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MASTER CONTRACT

BETWEEN

WYOMING CITY SCHOOLS BOARD OF EDUCATION

AND

WYOMING EDUCATION ASSOCIATION

July 1, 2026-June 30, 2030

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PREFACE

The Wyoming Board of Education and the Wyoming Education Association support the following Philosophy of the Wyoming City Schools, which may be revised at the sole discretion of the Board.

EDUCATIONAL PHILOSOPHY

The District must assure the acquisition and mastery of essential learning skills by all of its students, while providing a broad view of humankind's history, achievements, and potential. In addition, educational programs must recognize individual differences in students and be responsive to their special needs so that all students reach their full potential. The school system must foster an atmosphere of mutual respect for the dignity, rights, and worth of all persons, including oneself.

Education must take place in an atmosphere that allows for creative learning and teaching, with defined goals that can be attained by both teachers and students. Teachers should be encouraged to be creative and innovative in their thinking and in their dealings with students, both in their specialized fields and in all areas of student contact. Students should be involved in the development of their educational programs to encourage them to assume responsibility for their own intellectual, physical, and emotional maturity. Teaching students to reach beyond the school for resources for learning is essential. This emphasis should be planned to foster a lifetime pursuit of learning and to promote an awareness of the students' own responsibilities to the community and to society at large.

For the success of this educational process, community involvement is vital. The Board is committed to maintaining an educational program which clearly reflects the needs and interests of the total community.

Implementation of this philosophy will be enhanced by means of district goals which have been established by the Board with assistance from a committee of representative community members. (Board Policy 2110)

ARTICLE I: RECOGNITION

1.01 ASSOCIATION RECOGNITION

The Wyoming City School District Board of Education, hereinafter referred to as the "Board," recognizes the Wyoming Education Association, an affiliate of the Southwestern Ohio Education Association, the Ohio Education Association, and the National Education Association, hereinafter referred to as the "Association," as the sole and exclusive bargaining agent for the bargaining unit as described below having the right to represent exclusively the members of the bargaining unit and the right to unchallenged and exclusive representation during the term of this Contract.

1.02 BOARD RECOGNITION

The Association recognizes the Board as the locally elected body charged with the establishment of public education in the District and as the employer of all bargaining unit members of this District under state law. The Association further recognizes that the Board has the sole responsibility for the management and control of all the public schools of whatever name or character in the District and is specifically delegated with the responsibility of making the rules and regulations by which the District will be governed as provided by Sections 3313.20, 3313.47, and Chapter 4117 of the Ohio Revised Code.

1.03 BARGAINING UNIT DEFINITION

The bargaining unit covered by this Contract is defined as all certificated or licensured employees who are under contract with this Board. Excluded from the bargaining unit are substitute teachers, educational aides, health specialists, clinic aides, and all others for whom certification and or licensure in supervision or administration is required as a condition of employment, including but not limited to the superintendent, all assistant superintendents, administrative assistants, principals, assistant principals, supervisors, directors; and all other non-certificated employees of the Board and administrative personnel as defined in Chapter 4117 of the Ohio Revised Code.

ARTICLE II: COLLECTIVE BARGAINING

2.01 MANAGEMENT RIGHTS

2.0101 Unless the Board agrees otherwise in this Agreement, the Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, including but not limited to the generality of the foregoing, the right:

A. To determine matters of inherent managerial policy which include but are not limited to areas of discretion or policy such as the functions and programs of the Board, standards of services, its overall budget, utilization of technology, and organizational structure;

B. To direct, supervise, evaluate, and hire employees;

C. To maintain and improve the efficiency and effectiveness of governmental operations;

D. To determine the overall methods, process, means, and personnel by which governmental operations are to be conducted;

E. To suspend, discipline, demote, and discharge for just cause, and lay off, transfer, assign, schedule, promote, and retain employees;

F. To determine the adequacy of the work force;

G. To determine, along with input from the community and staff and students the overall mission of the district and its stakeholders;

H. To effectively manage the work force; and,

I. To take actions to carry out the mission of the public employer as a governmental unit.

2.0102 The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, and regulations shall be limited only by the specific and express terms of this Contract and Ohio Statutes; and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution and laws of the United States.

2.02 SCOPE OF BARGAINING

2.0201 Negotiable matters and management rights shall be in accordance with 4117.08 of the Ohio Revised Code (ORC).

A. All matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement are subject to collective bargaining between the Board and the Association, except as otherwise specified herein.

B. The rating of candidates, the establishment of seniority lists, and original assignments are not appropriate subjects for collective bargaining.

2.0202 The Board is not required to bargain on subjects reserved to the management and direction of the governmental unit except as they affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement.

2.03 PROCEDURES FOR NEGOTIATIONS

2.0301 The Association shall file a notice in writing to request a meeting with the Board or its representatives at a mutually agreed upon time during the school year at the end of which the Master Contract expires or provides for reopening on some issue.

A. At this meeting, the Association and the Board shall determine what approach they wish to take to negotiations, what outside assistance they will need, and how they will identify and retain such assistance. Thereafter, the Association and the Board shall jointly secure the assistance they need if any, and proceed with negotiations beginning no later than January 15 and anticipated to conclude on or before March 31. These dates may be changed by a written mutual agreement of both parties.

B. A period of 60 calendar days shall be considered a normal period for negotiations. This period may be extended by mutual agreement of the parties in writing.

C. In a school year in which the Master Contract expires and the school district has a levy on the ballot, the Association and the Board will determine a mutually agreeable date to begin and conclude negotiations.

2.0302 All meetings will be in executive session, at the time and place mutually agreed upon by both parties.

2.0303 Each negotiation team may use consultants as they feel essential in the course of negotiations; however, they should not be viewed as primary spokespersons.

2.0304 The chairperson of either team may call for a recess for an independent caucus.

2.0305 As tentative agreements are reached, they will be committed to writing and agreed to by the chairpersons.

2.0306 Prior to and during the period of the negotiation sessions, the Board and the Association agree to provide the other, upon written request and in a reasonable time period, available public information concerning financial resources of the District and such other public information as will assist the respective negotiation teams in developing intelligent, accurate, and constructive programs that will be in the best interest of all parties concerned with a quality educational program. In addition, a WEA representative will be a standing member of the Board of Education Finance Committee.

2.0307 "Good faith" requires that the Board and the Association be willing to respond to each other's proposals. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons, but neither party can compel the other party to agree to a proposal or to make a concession.

2.0308 Progress reports may be made to the represented bodies by their respective negotiation team. The manner and methods used to communicate the progress reports must be mutually agreed to by the Board and Association in writing. No details of tentative agreements shall be released by either party and no news releases shall be made by either party during negotiations unless by mutual agreement of the parties in writing.

2.0309 When negotiations have been concluded, the agreement shall be committed to writing and signed by the chairpersons of the teams on behalf of the Board of Education and the Association officers.

A. The negotiated Contract shall be presented to the Association members for ratification. Upon ratification by the Association, written notice of ratification by the Association shall be sent to the Board.

B. At that time, the negotiated Contract shall be placed on the agenda of a special Board meeting within seven calendar days of the Association's ratification vote unless a regularly scheduled Board meeting will occur within those seven days; and unless it is impossible to convene a quorum of the Board of Education.

C. Upon adoption by the Board, the provisions of the negotiated Contract shall supersede any existing Board policies with which it may be in conflict.

2.0310 IMPASSE

A. The parties pledge themselves to negotiate in good faith and, in the event agreement is not reached, to utilize in good faith such mediatory facilities as are available. In the event that a tentative agreement cannot be obtained by both parties on all items being negotiated by a mutually agreed upon end date, either party may declare to the other in writing that an impasse exists.

B. The party declaring impasse shall request the Federal Mediation and Conciliation Service to appoint a mediator.

C. The mediator shall meet with both parties forthwith, either jointly or separately, and shall take appropriate steps to persuade the parties to resolve their differences and effect a mutually acceptable agreement.

D. If mediation fails to resolve the impasse within 18 calendar days, the Association then shall have the right to exercise its rights as outlined in ORC 4117.14 (D).

2.04 DEFINITIONS

2.0401 PROGRESS REPORT:

Reports made by the Superintendent and Association President to their respective representative bodies.

2.0402 MEDIATION:

An assistive process and procedure that attempts to help the parties to recognize their differences and similarities under the rules and regulations of Federal Mediation and Conciliation Service.

2.0403 IMPASSE:

Disagreement, a deadlock on a given item being negotiated. Impasse is reached when no further change of positions by the members of the negotiation teams is taking place and agreement is not reached within the specified time limit.

2.0404 EXECUTIVE SESSION:

A negotiation session closed to the public after which participants cannot share information.

2.0405 CHAIRPERSON:

Presiding member of the respective negotiation team.

2.05 NO REPRISAL

No reprisal of any kind shall be taken by or against any participant in negotiations.

2.06 CONTRACT EDUCATION

2.0601 Administrators, Association Officers, BLT and DLT members shall attend a Contract education meeting at the beginning of every school year.

2.0602 Annually, the WEA and administrators will collaboratively provide contract education on common types of leave, the application processes associated with them, and the use of the district's system for teacher absence management at a district-wide meeting to all bargaining unit members prior to the start of the school year.

2.0603 Annually, the WEA and administrators will collaboratively provide contract education on 6.11 (Complaints by the Public) at building level faculty meetings to all bargaining unit members prior to the start of the school year.

2.07 MASTER CONTRACT ORIENTATION

2.0701 A copy of the master contract shall be produced and distributed at the mutual cost of the Board and Association to each bargaining unit member at the start of the contract's life and subsequently to each newly hired bargaining unit member and administrator.

2.0702 Prior to the first instructional day of a new school year in the life of a new master contract, a joint Administrative and Association team will present a contract information session to all members of the bargaining unit in a district-wide meeting.

2.0703 All new employees will be oriented by the Association.

2.08 LETTERS OF UNDERSTANDING

If during the life of the contract either party determines that developing a letter of understanding will be mutually beneficial, then the steps below will be followed:

1. Either party, represented by the Superintendent and Association President, will contact the other.

2. Both parties will meet to discuss the issue.

3. On issues upon which the parties mutually agree, a letter of understanding will be developed and signed by both parties.

4. The letter of understanding will be shared with the Board President and the Association Vice-President. Both will sign the letter of understanding to acknowledge that it has been shared.

5. The Superintendent and Association President will communicate the letter of understanding to any additional appropriate parties as needed.

6. The letters of understanding will become addendums to the current contract, with the exception of any letters of understanding that involve individual personnel matters.

ARTICLE III: GRIEVANCE PROCEDURES

It is the desire of the Board, Association, and administration to resolve any misunderstanding by direct discussions of an informal type among interested parties. If such resolution is not possible, the following procedures apply.

3.01 DEFINITIONS

3.0101 A "grievance" shall be defined as an alleged violation, misinterpretation, or misapplication of any of the provisions of this negotiated Contract.

3.0102 The term "day" in this contract, unless otherwise defined, means:

A. During the school year a day means a day when school is in session for either instruction, in-service, or professional development. Saturday, Sunday, legal holidays, and Board holidays are excluded.

B. Outside of the school year, a day is any weekday that is not a legal holiday.

3.02 GENERAL PROVISIONS

3.0201 Time limits provided herein shall be adhered to strictly as maximums to ensure rapid resolution of the grievances. Time limits may be extended only by mutual agreement of the parties in writing. It is the obligation of the grievant to pursue the remedy with diligence. A failure on the part of the grievant to comply with the time limits prescribed herein shall be deemed as an acceptance by the grievant of the answer, response, or resolution made at the last step of the grievance procedure. A failure on the part of the principal, the Superintendent, or the Board or by any party acting on their behalf for the purpose of adjusting grievances, to respond within the prescribed time limits shall be deemed to be denial of the grievance allowing the grievant to take the grievance to the next step of the grievance procedure.

3.0202 Both parties agree that grievances shall be handled confidentially to the extent that such effort to maintain confidentiality does not violate the laws of the State of Ohio pertaining to the keeping of public records. A grievant may be accompanied at any step by an Association representative and/or their legal counsel. Witnesses, affidavits, documentation, or other evidence may be presented at any level. All grievances must be endorsed by the Association.

3.0203 All grievance hearings will be preceded by an informal meeting of hearing participants to review the merits of the grievance as well as the grievance procedures. The grievance could be resolved or dismissed in this meeting.

3.03 ASSOCIATION RIGHTS AND NONRETALIATION

No reprisals of any kind will be taken by or against any party of interest, any participant in the grievance procedure, or any member of the Association by reason of such participation. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

3.04 GRIEVANCE PROCESS

The following procedure shall be followed in all attempts to resolve a grievance. Each successive step shall be followed only if the grievant is dissatisfied with the disposition at the previous step.

3.0401 Where only a single bargaining unit member is involved, the Association, through its duly authorized bargaining unit member, shall notify the appropriate administrator in writing within twenty days of the action which is the cause of the grievance and shall meet with them at the earliest mutually convenient date not to exceed ten days after such notification.

A. The grievance shall then be heard and a written determination made by the appropriate administrator not more than ten days following the meeting or meetings held in connection with the grievance.

B. Within three days of receipt of the written determination the grievant may request a meeting with the appropriate administrator.

C. If the grievance is not satisfactorily resolved with the initial administrator, the grievant shall appeal in writing to the Superintendent within five days following the decision of the initial administrator. The Superintendent and Association representative shall consult with the grievant in an attempt to resolve the grievance. If the grievance cannot be resolved through consultation the Superintendent shall issue a written decision upon the grievance within seven days of the conclusion of the consultation.

D. Following the decision of the Superintendent, the grievant may appeal to the Board by notifying the President of the Board in writing within five days of the Superintendent’s decision. The Board shall schedule a grievance hearing within a period not to exceed 15 days after such notification, and the Board will render its decision within a period not to exceed ten days after the hearing at which the grievance is presented and considered.

