,000	\$60,160	\$57,717	\$5,000	\$62,717	\$63,928	\$5,000	\$68,928	\$65,389	\$5,000	\$70,389
Step 14	\$54,064	\$5,000	\$59,064	\$55,160	\$5,000	\$60,160	\$57,717	\$5,000	\$62,717	\$65,754	\$5,000	\$70,754	\$67,215	\$5,000	\$72,215
Step 19	\$55,526	\$5,000	\$60,526	\$56,622	\$5,000	\$61,622	\$59,179	\$5,000	\$64,179	\$67,581	\$5,000	\$72,581	\$69,042	\$5,000	\$74,042
Step 24	\$56,987	\$5,000	\$61,987	\$58,083	\$5,000	\$63,083	\$60,640	\$5,000	\$65,640	\$69,407	\$5,000	\$74,407	\$70,868	\$5,000	\$75,868
Step 27	\$58,448	\$5,000	\$63,448	\$59,544	\$5,000	\$64,544	\$62,101	\$5,000	\$67,101	\$71,234	\$5,000	\$76,234	\$72,695	\$5,000	\$77,695
Step 29	\$59,698	\$5,000	\$64,698	\$60,794	\$5,000	\$65,794	\$63,351	\$5,000	\$68,351	\$72,484	\$5,000	\$77,484	\$73,945	\$5,000	\$78,945
Step 30	\$60,948	\$5,000	\$65,948	\$62,044	\$5,000	\$67,044	\$64,601	\$5,000	\$69,601	\$73,734	\$5,000	\$78,734	\$75,195	\$5,000	\$80,195
Step 31	\$62,198	\$5,000	\$67,198	\$63,294	\$5,000	\$68,294	\$65,851	\$5,000	\$70,851	\$74,984	\$5,000	\$79,984	\$76,445	\$5,000	\$81,445
Step 37	\$58,448	\$5,000	\$63,448	\$59,544	\$5,000	\$64,544	\$62,101	\$5,000	\$67,101	\$71,234	\$5,000	\$76,234	\$72,695	\$5,000	\$77,695

SALARY SCHEDULE
FY26 INDEX +2.75% INCLUDING \$5,000

	MA+20	Additional	Total	MA+30	Additional	Total	MA+40	Additional	Total	ED/Ph.D.	Additional	Total
Step 0												
Step 1	\$44,932	\$5,000	\$49,932	\$46,393	\$5,000	\$51,393	\$47,854	\$5,000	\$52,854	\$49,316	\$5,000	\$54,316
Step 2	\$46,758	\$5,000	\$51,758	\$48,220	\$5,000	\$53,220	\$49,681	\$5,000	\$54,681	\$51,142	\$5,000	\$56,142
Step 3	\$48,585	\$5,000	\$53,585	\$50,046	\$5,000	\$55,046	\$51,507	\$5,000	\$56,507	\$52,969	\$5,000	\$57,969
Step 4	\$50,411	\$5,000	\$55,411	\$51,873	\$5,000	\$56,873	\$53,334	\$5,000	\$58,334	\$54,795	\$5,000	\$59,795
Step 5	\$52,238	\$5,000	\$57,238	\$53,699	\$5,000	\$58,699	\$55,160	\$5,000	\$60,160	\$56,622	\$5,000	\$61,622
Step 6	\$54,064	\$5,000	\$59,064	\$55,526	\$5,000	\$60,526	\$56,987	\$5,000	\$61,987	\$58,448	\$5,000	\$63,448
Step 7	\$55,891	\$5,000	\$60,891	\$57,352	\$5,000	\$62,352	\$58,813	\$5,000	\$63,813	\$60,275	\$5,000	\$65,275
Step 8	\$57,717	\$5,000	\$62,717	\$59,179	\$5,000	\$64,179	\$60,640	\$5,000	\$65,640	\$62,101	\$5,000	\$67,101
Step 9	\$59,544	\$5,000	\$64,544	\$61,005	\$5,000	\$66,005	\$62,466	\$5,000	\$67,466	\$63,928	\$5,000	\$68,928
Step 10	\$61,370	\$5,000	\$66,370	\$62,832	\$5,000	\$67,832	\$64,293	\$5,000	\$69,293	\$65,754	\$5,000	\$70,754
Step 11	\$63,197	\$5,000	\$68,197	\$64,658	\$5,000	\$69,658	\$66,119	\$5,000	\$71,119	\$67,581	\$5,000	\$72,581
Step 12	\$65,023	\$5,000	\$70,023	\$66,485	\$5,000	\$71,485	\$67,946	\$5,000	\$72,946	\$69,407	\$5,000	\$74,407
Step 13	\$66,850	\$5,000	\$71,850	\$68,311	\$5,000	\$73,311	\$69,772	\$5,000	\$74,772	\$71,234	\$5,000	\$76,234
Step 14	\$68,676	\$5,000	\$73,676	\$70,138	\$5,000	\$75,138	\$71,599	\$5,000	\$76,599	\$73,060	\$5,000	\$78,060
Step 19	\$70,503	\$5,000	\$75,503	\$71,964	\$5,000	\$76,964	\$73,425	\$5,000	\$78,425	\$74,887	\$5,000	\$79,887
Step 24	\$72,329	\$5,000	\$77,329	\$73,791	\$5,000	\$78,791	\$75,252	\$5,000	\$80,252	\$76,713	\$5,000	\$81,713
Step 27	\$74,156	\$5,000	\$79,156	\$75,617	\$5,000	\$80,617	\$77,078	\$5,000	\$82,078	\$78,540	\$5,000	\$83,540
Step 29	\$75,406	\$5,000	\$80,406	\$76,867	\$5,000	\$81,867	\$78,328	\$5,000	\$83,328	\$79,790	\$5,000	\$84,790
Step 30	\$76,656	\$5,000	\$81,656	\$78,117	\$5,000	\$83,117	\$79,578	\$5,000	\$84,578	\$81,040	\$5,000	\$86,040
Step 31	\$77,906	\$5,000	\$82,906	\$79,367	\$5,000	\$84,367	\$80,828	\$5,000	\$85,828	\$82,290	\$5,000	\$87,290
Step 37	\$74,156	\$5,000	\$79,156	\$75,617	\$5,000	\$80,617	\$77,078	\$5,000	\$82,078	\$78,540	\$5,000	\$83,540

