Thu, 06/04/2026 08:32:44 AM SERB

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NEGOTIATED AGREEMENT

BETWEEN

NORTHRIDGE BOARD OF EDUCATION

AND

NORTHRIDGE EDUCATION ASSOCIATION

(Licking County)

JULY 1, 2026 - JUNE 30, 2027

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ARTICLE 1 - RECOGNITION & NEGOTIATIONS

100 PREAMBLE

The Board of Education of the Northridge Local School District together with the Northridge Education Association recognizes that the development and operation of education programs of the highest quality for the benefit of the students and their communities are a responsibility which requires, for its effective discharge, cooperation between the Board, the Superintendent and administrative staff, and the teaching staff speaking through their designated representatives. Since these groups have the same ultimate aim of providing the best educational opportunities for all pupils, results of scientific investigation, evaluation of experimental efforts, or the analysis of effective instructional programs should be used to determine what is best for the education of pupils. Therefore, relationships must be established and maintained which are based upon this common interest and the concept of education as a public trust and as a professional calling. Thus, the Association subscribes to the current Code of Ethics of the Education profession as adopted by the National Education Association (NEA) and the Ohio Education Association (OEA), respectively.

The Board of Education, the Superintendent and the administrative staff, and the teaching staff can best attain their common objectives and discharge their respective responsibilities if each utilizes the ability, experience and judgment of the other in resolving matters of mutual concern which affect the quality of the total educational program.

It is the purpose of this document to establish this relationship between the Board of Education and the Northridge Education Association, and to set forth an orderly procedure for the consideration and resolution of matters of mutual concern. Thus the parties do hereby agree as follows:

101 RECOGNITION

The Northridge Local Board of Education, hereinafter referred to as the "Board", recognizes the Northridge Education Association, an affiliate of the Ohio Education Association (OEA) and the National Education Association (NEA), as the sole and exclusive representative and bargaining agent for the bargaining unit members as defined in Section 2, Bargaining Unit Representation, employed by the Board.

102 BARGAINING UNIT REPRESENTATION

A. The Association shall be the sole and exclusive bargaining representative for the certificated teaching personnel (hereinafter referred to as members of the bargaining unit) including guidance personnel, nurses, librarians, speech and hearing therapists.

B. Substitute teachers employed in the Northridge Local School District on a continuous basis in the same position for a period of sixty (60) or more days and those employed on a continuous basis or a combination of days thereof for one hundred twenty (120)

days or more shall be members of the bargaining unit but shall be specifically excluded from the application of the contract renewal provisions of this Agreement. Both parties agree that the provisions of Section 3319.11 and 3319.111 ORC shall not be applicable to substitute teachers included in the bargaining unit unless specifically employed as a regular teacher on a regular limited contract by the Board.

C. Casual and day to day substitutes, aides, part-time tutors, hourly employed teachers teaching less than seventeen and one-half (17.50) hours per week, athletic director, administrative and supervisory staff and any other employees not specifically included are excluded.

D. Administrative and supervisory employees who have the authority to hire, assign, evaluate, discipline, transfer, suspend, lay off, recall, promote, to responsibly direct other employees, to adjust employee grievances or to effectively recommend such action, to negotiate or administer negotiated agreements on behalf of the Board, or to responsibly participate in the formation of Board policy are excluded from the bargaining unit.

E. Members of the bargaining unit shall have the right to join or not to join the Association and membership shall not be a prerequisite for employment or continued employment.

103 TERMS OF RECOGNITION

A. This recognition shall remain in effect until terminated according to the provisions of Chapter 4117 of the Ohio Revised Code (ORC).

B. The Association shall inform the Board Treasurer in writing of the names of its officers by August 1 of each school year.

C. The exclusive recognition granted to the Association may be challenged in accordance with Chapter 4117 of the Ohio Revised Code.

104 DEFINITIONS

A. DAY

Unless otherwise specified, a day shall be considered: (a) contractual day during the school calendar excluding days when schools may be closed for calamity; and (b) week days during the summer vacation period excluding legal holidays.

B. "GOOD FAITH" NEGOTIATIONS

Both the Board and the Association shall conduct negotiations in "Good Faith" as defined in Section 4117 of the Ohio Revised Code and/or through the rules, regulations, and procedures established by SERB.

105 SCOPE OF NEGOTIATIONS

All matters pertaining to wages, hours, or terms and other conditions of employment as allowed by ORC 4117.08 and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement are subject to collective bargaining between the parties.

106 PROCEDURES FOR CONDUCTING NEGOTIATIONS

A. METHOD 1

1. Request for Meeting

   a. Before May 15, of the contract year in which the contract expires, either the Board or the Association may cause negotiations for a successor agreement to commence by giving written notification to the other party that it desires to open negotiations for the purpose of making modifications to the existing Collective Bargaining Agreement that will result in a new successor agreement. Such notice by the Association shall be served on the superintendent of schools and notice by the Board shall be served on the president of the Association.

   b. A mutually convenient initial meeting date shall be set no later than fifteen days after the date of request, unless both parties agree to a later date. All proposals shall be submitted in writing by both parties at the initial meeting. Thereafter, no new items shall be submitted without mutual consent.

2. Negotiating Teams

   a. Members of the Board and their designated administrative representatives, who shall not be members of the bargaining unit, shall meet with the designated member representatives of the Association to negotiate in good faith. The Association's representatives shall be limited to four (4). The Board shall be limited to four (4) representatives.

   b. All negotiations shall be conducted exclusively between representatives of the Board and representatives of the Association in executive sessions unless mutually agreed upon by both parties.

   c. While no final agreement shall be executed without ratification by the Association membership and the Board, the parties mutually pledge that their representatives will be clothed with all the necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations.

3. Negotiating Meetings

a. Until all items on the agenda have been negotiated to the satisfaction of both parties, each meeting shall include a decision upon an agreed time and place for the next meeting.

b. When the Board and Association representatives have reached agreement on a proposal, it shall be reduced to writing and initialed by the chairperson of each group before the close of the session.

c. The chairperson of either group may caucus his/her group for independent discussion at any time. Caucuses will be no longer than thirty (30) minutes except by mutual agreement.

d. The chairperson of either group may call a recess when it appears no more meaningful discussion can be accomplished. Such recesses should be of reasonable length as mutually agreed upon by both parties. In absence of mutual agreement, such recesses shall not exceed forty-eight (48) hours.

B. METHOD 2

Request for Meeting

1. If either the Board of Education or NREA wishes to conduct negotiations by a different method than outlined in Method 1, representatives of the Board and NREA shall conduct such meetings as needed to reach agreement on the method and details for implementation.

2. In the event of an agreement on a method, the parties shall reduce the agreement to writing and acknowledge with the signature of the Association President and Superintendent.

3. In the event no agreement on a method can be reached, all language reverts to original contract language.

C. INFORMATION RELEASE

All releases to the news media during the negotiations shall be mutually agreed upon by both parties before release. Progress reports may be made to the represented body of either negotiations team at the discretion of the team.

107 REACHING AGREEMENT

As agreement is reached between the teams on each issue, it shall be reduced to writing and initialed by the chairperson of each team indicating tentative agreement.

When all items under consideration have been resolved, the total document of issues shall be submitted to the Association for ratification and then submitted to the Board for approval at its next regular or special meeting. Upon affirmative action by the Board, the terms of the agreement shall become the Negotiated Agreement and both parties agree to abide by the terms and conditions thereof. The Association shall provide copies of the Negotiated Agreement to all members of the bargaining unit. The Association shall be responsible to advise its members relative to the terms and conditions of the Negotiated Agreement.