3.0402 Where a grievance directly affects more than one of the bargaining unit members, the Association, through its duly authorized bargaining unit member(s), shall notify the Superintendent of the grievance in writing within 20 days of the alleged grievance, and he/she shall meet with them at the earliest mutually convenient date, not to exceed ten days after such notification.

A. Within ten days of the meeting or meetings held in connection with the grievance, the Superintendent shall render a decision in writing to the Board and to the Association simultaneously.

B. In the event that the Association shall be dissatisfied with the decision of the Superintendent, it shall within ten days of receipt of the Superintendent's decision notify the President of the Board, who shall convene a quorum of the Board at the earliest reasonable date agreeable to both parties but not to exceed 20 days to hear the grievance.

C. The Board shall then render a determination within ten days after the grievance hearing has concluded.

3.0403 To the extent the time provisions for resolving any grievance shall carry the period into the summer recess, then if possible, the parties shall proceed to resolve said grievance before the commencement of the next school year.

3.05 MISCELLANEOUS

3.0501 Any grievance may be withdrawn at any step without prejudice.

3.0502 No bargaining unit member may be represented by any organization other than the Association in any grievance initiated pursuant to this negotiated Contract. No bargaining unit member will be denied the right to Association representation and Association counsel at any time. Should any meeting or hearing required by the General Provision be scheduled during the day, the grievant(s) and their Association representative(s) shall be released without loss of pay or benefits.

ARTICLE IV: PROFESSIONAL STAFF EVALUATION

4.01 COMMITMENT

It is the commitment of the Board and the Association to adhere to the procedures set forth in the Professional Staff Evaluation process.

4.02 PURPOSES OF EVALUATION

4.0201 The primary responsibility of the Wyoming Schools is to provide quality instruction. Accordingly, the district commits its total resources toward this end. The Wyoming Board of Education, administrators and the teaching staff share this responsibility for improvement. Indeed, an administrator's primary responsibility is to create an environment in which quality instruction can occur and ensures growth for all learners.

Shared responsibility between the administrators and the teaching staff results in an atmosphere of trust and cooperation, which encourages sound communication among all members of the faculty.

4.0202 Evaluation is a process to improve instruction and teacher effectiveness.

Evaluation is effective when it identifies strengths as well as needed areas of growth in a meaningful, positive, and constructive manner using a consistent process. These responses should be stated clearly, honestly, and humanely so that staff can be redirected (or redirect themselves) into areas of maximum effectiveness and reflective self-improvement.

4.0203 Evaluation criteria shall pertain to all professional and performance responsibilities as a teacher of the district.

4.0204 The Superintendent, with the cooperation of the staff, shall establish and maintain manageable appropriate procedures for periodic evaluation of the work of each employee and shall maintain suitable records of the facts and results of such evaluations.

4.0205 Evaluations shall be discussed with the teacher by his or her evaluating administrator in order to provide growth-evoking feedback and in turn improve instruction.

4.0206 The Superintendent and Assistant Superintendent may review all evaluation documents.

4.0207 If a teacher is required to complete a Professional Improvement Plan, those records shall also be made available to an Association representative, with the teacher's permission.

4.03 EVALUATION COMMITTEE

4.0301 There shall be an Evaluation Committee consisting of the Assistant Superintendent, three administrators, the Association President, and three bargaining unit members, one selected from each of the three building levels. The three bargaining unit members shall be chosen by the Association President.

4.0302 The Evaluation Committee shall meet annually to review the current evaluation procedure and make any recommended procedural changes to the Superintendent.

4.0303 Evaluation Committee members will receive up to three days' pay at the educational planning and development rate with prior approval of the superintendent.

4.04 EVALUATION ORIENTATION

4.0401 No later than September 1, the Evaluation Document and supporting materials will be made available electronically. An evaluation orientation will occur no later than September 15 each year. The purpose of the meeting shall be to review the documents and to orient teachers regarding the process. Teachers not present at the orientation meeting are encouraged to schedule a meeting with their principal for an orientation regarding the process.

4.0402 No later than September 15 of each school year building principals will advise staff members as to who their primary evaluator will be in order for the bargaining unit member to schedule their evaluations. No observation or evaluation shall take place until the teacher has been notified as to whom their evaluator will be.

4.0403 All bargaining unit members shall receive an annual final summative rating and report.

4.05 USE OF EVALUATION

A. Through the life of this contract, neither the final summative rating nor any student growth measures shall be used as the sole factor in any decision concerning the renewal, non-renewal, or termination of any teacher.

B. Through the life of this contract, neither the final summative rating, nor any student growth measures, shall be used as the sole factor in any decision concerning the assignment, re-assignment, or transfer of any teacher.

ARTICLE V: ASSOCIATION RIGHTS

5.01 EXCLUSIVE ASSOCIATION RIGHTS

Exclusive recognition shall entitle the Association to these rights exclusively:

5.0101 USE OF SCHOOL BUILDINGS, EQUIPMENT, AND FACILITIES

A. The Association shall be allowed the use of all school buildings and facilities for Association business provided that such use does not conflict with school business and is in accordance with customary school practices. Requests for general membership meetings shall be made 24 hours in advance to the building principal.

B. The Association shall be allowed the use of public address system for Association announcements, with approval of the supervising principal.

C. The Association shall be allowed the use of all building staff bulletin boards for Association information.

5.0102 USE OF INTERSCHOOL MAIL/DISTRIBUTION SYSTEM

A. The Association shall be allowed the use of the interschool mail system, including mailboxes and electronic communications.

B. The Association shall be allowed the distribution of faculty bulletins according to normal school procedure.

5.0103 CONDUCTION OF ASSOCIATION BUSINESS/MEETINGS

A. The OEA Labor Relations Consultant or Association President or designee may conduct Association business before and after the school day and during non-teaching time with another unit member during a bargaining unit member's planning time or non-supervising time or at any time during the school day agreed upon with the appropriate administrator.

B. Representatives leaving their assigned school must inform their building principal or their designee of their departure and of their destination but not of their specific purpose.

5.0104 FINANCIAL DOCUMENTS

The Association shall, upon request, be provided copies of all public record documents prepared by the District, Hamilton County or the State of Ohio which are in the possession of the district.

5.0105 FIRST GENERAL MEETING

The Association President shall be permitted to address all teachers at the first general meeting at a time designated by the Superintendent.

5.02 ASSOCIATION LEAVE

5.0201 The Board will authorize three (3) workdays of absence per school year to the Association to permit bargaining unit members to represent the Association, without loss of pay, on programs or in any official capacity at Association meetings, conferences, or conventions of OEA affiliated teacher organizations.

5.0202 All applications for Association Leave must be made in writing by the Association President. Application for such leave shall be submitted on or before the third workday prior to the day of the requested leave. However, the Association President or their designee may use Association Leave in fractional day amounts without the required three workday notice.

5.03 BOARD MEETINGS

An Association representative shall be permitted to address the Board during the board meetings at a time designated by the Board.

5.04 BOARD DOCUMENTS

The Association President will receive the Board's agenda and accompanying public information the school day before each regular Board meeting.

5.05 ASSOCIATION DOCUMENTS

The Board President and the Superintendent will receive the Association executive council agenda and accompanying documents, and monthly reports.

5.06 PARTICIPATORY MANAGEMENT

The Association, the Board and the administration of the Wyoming City Schools pledge their continued commitment to the concept of shared decision making as reflected in the following agreed-upon principles:

A. We value the judgment and professionalism of our colleagues.

B. Organizational vision is enhanced when responsibility, accountability, and decision making are shared by the stakeholders.

C. The long term interest of students, parents, community and district staff members will be considered in the decision making process.

D. Decision making is most effective at the site of implementation.

E. The free flow of information is essential for good decision making.

F. Shared decision making must occur within the framework established by:

1. The Board, its philosophy and policies.

2. The agreements contained in the contract between the Association and the Board, and

3. The laws of the state of Ohio and the nation.

5.07 DISTRICT LEADERSHIP TEAM (DLT)

5.0701 A group of bargaining unit members and administrators will assemble six times per year, once each in the months of August, September, December, January, March, and May for the purpose of district-wide leadership and decision-making. These dates will be set by the Superintendent and the Association President prior to the start of the school year.

5.0702 OBJECTIVES:

A. To facilitate continuous improvement by discussing, analyzing, and reviewing the progress of Building Leadership Team goals, action plans, and discussions.

B. To serve as a collegial leadership group to assess District needs, develop goals, develop action plans, assess progress, and evaluate results of these issues based on the strategic plan as agreed upon by the Board and Administration.

C. To recommend to the Superintendent possible alternatives for the resolution of concerns.

D. To inform bargaining unit members of the work of the committee.

E. To discuss district-wide policy decisions and recommend to the Superintendent possible alternatives for the resolution of concerns that arise through the Building Leadership Teams, recognizing that ultimately the Board of Education is responsible for all policy.

F. To participate in district-wide planning focused on school and or district improvement.

G. To provide guidance towards the planning of district-wide professional development.

H. To oversee and monitor the progress of District Evaluation Committee and review evaluation data twice per year in the January and May meetings.

I. To monitor the progress, trends, and data of District spending on Professional Growth to help guide the planning of District professional development.

5.0703 OPERATION OF THE DLT:

A. Membership

1. Superintendent of Schools.

2. Three building level Principals and the Assistant Superintendent.

3. President of the Association.

4. Four bargaining unit members selected by the Association President, to include one member of each Building Leadership Team.

5. When the agenda suggests a need, the Superintendent in collaboration with the Association President can invite additional specialists to the meeting.

B. President of the Board or other designated members of the Board shall attend at least two times per year (in August and May).

C. The Association recording secretary or Superintendent's recording designee will serve to take official minutes of the meeting. These minutes will be approved via email by committee members within seven days of each meeting and distributed to members of the Board, Administration, and bargaining unit within 14 days.

5.0704 FIXED AGENDA ITEMS

In order to facilitate effective planning, the following will be standing agenda items for the designated months:

August – Review of District goals; guiding and reviewing of professional development; reviewing and setting BLT Protocols for the year.

December – Review of data related to personal leave usage; review of data related to substitute teachers.

January – Review of evaluation data and trends; and data on Professional Growth.

March – District school calendar, including professional development day placement that facilitates planning and instructional goals; review of trends and data on Professional Growth; start planning District goals for the following school year.

May – Review of evaluation data trends; setting District goals for the following school year; begin guiding professional development for the following school year; review of data related to personal leave usage; review of data related to substitute teachers.

5.08 BUILDING LEADERSHIP TEAM (BLT)

5.0801 The Building Leadership Team (BLT) is a group of bargaining unit members and administrators within each building level which shall meet at least once every month during the school year. These dates will be set by the building principal prior to the start of the school year. The team will be chaired by the building principal. In advance of the meeting, the principal will develop the agenda focused on curriculum and instruction. The goal of the BLT is to be proactive rather than reactive.

5.0802 OBJECTIVES:

A. To serve as a collegial leadership group committed to carrying out the WCS Strategic Plan by assessing building instructional needs and concerns, developing goals, developing action plans, assessing progress, and evaluating results.

B. To work collaboratively to set and articulate a clear vision for the instructional goals, and to develop practices and procedures of the building levels.

C. To serve as advisors to the building administrators, providing input and feedback about building actions.

D. To forward unresolved issues or issues that may be shared by other divisions to the DLT for discussion.

E. To inform the bargaining unit members within each building level of the work of the BLT.

F. To propose items for the monthly faculty meetings designed to promote a more professional environment at the building level as well as at the district level.

G. To assist in creating opportunities for professional development and collaboration on District professional development days, which could include teacher-directed opportunities, that are aligned with the District strategic plan.

5.0803 BLT members, including department and grade level chairs, will be appointed annually by the Building Principal following interviews of all interested candidates. The application for Department Chair will have a delineation between Department Chair duties and BLT duties. A person may apply for both or either part of the position. After interviewing candidates, the principal will select the most appropriate candidate(s) and communicate the decision and rationale to the applicant(s).

5.0804 MEMBERSHIP of the Building Leadership Team will be unique to each division and structured as follows:

A. High School (12 Members)

1. Principal and Assistant Principal.

2. BLT Representatives from each of the following departments: Art, English, Counseling, Math, Music, PE/Health, Science, Special Education, Social Studies, and World Language.

B. Middle School (12 Members)

1. Principal and Assistant Principal.

2. BLT Representatives from each of the following departments: Art, English, Counseling, Math, Music, PE/Health, Science, Special Education, Social Studies, and World Language.

C. Primary Schools (11 Members)

1. Principal and Assistant Principal.

2. BLT Representation from the following grade levels: Kindergarten, First, Second, Third, and Fourth Grades.

3. One member from Counseling.

4. One member from Special Education.

5. One member from the Intervention Team - (Reading, Math, or Title 1).

6. One member from the Primary specials team.

D. Any staff member may attend the monthly BLT meeting in order to discuss already established agenda items. While anyone may attend the meetings, only BLT members can make decisions on the agenda items.

5.0805 PROCEDURES

A. BLT will operate in accordance with the BLT Protocols that are reviewed and set annually by DLT.

B. In advance of the meeting, the principal will develop the agenda focused on curriculum and instruction. Agendas will be developed and shared in accordance with the BLT Protocols. The agenda will be shared with the BLT at least three days before the meeting. At that time, the BLT members will be able to add agenda items. Some items may be moved to the BOT agenda at the principal's discretion.

C. Meeting notes will be taken at each meeting in accordance with the BLT Protocols. These meeting notes will be approved by BLT members electronically within seven calendar days of each meeting. After being approved, the meeting notes will be distributed by the principal to all bargaining unit members and staff in the building.

D. A summer retreat for BLT will take place each year within the first two weeks after the end of the school year. The dates for the annual BLT summer retreat will be shared with BLT members no later than the end of October.

E. In January and at the summer retreat, BLT shall have fixed agenda items to review building data related to teacher absences, particularly due to personal leave, and to review building data related to substitute teachers.