SALARY SCHEDULE
FY27 INDEX +3% INCLUDING \$5,000

	BA	Additional	Total	BA+10	Additional	Total	BA+20 or BA+150	Additional	Total	MA	Additional	Total	MA+10	Additional	Total
Step 0	\$37,626														
Step 1	\$39,131	\$5,000	\$44,131	\$40,260	\$5,000	\$45,260	\$41,388	\$5,000	\$46,388	\$43,270	\$5,000	\$48,270	\$44,775	\$5,000	\$49,775
Step 2	\$40,636	\$5,000	\$45,636	\$41,765	\$5,000	\$46,765	\$42,894	\$5,000	\$47,894	\$45,151	\$5,000	\$50,151	\$46,656	\$5,000	\$51,656
Step 3	\$42,141	\$5,000	\$47,141	\$43,270	\$5,000	\$48,270	\$44,399	\$5,000	\$49,399	\$47,032	\$5,000	\$52,032	\$48,537	\$5,000	\$53,537
Step 4	\$43,646	\$5,000	\$48,646	\$44,775	\$5,000	\$49,775	\$45,904	\$5,000	\$50,904	\$48,914	\$5,000	\$53,914	\$50,419	\$5,000	\$55,419
Step 5	\$45,151	\$5,000	\$50,151	\$46,280	\$5,000	\$51,280	\$47,409	\$5,000	\$52,409	\$50,795	\$5,000	\$55,795	\$52,300	\$5,000	\$57,300
Step 6	\$46,656	\$5,000	\$51,656	\$47,785	\$5,000	\$52,785	\$48,914	\$5,000	\$53,914	\$52,676	\$5,000	\$57,676	\$54,181	\$5,000	\$59,181
Step 7	\$48,161	\$5,000	\$53,161	\$49,290	\$5,000	\$54,290	\$50,419	\$5,000	\$55,419	\$54,558	\$5,000	\$59,558	\$56,063	\$5,000	\$61,063
Step 8	\$49,666	\$5,000	\$54,666	\$50,795	\$5,000	\$55,795	\$51,924	\$5,000	\$56,924	\$56,439	\$5,000	\$61,439	\$57,944	\$5,000	\$62,944
Step 9	\$51,171	\$5,000	\$56,171	\$52,300	\$5,000	\$57,300	\$53,429	\$5,000	\$58,429	\$58,320	\$5,000	\$63,320	\$59,825	\$5,000	\$64,825
Step 10	\$52,676	\$5,000	\$57,676	\$53,805	\$5,000	\$58,805	\$54,934	\$5,000	\$59,934	\$60,201	\$5,000	\$65,201	\$61,706	\$5,000	\$66,706
Step 11	\$54,181	\$5,000	\$59,181	\$55,310	\$5,000	\$60,310	\$56,439	\$5,000	\$61,439	\$62,083	\$5,000	\$67,083	\$63,588	\$5,000	\$68,588
Step 12	\$55,686	\$5,000	\$60,686	\$56,815	\$5,000	\$61,815	\$57,944	\$5,000	\$62,944	\$63,964	\$5,000	\$68,964	\$65,469	\$5,000	\$70,469
Step 13	\$55,686	\$5,000	\$60,686	\$56,815	\$5,000	\$61,815	\$59,449	\$5,000	\$64,449	\$65,845	\$5,000	\$70,845	\$67,350	\$5,000	\$72,350
Step 14	\$55,686	\$5,000	\$60,686	\$56,815	\$5,000	\$61,815	\$59,449	\$5,000	\$64,449	\$67,727	\$5,000	\$72,727	\$69,232	\$5,000	\$74,232
Step 19	\$57,191	\$5,000	\$62,191	\$58,320	\$5,000	\$63,320	\$60,954	\$5,000	\$65,954	\$69,608	\$5,000	\$74,608	\$71,113	\$5,000	\$76,113
Step 24	\$58,696	\$5,000	\$63,696	\$59,825	\$5,000	\$64,825	\$62,459	\$5,000	\$67,459	\$71,489	\$5,000	\$76,489	\$72,994	\$5,000	\$77,994
Step 27	\$60,201	\$5,000	\$65,201	\$61,330	\$5,000	\$66,330	\$63,964	\$5,000	\$68,964	\$73,371	\$5,000	\$78,371	\$74,876	\$5,000	\$79,876
Step 29	\$61,451	\$5,000	\$66,451	\$62,580	\$5,000	\$67,580	\$65,214	\$5,000	\$70,214	\$74,621	\$5,000	\$79,621	\$76,126	\$5,000	\$81,126
Step 30	\$62,701	\$5,000	\$67,701	\$63,830	\$5,000	\$68,830	\$66,464	\$5,000	\$71,464	\$75,871	\$5,000	\$80,871	\$77,376	\$5,000	\$82,376
Step 31	\$63,951	\$5,000	\$68,951	\$65,080	\$5,000	\$70,080	\$67,714	\$5,000	\$72,714	\$77,121	\$5,000	\$82,121	\$78,626	\$5,000	\$83,626
Step 37	\$60,201	\$5,000	\$65,201	\$61,330	\$5,000	\$66,330	\$63,964	\$5,000	\$68,964	\$73,371	\$5,000	\$78,371	\$74,876	\$5,000	\$79,876