108 DISAGREEMENT

A. RESPONSIBILITIES

The parties pledge themselves to negotiate in "Good Faith" and, in the event of failure to reach agreement by the expiration date of the contract, the expiration date may be extended by mutual consent.

B. IMPASSE

If agreement is not reached on all issues submitted for negotiations, either party may declare that an impasse exists. Upon the declaration of an impasse by either party, both parties will jointly request the services of the Federal Mediation and Conciliation Service, if services are provided by FMCS, to assist with the resolution of impasse.

It is agreed by the Association and Board that the terms of the existing Negotiated Agreement shall be extended throughout the impasse procedure period.

It is agreed that the Federal Mediator shall be authorized to hold meetings with both parties and may request the submission of information believed to be relevant to the issues. Upon the declaration by the Mediator that progress in resolving the disputes is not being made, the Association may initiate the provisions of Section 4117.14 (D) of the ORC.

To the extent that the parties may lawfully agree, it is also agreed that the negotiating procedures and the procedures to resolve disputes outlined in this Article of agreement between the Board and Association shall be used by the parties in lieu of those in Section 4117.14 of the ORC governing said collective bargaining procedures.

The cost of employing all mediation services shall be shared equally by the Association and the Board.

ARTICLE 2 - GRIEVANCE PROCEDURE

201 GRIEVANCE POLICY

The Northridge Board of Education recognizes that in the interest of effective personnel management, procedure is necessary whereby its teachers can be assured of a prompt, impartial, and fair hearing on their grievances. Such procedures shall be available to all teachers, and no reprisals of any kind shall be taken against any teacher initiating or participating in the grievance procedure.

202 PURPOSE AND OBJECTIVES

The primary purpose of this procedure shall be to obtain, at the lowest administrative level and in the shortest period of time, equitable solutions to grievances which may arise from time to time. Both the Board and the Northridge Education Association agree that grievance proceedings shall be handled in a confidential manner.

203 GRIEVANCE DEFINED

A grievance is an alleged violation, misinterpretation, or misapplication of any provision of the negotiated agreement between the Board and the Association.

204 GENERAL PROVISIONS

1. An individual grievance shall be initiated by the person so aggrieved.

2. A group grievance may be filed when two (2) or more members of the bargaining unit allege that a violation, misinterpretation, or misapplication of a provision of the negotiated agreement arose out of the same or substantially the same circumstances.

   Group grievances shall be submitted in writing with a list of all members of the bargaining unit alleging the same violation unless the group grievance affects all members of the bargaining unit.

   An association grievance shall mean a grievance that is an alleged violation of a right, benefit, or privilege granted to the Association under the terms of this Contract.

3. An alleged violation should be first discussed informally with the appropriate administrator prior to initiation of the grievance procedure.

4. A grievance shall be reduced to writing and include: (1) the alleged violation; (2) relief sought; and (3) date of initiating procedure.

5. The Association shall be available to assist any teacher in preparing the proper and complete information necessary to expedite the procedure.

6. Counsel of choice may be used by all or any party involved in the grievance procedure at all levels. If counsel for the teacher is an organizational counsel, it shall be only the official representatives of the recognized teacher organization.

7. Time limits given shall be considered as maximum, unless otherwise extended by mutual written agreement by the parties involved.

8. A grievance may be initiated at Level II when it has been determined by the building principal and the aggrieved party that the subject is not within the principal's realm of responsibility or control.

9. Resolution of a grievance at any level shall apply to the stated grievance and shall in no way infringe on the statutory obligations or other policies of the Board.

10. Nothing contained in this procedure shall be construed as limiting the individual rights of a member of the bargaining unit having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communication.

205 PROCEDURE

A. Level I - Administration

A copy of the written grievance shall be submitted to the aggrieved's immediate administrator and the superintendent within twenty (20) days of becoming aware of the alleged violation.

Failure of the aggrieved to proceed within the specified time limits to the next level of the procedure shall mean the grievance has been resolved.

Within seven (7) days of the filing of the grievance, a meeting shall be held between the aggrieved and the administrator. Either the aggrieved or the administrator may have present, such people who may provide information related to the grievance. Discussion at this meeting shall be confined to the issues as stated in the grievance and the relief sought.

Within seven (7) days of the meeting, the administrator shall provide the aggrieved with a written response stating his/her position and suggestion for resolution of the grievance.

Failure of the Administrator to respond in the time limit stated shall mean the relief sought shall be implemented.

B. Level II - Superintendent

If the aggrieved is not satisfied with the response received in Level I, he/she may within seven (7) days of receipt of such written response, submit his/her written grievance to the Superintendent and request a meeting to discuss the grievance.

Failure of the aggrieved to proceed within the specified time limits to the next level of the procedure shall mean the grievance has been resolved by the suggestion for resolution stated in the previous level.

The meeting shall be within seven (7) days of receipt of the request.

The meeting shall be conducted in a manner as stated in Level I.

Within seven (7) days of the date of the meeting, the Superintendent shall provide the aggrieved with a written response stating his position and suggestion for resolution of the grievance.

Failure of the Superintendent to respond in the time limit stated shall mean the relief sought as stated in the previous level of the proceedings shall be implemented.

C. Level III - Board

If the aggrieved is not satisfied with the suggestion for resolution received in Level II, he/she may within seven (7) days of receipt of such written response, submit his/her written grievance to the Board of Education and request a meeting to discuss the grievance.

Failure of the aggrieved to proceed within the specified time limits to the next level of the procedure shall mean the grievance has been resolved by the suggestion for resolution stated in the previous level.

The meeting shall be within seven (7) days of receipt of the request.

The meeting shall be conducted in a manner as stated in Level I.

Within seven (7) days of the meeting, the Board of Education shall provide the aggrieved with a written response stating its position and suggestion for resolution of the grievance.

Failure of the Board of Education to respond in the time limit stated shall mean the relief sought as stated in the previous level of the proceedings shall be implemented.

D. Level IV - Arbitration

If the aggrieved is not satisfied with the suggestion for resolution received in Level III, he/she may, within seven (7) days of receipt of such written response, make written request to the Board and the Association that the grievance be submitted to arbitration.

The arbitrator shall be selected by the President of the Association for the Association and by the Superintendent for the Board.

If the Association and the Superintendent cannot agree on an arbitrator, the arbitrator shall be selected from the American Arbitration Association, according to its voluntary rules and regulations.

The arbitrator shall hold such meetings as he/she determines necessary to make a fair and impartial ruling on the grievance as stated.

The ruling of the arbitrator shall be made in writing to the aggrieved and to the Superintendent and be final to the limit of the grievance as stated.

Cost of the arbitrator shall be borne by the party against whom the arbitrator rules. This does not include filing fees assessed each party when the American Arbitration Association is used.

The arbitrator shall not have the authority to add to, subtract from, or in any way modify the provisions of this agreement.

A grievance may not be taken to arbitration without the approval of the Association Executive Committee.

ARTICLE 3 - ASSOCIATION RIGHTS

301 PRIVILEGES

The Northridge Education Association shall be granted the following privileges:

A. Use of school facilities for meetings. Meetings shall be arranged to not interrupt normal instructional programs and shall be in keeping with Board policy governing use of buildings. A building use form is to be completed.

B. Use of school equipment such as copiers, computers, calculators, and audio-visual machines. Board purchased consumable materials used by the NREA, i.e. paper, shall be paid for by the NREA at Board cost.