5.0806 COMPENSATION

Compensation for members of the BLT will be determined by the Supplemental Committee. A percentage of the Department Chair compensation will be allocated for the BLT duties, and the application will have a delineation of duties and compensation. The members of the primary BLT who are not a part of a chair position will be paid a stipend equaling the same percentage allocation for BLT duties as all other members.

5.09 BUILDING OPERATIONS TEAM (BOT)

5.0901 The Building Operations Team (BOT) is a group of bargaining unit members and administrators within each building level shall meet every month. The BOT may meet more frequently to address needs as they may arrive. Any member of the team may suggest agenda items. The team should be chaired by a faculty representative chosen appropriately by the BOT members at each building level. In advance of the meeting,

the chair and principal will develop the agenda focused on problem-solving and school improvement issues. Concerns that could not be addressed and resolved prior to the meeting will become part of the agenda. Concerns that are personal in nature are not the purview of this team.

5.0902 OBJECTIVES:

A. To serve as a collegial leadership group to assess building needs and develop action plans.

B. To anticipate problems and proactively work to resolve these issues before they arise.

C. To create greater continuity from year to year in the implementation and school operations (e.g. school start, alternative schedules, exams, field trips, assemblies, etc.)

D. To discuss general concerns of the bargaining unit members and administrators in the building. Any concern which affects one or more bargaining unit members would be an appropriate topic if judged so by the faculty representative.

E. To discuss and resolve operational concerns at the building level.

F. To submit unresolved issues to the Building Leadership Team or District Leadership Team as warranted.

G. To inform the bargaining unit members and staff members within each building of the work of the team.

H. To help in the planning of procedures and practices at the building level.

5.0903 MEMBERSHIP:

A. The team shall have among its members the building administrators and bargaining unit member representatives from the Association. Bargaining unit member representatives shall be members of the Association. Bargaining unit member representatives will be elected by Association membership by May 1st of the preceding school year.

B. Each building level team will have the number of bargaining unit members indicated below:

1. For the High School BOT, there will be one team member for every ten bargaining unit members at the High School

2. For the Middle School BOT, there will be one team member for every ten bargaining unit members at the Middle School

3. For the Primary School BOT, there will be two team members from Elm School, two team members from Hilltop School, and one team member from Vermont School

C. When a vacancy occurs in the existing BOT membership a new election will take place within two weeks to fill that vacancy only. Eligibility for the vacancy shall be the same as stated for BOT membership at large.

D. BOT positions will not be shared or split between members.

E. Any staff member may attend the monthly BOT meeting in order to discuss already established agenda items. While anyone may participate in the meetings, only BOT members can make decisions on agenda items.

5.10 PHYSICAL PLANT

It is understood that decisions regarding physical plant, proposed improvement of facilities, or expansion be made with the knowledge of the BLT and DLT.

5.11 PAYROLL DUES DEDUCTIONS

5.1101 If requested by an Association member, yearly dues and/or fees to the Association and its affiliates shall be authorized for payroll deductions by the Treasurer. Dues shall be deducted through payroll deduction in 17 equal payments beginning in October. The Association shall present a list of Association members, accompanied by a letter of authorization signed by each new member, to the Treasurer on or before the 25th of September of each school year. If new members join after the list has been submitted, the WEA treasurer will send the updated list to the district treasurer along with the signed letter of authorization.

5.1102 Said authorization shall continue in effect until such time as said member gives written notice to both the Board Treasurer and Association Treasurer to discontinue such deductions, or at such time when the member's employment with the Board terminates.

5.1103 All Association membership dues shall be remitted to the Association Treasurer. The Association hereby agrees to hold the Board harmless from any and all liabilities or damages which may arise from performances of its obligations under the Article and shall indemnify the board against any such liabilities or damages that may arise.

ARTICLE VI: MEMBER RIGHTS

6.01 PROFESSIONAL AND PRIVATE LIVES

In the pursuit of their private lives, bargaining unit members are entitled to the rights guaranteed each citizen by the Constitution of the United States.

6.02 ACADEMIC FREEDOM / CURRICULAR IMPLEMENTATION

The Board believes in the bargaining unit member's professionalism and integrity and recognizes and supports the academic freedom of its educators.

Academic freedom carries with it academic responsibility that is determined by the basic ideals, goals, and institutions of the local community as they are expressed in the philosophy, goals, and objectives of the school district.

6.0201 In an effort to establish an environment in which academic freedom will flourish, after the annual posting of supplemental contracts, the district will permit content area or grade level departments to nominate possible chairperson(s) with final selection being made by the applicable administrators.

6.0202 For the life of the contract, teachers will maintain the primary role in developing Wyoming curriculum that meets or exceeds state standards in collaboration with and under the supervision of the Assistant Superintendent.

6.0203 During the life of the contract, the established cycle of curriculum revision and procedures will be followed by the Assistant Superintendent in conjunction with department chairs.

6.0204 A textbook adoption committee will recommend the adoption of texts and supplementary materials, as well as determine appropriate assessments.

6.03 WYOMING PROFESSIONAL GROWTH PROGRAM

6.0301 ADMINISTRATION

The program will be monitored by the District Leadership Team.

A. The members on the Professional Growth Committee will consist of the Assistant Superintendent, one building administrator from each division and one teacher representative from each division selected by the WEA. The Assistant Superintendent will serve as chair of the Professional Growth Committee and the committee will meet at the beginning of the school year.

B. The Professional Growth Committee will work closely with the Superintendent (or designee) and Treasurer in providing the necessary

accounting for expenditures of funds appropriated annually at the discretion of the Board based on recommendations of the Professional Growth Committee.

C. The committee will approve forms, a format, and procedures for the evaluation of proposals which will be communicated to the staff.

D. Information and training obtained through attendance at Professional Growth opportunities may be formally shared with other staff members on a grade, building, or district level.

E. Representatives of Professional Growth will meet with each building faculty at least once each year to encourage staff participation.

F. The Professional Growth program will be funded at a total of $25,000 per year for the life of the contract. The amount may be adjusted by the Board of Education based on the district's financial status.

6.0302 OBJECTIVES

The objectives of the Professional Growth Program are to:

A. Encourage staff to grow professionally.

B. Improve student learning and attitudes toward school.

C. Fund professional growth opportunities designed to assist teachers in achieving the philosophy, goals, and objectives of the school district.

D. To provide information to faculty about other grant opportunities.

6.0303 RESTRICTIONS

The Professional Growth Program is not designed as a tuition reimbursement program for college graduate courses.

6.04 COMPENSATION FOR EDUCATIONAL PLANNING AND DEVELOPMENT, STUDENT SUPERVISION, AND SUMMER PROFESSIONAL DEVELOPMENT

6.0401 COMPENSATED EDUCATIONAL PLANNING AND DEVELOPMENT

A. Compensated educational planning and development will be defined as continuous improvement in curricular, school, and staff development which occurs outside the school day but during the school year.

B. Not included are faculty meetings, department meetings, grade level meetings, parent conferences, college courses, or emergency meetings called by the administration. Also not included are professional meetings attended outside the district during the school day or any professional meeting personally requested by a staff member for which expenses have been paid by the Board.

C. A member, upon prior approval of activities by the Superintendent or designee and upon Board approval, shall be compensated for participation in any meeting that pertains to school, curricular or staff development which takes place beyond the school day.

D. For participation in educational planning and development, compensation will be $44.50 in 2026-2027 and $46.00 for 2027-2028. This amount will increase in future years by the same percentage as the base increase and will be rounded to the nearest $0.25.

E. In every case, staff members will be informed prior to the beginning of the meeting if the meeting qualifies for compensation.

6.0402 COMPENSATED STUDENT SUPERVISION

A member, upon prior approval by the Superintendent or designee, shall be compensated for before or after-school supervision of students in an approved program administered at the building level (examples of which may include Friday school, administrative detention, and media center duty) at the rate of $30.00 per hour. This rate will also apply to internal substitution, as defined in 7.0601.

6.0403 COMPENSATED SUMMER PROFESSIONAL DEVELOPMENT

A. A member, upon prior approval by the Superintendent or designee, shall be compensated for voluntary attendance and participation during summer break (outside of the school year) in district or building initiatives or professional development at the rate of $125 per day. A member will continue to earn CEU's for participation in summer professional development.

B. In every case, staff members will be informed prior to the beginning of the meeting if the meeting qualifies for compensation.

6.05 STAFF INVOLVEMENT IN ADMINISTRATIVE SELECTION

It is expected, when practical, that members of the staff will be involved in the selection of all administrative personnel.

6.06 PROFESSIONAL STAFF MEMBERS' CHILDREN

6.0601 The Board shall offer a 50% waiver of tuition to all children of bargaining unit members for the life of the contract. This waiver of tuition shall be limited to the regular tuition rate established for the district by the Ohio Department of Education. Any cost incurred beyond and above the regular tuition rate becomes the obligation of the bargaining unit member.

6.0602 Any Bargaining Unit Member shall notify the Board when their child is being withdrawn from the district. Said Bargaining Unit Member's child may be re-enrolled in the district only through a re-application process.

6.0603 Approval and assignment of the enrollment of said children shall be determined by the following criteria:

A. Order of application.

B. Application deadline will be May 1 of each calendar year. For new hires, the application deadline shall be one month after the employee's Board approval date.

C. Maximum grade level enrollment as determined by building principals.

D. Consideration of previous expulsion status or discipline concerns regarding potential enrollees.

6.07 NOTICE OF CLASS ASSIGNMENT

All members of the bargaining unit shall be notified by the end of the school year of their anticipated grade level or class assignment(s) for the following school year, based on the status of the tentative final master schedule as of that time. In the event of unusual circumstances (such as a late resignation or retirement, or enrollment changes) that require a change to the July 1st master schedule, teachers will be notified by the building administration of any change in class assignment by July 15th in accordance with paragraph 7.0205.C.2.

6.08 VACANCIES

6.0801 Vacancy notices will be sent to all faculty via email. Vacancies and openings will be posted on the district website.

6.0802 A vacancy is a bargaining unit position opened by a resignation, retirement, death, non-renewal, or termination that the Board determines to fill as a newly created bargaining unit position.

6.09 TRANSFERS

6.0901 REQUESTS FOR TRANSFER

A. Request by a member for transfer to a different class, building, or position shall be made in writing, copies of which shall be filed with the Superintendent, Assistant Superintendent, and affected Building Principal(s). The application shall set forth the reasons for the transfer, the school grade or position sought, and the applicant's academic qualifications.

B. Requests must be submitted annually to assure active consideration by the Superintendent.

6.0902 VOLUNTARY TRANSFER

Should a vacancy exist in a position for which a bargaining unit member has filed a request according to the above provisions, and for which the member is certificated or licensured, said member will be notified as soon as possible by the Superintendent or designee of the decision concerning the request. If the transfer request is denied the reason for the denial shall be provided by the Superintendent or designee.

6.0903 INVOLUNTARY TRANSFER

A. The term "involuntary transfer" shall mean an administration-initiated transfer which has not been requested by the affected bargaining unit member(s).

B. A bargaining unit member being seriously considered for transfer as a result of an administration-initiated request shall be consulted as early as possible, and then immediately informed in writing once the final decision has been made.

C. The Superintendent or designee is delegated with the sole discretion to assign and transfer bargaining unit members in the District. Nevertheless, upon request, a bargaining unit member being involuntarily transferred shall be afforded an opportunity to meet with the Superintendent or designee before the final decision and be provided the reasons as to why the transfer is educationally sound. If the bargaining unit member requests, they may be accompanied by an Association representative.

D. It shall be the responsibility of the administration to provide adequate orientation for each member who is involuntarily transferred.

6.10 PERSONNEL RECORDS

6.1001 A personnel file of each bargaining unit member shall be maintained at the central office.

6.1002 In addition, the principal of each building may maintain a file for each member assigned to their building. A principal's file for traveling teachers will be maintained at each site. Material in the principal's file may be used in matters of promotion, commendation, discipline, non-renewal, and termination.

6.1003 Material that may be maintained in the personnel file of each member at the central office shall include:

A. Application for employment, including references.

B. Official transcript(s) of college credits showing the official records of the degree(s) granted.

C. Official certification or licensure records approved by the Ohio Department of Education and Workforce.

D. Records of employment including assigned duties, regular and supplemental, and years of service in the District and experience outside the District.

E. Records of annual appraisals.

F. Copies of contract(s) of employment with the Board.

G. Disciplinary records

6.1004 Each member shall have access to their personnel file upon request at the Central Office during work hours, or by appointment if not scheduled to take place during those hours Monday through Friday, exclusive of holidays. Each member shall have access to their principal’s file at the school office during regular school hours or by appointment if not scheduled to take place during those hours. An administrative employee may be present during any inspection of the member's file(s). The member shall have the right to be accompanied by an Association representative during an inspection. Upon request, the member may receive a copy of any document in the file. The actual cost of making copies may be billed to the member.

6.1005 A bargaining unit member shall receive a copy of any material before it is placed in their files. Before placement in the files, the member shall have the opportunity to examine and to write a rebuttal if they desire. The member's signature shall not indicate agreement with the content of the material but shall indicate only that the material has been inspected by the member. Any request to view a member's files will be communicated to the member by the Superintendent and/or Building Principal.

6.1006 Anonymous letters shall not be placed in a teacher's file(s) nor will they be made a matter of public record.

6.1007 Signed letters that are later retracted shall be removed from the file.

6.1008 No notes or materials related to informal observations shall be placed in a member's Central Office personnel file.

6.1009 No notes or materials related to informal observations shall be placed in a princpal's file without the knowledge of the member.

6.11 COMPLAINTS BY THE PUBLIC

It is the desire and good intent of the Board, Association, and Administration to rectify any misunderstandings between the public and the District through informal discussions among the interested parties. The intent of this process is to resolve concerns at the closest level to the situation and to maintain positive relationships between staff, families, and the community. It is only when such discussions fail to resolve the differences that the more formal protocols outlined in 6.1102 be employed.