SALARY SCHEDULE
FY27 INDEX +3% INCLUDING \$5,000

	MA+20	Additional	Total	MA+30	Additional	Total	MA+40	Additional	Total	ED/Ph.D.	Additional	Total
Step 0												
Step 1	\$46,280	\$5,000	\$51,280	\$47,785	\$5,000	\$52,785	\$49,290	\$5,000	\$54,290	\$50,795	\$5,000	\$55,795
Step 2	\$48,161	\$5,000	\$53,161	\$49,666	\$5,000	\$54,666	\$51,171	\$5,000	\$56,171	\$52,676	\$5,000	\$57,676
Step 3	\$50,042	\$5,000	\$55,042	\$51,547	\$5,000	\$56,547	\$53,053	\$5,000	\$58,053	\$54,558	\$5,000	\$59,558
Step 4	\$51,924	\$5,000	\$56,924	\$53,429	\$5,000	\$58,429	\$54,934	\$5,000	\$59,934	\$56,439	\$5,000	\$61,439
Step 5	\$53,805	\$5,000	\$58,805	\$55,310	\$5,000	\$60,310	\$56,815	\$5,000	\$61,815	\$58,320	\$5,000	\$63,320
Step 6	\$55,686	\$5,000	\$60,686	\$57,191	\$5,000	\$62,191	\$58,696	\$5,000	\$63,696	\$60,201	\$5,000	\$65,201
Step 7	\$57,568	\$5,000	\$62,568	\$59,073	\$5,000	\$64,073	\$60,578	\$5,000	\$65,578	\$62,083	\$5,000	\$67,083
Step 8	\$59,449	\$5,000	\$64,449	\$60,954	\$5,000	\$65,954	\$62,459	\$5,000	\$67,459	\$63,964	\$5,000	\$68,964
Step 9	\$61,330	\$5,000	\$66,330	\$62,835	\$5,000	\$67,835	\$64,340	\$5,000	\$69,340	\$65,845	\$5,000	\$70,845
Step 10	\$63,212	\$5,000	\$68,212	\$64,717	\$5,000	\$69,717	\$66,222	\$5,000	\$71,222	\$67,727	\$5,000	\$72,727
Step 11	\$65,093	\$5,000	\$70,093	\$66,598	\$5,000	\$71,598	\$68,103	\$5,000	\$73,103	\$69,608	\$5,000	\$74,608
Step 12	\$66,974	\$5,000	\$71,974	\$68,479	\$5,000	\$73,479	\$69,984	\$5,000	\$74,984	\$71,489	\$5,000	\$76,489
Step 13	\$68,855	\$5,000	\$73,855	\$70,360	\$5,000	\$75,360	\$71,865	\$5,000	\$76,865	\$73,371	\$5,000	\$78,371
Step 14	\$70,737	\$5,000	\$75,737	\$72,242	\$5,000	\$77,242	\$73,747	\$5,000	\$78,747	\$75,252	\$5,000	\$80,252
Step 19	\$72,618	\$5,000	\$77,618	\$74,123	\$5,000	\$79,123	\$75,628	\$5,000	\$80,628	\$77,133	\$5,000	\$82,133
Step 24	\$74,499	\$5,000	\$79,499	\$76,004	\$5,000	\$81,004	\$77,509	\$5,000	\$82,509	\$79,014	\$5,000	\$84,014
Step 27	\$76,381	\$5,000	\$81,381	\$77,886	\$5,000	\$82,886	\$79,391	\$5,000	\$84,391	\$80,896	\$5,000	\$85,896
Step 29	\$77,631	\$5,000	\$82,631	\$79,136	\$5,000	\$84,136	\$80,641	\$5,000	\$85,641	\$82,146	\$5,000	\$87,146
Step 30	\$78,881	\$5,000	\$83,881	\$80,386	\$5,000	\$85,386	\$81,891	\$5,000	\$86,891	\$83,396	\$5,000	\$88,396
Step 31	\$80,131	\$5,000	\$85,131	\$81,636	\$5,000	\$86,636	\$83,141	\$5,000	\$88,141	\$84,646	\$5,000	\$89,646
Step 37	\$76,381	\$5,000	\$81,381	\$77,886	\$5,000	\$82,886	\$79,391	\$5,000	\$84,391	\$80,896	\$5,000	\$85,896