C. Use of faculty bulletin boards.

D. Use of internal school mail delivery and school email.

E. Payroll deduction of dues. NREA/OEA/NEA dues deduction will normally be in twenty-two (22) equal deductions annually. Signed authorization cards shall be submitted to the Treasurer of the School Board two (2) weeks prior to the first pay in October of each year the teacher is requesting dues deductions be made. If such authorization card is not received by the time indicated, the Treasurer is without power to make any deductions of this nature from a member's salary. If a member supplies an authorization card permitting continuous deductions, then deductions will be made for each subsequent membership year unless the individual cancels his/her membership. Teachers who wish to withdraw dues deduction authorizations may submit such request in writing to the Treasurer with a copy to the Association between August 1 and August 31. A member who leaves the employment of the district during the payroll deduction period shall have the remaining balance of Association dues deducted from the final paycheck and forwarded to the Association by the Treasurer. The Treasurer of the Association shall provide to the Board Treasurer an annual list of members, including the names of continuous members, and the amount of dues to be deducted each year two (2) weeks prior to the first pay in October of each year.

F. The Treasurer shall give dues collected to the NREA Treasurer in a procedure agreeable to the Board and the Association.

G. The Board shall make available to the President of the Association a copy of the Board agenda on the date a copy is mailed or given to the members of the Board. The Board agenda shall include a copy of the previously approved minutes.

H. The Board shall make available to members of the bargaining unit an updated Board policy book online.

302 JOINT LABOR MANAGEMENT COMMITTEE

A joint labor management committee (JLMC) shall be formed that consists of the NREA President, a representative of each building (appointed by the NREA President), the Superintendent, two administrators (appointed by the Superintendent) and Treasurer or his/her designee.

The JLMC will meet at least quarterly and as needed on a more frequent basis as determined by the NREA President and Superintendent.

The JLMC will have no authority to alter, amend, or modify existing language of the Master Agreement, and the JLMC will not negotiate matters pertaining to terms and conditions of employment.

ARTICLE 4 – MEMBER RIGHTS & RESPONSIBILITIES

401 INDIVIDUAL RIGHTS

A. RECOGNITION

The Board fully recognizes all personal rights and freedoms granted teachers by the Constitution and will abide by all laws that pertain to the teachers it employs.

Recognized individual rights shall include:

1. The right to join and participate in civic or professional organizations on one's personal time.

2. The right to participate in political functions on one's personal time.

3. The right to privacy and recognition that one's personal life is not a condition of employment unless it interferes with the effective performance of contract duties.

B. TERMINATION OF CONTRACT

Termination of a teacher's contract shall be according to Section 3319.16 and relative provisions of the Ohio Revised Code.

C. NON-RENEWAL OF REGULAR LIMITED CONTRACT

Beginning with the fifth year of employment, the non-renewal of a member's contract shall be as follows:

1. Non-renewal of a member's limited contract shall be due to gross inefficiency or immorality, for willful and persistent violations of reasonable regulations of the Board of Education, or for other good and just cause.

2. Members whose contracts are due to expire shall be notified in advance of the meeting at which their contracts will be acted upon by the Board for renewal or non-renewal and in accord with Section 3319.11 ORC. Members may be present at this meeting and at any executive session of the Board of Education in which the renewal of their individual contracts are discussed.

   In such executive sessions, they will be given an opportunity by the Board of Education to respond to any reasons the Board may consider sufficient for non-renewal.

3. The Board and Association specifically agree that compliance with the procedures set forth in this negotiated agreement shall fully satisfy any and all requirements of law with respect to the non-renewal of limited and extended limited teaching contracts for members of the bargaining unit including, but not limited to all the requirements of Section 3319.11 of the Ohio Revised Code.

D. FAIR DISMISSAL PROCEDURE AND REPRIMAND PROCEDURE

1. A full written record of evaluation of a member's professional service shall be maintained prior to any recommendation by the Administration to the Board for any action of dismissal, reprimand or discipline.

2. The Board further agrees that no bargaining unit member will be reprimanded in the presence of any other bargaining unit member, student, parent, member of the public, or any non-certified employee.

3. The Board agrees to follow traditional principles of progressive discipline with the usual understanding that some or all preliminary levels may be bypassed case-by-case depending upon the seriousness of the offense and all relevant surrounding circumstances. The level of discipline will be identified in the written documentation. The normal progressive sequence is:

    a. Documented warning:
    b. Written reprimand;
    c. Suspension without pay not to exceed ten (10) workdays (by Superintendent /designee)
    d. Termination (with or without suspension pending the resolution of termination proceedings) in accordance with R.C. 3319.16 and any related statutes.

    Starting with the written reprimand level in the above sequence, discipline will be for just cause. Any disciplinary action, except for documented warnings and termination proceedings under R.C. 3319.16, is subject to review under the grievance procedure appearing in Article 2 of this Agreement.

    A member's signature on a disciplinary notice shall only indicate acknowledgement and not necessarily agreement.

4. This policy shall not be construed to limit any professional or legal rights of the Board or member involved in obtaining due process.

5. The member will have the right of representation at any of the above proceedings in Article 3 which become a written record in the personnel file.

402 REGULAR TEACHING DUTIES

A. RESPONSIBILITY

To the Principal of the respective assigned building. The appropriate chain of command is member to principal to superintendent or designee.

B. GENERAL DUTIES

1. The primary duty is to teach students.

2. It is the teacher's duty to abide by the rules, regulations and policies adopted by the Board and Administration and this collective bargaining agreement.

C. SPECIFIC DUTIES

Teachers shall abide by the following:

1. Keep informed of new developments in their field(s) of instruction and use the methods and techniques that best meet the needs of the students within the limits of authority, facilities, and materials available.

2. Supervise students in the classroom and/or learning centers during instructional time. Assignment to routine supervision of students, e.g., during arrival, dismissal, lunchroom, playground, and other non-instructional time shall be made in an equitable manner for all faculty members.

3. Conduct classes of instruction according to the assigned time schedule and monitoring student behavior in a professionally appropriate manner. Teachers shall be responsible to determine, insofar as is reasonable, the destination of any assigned student who leaves their classroom. It is the teacher's responsibility to inform the Principal or his/her designee immediately after the dismissal of any student whose physical well-being or whose reliability merits administrative inquiry. In addition, any student who has not had the teacher's permission to leave or any student who has been dismissed from the classroom for a disciplinary matter is to be reported immediately to the principal or his/her designee.

4. Assist in supervision of students in the halls and classroom during arrival, dismissal, and change of classes.

5. Maintain appropriate discipline and control. Student discipline by the teacher shall relate to the situation and individual student. Questions related to the propriety or degree of disciplinary methods shall be answered by the principal. Accepting the importance of cooperation

between administration and teachers in maintaining proper discipline, the principal and the teacher shall give mutual support to each other.

6. Remain with students during class or other supervisory duty, except in an emergency situation at which time an attempt should be made to have another adult cover the class.

7. Maintain appropriate records of student progress. Complete and forward related reports in keeping with administration procedures and directives.

8. Obtain approval of the building principal or the designated representative when leaving the building during the regular school day.

9. Keep written lesson plans which reflect the state standards and include the objective, learning activity, and assessments.

10. Complete district substitute packets including seating charts and related materials by the end of the first month of school. The packets will be kept in the office and teachers will make updates as needed.

11. Attend faculty meetings and district in-service programs called by the principal or superintendent unless excused by the immediate administrative supervisor within the normal work day. Extracurricular activities may not be scheduled during the contracted school day on Professional Development Days.

12. Report any accident or illness of students to the principal's office.

13. Report any hazardous or unsafe health condition observed in or around the school to the principal.

14. Have students move immediately away from any unsafe or immediate danger and notify the principal's office of the condition.

15. Refrain from providing or administering internal medicines of any kind.

16. Certificated staff will not be required to perform medical duties for which they are not trained.

17. Certificated staff will not be required to perform routine hygienic procedures.

18. Give full attention to contract responsibility within the normal work day.

19. As a professional, dress appropriately.

20. Perform other teacher-related activities assigned by the building principal within the normal work day.

21. a. Attend and actively participate in open houses and assemblies.

    b. Actively participate in some school-related activities such as graduation, PTO, musicals, athletic contests, plays, dances, festivals, recognition dinners, awards banquets, and community nights.