6.1101 General Provisions

A. Throughout 6.11, the term "teacher" will apply to any bargaining unit member.

B. It is the policy of the Board that the administrative staff provide a teacher with prompt and reasonable notice of any specific complaints regarding their professional performance in the District. If the teacher requests the complainant's name, it shall be provided. Anonymous complaints shall be disregarded.

C. An administrator may discuss with the particular staff member(s) or the staff as a whole any complaints by the public related to an event, series of events, or perceived condition prevalent in the District that is not specific in nature or does not relate to a specific incident or specific teacher. The administrator does not need to identify the complainant(s) in these types of complaints.

D. The building administration will address complaints from students in a manner that the administrator deems appropriate. The administrator will directly involve the teacher whenever possible.

E. Social media shall not be considered a source of information or a form of communication within the complaint process.

F. The process outlined in 6.11 does not apply if the matter involves suspected child abuse, substance abuse, or any alleged criminal activity which may require investigation or inquiry by school officials prior to approaching the professional staff member.

G. Annually, the Wyoming Education Association and administration will collaboratively provide contract education on 6.11 at building level faculty meetings prior to the start of the school year.

6.1102 Formal Complaint Protocols

When a matter cannot be resolved through informal discussions, the following protocols shall be followed:

A. First Step

The complainant will initially address the complaint to the teacher involved, who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action. The teacher may report the matter and whatever action may have been taken to the appropriate administrator.

1. If the complainant brings a complaint to an administrator, colleague, or Board of Education member prior to addressing it with the teacher involved, the complainant will be directed to discuss the complaint with the teacher prior to moving to any subsequent steps.

2. In an unusual circumstance in which an administrator determines that directing a complainant to address the complaint with the teacher involved would not be beneficial, the administrator will discuss the complaint directly with the teacher. This collaborative discussion allows the administrator and teacher to determine the most constructive next step in resolving the complaint.

B. Second Step

If the matter cannot be satisfactorily resolved at the First Step, the administrator will meet with the complainant individually. Following the meeting, the complainant will proide a written statement outlining the specific nature of the complaint, steps that have been taken with the teacher, and any concerns that remain unresolved. The administrator and the teacher will then meet to discuss the written statement.

1. Subsequently, a meeting with the administrator, teacher, and complainant will be held to seek a rememdy to the complaint, whenever possible.

2. Following the meeting, the administrator will write a summary of the meeting, which would include any proposed resolutions, a determined action plan, and next steps. This written summary will be shared with the meeting participants.

C. Third Step

If the matter cannot be satisfactorily resolved at the Second Step, the administrator will forward a copy of the written complaint and the administrator's written summary to the Superintendent.

1. The Superintenedent will review all written information and determine any potential need to meet with the complainant and/or teacher if more information is needed. The Superintendent shall then provide the complainant and teacher with a decision.

2. If the complainant is dissatisfied with the findings of the Superintendent, they may direct this concern to the Board, which will make a final determination in the matter.

6.12 PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

When a complaint is received, the following process shall be followed:

A. The complainant should be referred directly to the teacher or department chairperson involved. Often the problem will seem less serious and more easily resolved through personal contact. Resolution could include providing an alternative instructional material to the student. If the complainant refuses to identify themself or the specific instructional material, little action can be taken, but the instructional material in question should be reviewed if it is identified.

B. If the complainant is not satisfied, they should be invited to file the complaint in writing to the principal using the form provided (9130 F2).

C. A committee consisting of the chairperson of the building level's Parent Advisory Council, an additional representative from the Parent Advisory Council, a teacher, the appropriate department chair, a member of media center staff, the building principal, and assistant superintendent will be established to consider the completed Request for Review of Materials or Course Content form (9130 F2). The principal will serve as the committee chair, and the department chair will serve as the committee secretary.

D. Members of the committee will study the material in question as well as current reviews of the material before meeting with the complainant to discuss their findings.

E. As a result of this meeting and within 20 business days of receiving the complaint form, the committee may decide to recommend:

1. withdrawing the instructional materials from further assignments;

2. making the study of the instructional materials optional; or

3. continuing the study of the instructional materials or placement in library

F. If the complainant is dissatisfied with the findings of the committee, they may forward the complaint form to the Superintendent within 30 business days of the committee's decision. The Superintendent will review the findings of the school committee and the work in question. The Superintendent's review will be followed by a meeting with the complainant. As a result of the meeting, the Superintendent may decide to:

1. sustain the decision of the committee;

2. return the instructional materials to the committee for further consideration;

3. remove the instructional materials from mandatory coursework.

6.13 FACT-FINDING MEETINGS AND DISCIPLINARY HEARINGS

6.1301 FACT-FINDING MEETINGS

Before a disciplinary process begins, there will be a fact-finding conversation between the bargaining unit member and the administrator. The goal of this conversation is to allow for collaborative problem-solving prior to a determination that any disciplinary action should be considered. The Board and Association support this as a way to preserve positive, supportive relationships between administrators and teachers.

A. The process for initiating and holding a fact-finding meeting shall be as follows:

1. The bargaining unit member will be the first point of contact during fact-finding.

2. The bargaining unit member will be notified as soon as possible, at a time that the bargaining unit member is not instructing students, about a request for a fact-finding conversation. At that time, the bargaining unit member will be notified of the purpose and topic of the conversation.

3. The fact-finding conversation will take place within 24 hours of the notification.

4. The bargaining unit member has the right to request Association representation at any point during the fact-finding process.

5. The fact-finding conversation will be a collaborative effort between the administrator and the bargaining unit member; the tone of these conversations is intended to be positive and supportive.

B. If during the fact-finding process it is determined that disciplinary action will not be taken, no further action is needed.

C. If during the fact-finding process it is determined that disciplinary action is likely to be considered, the administrator and/or bargaining unit member shall stop the conversation and move to the disciplinary process as outlined in 6.1302.

D. In the event of a serious allegation or egregious incident that necessitates a teacher being placed on administrative leave, disciplinary hearings may take place without a fact-finding meeting taking place.

6.1302 DISCIPLINARY HEARINGS

A. Prior to scheduling any meeting which will or may lead to disciplinary action by the Board, the Board shall provide a written notice to the bargaining unit member and the Association president which shall include:

1. A description of the charges that are levied against the bargaining unit member.

2. A copy of any evidence that exists.

3. Notice that a disciplinary hearing may lead to discipline including but not limited to a written reprimand placed in the personnel file, suspension, or termination.

B. The bargaining unit member shall have the right to Association representation during any hearing which will or may lead to disciplinary action by the Board.

1. When a hearing which will or may lead to disciplinary action by the Board is scheduled, the bargaining unit member shall be advised immediately of their right to Association representation.

2. When the bargaining unit member requests Association representation, no actions shall be taken with respect to the bargaining unit member until an Association representative selected by the bargaining unit member is present.

3. Any hearing which will or may lead to a disciplinary action is necessary will be scheduled at a time when the bargaining unit member and the bargaining unit member’s Association representative can both attend.

C. When a hearing which will or may lead to disciplinary action by the Board is scheduled, the bargaining unit member shall be advised immediately of the possibility of disciplinary action.

D. If evidence for disciplinary charges is unsubstantiated, immaterial, or without just cause, the charges will be dropped immediately and removed from the bargaining unit member's file.

E. If evidence for disciplinary charges is substantiated with just cause, the decision to discipline will be communicated to the bargaining unit member and Association President and any resulting disciplinary action will be retained in the bargaining unit member's personnel file.

6.14 REDUCTION IN FORCE

6.1401 If the Board determines it necessary to reduce the number of members of the bargaining unit for financial or other reasons set forth under 3319.17 ORC, members of the bargaining unit on a limited or continuing contract may be suspended for Reduction in Force (RIF).

6.1402 By March 15, the Association officers will be notified as to possible RIF requirements. At that time, the Superintendent will convene an Emergency Workforce Committee, of which the Superintendent or designee will be chair. The Emergency Workforce Committee will be comprised of the Superintendent, Assistant Superintendent, one administrator from each building level, the Association President and three Association members appointed by the Association President. This committee will be an advisory committee, responsible for providing the Superintendent information and feedback. The Superintendent or designee will submit recommendations to the Board for consideration by the second Monday in April or at least seven calendar days before the Board approves any RIF, whichever is earlier. Whenever possible, notice of a possible RIF shall be provided to each affected bargaining unit member in a meeting with the member's building principal and Association representative before the Emergency Workforce Committee convenes. Bargaining unit members affected by the Superintendent's recommendation will be notified in a meeting with the building principal and Association representative before the recommendation becomes public.

6.1403 The Board shall approve any RIF by the end of the third full week in April. The administration will notify bargaining unit members subject to final reductions in force by May 1.

6.1404 To determine which bargaining unit member(s) will be subject to contract suspension due to a Reduction in Force, the following criteria will be used, in order:

A. Areas of licensure and certification

B. Bargaining unit members on a limited contract will be affected before those on a continuing contract

C. Competency as determined by a formal evaluation rating.

1. Teacher performance ratings of Accomplished and Skilled will be considered as comparable for the life of the contract and will prevail over a rating of Developing. A teacher performance rating of Developing will prevail over a rating of Ineffective.

2. When evaluation ratings are comparable, recommended reductions in a teaching field will be made by selecting the lowest person on the continuous seniority list for that area of certification or licensure.

3. If two or more bargaining unit members have comparable evaluations and the same placement on the continuous seniority list, seniority will be determined by the date of Board meeting at which the bargaining unit member was hired, and then by the date on which the bargaining unit member signed the initial employment contract in the District. Any remaining ties will be determined by lot.

D. Placement on the Wyoming City School Continuous Seniority List

1. Seniority is defined as the length of continuous service of an employee holding a teaching certificate or license in the bargaining unit under regular contract in the District.

2. Each member of the bargaining unit will be placed on Wyoming City Schools' continuous seniority list in their areas of certification and licensure. Bargaining unit members serving under continuing contract will be placed at the top of the list, in descending order of seniority. Bargaining unit members serving under limited contracts will be placed on the list under continuing contract bargaining unit members, also in descending order of seniority.

3. A minimum of 120 paid days per school year shall be considered one year of seniority, whether the bargaining unit member is considered full-time or part-time. Seniority in years for less than full-time employees shall be determined based upon the STRS rule for credit for part-time members. A paid day includes any portion of a day spent teaching, district professional development days, and days spent on paid leave status.

4. The administration shall update and electronically distribute the Continuous Seniority List to all bargaining unit members by October 1 of each year. The Association President and the Superintendent shall jointly approve a final Continuous Seniority List by November 1 of each school

year. No changes will be made to the Continuous Seniority list after November 1 of each school year except for the following information received by the bargaining unit member after November 1:

a. to add new bargaining unit members' names in their appropriate teaching field(s)

b. to adjust the names of bargaining unit members who have added or dropped teaching fields from their certification or licensure.

c. to remove the names of those bargaining unit members who have retired, resigned, or been terminated from Wyoming City Schools.

6.1405 A bargaining unit member so affected may elect to displace a bargaining unit member who holds a lower position on a seniority list for another area of certification or licensure or in another teaching field provided they are is certified or licensured in the second area and have earned a comparable or higher evaluation rating.

6.1406 Bargaining unit members whose contracts have been suspended and who join the substitute consortium will be given first consideration as substitutes for the duration of the recall period.

6.1407 Any bargaining unit member whose contract has been suspended because of reduction in force or monetary pressures shall be given recall rights pursuant to ORC Section 3319.17 in order of seniority for any vacancies in their teaching field. Such bargaining unit members shall remain on the recall list maintained by the Superintendent for a period of two contract years or until they secure another full-time teaching position, whichever is shorter. (Subject to comparability as defined by 6.1404.C).

6.1408 Any bargaining unit member on continuing contract whose contract is suspended under the provisions of this policy statement shall be maintained by the District on its payroll for purposes of applicable insurance coverage for that period of time mandated by Federal or state law. Any bargaining unit member on the recall list shall have the option of purchasing continuing group insurance coverage, at the member's sole expense, for the duration of the recall period.

6.15 CONTINUING CONTRACT

A. To be eligible to apply for a continuing contract, teachers must meet all of the following requirements. Requirements cannot be added beyond those listed below.

1. Completion of three full and consecutive years of teaching in the Wyoming City School District regardless of continuing contract status in other districts.

2. Attainment of a professional certificate or a professional license.

3. Completion of a master's degree or 30 semester hours of graduate credit.

4. Attainment of a rating of skilled or accomplished on all components of the evaluation rubrics completed over the previous three-year period.

This provision (6.15.A) supersedes and replaces any specific conflicting provisions of ORC 3319.08 and ORC 3319.11 governing the issuance and granting of continuing contract.

B. The process for considering a bargaining unit member for continuing contract will be as follows:

1. A written application for a continuing contract must be submitted to the Superintendent and the building principal by September 1. This application is made by completing and submitting the district provided form. If not submitted to both Superintendent and principal by the deadline, the bargaining unit member will not be considered for continuing contract during the current school year and may apply the following school year.

2. The bargaining unit member will be evaluated by the building principal during the first semester of the school year. This evaluation will be performed as part of the bargaining unit member's regular evaluation process and not in addition to it.

3. After the first semester evaluation process has been completed, the building principal will provide a written rationale for their recommendation to the Superintendent and to the bargaining unit member, regardless of whether that recommendation is to award or deny a continuing contract. The Superintendent will use the building principal's recommendation and rationale, as well as any additional information that is available, to determine whether a recommendation will be made to the Board.

4. The teacher may appeal the rationale by responding to the evaluation within 10 days in accordance with the procedures in the Wyoming City Schools Teacher Performance Evaluation Document. After a response is submitted, a meeting will be held between the Superintendent, building principal, and bargaining unit member. The bargaining unit member may request that an Association representative attend this meeting. Within five school days after the meeting, the Superintendent will share their final decision regarding a recommendation for continuing contract.

5. A bargaining unit member has the right to withdraw their application to be considered for continuing contract. Once a Superintendent's recommendation has been added to a Board meeting agenda, the bargaining unit member cannot withdraw their application.