SALARY SCHEDULE

FY28 INDEX +3% INCLUDING \$5,000

	BA	Additional	Total	BA+10	Additional	Total	BA+20 or BA+150	Additional	Total	MA	Additional	Total	MA+10	Additional	Total
Step 0	\$38,755														
Step 1	\$40,305	\$5,000	\$45,305	\$41,468	\$5,000	\$46,468	\$42,630	\$5,000	\$47,630	\$44,568	\$5,000	\$49,568	\$46,118	\$5,000	\$51,118
Step 2	\$41,855	\$5,000	\$46,855	\$43,018	\$5,000	\$48,018	\$44,180	\$5,000	\$49,180	\$46,506	\$5,000	\$51,506	\$48,056	\$5,000	\$53,056
Step 3	\$43,405	\$5,000	\$48,405	\$44,568	\$5,000	\$49,568	\$45,731	\$5,000	\$50,731	\$48,443	\$5,000	\$53,443	\$49,994	\$5,000	\$54,994
Step 4	\$44,955	\$5,000	\$49,955	\$46,118	\$5,000	\$51,118	\$47,281	\$5,000	\$52,281	\$50,381	\$5,000	\$55,381	\$51,931	\$5,000	\$56,931
Step 5	\$46,506	\$5,000	\$51,506	\$47,668	\$5,000	\$52,668	\$48,831	\$5,000	\$53,831	\$52,319	\$5,000	\$57,319	\$53,869	\$5,000	\$58,869
Step 6	\$48,056	\$5,000	\$53,056	\$49,218	\$5,000	\$54,218	\$50,381	\$5,000	\$55,381	\$54,257	\$5,000	\$59,257	\$55,807	\$5,000	\$60,807
Step 7	\$49,606	\$5,000	\$54,606	\$50,769	\$5,000	\$55,769	\$51,931	\$5,000	\$56,931	\$56,194	\$5,000	\$61,194	\$57,744	\$5,000	\$62,744
Step 8	\$51,156	\$5,000	\$56,156	\$52,319	\$5,000	\$57,319	\$53,481	\$5,000	\$58,481	\$58,132	\$5,000	\$63,132	\$59,682	\$5,000	\$64,682
Step 9	\$52,706	\$5,000	\$57,706	\$53,869	\$5,000	\$58,869	\$55,032	\$5,000	\$60,032	\$60,070	\$5,000	\$65,070	\$61,620	\$5,000	\$66,620
Step 10	\$54,257	\$5,000	\$59,257	\$55,419	\$5,000	\$60,419	\$56,582	\$5,000	\$61,582	\$62,007	\$5,000	\$67,007	\$63,558	\$5,000	\$68,558
Step 11	\$55,807	\$5,000	\$60,807	\$56,969	\$5,000	\$61,969	\$58,132	\$5,000	\$63,132	\$63,945	\$5,000	\$68,945	\$65,495	\$5,000	\$70,495
Step 12	\$57,357	\$5,000	\$62,357	\$58,520	\$5,000	\$63,520	\$59,682	\$5,000	\$64,682	\$65,883	\$5,000	\$70,883	\$67,433	\$5,000	\$72,433
Step 13	\$57,357	\$5,000	\$62,357	\$58,520	\$5,000	\$63,520	\$61,232	\$5,000	\$66,232	\$67,821	\$5,000	\$72,821	\$69,371	\$5,000	\$74,371
Step 14	\$57,357	\$5,000	\$62,357	\$58,520	\$5,000	\$63,520	\$61,232	\$5,000	\$66,232	\$69,758	\$5,000	\$74,758	\$71,309	\$5,000	\$76,309
Step 19	\$58,907	\$5,000	\$63,907	\$60,070	\$5,000	\$65,070	\$62,783	\$5,000	\$67,783	\$71,696	\$5,000	\$76,696	\$73,246	\$5,000	\$78,246
Step 24	\$60,457	\$5,000	\$65,457	\$61,620	\$5,000	\$66,620	\$64,333	\$5,000	\$69,333	\$73,634	\$5,000	\$78,634	\$75,184	\$5,000	\$80,184
Step 27	\$62,007	\$5,000	\$67,007	\$63,170	\$5,000	\$68,170	\$65,883	\$5,000	\$70,883	\$75,572	\$5,000	\$80,572	\$77,122	\$5,000	\$82,122
Step 29	\$63,257	\$5,000	\$68,257	\$64,420	\$5,000	\$69,420	\$67,133	\$5,000	\$72,133	\$76,822	\$5,000	\$81,822	\$78,372	\$5,000	\$83,372
Step 30	\$64,507	\$5,000	\$69,507	\$65,670	\$5,000	\$70,670	\$68,383	\$5,000	\$73,383	\$78,072	\$5,000	\$83,072	\$79,622	\$5,000	\$84,622
Step 31	\$65,757	\$5,000	\$70,757	\$66,920	\$5,000	\$71,920	\$69,633	\$5,000	\$74,633	\$79,322	\$5,000	\$84,322	\$80,872	\$5,000	\$85,872
Step 37	\$62,007	\$5,000	\$67,007	\$63,170	\$5,000	\$68,170	\$65,883	\$5,000	\$70,883	\$75,572	\$5,000	\$80,572	\$77,122	\$5,000	\$82,122