403 HARASSMENT

Any staff member who believes he/she is the victim of threatening behaviors, actions, and/or sexual harassment should submit a written report to his/her building principal or the superintendent who will initiate an investigation according to Board policy.

404 PUBLIC COMPLAINT PROCEDURE

A. LEVEL I - PROFESSIONAL STAFF MEMBER

If a matter of complaint is specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involved suspected child abuse, substance abuse, or any other serious allegation which may require investigation or injury by school officials prior to approaching the member.

As appropriate, the member shall report the matter and whatever action may have been taken to the principal.

B. LEVEL II - PRINCIPAL

If the matter cannot be satisfactorily resolved at Level I, it shall be discussed by the complainant with the member's supervisor.

C. LEVEL III - SUPERINTENDENT

If a satisfactory solution is not achieved by discussion with the principal, a written request for a conference shall be submitted to the Superintendent by the complainant. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it;
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

D. LEVEL IV - BOARD OF EDUCATION

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision before a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting. The Board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

No record of any complaint shall be placed in a member's file unless this procedure is followed.

ARTICLE 5 – WORKING CONDITIONS

501 WORK DAY & YEAR

A. Teachers shall be on duty for no more than one hundred eighty-four (184) days in the regular school year. Those teachers having supplemental contracts that require extended service shall work in addition to these days according to said supplemental contract provisions.

1. Each teacher will have
   a. one (1) workday scheduled before the students' first day of school;
   b. one (1) workday scheduled at the end of the first grading period;
   c. one (1) workday scheduled at the end of the third grading period; and
   d. one (1) workday scheduled on the last day of the school year.

2. Two (2) hours of each workday listed above shall be reserved uninterrupted teacher directed work.

B. The school day for all full-time teachers shall be seven hours and forty minutes, continuous, inclusive of a duty-free lunch period of no less than thirty (30)

minutes. Teacher lunch periods must be scheduled at a time that the school cafeteria is open and serving lunch. Teachers with supplemental contracts requiring additional time shall work the hours required in keeping with the contractual provisions.

C. 1. All secondary (Grades 6-12) teachers shall be scheduled at least one (1) non-pupil contact time of one designated class period of at least forty (40) minutes during the student's day.

2. All elementary teachers shall be scheduled at least one (1) non-pupil contact period of at least forty (40) minutes during the student's day.

a. Teachers may be required to participate in IEP or 504 meetings during the non-pupil contact time.

b. TBT and committee meetings will be held before or after school, unless coordinated by teaching staff.

4. Members required to travel between two (2) or more buildings will be assigned an instructional schedule accordingly by the local Superintendent and said travel time shall not be counted toward the member's thirty (30) minute duty free lunch time or counted as planning or conference time.

Members whose assignment requires travel off campus shall be reimbursed at the IRS rate per mile. The IRS rate will be determined at the beginning of each calendar year.

D. Members shall not lose any salary on days school is closed due to inclement weather.

E. Parent-teacher conferences will be arranged at times agreed to between the parent and teacher. Frequency of said meetings shall be necessary to benefit the child. The Building Leadership Team shall schedule parent-teacher conference days and may start at a time different from the regular starting time for teacher; however, such scheduled time shall not exceed seven hours and forty minutes, continuous, including one-half (½) hour duty-free lunch time for teachers. Days of parent-teacher conferences will be days of instruction in classes not conducting conferences.

F. An intervention specialist will receive not less than two (2) days of release time per school year for the purpose of developing IEPs, progress monitoring, and completing reports. The date(s), whether full or half days, and work location(s) will be worked out mutually by the intervention specialist and the Special Education Director.

G. Meetings:

a. When a bargaining unit member is required by administration to attend a meeting that begins before or extends beyond the contractually defined workday, the member shall be compensated for all time outside their regular hours. Such meetings include, but are not limited to, Individualized Education Program (IEP), 504, and other student-related meetings. Compensation shall be at the member's hourly meeting rate, submitted on a time sheet provided by the District.

b. When a bargaining unit member is required to attend a meeting during their scheduled instructional time or while they have student supervisory responsibilities, substitute coverage shall be provided. The administration shall be solely responsible for arranging and securing said substitute coverage. Under no circumstances shall the responsibility for finding or securing a substitute be placed upon the bargaining unit member who is required to attend the meeting.

502 FACULTY MEETINGS

A. The majority of staff at each building will determine if more than two (2) monthly faculty meetings will be held. At least five (5) days' notice will be given for all meetings. The principal may call emergency meetings as necessary within the normal work day.

B. On days of regular faculty meetings, the teacher day shall not exceed seven and one-half (7 ½) continuous hours. General faculty and in-service meetings scheduled for the entire day shall be a part of the regular school year.

C. Adequate instructional materials for students and teachers shall be provided by the Board.

503 SCHOOL CALENDAR

Establishing the school calendar, including any subsequent changes due to emergencies and/or calamity days, is the legal responsibility of the Board of Education. However, the Association shall be involved in the development of the school calendar through the opportunity to submit a proposed school calendar for review. After the Association submits the proposed calendar, but at least thirty (30) days prior to the Board's adoption of a new calendar, the Superintendent will review with the NREA President the annual proposed school calendar to be submitted to the Board for its adoption.

Changes due to emergencies or calamity days shall be excluded from this procedure. However, the Superintendent shall notify the NREA in advance of any Board action to alter the school calendar.

504 FACILITIES

A. Members shall be provided the best possible work areas present facilities permit.

B. Members will be provided separate restroom facilities in each building.

C. Members will be provided access to telephone facilities in a restricted area to conduct school related business.

505 CLASS SIZE OBJECTIVES

The following objectives shall be pursued to provide better education:

A. Equity in class size and grade level will be maintained throughout the school district.

B. For grades kindergarten through third grade, the maximum pupil-teacher ratio is 22:1 per session. When this maximum ratio is exceeded and the enrollment is 25-26, the teacher shall be assisted by two hours of daily aide time.

With an enrollment of 27, the class shall be reduced to the maximum ratio. Class size is the number of students enrolled in graded subjects taught by the classroom teacher. Inclusion students taught by classroom teachers count as full-time students.

C. For grades 4-6, the maximum pupil-teacher ratio is 25:1. When the maximum ratio is exceeded and the enrollment is 28, the teacher shall be assisted by two hours of daily aide time.

With an enrollment of 29, the class shall be reduced to the maximum ratio. Class size is the number of students enrolled in graded subjects taught by the classroom teacher. Inclusion students taught by classroom teachers count as full-time students.

D. For grades 7-8, the maximum pupil-teacher ratio is 25:1.

For grades 7-8, class size and load will be balanced to the degree possible and the maximum shall be twenty-five (25) students per any one (1) period unless cooperatively agreed by the teacher and administrator due to scheduling necessities. A teacher shall be assigned no more than one hundred fifty (150) students per day. No more students shall be assigned to exceed the facilities or

materials in the classroom or instruction center where teaching occurs to assure meaningful education can be conducted.

E. Special education classes shall be of a size in keeping with State and Federal Guidelines stated.

F. For grades 9-12, class size and load will be balanced to the degree possible and the maximum shall be twenty-five (25) students per any one (1) period unless cooperatively agreed by the teacher and administrator due to scheduling necessities. A teacher shall be assigned no more than one hundred fifty (150) students per day. No more students shall be assigned to exceed the facilities or materials in the classroom or instruction center where teaching occurs to assure meaningful education can be conducted.