This provision (6.15.B) is in addition to provisions of ORC 3319.08 and ORC 3319.11 governing the issuance and granting of continuing contracts.

6.16 LIMITED CONTRACT RENEWAL/NONRENEWAL

6.1601 Any teacher employed under a limited contract and not being considered for a continuing contract is, at the expiration of such limited contract, deemed reemployed under the provisions of this section at the same salary plus any increment provided by the salary schedule. Such teacher is presumed to have accepted such employment unless they notify the Board in writing to the contrary on or before July 10, and a written contract for the succeeding school year shall be executed accordingly. If the Board, acting on the Superintendent's recommendation, chooses to not reemploy a teacher employed under a limited contract, the Board shall give written notice to the teacher on or before May 15th of its intention not to reemploy them.

6.1602 The failure of the parties to execute a written contract shall not void the automatic reemployment of such teacher.

6.17 CONTRACT TERMINATION

Contract termination will be in accordance with 3319.16 and 3319.161 ORC.

ARTICLE VII: WORKING CONDITIONS

7.01 CALENDAR

7.0101 CALENDAR LENGTH AND PROFESSIONAL DEVELOPMENT REQUIREMENTS

A. The Wyoming School Calendar will be adopted by the Board in advance of the calendar year.

B. During the life of this Contract, each calendar year will consist of total workdays equal to one hundred and eighty-five with a minimum of one hundred and seventy-eight instructional days.

C. A half-day of professional development will be built into the calendar prior to the first day of school focused on student-centered collaboration and logistics.

D. On an annual basis, DLT will determine the frequency of early release or late start days within the calendar. Early release or late start may be used for collaboration, including but not limited to meetings about students, professional learning, independent work, work with a colleague, work within a department, and work within a team (building, grade level, district-level, or leadership) in support of the Wyoming City Schools Strategic Plan.

7.0102 CALENDAR INITIAL ADOPTION PROCESS

The DLT will be charged with the development and design of the calendar. The parties have a mutual desire to maximize instructional time prior to local, state, and national assessments. The staff and divisional Parent Advisory Committees will have an opportunity for input into proposed calendars during the development process. DLT will recommend a calendar to the Superintendent to be submitted to the Board.

7.0103 Any changes to an adopted calendar forced by law or special circumstances will be made by using the Initial Adoption Process.

7.0104 During the life of the current contract, some bargaining unit members will be required to work extra days beyond the established school year. These extra workdays occur before the first day and after the last day of the school year and within the same fiscal year. The amount of days will be set annually by the appropriate administrator and the affected bargaining unit members. Daily compensation for extra workdays will be the bargaining unit member's per diem salary. Affected bargaining unit members are:

A. High School Counselors: up to 40 days are to be divided among the full-time high school counselors at the discretion of the principal.

B. Middle School Counselors: up to 20 days are to be divided among the full-time middle school counselors at the discretion of the principal.

C. Primary School Counselors: up to 20 days are to be divided among the full-time counselors at the discretion of the principal.

D. Psychologist: up to 10 days are to be divided among the full-time psychologists at the discretion of the Director of Pupil Services.

E. District Nurse: up to 5 days are to be divided among the full-time district nurses at the discretion of the Director of Pupil Services.

7.02 STRUCTURE OF THE WORKDAY

7.0201 Attendance at faculty, department, grade level meetings, parent conferences, meetings about students (including but not limited to IEP, 504, and ETR), open house, and professional development sessions is expected during the school year.

A. Attendance at up to twelve faculty meetings outside of the workday per year is expected.

B. During months in which there is a scheduled early release or late start, attendance at one monthly faculty meeting outside of the workday is expected.

C. As an academic community, all faculty members are expected to attend and engage in all above mentioned professional meetings.

7.0202 Any extension of the instructional day involving students will be approved by the respective BLT and DLT.

7.0203 Teachers are expected to work the full length of the work day and be available to students.

A. The workday is defined as the period of time during which teachers must be in the building. The length of the workday is defined as 7.5 hours unless this time has been reduced by the Board or its designee.

B. The instructional day is the time from when the students are required to be in the building until the time they are dismissed. The length of the instructional day is 7 hours unless this time has been reduced by the Board or its designee.

C. Teachers will be in the building twenty minutes prior to the start of the instructional day and ten minutes after the end of the instructional day. On days where students are not in attendance for a full instructional day, teachers are required to work a full workday unless the workday has been reduced by the Board or its designee.

7.0204 Over the life of the contract a good faith effort will be made to develop a school day schedule that will provide each bargaining unit member with one preparation period within each school day that will range from 30 to 60 minutes.

7.0205 Each building level will create a master scheduling committee to develop the school schedule, review building duty needs and teacher availability, and determine strategies for development of the school day. The building administration will initiate the master scheduling committee by April 15 in order to begin the schedule development process. The following targets should guide the work of each scheduling committee:

A. Traveling teachers' schedules will be established in each master schedule by May 1st in order to allow all building levels to proceed with scheduling remaining classes.

B. Barring unusual circumstances (such as a late resignation or retirement, or enrollment changes), each building will have a tentative final schedule completed by July 1st. This will be electronically distributed to staff by July 1st.

C. In the event of unusual circumstances (such as a late resignation or retirement, or enrollment changes) that require a change to the July 1st master schedule:

1. The members of the building master scheduling committee will be notified by email.

2. Teachers will be notified by the building administration of any change in class assignment by July 15th.

7.0206 During the life of this contract, each building principal will make a good faith effort to provide the following:

A. Non-traveling Middle School bargaining unit members with one collaboration period per day; collaboration/planning periods may be used for, but are not limited to, meetings about students, professional learning, independent work, work with a colleague, work within a department, and work within a team (building, grade level, district-level, or leadership) in support of the Wyoming City Schools Strategic Plan.

B. Non-traveling High School bargaining unit members with one duty period per day, which can be an assigned collaboration period.

7.0207 During the life of this contract each division will maximize the use of personnel by maintaining a recognized full-time or part-time teaching load per division and with at least an annual re-evaluation of assignment and performance of duties in grades 5-12. Those teachers who perform a work load larger than an established full teaching load will be compensated at a rate recommended by the DLT and approved by the Board.

7.0208 PART-TIME EMPLOYEES

A. Annually, the Superintendent or Assistant Superintendent, the District Treasurer, and one WEA Officer will work together in good faith to establish appropriate compensation formulas for part-time employees.

B. This collaboration will be guided by each part-time employee's work time in proportion to a full-time employee's work time over a two-week period.

C. The District Treasurer and each part-time employee will review the final compensation determination annually.

D. For bargaining unit members who held a part-time contract during the 2025-2026 school year, the compensation percentage will not decrease in subsequent years unless their work expectations also decrease.

E. Part-time employees are required to attend all professional development days for the full scheduled duration. Compensation for these days will be determined by the Superintendednt or Assistant Superintendent, the District Treasurer, and one WEA Officer.

F. Part-time employees may be required to attend a number of staff meetings in proportion to their contract. If a part-time employee does not attend a staff meeting, they will contact their building principal to obtain information discussed during the meeting.

7.03 REPORTING GRADES

7.0301 At buildings operating on a four-quarter school year, after the end of the first, second, and third quarters, bargaining unit members will not be required to submit reports until at least the end of the last period of the fourth school day following the end of the reporting period. At the end of the fourth quarter, bargaining unit members will submit their reports by the fifth calendar day after the end of the quarter (or if such fifth day is a Saturday, Sunday, or holiday, the calendar day thereafter).

7.0302 At buildings operating on a three-trimester school year, after the end of the first and second trimesters, bargaining unit members will not be required to submit reports until at least the end of the last period of the fourth school day following the end of the reporting period. At the end of the third trimester, bargaining unit members will submit reports by the fifth calendar day after the end of the trimester (or if such fifth day is a Saturday, Sunday, or holiday, the calendar day thereafter).

7.0303 Bargaining unit members throughout grades 1-12 must report end of year failures earlier as needed in order to notify parents and students of retention or summer school.

7.04 PREPARATION PERIODS

No bargaining unit member shall be scheduled regularly to supervise students during their preparation period.

7.05 DUTY-FREE LUNCH

7.0501 Each bargaining unit member shall be granted at least thirty consecutive duty-free minutes for lunch each workday, during which time they shall not be required to perform any duty or activity. This provision shall not apply in cases of emergency. An emergency shall be defined as: an occurrence outside the normal routine of building activities which, in the opinion of the building administrator, requires the immediate assistance of the bargaining unit member.

7.0502 Bargaining unit members leaving a building shall notify the office of their destination.

7.06 INTERNAL SUBSTITUTION

7.0601 A building administrator will manage the request for internal subs and may request a bargaining unit member to provide coverage during a duty, planning, or collaboration period.

A. No bargaining unit member will be required to cover a class for an absent member.

B. When a bargaining unit member has agreed to cover a class during a planning or collaboration period, they will be paid for that coverage at the student supervision rate, as defined in 6.0402.

7.0602 By September 1st of each school year, the Administration in each building level and two Association representatives assigned by the Association President will serve as a committee to establish a system for internal substitution for that building level. The plan will include a system that does not cancel direct services to students unless no other alternative exists.

7.07 TRAVELING TEACHER

7.0701 The term traveling teacher shall be defined as any and all members of the bargaining unit who have been assigned responsibilities in more than one school building in any instructional day during the member's work year.

7.0702 Each member who is required by the District to use their personal automobile shall be reimbursed according to the mileage. However, members shall not be reimbursed for their routine commuting between home and school. A simplified quarterly form shall be provided for members to report commuting from site to site.

7.0703 The traveling time required of any member shall not cause their workday to exceed a normal workday, and it shall not cause their duty-free lunch to be fewer than 30 consecutive minutes in length.

7.0704 Those bargaining unit members who have been assigned responsibilities in more than one school building are not required to attend faculty meetings, department meetings, or curriculum planning at more than one building.

7.0705 A traveling teacher shall have a minimum of 25 minutes between ending a class at one school building and beginning a class at another building.

7.0706 On conference days, traveling teachers shall be scheduled for conferences at a time proportionate to the amount of time taught in that building site.

7.0707 Traveling teachers will coordinate with each building principal to develop specific expectations for participation at open house and curriculum night events according to the guidelines below:

A. Traveling teachers will participate in open house and curriculum nights for all buildings in which they work.

B. The maximum time that a traveling teacher is required to attend at each open house and curriculum night will be proportional to the amount of time they teach in each building.

C. The building principal and traveling teacher may determine that providing an alternative opportunity outside of the building open house and curriculum night schedule is appropriate and would provide similar benefits for all parties involved. In this case, the teacher will be responsible for communicating the alternative opportunity with students' families at least 48 hours prior to the regularly scheduled event.

7.0708 In the Primary School, on a day when a traveling teacher's daily teaching schedule equals that of an on-site full-time teacher, that teacher shall not be assigned a daily duty except as provided below.

A. A teacher who travels between buildings is not considered a traveling teacher for that day if the entire instructional day is spent in one building.

B. A traveling teacher will not be scheduled to travel from one building to another solely for the purpose of performing a duty. In order to perform a duty in a building, the traveling teacher must have teaching duties in that building preceding or following that duty.

7.0709 A 5-12 traveling teacher's number of teaching periods shall not exceed 25 periods per week.

7.0710 Building level master scheduling committees shall review building duty needs and teacher availability at the middle school and high school.

A. In collaboration with the scheduling committee, the building principals may assign a 5-12 traveling teacher daily duty time, if necessary. Daily duties can be assigned in one or both buildings, but cannot exceed a total of 35 minutes.

B. Duty time may be assigned at any time during the work day, as defined in 7.0203.

C. The building principals will ensure that a 5-12 traveling teacher is assigned at least one preparation period, a 30 minute duty-free lunch, and 25 minutes of traveling time each day prior to assigning any daily duty time.

7.08 SAFE WORK ENVIRONMENT

In each summer throughout the term of this contract, the Superintendent will convene a meeting in which the Board, Administration, Association, PAC representatives, and selected students will participate. During this meeting there will be a review and development of plans for the safety and security of students and staff in each building.

7.09 CHANGING NATURE OF THE JOB

7.0901 Bargaining unit members will have the opportunity to present creative and flexible employment plans to the building principal and superintendent.

7.0902 The Board will provide a semi-annual opportunity for staff members to purchase technology that supports instruction through 24 payroll deductions. Orders can be placed between August 20th and September 20th or March 20th and April 20th with deductions to begin 30 days after payment by the Board. If for any reason a bargaining unit member resigns or is released from employment any outstanding balances will be deducted from their final paycheck(s).

7.0903 The Board will provide opportunity for collaboration and professional development of staff by including in the budget funding for two optional days of school improvement and staff development for those bargaining unit members who apply. The rate of pay will be the same as the pay for Educational Planning and Development (6.04). Applications approved by the building principal will be forwarded to the Superintendent for final approval.

7.10 INNOVATIVE TEACHING STRATEGIES

Innovative teaching will reflect the philosophy, goals, and objectives of the district. As a valued component of the educational process, it must be purposefully designed to enhance student learning.

The Wyoming Board of Education, the Wyoming Education Association, and the administration of the Wyoming City Schools will support the development and implementation of innovation.

7.1001 In an effort to establish a culture in which innovation will flourish, staff members will be empowered to explore new ideas and best practices through the use of professional learning communities, observation of educational settings, and investigation of innovative organizational models.

7.1002 Teachers will maintain the primary role in developing curriculum that includes innovative teaching strategies.

7.1003 Teachers will maintain the primary role in selecting instructional materials that support innovative approaches.

7.11 PROFESSIONAL LEARNING CULTURE

The Board, the Association, and the administration of the Wyoming City Schools, pledge their commitment to develop a professional learning culture for all educators as reflected in the following agreed-upon principles:

A. The goal of a professional learning culture is to sustain improvement of our schools and to strive toward even greater excellence.

B. A professional learning culture embraces the implementation of innovative teaching strategies and is guided by the philosophy, goals, and objectives of the district.

C. Purposeful collaboration, collegial mentoring, and teacher reflection focused on student learning are important components of a professional learning culture.