SALARY SCHEDULE
FY28 INDEX +3% INCLUDING \$5,000

	MA+20	Additional	Total	MA+30	Additional	Total	MA+40	Additional	Total	ED/Ph.D.	Additional	Total
Step 0												
Step 1	\$47,668	\$5,000	\$52,668	\$49,218	\$5,000	\$54,218	\$50,769	\$5,000	\$55,769	\$52,319	\$5,000	\$57,319
Step 2	\$49,606	\$5,000	\$54,606	\$51,156	\$5,000	\$56,156	\$52,706	\$5,000	\$57,706	\$54,257	\$5,000	\$59,257
Step 3	\$51,544	\$5,000	\$56,544	\$53,094	\$5,000	\$58,094	\$54,644	\$5,000	\$59,644	\$56,194	\$5,000	\$61,194
Step 4	\$53,481	\$5,000	\$58,481	\$55,032	\$5,000	\$60,032	\$56,582	\$5,000	\$61,582	\$58,132	\$5,000	\$63,132
Step 5	\$55,419	\$5,000	\$60,419	\$56,969	\$5,000	\$61,969	\$58,520	\$5,000	\$63,520	\$60,070	\$5,000	\$65,070
Step 6	\$57,357	\$5,000	\$62,357	\$58,907	\$5,000	\$63,907	\$60,457	\$5,000	\$65,457	\$62,007	\$5,000	\$67,007
Step 7	\$59,295	\$5,000	\$64,295	\$60,845	\$5,000	\$65,845	\$62,395	\$5,000	\$67,395	\$63,945	\$5,000	\$68,945
Step 8	\$61,232	\$5,000	\$66,232	\$62,783	\$5,000	\$67,783	\$64,333	\$5,000	\$69,333	\$65,883	\$5,000	\$70,883
Step 9	\$63,170	\$5,000	\$68,170	\$64,720	\$5,000	\$69,720	\$66,270	\$5,000	\$71,270	\$67,821	\$5,000	\$72,821
Step 10	\$65,108	\$5,000	\$70,108	\$66,658	\$5,000	\$71,658	\$68,208	\$5,000	\$73,208	\$69,758	\$5,000	\$74,758
Step 11	\$67,046	\$5,000	\$72,046	\$68,596	\$5,000	\$73,596	\$70,146	\$5,000	\$75,146	\$71,696	\$5,000	\$76,696
Step 12	\$68,983	\$5,000	\$73,983	\$70,534	\$5,000	\$75,534	\$72,084	\$5,000	\$77,084	\$73,634	\$5,000	\$78,634
Step 13	\$70,921	\$5,000	\$75,921	\$72,471	\$5,000	\$77,471	\$74,021	\$5,000	\$79,021	\$75,572	\$5,000	\$80,572
Step 14	\$72,859	\$5,000	\$77,859	\$74,409	\$5,000	\$79,409	\$75,959	\$5,000	\$80,959	\$77,509	\$5,000	\$82,509
Step 19	\$74,797	\$5,000	\$79,797	\$76,347	\$5,000	\$81,347	\$77,897	\$5,000	\$82,897	\$79,447	\$5,000	\$84,447
Step 24	\$76,734	\$5,000	\$81,734	\$78,284	\$5,000	\$83,284	\$79,835	\$5,000	\$84,835	\$81,385	\$5,000	\$86,385
Step 27	\$78,672	\$5,000	\$83,672	\$80,222	\$5,000	\$85,222	\$81,772	\$5,000	\$86,772	\$83,323	\$5,000	\$88,323
Step 29	\$79,922	\$5,000	\$84,922	\$81,472	\$5,000	\$86,472	\$83,022	\$5,000	\$88,022	\$84,573	\$5,000	\$89,573
Step 30	\$81,172	\$5,000	\$86,172	\$82,722	\$5,000	\$87,722	\$84,272	\$5,000	\$89,272	\$85,823	\$5,000	\$90,823
Step 31	\$82,422	\$5,000	\$87,422	\$83,972	\$5,000	\$88,972	\$85,522	\$5,000	\$90,522	\$87,073	\$5,000	\$92,073
Step 37	\$78,672	\$5,000	\$83,672	\$80,222	\$5,000	\$85,222	\$81,772	\$5,000	\$86,772	\$83,323	\$5,000	\$88,323

ASHLAND CITY SCHOOLS
Staff Acceptable Use Policy Form

I understand and agree to abide by the District Network and Internet Access Guidelines. I understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I hereby release the Board of Education and its administrators from any and all claims of any nature arising from my use or inability to use the District network and Internet/e-mail resources.

(Please sign and return to your building principal or supervisor)

Printed Staff Member Name: _____

Signature of Staff Member

Date _____

ASHLAND CITY SCHOOL DISTRICT MILEAGE REPORT

NAME _____

DATE _____ BLDG _____ REQ/PO _____

[illegible]

TOTAL MILES DRIVEN _____ X CURRENT IRS RATE _____ = \$ _____

EMPLOYEE SIGNATURE _____ DATE _____

BLDG. ADMINISTRATOR/SUPERVISOR SIGNATURE_____

Supplemental Salary Schedule

Any person or member holding a current supplemental in which “the number of positions” or “compensation rate” changes in this negotiated agreement will be grandfathered in at that position and rate until those positions are vacated to meet the new standard of the negotiated agreement.

<u>Activity</u>	<u>Number of Positions</u>	<u>Years of Responsibility</u>		
		<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>ATHLETICS</u>				
<u>Baseball</u>				
Head Varsity	1	.13	.15	.17
Assistant	2	.09	.10	.11
9th Grade	1	.07	.08	.09
<u>Basketball (Boys)</u>				
Head Varsity	1	.19	.21	.24
Assistant Varsity	2	.11	.13	.15
9th Grade	1	.08	.09	.10
8th Grade	1	.07	.08	.09
7th GradeReo	1	.07	.08	.09
Auxiliary Coach	3	.035	.04	.045
<u>Basketball (Girls)</u>				
Head Varsity	1	.19	.21	.24
Assistant Varsity	2	.11	.13	.15
9 th Grade	1	.08	.09	.10
8 th Grade	1	.07	.08	.09
7 th Grade	1	.07	.08	.09
Auxiliary Coach	3	.035	.04	.045
<u>Bowling</u>				
Head Varsity (Boys)	1	.10	.11	.13
Head Varsity (Girls)	1	.10	.11	.13
<u>Cross Country (Boys)</u>				
Head Varsity	1	.10	.11	.13
Assistant Varsity	1	.06	.07	.08
Middle School	1	.05	.06	.07
Middle School Assistant	1	.045	.055	.065