506 CURRICULUM SELECTION COMMITTEE

When the Board prepares to consider changes in existing curriculum or other core materials, the following provisions will be followed:

A. All teachers in the field(s) of study affected shall be notified as to what changes are being considered.

B. All teachers in the affected field(s) shall have the opportunity to provide input. The Superintendent or his designee shall appoint a committee which shall have teacher representatives from the field(s) of study involved. Where appropriate, each building shall have a teacher representative on this committee.

C. The committee shall be provided all necessary materials and directions from the administration relative to alternatives and material resources available.

D. When such a study involves consideration of change in an entire series of materials, there shall be a minimum period of six (6) to eight (8) weeks provided for teachers to review all materials.

E. The final selection of the committee and supporting rationale shall be presented to the Board.

F. If the Board makes a selection other than the recommendation of the committee, the teachers shall be given written reasons for the same by the Superintendent.

G. To ensure effective and high-quality implementation, the Board shall not require any bargaining unit member to implement more than one (1) new curriculum in any single school year.

1. For the purpose of this article, a "new curriculum" is defined as the adoption of a new core program or a substantial revision of an existing one that requires the creation or significant adaptation of instructional materials, lesson plans, and assessments for a majority of the course. This includes but is not limited to: adoption of a new textbook series or primary digital platform; district-mandated instructional framework (e.g., new literacy or math model) that fundamentally changes instructional practices; complete redesign of the scope and sequence for a course or grade level.

2. The limitation in this Section may be waived only if a new curriculum is required to comply with a state or federal law or mandate, or the Board and the Association mutually agree in writing to an exception.

507 DEPARTMENT AND BUILDING LEVEL BUDGETS

Annually the Board of Education shall appropriate monies for department and building level expenditures for educational materials and supplies. These expenditures shall exclude furniture and major building equipment and shall be for the purchase of consumable and supplementary materials.

Any bargaining unit member hired after the building's annual supply order deadline has passed will be provided with the necessary information and opportunity to submit a supply order. Such orders shall be submitted by the member no later than September 30th.

The Administration shall establish and make known to the faculty procedures which clearly define methods for requisitioning education supplies. Such procedures will include:

A. Proper completion of requisition forms

B. Submission of requisitions to the building administrator

C. Notification of approval or rejection as provided above

D. Submission of approved requisitions to the Superintendent

E. Reasonable time frames for action on the part of personnel involved in the process.

508 STUDENT TEACHERS

The Board and Association agree that cooperation with teacher training institutions' student teaching programs can assist our local schools and the educational profession. Therefore, the following provisions will be followed for arrangements in accepting and assigning student teachers:

A. Assignments of student teachers shall be made by the building administrator in cooperation with the college and only to teachers who are willing to accept a student teacher.

B. A teacher shall have at least five (5) years of experience in the district before being assigned a student teacher.

C. A teacher will be assigned only one (1) student teacher in a school year.

D. A cooperating teacher shall be given a copy of the training institution's guidelines related to the student teacher program.

E. The school administration or university may recall or reassign a student teacher for cause. Any such request by the local administrator shall be in consultation with the cooperating teacher.

509 PERSONNEL FILES

The official personnel files of all teachers shall be kept in the Board office. When a principal or other administrator finds it necessary to make a notation in a teacher's personnel file, the teacher shall be given a copy of the notation at the time it is placed in the personnel file. Any teacher shall have the right to examine his/her file upon request to the Superintendent. The teacher has the right to add comments and rebuttals to documents and to secure a copy of any or all items contained in the file. Each item shall be signed and dated when entered into the file except financial and fringe benefit information data filed each year by the Treasurer.

Obsolete items in the file agreed to by the teacher and Superintendent shall be destroyed.

Requests for personnel records by persons other than those authorized in paragraph one above shall be governed by the provisions of Section 149.43 ORC. A member shall be notified verbally as soon as possible and no later than twenty-four (24) hours of any person(s) other than authorized school personnel requesting to see a member's personnel file. The member may be present, if available, in the event a person other than authorized school personnel is permitted to see a member's file.

In the event a member is not able to be present when someone other than authorized school personnel reviews the member's file, or if a copy of a portion of a member's file is transmitted to a person by mail, the member may review his/her file to see what information was provided to the individual. If that individual's name is available, it will be provided to the member. The administration shall maintain a log inside each personnel file indicating what documents were transmitted and/or reviewed.

510 MASTER SCHEDULE DEVELOPMENT

Annually, prior to the conclusion of the teacher work year, the building principal or their administrative designee responsible for creating the master schedule shall hold a dedicated meeting with the members of each department or grade-level team. The express purpose of this meeting is to solicit and receive meaningful input from bargaining unit members regarding the development of the master schedule for the subsequent school year, with topics including but not limited to course offerings, teacher assignments, common planning time, and class sizes. The administration shall give good faith consideration to all input provided by staff during this meeting. While this teacher input is integral to the process, the final decision regarding the master schedule remains the responsibility of the administration.

ARTICLE 6 – CONTRACTS, LICENSURE & ASSIGNMENTS

A. All teachers employed to perform regular duties by the Board shall receive written contracts in keeping with Ohio Revised Code. The regular individual contract shall include:

1. Name of teacher

2. Name of the school district and Board of Education

3. Type of contract, limited/continuing; duration if limited

4. Annual regular salary to be paid and the basis used to determine the amount. Said information shall apply only for the initial year on a multi-year or continuing contract. Thereafter, this information will be included on the annual salary notification during the term of the contract

5. Signature of the Board President, Board Treasurer and Teacher.

B. In addition to the regular contract, teachers shall receive the following:

1. Upon initial employment, the teacher shall be notified no later than August 1 of his/her assignment including: building(s) where services are

to be performed and subject/grade levels to be taught. A teacher under current contract with the Board shall be notified no later than August 1 if there is a change in his/her assignment as stated above except in instances as described in the policy governing Transfer, Promotion, and Vacancy. Any change in teacher assignment shall also be in keeping with this policy.

2. Written renewal of limited or issuance of continuing contract to teachers shall be done annually by June 1.

C. Background Check / Fingerprinting

The Board shall provide required background checks and fingerprinting on-site through the District Office, provided that such on-site services are permitted by applicable state or federal law and regulations, at no cost to the bargaining unit members.

D. Notification of Non-Standard Licensing

The Board shall provide the Association President with written notification of any newly hired teacher who holds an Alternative Resident Educator License. Such notification shall be provided within ten (10) working days of the Board of Education's approval of the hire and it shall include the employee's name, building, and assignment.

E. Use of Substitute Licenses for Bargaining Unit Positions

1. Any position filled by an employee on a substitute license shall be for only one year. It shall be declared vacant and posted in accordance with the procedures of this Agreement for the subsequent school year.

2. The Board shall make a good faith effort to hire a candidate who holds a standard, non-substitute Ohio teaching license for the posted position. If, after the position has been posted and the interview process is complete, no such properly licensed and qualified candidate is hired, the position may be offered to the incumbent for one (1) additional school year. The Association shall be notified if this exception is utilized.

602 SEQUENCE OF LIMITED CONTRACT ISSUANCE

This statement on sequence of limited contracts is made to inform the teaching staff of the normal limited contract progression expectancy in this district. It is not intended to limit the Board of Education's statutory authority as to contract issuance.

The normal sequence of limited contracts will be:

A. One year, upon initial employment.

B. One year, upon re-employment, for the second contract.

C. Two years, upon re-employment, for the third contract.

D. Three years, upon re-employment, for the fourth contract.

E. Five years, upon re-employment, for the fifth contract.

Any teacher on or eligible to receive a multi-year contract who, upon re-employment is offered a contract of less duration, shall be given notice in writing setting forth the reasons for not receiving the normal contract progression.