1. Teachers are encouraged to participate in voluntary professional learning communities to enhance innovation within their own classrooms, departments, grade levels, buildings, divisions and the district.

2. Within learning communities, teachers may develop and practice authentic assessment, engage in collaborative review and assessment of student work, and participate in peer observations and collegial mentoring.

3. Teachers are encouraged to participate in learning opportunities beyond the district to enhance professional learning.

D. Department chairs will facilitate a professional learning culture by reviewing and sharing data and its impact on instructional practices with colleagues; providing input to the administration regarding each department's needs for professional development in alignment with district goals; and assisting in the implementation of professional development at the building level and within their departments.

ARTICLE VIII: LEAVES OF ABSENCE

8.01 ASSAULT LEAVE

The Board assures the bargaining unit members that it will provide its full support and all necessary assistance in the administration of its discipline procedures.

8.0101 A bargaining unit member who is absent due to disability, as defined in ORC 3319.143, resulting from a civil or criminal assault upon said bargaining unit member, which assault occurs on Board premises or while in attendance at an official school function, and in the course of said bargaining unit member's employment, shall, subject to the approval of the Superintendent or designee, be granted assault leave up to a maximum of twenty days.

8.0102 No day of assault leave will count against the number of sick days a bargaining unit member has accrued.

8.0103 During such assault leave, said bargaining unit member shall be maintained on without the loss of pay or fringe benefits.

8.0104 In order for assault leave to be considered for approval:

A. The bargaining unit member or designee has signed a written statement on forms provided by the Board justifying the request for granting and use of assault leave;

B. If medical attention is required, the bargaining unit member or designee will provide a signed statement from the bargaining unit member's licensed attending physician, stating the nature and duration of disability and the necessity of absence from regular employment; and

C. Unless waived by mutual agreement of the bargaining unit member and the Superintendent, a police report regarding the incident will be filed by the bargaining unit member in question, the school district, a local enforcement agency, or an individual legally responsible for an incapacitated bargaining unit member.

8.0105 When requested or subpoenaed to testify against the person or persons involved, the bargaining unit member shall do so without the loss of pay.

8.0106 Falsification of either the aforesaid signed Board form or physician's statement shall be grounds for suspension or termination of employment under ORC 3319.16.

8.0107 The cost and arrangement of any protective security on site and during the school day mutually agreed upon by the bargaining unit member and the Superintendent as a result of an assault will be assumed by the Board.

8.02 PERSONAL LEAVE

8.0201 Each member shall be entitled to three days of personal leave each work year without loss of pay and fringe benefits.

A. Personal leave shall be used for the observance of religious holiday(s) or for personal business that cannot be conducted at a time other than during the school day.

B. Personal leave may not be requested for the day before or after a school break or Board holiday, or the day of a District professional development day. However, for an appropriate uncontrollable event, the bargaining unit member may request personal leave that may be approved upon the recommendation of the principal and at the sole discretion of the Superintendent. Documentation may be required.

C. For personal leave requests for the months of October, April, and May, documentation of personal business is required and may be submitted directly to a building administrator, the Assistant Superintendent, or the Superintendent.

D. Personal leave approvals will be capped at two bargaining unit members on each work day at each building level.

1. The building administration will maintain an online master calendar with the number of approved personal leave days scheduled each day, which shall be available for all bargaining unit members to view.

2. For an appropriate uncontrollable event, the bargaining unit member may request personal leave in excess of the cap (two bargaining unit members per building level) that may be approved upon the recommendation of the principal and at the sole discretion of the Superintendent. Documentation may be required.

3. Falsely representing a personal leave situation by the bargaining unit member to the building principal is grounds for discipline. Continued misuse can be grounds for dismissal.

E. Application for personal leave

1. Application for personal leave shall be made by completing an online form, which shall be time stamped and routed to the building principal for approval.

2. Application for such leave shall be submitted no less than ~~three~~ *five* work days prior to the day of the requested leave. At the administrator's discretion, the personal leave request can be submitted closer to the date of the requested leave. In this situation, the personal leave request and approval must be made through communication with the building principal; the online form will be submitted to the building principal as soon as possible.

3. Once approved, personal leave will be entered into the absence management system by the bargaining unit member.

4. The specific tools used for applying for personal leave and the specific instructions contained within those tools shall be determined by the Assistant Superintendent. The tools and information contained within them may be amended by the Assistant Superintendent when it is deemed necessary or beneficial to do so, so long as those amendments are in accordance with the conditions set forth in this agreement.

8.03 THIS SECTION INTENTIONALLY LEFT BLANK

8.04 UNPAID DAY

On the occasion that three personal days are exhausted, the bargaining unit member may request an unpaid day. The request for an unpaid day shall be made by the member initiating a meeting with the Superintendent and/or the Assistant Superintendent. The request for an unpaid day will be granted at the sole discretion of the Superintendent and approved by the Board. Unpaid days shall not be used for vacation and will not be approved for this purpose.

8.05 SICK LEAVE

8.0501 Each full-time bargaining unit member shall be granted 15 sick leave days each school year.

A. Sick leave days shall be accumulated at the rate of 1¼ days per calendar month of completed service.

B. Part-time members shall be granted sick leave in accordance with ORC 3319.141.

C. Each member's cumulative total of unused sick leave days shall be limited to 190 days.

D. Any unit member using a total of ten or more days of sick leave during one school year may be required to furnish a physician's statement justifying the use of any absence beyond ten days. Failure to furnish a physician's statement may result in the loss of pay for those days.

8.0502 Application for sick leave shall be made by completing a sick leave absence in the district's online absence management system prior to or on the day of the absence.

8.0503 Sick leave shall be used for:

A. Absence due to illness, injury, pregnancy, quarantine, medical appointment, or dental appointment, and for illness, injury, medical appointment, or dental appointment of the bargaining unit member's spouse, children, stepchildren, parents, or a member of the bargaining unit member's immediate household.

B. A death in the bargaining unit member's immediate family defined as spouse, children, parents, siblings, grandparents, grandchildren, stepparents, aunt, uncle, cousin, niece, nephew, in-law, or a member of the bargaining unit member's immediate household. If more than three days will be necessary, prior approval from the Superintendent will be required.

C. Sick leave use for a funeral outside of those defined in B may be granted only at the discretion of the Superintendent.

D. Sick leave use for reasons other than those defined in A and B may be granted only at the discretion of the Superintendent.

E. Misuse of sick leave shall be grounds for dismissal.

8.0504 In the case of foreseen and unforeseen extended sick leave (more than five consecutive days), the member must submit to the Superintendent documentation of medical necessity at the earliest possible opportunity.

8.0505 Upon exhaustion of sick days, the member may be eligible for unpaid FMLA benefits as referenced in section 8.09 of this contract.

8.0506 When using sick leave, no fewer than 1/2 day shall be deducted from a member's accumulated sick leave.

8.0507 Pursuant to the Ohio Revised Code, any member having terminated employment with the Board shall have accumulated sick leave reinstated upon reemployment within 10 years of the termination of employment, provided they have not used such sick leave in the employ of another board of education or other public agency(ies) of the State of

Ohio as shown in the records of the last employing organization to the maximum of the sick leave accumulation permitted members by the Board at the time of said member's employment or reemployment.

8.0508 Pursuant to the Ohio Revised Code, a member reemployed or newly employed by the Board who has been continuously employed by other boards of education or by any public agency(ies) of the State of Ohio, shall receive full credit for sick leave accumulated, both in the prior employ of the Board and in the employment of the other public agency(ies) of the State of Ohio as shown in the records of the last employing organization to the maximum of the sick leave accumulation permitted members by the Board at the time of said member's employment or reemployment.

8.06 MATERNITY LEAVE

8.0601 Members may use up to six consecutive weeks of accrued paid sick leave surrounding the birth of a child.

A. Six consecutive weeks are calculated from the date of the birth. If it is medically necessary for a member to begin leave prior to the birth, the six weeks begin upon the date it becomes medically necessary, and the bargaining unit member will provide medical documentation at the earliest possible opportunity.

B. Six consecutive weeks include all breaks and holidays; however, accrued sick leave days will only be deducted for work days actually missed.

C. Bargaining unit member may be eligible for additional Family Medical Leave in accordance with section 8.09 of this contract.

D. Use of sick leave beyond six weeks must be approved by the Superintendent. If absence due to a childbirth exceeds six weeks, the bargaining unit member must submit a written request to the Superintendent at the earliest possible opportunity and provide medical documentation.

8.0602 Within 30 calendar days after the approval of leave, the member will receive a written explanation from the Board treasurer of how salary will be paid for the remainder of the contract year.

8.0603 A member shall return from leave at the beginning of any quarter, or at another time deemed by the building administrator to be educationally sound.

8.07 BONDING LEAVE FOR NEW PARENTS

A parent may be granted up to ten accrued sick leave days in a school year for the purpose of bonding with a new child. Bonding Leave will run concurrent with any Maternity Leave for the childbearing parent.

8.08 ABSENCE DUE TO ADOPTION OF A CHILD

A bargaining unit member may be granted up to ten accrued sick leave days in a school year for the purpose of providing care.

8.09 FAMILY MEDICAL LEAVE ACT (FMLA)

The Board complies with the requirements of the Family Medical Leave Act of 1993 and adheres to the additional benefits provided within this agreement. Family Medical Leave Act provides 12 weeks of unpaid leave for all members that meet eligibility requirements as defined within the Act. Additional information may be obtained through the Department of Labor website.

A. Family Medical Leave Act benefits run concurrently with all paid leave absences that meet FMLA eligibility requirements.

B. There will be no loss of medical, dental or term life insurance benefits during this 12-week period. The existing premium payment structure will apply to these 12 weeks.

8.10 EXTENDED FAMILY LEAVE

In addition to the benefits provided by FMLA, bargaining unit members may also be eligible for the following extended family leave benefits.

8.1001 A bargaining unit member may be granted an extended family leave of absence for the purpose(s) of family care without pay if approved by the Board in its sole discretion.

A. If the member's need for leave is foreseeable, they must provide at least 30 calendar days' notice. If the member's need for leave is not foreseeable, he/she shall submit written notification of the need for leave as soon as practicable.

8.1002 The length of extended family leave shall be for no more than one year.

A. The member shall remain on leave until the completion of the leave (if and as approved by the Board) or until a time mutually agreed to by the Board and the member.

B. At a bargaining unit member's request, extended family leave may commence at the termination of 12 weeks of FMLA and sick leave benefits due to childbirth.

C. A member shall return from leave at the start of a quarter, or at another time deemed by the building principal to be educationally sound.

8.1003 A member shall confirm in writing to the Superintendent at least 45 calendar days prior to the termination of the approved leave, or by April 1st, whichever is earlier, that they shall return to work or resign at the completion of the leave.

8.1004 The member returning from extended family leave shall be returned to their former position or to a position consistent with that member's certification and or licensure.

8.1005 A member on extended family leave may continue thereafter to participate in the group insurance plan(s) as allowable by the insurer(s) provided the member pays 100% of their premium(s) for the length of the leave.

8.1006 A limited contract will not be extended past its expiration date by extended family leave.

8.1007 A minimum of 120 paid days within a school year is necessary to qualify for a full year of service on the seniority list and to advance on the salary schedule. In addition, STRS requires 120 paid days within a school year in order to earn one year of service credit.

8.11 PROFESSIONAL IMPROVEMENT LEAVE

8.1101 The Board may grant requests for Professional Improvement Leaves of absence according to the following criteria:

A. The bargaining unit member shall have five years of service in the Wyoming City School District.

B. Not more than 2% of the bargaining unit shall be on Professional Improvement Leave at any one time.

C. The Board is able to hire a satisfactory substitute for the period of leave.

8.1102 Leaves shall not be granted for less than one semester or more than one school year. Bargaining unit members may not request leave more often than once for each five years of service; a second professional leave shall not be granted when other bargaining unit members who have not yet taken professional leave have filed a request for such leave.

8.1103 Requests for Professional Improvement Leaves shall be submitted in writing to the Superintendent no later than March 15th of the year preceding the requested leave. The request shall include a detailed professional improvement plan.

8.1104 Upon termination of said leave and return to employment, a bargaining unit member shall be placed on the salary schedule at a level not less than the level held at the time the leave commenced. The bargaining unit member shall not lose the seniority status held at the time the leave commenced, but shall not accrue seniority or sick leave

during the period of the leave. The bargaining unit member returning from leave shall be returned to their former position or a position consistent with their certification or licensure.

8.1105 Prior to the approval of any leave, bargaining unit members may be required to agree to complete at least one year of service in the District immediately upon the expiration of the Professional Improvement Leave period. In addition, the bargaining unit member shall provide satisfactory evidence that the professional improvement plan was followed.

8.1106 Bargaining unit members on Professional Improvement Leave shall be paid the difference between the base salary in effect and the bargaining unit member's salary. Any bargaining unit member on Professional Improvement Leave shall have the option of purchasing group insurance coverage by remitting the full amount for said insurance to the Board.

8.12 JURY DUTY

A member who serves on a jury shall sign a statement and file it with the Board Treasurer upon return from duty, stating the amount of compensation which was received. The member shall then remit the compensation received to the office of the Board Treasurer within ten calendar days after they receive it. Reimbursement of expenses for mileage, parking, meals, etc., shall be retained by the member. Adherence to this procedure will result in no loss of salary or fringe benefits.

8.13 UNPAID LEAVE OF ABSENCE

8.1301 The Board may grant requests for Unpaid Leaves of Absence according to the following criteria:

A. The bargaining unit member shall have five or more years of service in the District.

B. Not more than 5% of the staff shall be on unpaid leave at any one time.

C. The Board is able to hire a satisfactory substitute for the period of leave.

8.1302 In considering requests for leaves due to illness, other disabilities, child rearing related to adoption, or child rearing at the termination of maternity leave, the above criteria (8.1301.A, 8.1301.B, 8.1301.C) shall not apply to the Board's decision.