Supplemental Salary Schedule

<u>Activity</u>	<u>Number of Positions</u>	<u>Years of Responsibility</u>		
		<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>Cross Country (Girls)</u>				
Head Varsity	1	.10	.11	.13
Assistant Varsity	1	.06	.07	.08
Middle School	1	.05	.06	.07
Middle School Assistant	1	.045	.055	.065
<u>ESports</u>				
Head Coach	1	.14	.16	.18
Assistant Coach	2	.12	.14	.16
<u>Football</u>				
Head Varsity	1	.19	.21	.24
Assistant Varsity	8	.11	.13	.15
9 th Head Coach	1	.08	.09	.10
9 th Assistant	2	.07	.08	.09
7 th & 8 th Head	2	.07	.08	.09
7 th & 8 th Assistant	4	.06	.07	.08
Auxiliary Coach	6	.035	.04	.045
<u>Golf</u>				
Head (Boys)	1	.13	.15	.17
Head (Girls)	1	.13	.15	.17
Assistant Varsity (Boys)	1	.06	.07	.08
Assistant Varsity (Girls)	1	.06	.07	.08
<u>Soccer</u>				
Head Varsity (Boys)	1	.13	.15	.17
Assistant Varsity (Boys)	2	.09	.10	.11
Head Varsity (Girls)	1	.13	.15	.17
Assistant Varsity (Girls)	2	.09	.10	.11

Supplemental Salary Schedule

<u>Activity</u>	<u>Number of Positions</u>	<u>Years of Responsibility</u>		
		<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>Softball Coaches</u>				
Head Varsity	1	.13	.15	.17
Assistant	2	.09	.10	.11
Auxiliary Coach	1	.07	.08	.09
<u>Swimming</u>				
Head, Boys & Girls	1	.13	.15	.17
Assistant, Boys & Girls	1	.09	.10	.11
Diving	1	.04	.045	.055
Auxiliary Coach	1	.035	.04	.045
<u>Tennis</u>				
Boys Head Varsity	1	.10	.11	.13
Girls Head Varsity	1	.10	.11	.13
Boys Assistant Varsity	1	.06	.07	.08
Girls Assistant Varsity	1	.06	.07	.08
<u>Track</u>				
Boys Head Varsity	1	.13	.15	.17
Girls Head Varsity	1	.13	.15	.17
Boys Assistant Varsity	2	.09	.10	.11
Girls Assistant Varsity	2	.09	.10	.11
Head Middle School Boys	1	.06	.07	.08
Head Middle School Girls	1	.06	.07	.08
Girls' Assistant Middle School	1	.045	.055	.065
Boys' Assistant Middle School	1	.045	.055	.065
Indoor Track (1 for girls, 1 for boys)	2	.045	.055	.065
<u>Volleyball</u>				
Head Varsity	1	.13	.15	.17
Assistant Varsity	2	.09	.10	.11
Auxiliary Coach	1	.07	.08	.09
Middle School	2	.05	.06	.07

Supplemental Salary Schedule

Activity	Number of Positions	Years of Responsibility		
		1-2	3-4-5	6 and over
<u>Wrestling</u>				
Boys Head Varsity	1	.15	.17	.19
Boys Assistant Varsity	3	.09	.10	.11
Boys Middle School	1	.06	.07	.08
Boys Middle School Assistant	1	.055	.065	.075
Auxiliary Coach	1	.035	.04	.045
Girls Head Coach (7th-12th)	1	.15	.17	.19
Girls Assistant (7th-12th)	1	.09	.10	.11
<u>Support Positions</u>				
Equipment Manager	1	.11	.13	.15
Competition Cheerleading Coach	2	.045	.055	.065
Varsity Football Cheerleader Advisor	1	.045	.055	.065
Varsity Basketball Cheerleader Advisor	1	.045	.055	.065
JV/9 th Grade Football Cheerleader Advisor	2	.025	.03	.04
JV/9 th Grade Basketball Cheerleader Advisor	2	.025	.03	.04
Middle School Football Cheerleader Advisor	1	.025	.03	.04
Middle School Basketball Cheerleader Advisor	1	.025	.03	.04
High School Faculty Manager	2	.08	.10	.12
Middle School Faculty Manager	1	.08	.10	.12
Director of Sweet 16	1	.045	.055	.065
Assistant Dir. of Sweet 16	1	.03	.04	.05
Strength and Conditioning Coordinator	1	.11	.13	.15
Weight Room Supervisor	1 #	.035	.04	.045
<u>Intramurals</u>				
Middle School	8	.035	.04	.045
The intramural activities provided will be determined by student interest and mutually agreed upon by the administration and the ACTA.				
High School	3	.035	.04	.045
(These 3 positions include Ski Club.)				
# = 1 per season				