Continuing contracts will be issued as provided in the Ohio Revised Code.

603 CONTINUING CONTRACT ELIGIBILITY

A. Any teacher employed by the Board who will become eligible for a continuing contract at the expiration of the current limited contract, shall provide written notice to the Superintendent that the staff member is eligible for a continuing contract no later than November 15 of the school year in which their current contract expires. Failure to notify the Superintendent shall be a waiver of the teacher's eligibility for the following school year and will result in the staff member being issued a limited contract in accordance with the sequence outlined in Article 28. Notice received after November 15th will not serve as the notice required by this section for the following school year.

B. A teacher must comply with the requirements set forth in ORC 3319.08 for continuing contract eligibility.

C. If the teacher misses the November 15th deadline and is offered a contract of less duration, during the term of this contract, the teacher shall be evaluated in consideration for a continuing contract to be issued for the following school year.

604 INDIVIDUAL CONTRACTS, SUPPLEMENTAL

All teachers employed by the Board and paid to perform assignments beyond regular duties shall be given written supplemental contracts in addition to their regular contracts. The supplemental contract shall include the following:

A. Name of teacher

B. Name of school district and board of education

C. Duration of contract and time period in which supplemental duty is to be performed

D. Title of the supplemental duty

E. The amount of pay and basis of pay

F. Signature of the Board President, Board Treasurer and teacher.

The Administration shall see that job descriptions are developed for each position for which supplemental pay is granted. Each teacher shall receive a copy of the appropriate job description in addition to the supplemental contract no later than September 1 or when a supplemental contract is offered after that date.

605 PROFESSIONAL DEVELOPMENT

A. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

1. The Local Professional Development Committee shall consist of three (3) teachers, all selected by the Association, one (1) administrator, and one (1) other employee appointed by the Superintendent.

2. Terms of membership shall be for three (3) years for teachers.

3. The committee shall be a district level committee and shall meet four (4) times per year to review and approve teacher and administrative licensure programs and applications for relicensing.

    a. The suggested meeting dates will be in January, May, August and November.

4. In the event it becomes necessary to fill a vacancy of a teacher member before the end of his/her term, the Association will select a replacement.

5. In the event a teacher committee member is being considered for licensure renewal, the Association will select an alternate teacher member to serve on the committee to review that teacher's licensure renewal process only.

6. If an administrator member must be replaced or is being reviewed for licensure renewal, the Superintendent shall appoint a replacement member to serve on the committee.

7. The Local Professional Development Committee shall establish rules consistent with the rules set forth by the Ohio State Department of Education for operation. The committee shall also develop an appeal process that is in compliance with guidelines set forth by the Ohio State Department of Education.

606 PROFESSIONAL DEVELOPMENT COMMITTEE

A Professional Development Committee will be established annually early in the second semester. The Committee shall be made up of three (3) administrators, one (1) representative from each building, and one (1) unified arts teacher. The administrators shall be selected by the Superintendent. The teacher members shall be selected by the Association President. The Committee will be responsible for developing the District's professional development plan.

607 MAINTENANCE OF CERTIFICATE

Each teacher must have a valid, unexpired teaching certificate/license, or true copy hereof, on file at the Board of Education office. No teacher shall be assigned to any position for which the teacher is not certificated.

608 VACANCY

Vacancies in teaching or administrative positions shall be e-mailed to members. The Association President or another officer shall be notified when a vacancy occurs. This notification shall occur prior to interviews for such vacancy. A period of five (5) days shall be given for members to reply to the notice of vacancy, except during August, when no restrictions apply.

During days when school is actually in session and the vacancy is in an area where competent substitute teachers are unavailable and applicants are in short supply, the announcement shall include a brief description of the emergency nature of filling the vacancy. A vacancy in such a situation may be filled as early as seventy-two (72) hours after announcements have been emailed to members.

Members already employed in the district shall be considered as applicants for any vacancy for which they are qualified. The Board reserves the right to fill any vacancy with the best possible candidate as recommended by the Superintendent.

When interviews for a vacancy are held, efforts will be made to include at least one (1) bargaining unit member from the specific department (for secondary) or grade-level team (for elementary) where the vacancy exists to participate in the process and provide direct written or verbal feedback on each candidate to the hiring administrator (e.g., Principal).

609 VOLUNTARY TRANSFER OR PROMOTION

Members in the district who are interested in a change of position may indicate their interest in writing to the Superintendent at any time in the year. Members may also request a change in position annually, by completing the form distributed by the Superintendent to all members by April 1. Members must be or will be properly certificated by the effective date of the position considered. No position shall be filled until five (5) days after notices of the vacancy have been sent or mailed to members except in August or in emergency situations requiring more expediency as described in Section 608 of this Article.

610 MAKING INVOLUNTARY TRANSFER ASSIGNMENTS

If due to a reduction in force or to meet the educational needs of the district, it becomes necessary to transfer a teacher from one assignment to another that transfer will first be made on a voluntary basis. A teacher who is transferred because a position was closed may request to return to that position should it reopen.

1. The Employer may request an employee accept an involuntary transfer.

2. Involuntary transfers will be made only in extreme emergencies.

3. No employee shall be involuntarily transferred unreasonably, capriciously, or for disciplinary reason(s).

4. Any employee involuntarily transferred shall be given written reason(s) for such transfer.

5. If an involuntary transfer is to be made during the course of the school year, the teacher to be transferred shall be notified in writing five (5) work days prior to the anticipated date of transfer. Involuntary transfers during the teacher's work year will be made only in extreme emergencies.

611 REDUCTION IN FORCE

In the event a reduction in the number of the members of the bargaining unit becomes necessary due to a decline in enrollment, financial reasons, the return to duty of regular members on leaves of absence, closing of schools or territorial changes affecting the district, the reduction will be in keeping with the provisions of this article and Section 3319.17 of the Ohio Revised Code.

There shall be no reduction of education programs below that required by State Board Minimum Standards.

A. PROCEDURES FOR IMPLEMENTING RIF

1. At least thirty (30) calendar days before a reduction is to take effect, the Association President shall be notified of the Board's intent to initiate a RIF program.

2. As soon as possible after notification, a meeting shall be scheduled between representatives of the Association and representatives of the Board to review relevant information and to discuss the proposed RIF.

B. PROCEDURES FOR DETERMINING RIF LIST

1. A seniority list shall be prepared of all members of the bargaining unit according to seniority within all areas of certification. All approved "leaves of absence" shall be included in determining continuous years of service for seniority purposes. The list shall include the following information:

   a. Teacher's name
   b. Date of most recent initial employment.
   c. Contract status
   d. Areas of certification
   e. Years of continuous service.

2. A list shall be prepared indicating the position(s) to be abolished.

3. A reduction in force list will be prepared applying the following steps until all necessary reductions have been accomplished.

   a. Members who leave the district by reason of retirement, resignation, or approved leave of absence.

   b. The member with the lowest evaluation rating for teacher performance only in the area of certification in the position to be abolished will be selected for reduction in force. If teachers have comparable evaluations in the same area of certification, the least senior in the position will be selected for reduction in force.

4. Continuous service shall begin when a member is assigned to perform service seventeen and one-half (17.5) hours or more per week and for a period of one hundred twenty (120) continuous days or more per contract year. Continuous service shall be interrupted by (a) subsequent service of less than seventeen and one-half (17.5) hours per week and/or less than one-hundred-twenty (120) continuous days of service during a contract year or (b) resignation.

C. DISPLACEMENT

After following the normal RIF procedure as described above, a member may initiate the following displacement procedure in order to maintain employment.