8.1303 Approved unpaid leaves of absence shall be limited to not more than one school year except for leaves due to illness or other disability.

8.1304 Except in the case of personal or family illness or other disability, a bargaining unit member shall request unpaid leave as far in advance as possible. A bargaining unit

member requesting a full year of unpaid leave shall file the request in writing to the Superintendent no later than April 15th of the year preceding the requested leave. Included in the request shall be the dates of the requested unpaid leave and reasons for the request.

8.1305 During the period of an approved unpaid leave of absence, the bargaining unit member shall be eligible for employee fringe benefits provided that the bargaining unit member fully assumes and pays for all of their fringe benefit premiums during the period of such unpaid leave.

8.1306 Upon termination of said leave and return to employment, the bargaining unit member shall be placed on the salary schedule at a level not less than the level held at the time the leave commenced. The bargaining unit member shall not lose the seniority status held at the time the leave commenced but shall not accrue seniority or sick leave during the period of the leave. The bargaining unit member returning from leave shall be returned to their former position or to a position consistent with their certification or licensure.

8.14 INSURANCE BENEFITS WHILE ON LEAVE

Any bargaining unit member on any approved leave may continue to participate in any/all insurance programs at the group rates, provided they pay that amount to the Board Treasurer during the school year in monthly allotments in advance.

8.15 LEAVE DATA REPORTING

A. Data regarding the usage of personal leave across the district shall be shared and discussed in DLT meetings in the months of December and May.

B. Data regarding the usage of personal leave within each building level shall be shared and discussed in BLT meetings in January and at the BLT summer retreat.

C. Data regarding the usage of personal leave throughout the district shall be shared with staff twice per school year by administration.

D. Composite data regarding fill rates of teacher absences by substitute teachers and other relevant data on substitute teachers shall be shared annually with all bargaining unit members. This data shall include all types of teacher absences and shall be reported in a way that the data is not associated with nor identifiable as any individuals.

ARTICLE IX: SALARY AND FRINGE BENEFITS

9.01 SALARY SCHEDULES AND INDEXES

WYOMING CITY SCHOOLS

SALARY SCHEDULES - TEACHERS

2026-2027 through 2027-2028

Wyoming City Schools
2026-2027
Teacher Salary Schedule

Step	Bachelors Degree	Bachelors Plus 150 Hours	Masters Degree	Masters + 12 Semester Hours	Masters + 24 Semester Hours	Masters + 30 Semester Hours	Masters + 36 Semester Hours
0	50,777	52,300	53,824	55,855	56,870	57,886	58,901
	1.000	1.030	1.060	1.100	1.120	1.140	1.160
1	53,316	54,839	56,870	58,901	59,916	60,933	61,948
	1.050	1.080	1.120	1.160	1.180	1.200	1.220
2	55,855	57,377	59,916	61,948	62,963	63,979	64,994
	1.100	1.130	1.180	1.220	1.240	1.260	1.280
3	58,393	59,916	62,963	64,994	66,010	67,025	68,042
	1.150	1.180	1.240	1.280	1.300	1.320	1.340
4	60,933	62,456	66,010	68,041	69,056	70,072	71,088
	1.200	1.230	1.300	1.340	1.360	1.380	1.400
5	63,472	64,994	69,057	71,088	72,103	73,119	74,135
	1.250	1.280	1.360	1.400	1.420	1.440	1.460
6	66,010	67,533	72,103	74,135	75,149	76,165	77,181
	1.300	1.330	1.420	1.460	1.480	1.500	1.520
7	68,549	70,072	75,149	77,181	78,196	79,212	80,228
	1.350	1.380	1.480	1.520	1.540	1.560	1.580
8	71,088	72,611	78,196	80,228	81,244	82,259	83,275
	1.400	1.430	1.540	1.580	1.600	1.620	1.640
9	73,627	75,149	81,244	83,275	84,290	85,305	86,320
	1.450	1.480	1.600	1.640	1.660	1.680	1.700
10	76,165	77,688	84,290	86,320	87,336	88,351	89,368
	1.500	1.530	1.660	1.700	1.720	1.740	1.760
11	78,704	80,228	87,336	89,368	90,383	91,398	92,414
	1.550	1.580	1.720	1.760	1.780	1.800	1.820
12	81,244	82,767	90,383	92,414	93,430	94,445	95,460
	1.600	1.630	1.780	1.820	1.840	1.860	1.880
13	83,782	85,305	93,430	95,460	96,476	97,491	98,507
	1.650	1.680	1.840	1.880	1.900	1.920	1.940
14	86,320	87,844	96,476	98,507	99,523	100,539	101,554
	1.700	1.730	1.900	1.940	1.960	1.980	2.000
15	88,860	90,383	99,523	101,554	102,570	103,584	104,600
	1.750	1.780	1.960	2.000	2.020	2.040	2.060
16	91,398	92,922	102,570	104,600	105,616	106,631	107,647
	1.800	1.830	2.020	2.060	2.080	2.100	2.120
17	93,930	95,460	105,617	107,647	108,663	109,679	110,694
	1.850	1.880	2.080	2.120	2.140	2.160	2.180
18	93,930	95,460	105,617	107,647	108,663	109,679	110,694
	1.850	1.880	2.080	2.120	2.140	2.160	2.180
19	96,476	97,999	108,663	110,694	111,710	112,725	113,740
	1.900	1.930	2.140	2.180	2.200	2.220	2.240
20	96,476	97,999	108,663	110,694	111,709	112,725	113,740
	1.900	1.930	2.140	2.180	2.200	2.220	2.240
21	99,016	100,539	111,709	113,740	114,755	115,771	116,786
	1.950	1.980	2.200	2.240	2.260	2.280	2.300
22	99,016	100,539	111,709	113,740	114,755	115,771	116,786
	1.950	1.980	2.200	2.240	2.260	2.280	2.300
23	101,554	103,077	114,755	116,786	117,803	118,819	119,834
	2.000	2.030	2.260	2.300	2.320	2.340	2.360
24	101,554	103,077	114,755	116,786	117,803	118,818	119,834
	2.000	2.030	2.260	2.300	2.320	2.340	2.360
25	104,092	105,616	117,803	119,834	120,850	121,864	122,880
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
26	104,092	105,616	117,803	119,834	120,850	121,864	122,880
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
27	104,092	105,616	117,803	119,834	120,850	121,864	122,880
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
28	104,092	105,616	117,803	119,834	120,850	121,864	122,880
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
29	104,092	105,616	117,803	119,834	120,850	121,864	122,880
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
30	106,632	108,155	120,847	122,880	123,897	124,911	125,927
	2.100	2.130	2.380	2.420	2.440	2.460	2.480

School Year	Percent		Base
2009		$	36,101
2010	2.00%	$	36,823
10 Jan Adj	0.25%	$	36,915
2011	2.00%	$	37,653
11 Jan Adj	0.50%	$	37,842
2012	2.00%	$	38,598
12 Jan Adj	0.75%	$	38,888
12/13	0.00%	$	38,888
13/14	0.00%	$	38,888
14/15	2.75%	$	39,957
15/16	2.50%	$	40,956
16/17	2.00%	$	41,775
17/18	0.50%	$	41,984
18/19	1.00%	$	42,404
19/20	1.00%	$	42,828
20/21	1.50%	$	43,471
21/22	1.75%	$	44,231
22/23	1.75%	$	45,005
23/24	3.00%	$	46,356
24/25	3.00%	$	47,746
25/26	3.00%	$	49,179
26/27	3.25%	$	50,777

Wyoming City Schools
2027-2028
Teacher Salary Schedule

Step	Bachelors Degree	Bachelors Plus 150 Hours	Masters Degree	Masters + 12 Semester Hours	Masters + 24 Semester Hours	Masters + 30 Semester Hours	Masters + 36 Semester Hours
0	52,427	54,000	55,573	57,670	58,718	59,767	60,815
	1.000	1.030	1.060	1.100	1.120	1.140	1.160
1	55,049	56,621	58,718	60,815	61,864	62,913	63,961
	1.050	1.080	1.120	1.160	1.180	1.200	1.220
2	57,670	59,242	61,864	63,961	65,010	66,058	67,107
	1.100	1.130	1.180	1.220	1.240	1.260	1.280
3	60,291	61,864	65,010	67,107	68,155	69,203	70,253
	1.150	1.180	1.240	1.280	1.300	1.320	1.340
4	62,913	64,486	68,155	70,252	71,300	72,350	73,398
	1.200	1.230	1.300	1.340	1.360	1.380	1.400
5	65,534	67,107	71,301	73,398	74,447	75,496	76,544
	1.250	1.280	1.360	1.400	1.420	1.440	1.460
6	68,155	69,728	74,447	76,544	77,592	78,641	79,689
	1.300	1.330	1.420	1.460	1.480	1.500	1.520
7	70,777	72,350	77,592	79,689	80,738	81,786	82,835
	1.350	1.380	1.480	1.520	1.540	1.560	1.580
8	73,398	74,971	80,738	82,835	83,884	84,933	85,981
	1.400	1.430	1.540	1.580	1.600	1.620	1.640
9	76,019	77,592	83,884	85,981	87,029	88,078	89,126
	1.450	1.480	1.600	1.640	1.660	1.680	1.700
10	78,641	80,213	87,029	89,126	90,174	91,223	92,272
	1.500	1.530	1.660	1.700	1.720	1.740	1.760
11	81,262	82,835	90,174	92,272	93,321	94,369	95,417
	1.550	1.580	1.720	1.760	1.780	1.800	1.820
12	83,884	85,457	93,321	95,417	96,467	97,514	98,563
	1.600	1.630	1.780	1.820	1.840	1.860	1.880
13	86,505	88,078	96,467	98,563	99,611	100,660	101,709
	1.650	1.680	1.840	1.880	1.900	1.920	1.940
14	89,126	90,699	99,611	101,709	102,757	103,806	104,855
	1.700	1.730	1.900	1.940	1.960	1.980	2.000
15	91,748	93,321	102,757	104,855	105,903	106,951	108,000
	1.750	1.780	1.960	2.000	2.020	2.040	2.060
16	94,369	95,942	105,903	108,000	109,049	110,097	111,145
	1.800	1.830	2.020	2.060	2.080	2.100	2.120
17	96,990	98,563	109,050	111,145	112,195	113,243	114,292
	1.850	1.880	2.080	2.120	2.140	2.160	2.180
18	96,990	98,563	109,050	111,145	112,195	113,243	114,291
	1.850	1.880	2.080	2.120	2.140	2.160	2.180
19	99,612	101,184	112,195	114,292	115,340	116,388	117,436
	1.900	1.930	2.140	2.180	2.200	2.220	2.240
20	99,612	101,184	112,195	114,291	115,340	116,388	117,436
	1.900	1.930	2.140	2.180	2.200	2.220	2.240
21	102,234	103,806	115,340	117,436	118,485	119,533	120,582
	1.950	1.980	2.200	2.240	2.260	2.280	2.300
22	102,234	103,806	115,340	117,436	118,485	119,533	120,582
	1.950	1.980	2.200	2.240	2.260	2.280	2.300
23	104,855	106,427	118,485	120,582	121,632	122,680	123,728
	2.000	2.030	2.260	2.300	2.320	2.340	2.360
24	104,855	106,427	118,485	120,582	121,631	122,680	123,728
	2.000	2.030	2.260	2.300	2.320	2.340	2.360
25	107,475	109,049	121,633	123,728	124,777	125,825	126,873
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
26	107,475	109,049	121,633	123,728	124,777	125,825	126,873
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
27	107,475	109,049	121,633	123,728	124,777	125,825	126,873
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
28	107,475	109,049	121,633	123,728	124,777	125,825	126,873
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
29	107,475	109,049	121,633	123,728	124,777	125,825	126,873
	2.050	2.080	2.320	2.360	2.380	2.400	2.420
30	110,097	111,670	124,777	126,874	127,923	128,971	130,019
	2.100	2.130	2.380	2.420	2.440	2.460	2.480

School Year	Percent	Base
2009		$ 36,101
2010	2.00%	$ 36,823
10 Jan Adj	0.25%	$ 36,915
2011	2.00%	$ 37,653
11 Jan Adj	0.50%	$ 37,842
2012	2.00%	$ 38,598
12 Jan Adj	0.75%	$ 38,888
12/13	0.00%	$ 38,888
13/14	0.00%	$ 38,888
14/15	2.75%	$ 39,957
15/16	2.50%	$ 40,956
16/17	2.00%	$ 41,775
17/18	0.50%	$ 41,984
18/19	1.00%	$ 42,404
19/20	1.00%	$ 42,828
20/21	1.50%	$ 43,471
21/22	1.75%	$ 44,231
22/23	1.75%	$ 45,005
23/24	3.00%	$ 46,356
24/25	3.00%	$ 47,746
25/26	3.00%	$ 49,179
26/27	3.25%	$ 50,777
27/28	3.25%	$ 52,427

9.02 PLACEMENT ON SALARY SCHEDULE

9.0201 Horizontal Placement/Advancement

A. Salary increases for additional semester and/or quarter hours shall be determined as follows:

1. The official transcript indicating the completion of graduate courses or degree must be filed by September 10.

2. Letters from class instructor(s) indicating completion of graduate courses or degree shall be acceptable provided the official transcript is filed by November 1.

B. All graduate courses taken within the area of certification and licensure will be accepted for horizontal placement or advancement on the salary scale.

C. Graduate credits relevant to certificate or licensure but taken outside area of certification or licensure shall require prior Superintendent approval for placement on the salary scale.

9.0202 A newly hired bargaining unit member may be placed by the Superintendent at any step between zero and nine on the salary schedule if, in the Superintendent's sole discretion, the personal qualifications, education, training, certification, or licensure justify a placement higher than a beginning level placement for said newly hired unit member. In the event a higher placement is made, the unit member shall remain at that step until their actual years of service accumulate for movement to the next highest step, and seniority for length of service purposes shall not be affected by the advanced placement.