Supplemental Salary Schedule

<u>Activity</u>	<u>Number of</u>	<u>Years of Responsibility</u>		
	<u>Positions</u>	<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>Music</u>				
<u>Band</u>				
High School Marching Band Director	1	.19	.21	.24
High School Assistant Marching Band Director	2	.07	.08	.09
Symphonic Band Director	1	.095	.105	.12
Concert Band Director	1	.055	.065	.075
Middle School Director	1	.055	.06	.065
Jazz Band A Director	1	.06	.07	.08
Jazz Band B Director	1	.03	.04	.05
Middle School Jazz Band Director	1	.03	.04	.05
Elementary Band Director	1	.02	.025	.03
<u>Orchestra</u>				
High School Director	1	.08	.09	.10
Middle School Orchestra Director	1	.055	.06	.065
Elementary Orchestra Director	1	.02	.025	.03
<u>Choral</u>				
High School A Capella Choir Director	1	.07	.08	.09
High School Symphonic Choir Director	1	.03	.04	.05
High School Sing and Swing Company Director	1	.03	.04	.05
Middle School Choir Director	1	.04	.045	.05
Middle School Ensemble Director	1	.03	.04	.05
Elementary Choir Director (one per building)	1	.02	.025	.03

Supplemental Salary Schedule

<u>Activity</u>	<u>Number of Positions</u>	<u>Years of Responsibility</u>		
		<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>Academic Organizations</u>				
Spanish Club	1	.025	.03	.035
French Club	1	.025	.03	.035
National Honor Society	1	.025	.03	.035
Power of Pen	1	.025	.03	.035
Mock Trial	1	.035	.04	.045
<u>Academic Team Advisor</u>				
Middle School	1	.035	.04	.045
High School	1	.035	.04	.045
<u>Audio Visual Director</u>				
High School	1	.025	.03	.035
Middle School	1	.025	.030	.035
<u>Ashland City Schools Broadcast Network</u>				
Programming Coordinator Technician	1	.08	.09	.10
<u>Auditorium Managers</u>				
Little Theater/Archer Auditorium	2	.16	.18	.20
<u>Building Supervision</u>				
Middle School	varies*	.04	.045	.05
Elementary/Intermediate	varies*	.03	.035	.04
* as needed per administrative review				
<u>Class Advisor</u>				
Senior Class	1	.06	.07	.08
Junior Class	1	.06	.07	.08

Supplemental Salary Schedule

<u>Activity</u>	<u>Number of Positions</u>	<u>Years of Responsibility</u>		
		<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>Department Chairpersons</u>				
<u>Elementary/Intermediate</u>				
Building Chairpersons (one per building)	1	.04	.045	.05
Building Science Coordinator (one per building)	1	.025	.03	.035
Grade Level Facilitators (*current 6th Grade GLF's are grandfathered; this sunsets upon expiration of Negotiated Agreement)	12	.03	.04	.05
<u>High School Department Chairpersons</u>				
English	1	.06	.07	.08
Math	1	.06	.07	.08
Science	1	.06	.07	.08
Social Studies	1	.06	.07	.08
Special Education	1	.06	.07	.08
<u>Middle School Department Chairpersons</u>				
English	1	.04	.05	.06
Math	1	.04	.05	.06
Science	1	.04	.05	.06
Social Studies	1	.04	.05	.06
Special Education	1	.04	.05	.06
<u>Secondary Department Chairpersons</u>				
Foreign Language	1	.06	.07	.08
Media Arts	1	.06	.07	.08
Career Tech	1	.06	.07	.08

Supplemental Salary Schedule

<u>Activity</u>	<u>Number of Positions</u>	<u>Years of Responsibility</u>		
		<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>District-Wide (K-12)</u>				
Art	1	.06	.07	.08
Physical Education	1	.06	.07	.08
Guidance	1	.06	.07	.08
Music	1	.06	.07	.08
District Library Coordinator	1	.08	.09	.10
<u>Dramatics-Debate</u>				
Play Directors:				
Fall Play	1	.05	.055	.06
Middle School Play	1	.04	.045	.05
Technical Director	1 per each of above play	.02	.025	.03
Forensics/Speech	1	.06	.065	.07
<u>Outdoor Education</u>				
Director	1	.08	.09	.10
<u>Publications</u>				
The GUIDE (yearbook)	1	.11	.12	.13
The PANORAMA (newspaper)	1	.06	.07	.08
<u>Safety Patrol</u>				
Taft Intermediate	1	.025	.03	.035
<u>Student Council Advisors</u>				
High School	1	.045	.055	.065
Middle School	1	.035	.04	.045

Supplemental Salary Schedule

<u>Activity</u>	<u>Number of Positions</u>	<u>Years of Responsibility</u>		
		<u>1-2</u>	<u>3-4-5</u>	<u>6 and over</u>
<u>May Fiesta</u>				
Director	1	.06	.07	.08
Stage Director	1	.045	.05	.055
Choreographer	1	.035	.04	.04
Technical Director	1	.02	.025	.03
<u>Musical</u>				
Director of Production	1	.055	.065	.075
Choral Director	1	.04	.045	.055
Stage Director	1	.04	.045	.055
Choreographer	1	.04	.045	.055
Technical Director	1	.04	.045	.055
Orchestra Director	1	.04	.045	.055

The Board and Association agree that the provisions of ORC 3319.12 will be adhered to as it may impact upon this Supplemental Salary Schedule. Said section shall be considered to be a part of this Agreement as it applies to Article IX, Section B, only.

NOTE: All forms in the body of the contract will be moved to the Appendix section of the successor contract.

Appendix Q

BUILDING: _____

[illegible]

CENTRAL OFFICE _____

ASHLAND CITY SCHOOLS DISTRICT NETWORK AND INTERNET ACCESS GUIDELINES

The purpose of this document is to provide administrative guidelines for District network and Internet access for educational purposes. This access will 1) assist in the collaboration and exchange of information, 2) facilitate personal growth in the use of technology, and 3) enhance information gathering and communication skills.