A member of the bargaining unit who is displaced and holds valid certification/licensure in one or more areas of certification/licensure other than his/her current assignment may elect to displace the unit member with the lowest evaluation rating in all areas of licensure/certification held by such unit member. When two (2) or more teachers have comparable evaluations, the member shall displace the least senior employee, and shall not be afforded the option to choose a preferable position of a less senior member. In no case shall a teacher serving under limited contract be allowed to displace a teacher serving under a continuing contract.

D. PROCEDURES FOR NOTIFICATION OF LAYOFF AND RECALL

1. A member laid off as a result of RIF shall be given written notification by the Superintendent stating the reasons for the layoff.

2. Procedures for recall from the RIF list shall be as follows:

   a. A member laid off as a result of RIF shall be placed on the RIF list in reverse order of layoff according to each member's area(s) of certification.

   b. A member on the RIF list shall be recalled for any position(s) for which he/she is certified, provided said member has demonstrated successful teaching experience in each area of certification or has taken course work within the past five (5) years that will enable him/her to teach effectively the subject(s) required in the position.

   c. When a position becomes available, the Board shall send a certified letter to all members certified for the position. It is the member's responsibility to keep the local Superintendent informed of his/her current address. The member shall, within ten (10) days of the date of posting the certified letter, notify the local Superintendent in writing of his/her availability and desire for the position. Failure to notify the local Superintendent within the prescribed time period shall be deemed as notice of being unavailable and/or not interested. The Board shall reinstate the member who, having indicated availability for and interest in the position, has the highest rating on his/her evaluation, or if evaluations are comparable, is more senior, and complies with the requirements of Paragraph 2.b. above.

   d. No member new to the district will be employed in a position for which a member on the RIF list is certified and meets the qualifications in E.2.b.

of this Article until all such qualified members on the RIF list have been recalled or have declined in writing an offer of a contract for the position.

e. Upon reemployment, all rights related to salary, fringe benefits, and seniority shall be fully restored, as of the date of such return to service.

f. Laid-off members shall be given preferential consideration for appointment as substitute teachers.

g. Members whose contract has been suspended shall remain on the RIF list for a period of twenty-four (24) months beginning the first work day of the following school year.

E. EXCLUSIONS

Nothing contained herein shall preclude the Board, acting upon the recommendation of the Superintendent, from non-renewing the contract of any bargaining unit members in accordance with the Ohio Revised Code and the provisions of this agreement.

612 EMPLOYMENT OF RETIRED TEACHERS

The Board may employ teachers who have retired and are or will be receiving benefits through STRS. There shall not be any expectation that any such teacher, whether an employee of the Northridge Local School District or not, will be offered employment. The Board reserves the right to offer or not to offer employment selectively, based on the needs of the school district, and no reason for declining to offer such employment to anyone pursuant to this provision shall be required. The decision whether to offer initial or continuing employment shall not be subject to the Grievance Procedure contained in this agreement.

A. SALARY

Retired teachers re-employed by the Board of Education shall be placed at the "5" years of experience step on the salary schedule in the appropriate column and shall advance in typical fashion from step to step.

B. CONTRACT OF EMPLOYMENT

Retired teachers who are re-employed by the Board shall receive one (1) year, limited contracts and shall not be eligible for continuing contracts. Continued employment will be solely at the discretion of the Board.

Each one (1) year contract shall automatically expire upon the completion of the school year and it shall not be necessary for the district to take formal action to non-renew the employee pursuant to Ohio Revised Code Section 3319.11 in order to terminate the employment relationship.

C. BENEFITS

In accordance with ORC, Individuals employed pursuant to this shall receive any health, dental, vision benefits or life insurance. He/she shall not receive any severance benefits.

D. SUPPLEMENTAL CONTRACTS

Retired teachers who are re-employed by the Board shall be eligible for supplemental contracts at the sole discretion of the Superintendent.

E. SICK LEAVE

Re-employed teachers shall start each contractual year with a zero (0) sick leave balance but shall earn sick leave during the contractual year at the same rate as other members of the bargaining unit. In no event will sick leave be carried over from any other employment, nor will there be carryover of sick leave days from year to year.

F. EVALUATION

The evaluation procedures required by law (Ohio Revised Code 3319.11 and 3319.111) and this contract shall not apply to retired teachers re-employed by the Board. The Superintendent or designee shall evaluate retired teachers re-employed by the Board in writing on an annual basis. Failure to evaluate or to follow negotiated or statutory practice or procedures shall not be basis for automatic re-employment of a retiree.

G. EXCLUSIONS

Retired teacher re-employed by the board are not eligible for any of the following: sick leave bank, bumping/seniority rights, professional growth payments, tuition reimbursement, early retirement incentive bonus.

ARTICLE 7 – LEAVE PROVISIONS

701 SICK LEAVE

A. Members will be granted sick leave according to Section 3319.141 of the ORC and the provisions of this Article.

B. Members shall earn sick leave credit at a rate of one and one-fourth (1 ¼) days per month while under contract with the Board. Maximum annual accumulation is fifteen (15) days. Sick leave accrual shall be unlimited.

C. A member newly employed by the school district will be credited for unused sick leave accumulated in other public school employment. This shall be in keeping with the Ohio Revised Code, Section 3319.141 and necessary verification by the proper public agency.

D. A member newly employed who has exhausted his accumulated sick leave shall be credited up to five (5) days sick leave; however, maximum annual accumulation is fifteen (15) days.

E. Sick leave normally shall be granted in one-half (1/2) or one (1) day increments only.

F. Members employed by the Board may use sick leave for the following reasons:

1. Personal illness, injury.

2. Maternity/paternity leave shall be granted for a period of six (6) weeks following the birth, adoption, or assumption of guardianship of a child. If accumulated sick leave is available, maternity leave shall be granted for an additional two (2) weeks and paternity leave shall be granted for an additional one (1) week. This leave shall be extended when there are complications as certified by an attending physician.

3. Exposure to contagious disease which could be communicated to others.

4. Illness, injury or death in the immediate family.

G. For purposes of sick leave, immediate family is defined as: spouse, children, father, mother, sister, brother, grandparents, grandchildren, respective in-laws, members of the immediate household, or persons who have assumed a similar relationship to the certificated member including domestic partners or significant others.

H. A member may be granted additional days beyond the number of accumulated and used sick leave days upon recommendation of the Superintendent, in keeping with the provisions stated in Section 3319.141 ORC.

I. Members shall furnish a written, signed statement on a form prescribed by the Board to record the use of sick leave (as per ORC 3319.141).

J. For personal illness requiring an absence of five (5) or more consecutive working days, the member shall submit upon request of the Board the name, address, and date of consultation with any physician.

K. Full-time members employed one hundred twenty (120) days or more in a contract year (July 1 - June 30) who use less than two (2) sick leave days during any one (1) contract year shall be reimbursed as follows:

Use "0" days of sick leave	$200.00
Use "1" day of sick leave	$150.00

Eligible members shall be reimbursed no later than the second pay date in June.

702 SICK LEAVE BANK

The Northridge Board of Education and the Northridge Education Association hereby agree to establish a Sick Leave Bank for participation of bargaining unit members, as per negotiated agreement, on the following basis:

1. The Sick Leave Bank is established for the purpose of extending paid leave only in cases of catastrophic or life-threatening illness or injury of the bargaining unit member or immediate family as approved by the Sick Leave Bank Committee.

2. For purposes of this procedure, the term "catastrophic illness or injury" shall include only those illnesses or injuries which are calamitous in nature, constituting a great misfortune.

3. For this purpose, "immediate family" means spouse, dependent child, parent, or a permanent resident in the bargaining unit member's home.