9.0203 Bargaining unit members will advance one step on the salary schedule for a minimum of 120 paid days per school year. No bargaining unit member shall receive one year's experience credit on the salary schedule for service in the 2011-2012 school year. No bargaining unit member shall advance more than one step in a year, regardless of experience.

9.03 PAY PLAN

9.0301 Each bargaining unit member's salary will be paid in 24 as equal as possible, bi-monthly payments throughout the life of the contract. All new bargaining unit members' first pay period will be divided by 25 as equal as possible payments if hired at the beginning of the school year, otherwise the contract will be divided accordingly.

9.0302 Bi-monthly payments will be distributed on the 5th and 20th of each month. If a bank holiday falls on the 5th or 20th, direct deposit receipts will be delivered on the day

before. If the 5th or 20th falls on a Saturday or Sunday, direct deposit receipts will be delivered on the Friday prior to the date.

9.0303 All direct deposits will be distributed via email on the day of payment. Members may designate a personal email address to be used for this purpose.

9.04 PAYROLL DEDUCTIONS

9.0401 The Board shall provide payroll deductions at no charge to the member for the following items:

A. Federal, State, and local taxing districts taxes.

B. Annual or continuing Association dues.

C. Credit Union.

D. Medical Insurance.

E. State Teachers Retirement System.

F. Disability income insurance.

G. Annuities.

H. United Way.

I. Purchase of STRS approved service credit.

9.0402 The payroll deduction of the previous items, when optional on the part of the member, can be initiated upon written request of that member and shall remain in effect until written cancellation is received by the Board Treasurer or for the specific amount of time as stated in the authorization.

9.0403 Each member may request payroll deductions during the calendar. Payroll deductions can begin at any time.

A. Each request for changes, additions, or deletions of payroll deductions shall be implemented when possible with the first pay date following receipt of said request, but in no case later than 30 calendar days after said request.

B. Bargaining unit members may make changes to annuity payroll deductions throughout the year.

9.05 DIRECT DEPOSIT

Bargaining unit members may utilize direct deposit of their paycheck given the following parameters:

1. Sign up or withdrawal from the program may be done at any time.

2. Bargaining unit members who sign up must remain in direct deposit the entire year.

3. Direct deposits may be done with all banks.

4. All new bargaining unit members must use direct deposit.

9.06 PRE-TAX AND OPTIONAL BENEFITS

A committee, appointed by the Board and the Association, will analyze cost factors and benefits to members and the district. The committee will meet by September 1 and March 1 to make recommendations to the Board for adoption. Enrollment in Board approved programs may take place at any time, however, a minimum of five participants must agree to participate in such board approved programs.

9.07 SUPPLEMENTAL CONTRACTS

9.0701 All personnel who receive compensation for responsibilities beyond the scope of the primary responsibilities for which they are compensated shall be given a written contract that is in addition to their regular contract in keeping with the Ohio Revised Code.

9.0702 Supplemental contracts shall be issued after approval by the Board. A copy of the formula calculation is included in the supplemental contract.

9.0703 Supplemental contracts are issued for a specific school year. Issuance of a new yearly supplemental contract will be the sole prerogative of the Board and based upon job performance and or financial constraints of the District.

9.0704 A certificated or licensed teacher employed by the Board deemed most qualified for a specific supplemental position will be given preference for employment.

9.0705 Payment for athletic supplemental positions are generally spread over three months that cover the season of the sport. Non-athletic supplemental position pay is spread over five payments, with payment being every other month (October, December, February, April, and June).

9.0706 The make-up of the Supplemental Committee will include up to five administrators and up to five teachers. The teachers on the committee will be chosen by the

Association officers and will represent all three building levels. The Assistant Superintendent will serve as the Supplemental Committee Chairperson.

A. The Supplemental Committee will develop the criteria for evaluating supplemental positions based on the quantifiable and anecdotal data.

B. The Committee will review current supplemental positions based on quantifiable and anecdotal data to determine placement within and among the categories.

C. Compensation for supplemental positions will be reviewed annually and as needed based on quantifiable and anecdotal data. Any changes suggested must be justified by the criteria developed by the Committee.

D. The Supplemental Committee will meet as needed as mutually agreed upon by the Committee.

E. Each building principal will be allocated a sum of money equal to 2% of the base salary to be used for the creation of up to three flex positions to pilot during a school year. If these pilots prove advantageous, then a formal proposal should be made in that academic year to the Supplemental Committee who would decide whether to formalize as a new supplemental position.

9.0707 All requests for changes, additions and or deletions of supplemental positions and compensation must be submitted to the Supplemental Committee for review, which is the only committee that is permitted to make supplemental recommendations to the Superintendent.

9.0708 A list of existing supplemental contract positions shall be maintained by the Assistant Superintendent to reflect the work of the Supplemental Committee; however, the Board need not fill any or all positions listed there in any particular school year, and may, at its discretion, eliminate any and all positions. The Board may create a supplemental position without bargaining with the Association.

9.08 STRS PICK-UP UTILIZING THE SALARY ANNUITY METHOD

The Board herewith agrees with the Association to pick-up, utilizing the salary annuity method, contributions to the State Teachers Retirement System paid on behalf of the bargaining unit members under the following terms and conditions:

9.0801 The amount to be “picked-up” on behalf of each bargaining unit member shall be the required percentage of the bargaining unit member’s gross annual compensation or the amount determined by STRS. The member’s annual compensation shall be adjusted by an amount equal to the amount picked up by the Board for the purpose of State and Federal tax only.

9.0802 The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment.

9.0803 Should the rules and regulations of the Internal Revenue Service or the retirement system change making this procedure unworkable, the parties agree to return, without penalty, to the former method of employee/employer contributions.

9.0804 Payment for sick leave, personal leave, severance, and supplementals, including unemployment and workers' compensation, shall be based on the bargaining unit member's total gross pay prior to the adjustment as the basis (e.g., gross pay divided by the number of days in a bargaining unit member's contract).

9.09 HOSPITALIZATION INSURANCE

The Board shall pay 85% and employees shall pay 15% of the premiums under the plan offered by the Greater Cincinnati Insurance Consortium.

9.0901 Part-time employees on a .70 contract or greater will be provided a single plan for health insurance with the Board paying 85% of the premium; or if the employee elects a family plan, the Board will contribute the amount it pays on a single plan toward a family plan.

9.0902 Any premiums paid by the employees for medical/hospitalization insurance and dental insurance shall be deducted pre-tax in order to reduce the employees' income for state and federal taxation.

9.10 DENTAL INSURANCE

The Board shall pay 85% and employees shall pay 15% of the premiums for coverage under the Greater Cincinnati Insurance Consortium, or another comparable plan.

A bargaining unit member employed on at least a .50 contract will be eligible for dental insurance on a pro rata basis.

9.11 GROUP TERM LIFE INSURANCE

The Board shall provide each member, at no cost to the member, group term life insurance in the amount of $50,000 with a double indemnity feature.

9.12 TUITION REIMBURSEMENT

9.1201 Tuition reimbursement will be provided for bargaining unit members who are placed up to MA +12 columns under the following guidelines:

A. Coursework must be approved in advance by the Local Professional Development Committee (LPDC).

B. Coursework must be taken at a university or college accredited by the state of Ohio.

C. Coursework must be at the graduate level.

D. Coursework will be reimbursed as follows:

1. There will be a maximum of 12 semester hours or 15 quarter hours per school year (start of school to the start of the following school year) eligible for reimbursement.

2. During the school year, coursework will be reimbursed at 65% per semester hour. No more than six semester hours or nine quarter hours during the school year qualifies for reimbursement.

3. During the college or university's summer session, coursework will be reimbursed at 75% per semester hour with a maximum of $500 per semester hour.

4. Total district tuition reimbursements will be capped at a maximum of $25,000 per calendar year.

5. Tuition reimbursement will be based on a first come, first served basis.

E. When the district requires an employee to attain additional licensure, both graduate and undergraduate courses will qualify for 100% reimbursement.

9.1202 Prior to registering and paying for coursework subject to tuition reimbursement bargaining unit members shall complete the following approval process and receive notification of approval from the LPDC in order for the terms of the tuition reimbursement provision to apply:

A. A form indicating college or university, number and type of hours, course title, and tuition cost shall be completed.

B. This form shall be submitted to the Local Professional Development Committee which will decide on approval based on course appropriateness.

C. The form shall be returned to the requesting teacher with approval or the reasons for disapproval indicated.

D. Approved coursework shall be reimbursed upon presentation of a tuition paid receipt and a grade report showing credit for the approved course(s) with a minimum grade point average of 2.0 for each course taken upon submission to the Treasurer.

9.1203 Any bargaining unit member who has received tuition reimbursement will be required to reimburse the District, through payroll deduction or direct reimbursement, under the following conditions:

A. Bargaining unit member who voluntarily leaves the District within one calendar year of receiving tuition reimbursement will be required to reimburse the District for 100% of the amount received.

B. Bargaining unit member who voluntarily leaves the district within two calendar years of receiving tuition reimbursement will be required to reimburse the District for 50% of the amount received.

C. This provision of the contract can be waived by the Superintendent for unusual circumstances.

9.13 RETIREMENT SEVERANCE PAY

9.1301 Severance pay will be a one-time lump sum payment to eligible bargaining unit members. A bargaining unit member's eligibility for severance pay will be determined as of the final date of employment. The criteria are:

A. The bargaining unit member retires from the school system.

B. The bargaining unit member has ten years service in Wyoming City Schools immediately preceding retirement.

C. The bargaining unit member must be eligible for disability or service retirement as of the last date of employment.

D. The bargaining unit member must sign for their severance check certifying all eligibility criteria have been met.

9.1302 The benefit will be assessed by the following formula:

Wyoming years x 3.0 days and

non Wyoming years x 1.0 days

= Days of Severance

9.1303 Each day of severance pay will be calculated on the bargaining unit member's base salary during the last year of service.

9.1304 Payout to occur:

A. Bargaining unit members who turn 55 years of age or older in the calendar year of retirement shall have their regular severance amount paid within one month following the completion of all necessary paperwork. The complete severance payout will be deposited in one lump sum into the bargaining unit member's Accumulated Leave Plan Account.

B. Bargaining unit members who are 54 years of age or younger in the calendar year of retirement shall have their regular severance amount included in the final paycheck. Bargaining unit members who are 54 years of age or younger in the calendar year of retirement, may elect to have their regular severance payout deposited in one lump sum into the bargaining unit member's Accumulated Leave Plan Account if all retiring bargaining unit members who are 54 years of age or younger in that calendar year of retirement, agree to participate in the Accumulated Leave Plan.

9.1305 A bargaining unit member who notifies the Board in writing on or before March 1 of the year in which they intend to retire will receive a $400 stipend upon retirement from the district. This applies to those bargaining unit members who are eligible only for retirement severance and are not eligible for the severance bonus referenced in 9.14 of this contract.

9.14 RETIREMENT SEVERANCE BONUS

9.1401 Those bargaining unit members who become eligible for unreduced benefits for retirement during the life of this contract are entitled to a bonus severance payout equal to sixty percent of their calculated severance pay under the following conditions and understandings:

A. The bargaining unit member elects retirement at the conclusion of the school year in which they first become eligible for unreduced benefits for retirement and notifies the Board in writing on or before March 1 of that year.

B. The bargaining unit member provides the Treasurer with the most recent STRS annual statement indicating eligibility on record with STRS.

C. Payout to occur:

1. Bargaining unit members who turn 55 years of age or older in the calendar year of retirement shall have their bonus severance amount paid by July 15th of the year following retirement. The complete bonus severance payout will be deposited in one lump sum into the bargaining unit member's Accumulated Leave Account.

2. Bargaining unit members who are 54 years of age or younger in the calendar year of retirement shall have their bonus severance amount paid by July 15th of the year following retirement. Bargaining unit members who are 54 years of age or younger in the calendar year of retirement may elect to have their bonus severance payout deposited in one lump sum into the bargaining unit member's Accumulated Leave Plan Account if all retiring bargaining unit members who are 54 years of age or younger in the calendar year of retirement agree to participate in the Accumulated Leave Plan.

D. Failure to exercise this option as described excludes the bargaining unit member from further consideration for this retirement bonus or future retirement bonuses.

E. Bargaining unit members who are enrolled in STRS under a Defined Contributions Plan or Combined Plan are entitled to the bonus severance payout equal to sixty percent of their calculated severance pay if they elect retirement at the conclusion of the school year in which they have earned 34 service credits in STRS and they notify the Board in writing on or before March 1 of that year. The conditions of 9.1401.B, 9.1401.C, and 9.1401.D listed above shall also apply in this situation.

9.15 PURCHASING STRS CREDIT

Bargaining unit members who can purchase STRS credit for any reason permitted by the STRS will be able to do so through pre-tax deductions from their paychecks.

ARTICLE X: CONCLUSION

10.01 COMPLETE AGREEMENT

10.0101 The Board and the Association acknowledge that during negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter within the scope of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in the Agreement.

10.0102 This Agreement constitutes the whole and entire Agreement between the parties. All other previously negotiated agreements not incorporated herein are null and void and of no further force or effect.

10.02 SAVINGS CLAUSE

10.0201 The Agreement shall be subject to any applicable present and future Federal, State, and local laws and the invalidity of any provision of this Agreement by reason of any such applicable existing or future laws shall not affect the validity of the surviving provisions.

10.03 DURATION

This agreement's language and benefits shall be effective at 12:01 AM on July 1, 2026, through midnight June 30, 2030.

During the 2027-2028 school year, there will be a reopener for salary only.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed.

For the WYOMING EDUCATION ASSOCIATION - OEA/NEA

by _____ Date 12/8/2025

Todd Wegenhart
Negotiations Chair
Wyoming Education Association

For the WYOMING CITY SCHOOL DISTRICT BOARD OF EDUCATION

by _____ Date 12/15/2025

Jeanie Zoller
Board of Education President
Wyoming City Schools

by _____ Date 12/15/2025

Ronda Johnson
Treasurer
Wyoming City Schools