All staff members will have access to the District network. This will connect all computers available for staff use to a server located in the District. This District network serves a limited educational purpose (e.g., word processing, data base, educational software and library access).

Definitions:

As defined by this policy, the term technology includes, but is not limited to: all computers, printers, scanners, peripheral equipment; networks; Internet resources including electronic mail and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; all software and files, including all user files generated from the use of resources listed herein; as well as the supplies used to maintain technology.

The term “staff” includes teachers, paraprofessionals, administrators, permanent substitutes and any adult responsible for supervising students. The term “user” includes staff members and anyone who makes use of the District’s technology. Substitutes hired on a per diem basis are not eligible for Internet use privileges.

The intent of these guidelines is to ensure compliance with all District network and Internet acceptable use policies approved by the District:

District Network:

A. The use of the District network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files and limit or deny access if necessary.

B. The District reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or otherwise objectionable. Staff members are not to use District technology to obtain, view, download, or otherwise gain access to such materials.

Internet/e-mail:

A. All access provided through the Internet is intended for educational use by the District’s registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements), in any form, is expressly forbidden.

B. Each user is responsible for the appropriate use of his/her access privilege, i.e. account, password. Any problems or misuse which may arise are the responsibility of the user and may be grounds for loss of access privileges, and other discipline. Staff members should check their e-mail frequently, delete unwarranted or unwanted messages promptly and report inappropriate messages to the technology coordinator.

Inappropriate Use:

Any misuse of the District network and/or Internet/e-mail access may result in suspension of access privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

1. Any illegal activity that violates federal, state or local law is strictly forbidden;
2. Any activity that violates Ashland City School District policy or the State of Ohio Code of Conduct is strictly forbidden;
3. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
4. Intentionally obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable or objectionable in the judgment of the District;
5. Intentionally developing and/or transmitting inappropriate graphics;
6. Transmitting sexual or ethnic slurs and/or jokes (unless reporting to network administrator);
7. Misrepresenting other users on the network and/or Internet;
8. Intentionally disrupting the operation of the network through abuse of the hardware or software;
9. Using e-mail and/or Internet to promote or encourage hate mail, profanity, vulgarity, or discriminatory, offensive, or harassing remarks;
10. Extensive use for non school-related communication;
11. Illegal installation of copyrighted software, or any other illegal activities;
12. Unauthorized downloading, copying, or use of licensed or copyrighted software;
13. Allowing anyone access other than the account holder;
14. Providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);
15. Plagiarizing works found on the network and/or Internet;
16. Using the Internet/e-mail for commercial activities, product advertising, personal financial gain or lobbying (other than for public educational issues).

17. Intentionally transferring a file which infects the network with a virus and causes damage. The user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.

With prior knowledge by administration, a special exception may be made for certain material or literature prohibited by this section or guidelines, if the purpose of access is to conduct research.

Disclaimer:

The District does not guarantee that network and Internet/e-mail access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The District reserves the right to log Internet use and to monitor e-mail. The District may periodically make determinations whether specific uses of the network and Internet/e-mail are consistent with the acceptable-use policy.

The District will archive all staff e-mail for a period of time determined by the Public Records committee.

Waived Expectation of Privacy:

1. By authorizing use of the District network, the District does not relinquish control over material on the system or contained in files on the network. Staff should not expect privacy in the contents of personal files on the District network.
2. Routine maintenance and monitoring of the District network may lead to a discovery that a staff member has violated this policy, another District policy or the law.
3. An individual investigation or search may be conducted at any time by school authorities with contracted service providers.
4. Staff should be aware that data other materials in files maintained on the District network may be subject to review, disclosure or discovery.

The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with District policies conducted through the District network.

Violations/Sanctions:

Anyone who violates these guidelines or other Board of Education policies or rules in connection with the use of District network or Internet/e-mail access, is subject to disciplinary action as described in the negotiated agreement which may include, but is not limited to, denial of the privilege of District network or Internet access, suspension, or termination of contract and referral to law enforcement authorities when deemed necessary.

Legal References:

Children's Internet Protection Act of 2000 (H.R. 4577, PL 106-554)

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C.6801 et seq., Part F

ORC 1329.54-1329.67

3313.20

3319.321

Ashland City School District Board of Education policy references:

7530, 7540, 7540.01, 7540.02, 7504.04

ORC Section 5705.412 Certificate

The undersigned, Treasurer of the Board of Education of the Ashland City School District, Ashland, Ohio, certifies that the money required to meet the obligations of the Board during Fiscal Years 2026-2028 under the attached qualifying contract have been lawfully appropriated by the Board for such purposes and are in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

The undersigned Treasurer and President of the Board of Education of the Ashland City School District, Ashland, Ohio, and the Superintendent of Schools of the Ashland City School District, Ashland, Ohio, hereby certify that the District has in effect for the term of the contract the authorization to levy taxes including the renewal or replacement of existing tax levies which, when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs for all the days set forth in the succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year.

This Certificate is given in compliance with Sections 5705.41, 5705.412 and 5705.44 of the Revised Code.

Dated: 5/19/2025



Kyle Klingler

Treasurer, Board of Education
Ashland City School District, Ohio



Steven B. Paramore,
Superintendent of Schools
Ashland City School District, Ohio



John O. Teevan
President

Ashland City Schools Board of Education