4. The enrollment period shall be established between the first workday of the school year and September 30th for each member of the bargaining unit to voluntarily donate a maximum of one (1) day of the accumulated, but unused sick leave to a Sick Leave Bank. A designated bargaining unit representative will coordinate this beginning school year contribution and submit the total list of contributing members to payroll for deduction of the accumulated sick leave day. See Appendix D.

   The Sick Leave Bank shall not have less than twenty (20) days. The Sick Leave Bank shall not exceed a maximum of one (1) day times the number of members of the bargaining unit plus twenty days.

   All new bargaining unit members shall be eligible for enrollment in the Sick Leave Bank. Members hired within the school year will be contacted by a bargaining unit representative with an offer to enroll in the Sick Leave Bank by donating one (1) sick leave day to the Bank within thirty (30) days after the

date of hire. This completed enrollment form will be forwarded to payroll for deduction from the bargaining unit's sick day balance.

5. A committee comprised of three (3) individuals appointed by the Superintendent and three (3) members appointed by the NREA President shall approve applications at its discretion by a majority vote.

   The committee shall administer the monitoring and administration of the eligibility and operations of the Sick Leave Bank.

   This committee shall submit a monthly report to payroll representing activity that has transpired during the month, if activity has occurred.

6. Bargaining unit members who have exhausted all of their sick leave accumulation and personal days, who have developed a serious or catastrophic illness and who have contributed to the Sick Leave Bank may request sick leave days form this Bank.

7. Approved bargaining unit members shall be granted up to a maximum of fifty (50) days from the Bank.

8. The committee shall require bargaining unit members who have requested sick leave days from the Bank to provide a statement from their physician describing the nature of the illness and a prognosis relative to the member's probable period of absence from duty.

9. The Sick Leave Bank shall not be as a means for increasing retirement compensation.

10. Days remaining in the Sick Leave Bank at the end of the school year will be rolled over into the next year. New employees and those who did not previously contribute may contribute during the enrollment period in September or within the thirty (30) days of their hire date if hired during the school year. All others who previously donated will remain covered by the Sick Leave Bank benefit until such time as when it is necessary to reopen the enrollment period.

11. Should the number of days in the Sick Leave Bank go below the twenty (20) day balance, the enrollment period will be reopened for a period of fourteen (14) calendar says regardless of the time of year and all members who wish to remain a part of the sick Leave Bank will be required to contribute.

    The committee will monitor this balance, initiate the reopening of the Sick Leave Bank and process all enrollment applications.

703 PERSONAL LEAVE

The local Superintendent has the authority to grant to any employee up to three (3) days of personal leave during each school year. Notice of intent for such leave shall be submitted in writing to the Superintendent at least two (2) days before the period of absence is to begin, except in emergency situations. Upon approval by the Superintendent, the applicant will not suffer any loss of salary for such absence and such days shall not be deducted from the employee's accumulated days of sick leave. Such absences cannot be used for a purpose which would be chargeable to sick leave unless the teacher has exhausted sick leave.

Personal leave shall be used for personal matters that cannot be conducted at any other time except during the regular school day. Personal leave shall not be used, except in an emergency or a significant event, as approved by the Superintendent during the following times:

- State testing days
- The first week of school
- The last week of school
- The day immediately preceding a holiday/break
- The day immediately following a holiday/break

Members will be permitted on one (1) occasion during the school year to use one (1) personal leave day on one (1) of the following:

- The day immediately preceding a holiday/break
- The day immediately following a holiday/break
- During the last week of the school year

Additionally, members shall not use more than two (2) consecutive personal leave days without prior approval by the building administration.

Specific events or circumstances (emergencies) beyond the control of the employee for which leave may be granted without prior written request are "acts of God" such as severe weather or an unexpected home calamity. Notification of an emergency beyond the control of the employee for the use of personal leave in these cases must be submitted, in writing, to the local Superintendent no later than the first day the employee returns to work.

Notice of intent to use personal leave shall be made on the prescribed form. The reason for such leave shall be stated as "personal" and no further details will be required. The prescribed form shall require the employee to certify by signature that the leave was used in accordance with this procedure. Any violation of this procedure shall be considered grounds for disciplinary action including termination.

Personal leave normally shall be granted in one-half (½) or one (1) day increments only.

Members with unused personal days at the end of the year may elect to:

- Roll over a maximum of one (1) day to the following year, with a maximum of four (4) personal leave days at any given time; and/or
- Roll over a maximum of one (1) personal leave day to sick leave

Any remaining unused balance beyond the two (2) rolled over to personal leave or sick leave will be forfeited.

One-half days (½) will not be viewed as an entire day and will not be included in any type of rollover days or conversion days.

Members electing to roll over a personal day or a sick day must notify the treasurer in writing, using the prescribed form, by May 15 of the current contract year.

704 PROFESSIONAL LEAVE

Each year the Board of Education will make an appropriation into function 2210 to be used by members of the bargaining unit for attendance at professional meetings.

Members may request up to three (3) days for professional leave by applying for professional leave on the designated form. Application will be made to the member's assigned principal, with final approval by the Superintendent. A response to approve or disapprove professional leave will occur within ten (10) work days of submission to the principal. Additional professional leave days may be authorized at the sole discretion of the Superintendent.

Members who are excused to attend a professional meeting may be requested to file a written report with the local Superintendent and/or may be asked to present information to other staff members.

Meetings with a maximum expense of five hundred dollars ($500.00) may be approved by the Superintendent. Meetings with an estimated cost exceeding five hundred dollars ($500) and approved by the Superintendent must be submitted to the Board of Education for their approval.

Except as otherwise agreed by the staff member and the Superintendent, the Board of Education shall pay the following for approved meetings:

A. Salary of substitutes, if needed.

B. Mileage, at the IRS rate per mile for one (1) car.

C. Registration fees paid in advance by purchase order.

D. When there is an approved overnight stay, meals not included in registration, a maximum of forty dollars ($40.00) per day.

E. Lodging, actual cost of single room or one-half (½) cost of double if two (2) persons occupy the same room.

705 MILITARY LEAVE

Members serving in the State or Federal militia shall be granted up to thirty (30) days paid leave per year in keeping with provisions of the Ohio Revised Code.

If a member who is employed by the Board enters the armed services of the United States, voluntarily or through an act of conscription, within forty (40) days of the last day of school services, that member shall be re-employed upon discharge, if honorable, in keeping with the provisions of Section 3319.14 of the Ohio Revised Code.

706 ASSAULT LEAVE

Assault leave with pay will be available to members of the bargaining unit who are unable to perform contract duties because of injury or illness caused by an assault on said member while he/she is performing his/her contract duties. All such leave will be subject to the following provisions:

A. Assault leave under this provision shall not be charged to sick leave.

B. Such paid leave will be limited to a maximum of twenty (20) working days per school year.

C. The member shall be required to provide a physician's statement describing the nature of the disability and its duration.

D. The member will be maintained on full pay status with fringe benefits during the period of paid assault leave.

E. If, upon the exhaustion of both sick leave and paid assault leave of twenty (20) days, the member is still unable to perform his/her contract duties, he/she shall be eligible for disability leave of absence according to the provisions of this agreement.

F. Any member who receives benefits under this provision shall cooperate with the school district's official legal advisor if in his/her judgment criminal prosecution resulting from the assault is warranted.

707 SABBATICAL LEAVE

The Northridge Local School District will consider requests for Sabbatical Leave on the provisions herein stated and according to the provisions of the Ohio Revised Code 3319.131.

A member of the instructional staff, upon written request to the Board, may be granted a leave of absence with partial pay for up to one (1) school year. The grounds for refusal of a Sabbatical shall be the filing of an insufficient plan of professional improvement as determined by the Superintendent and the Board, lack of financial resources, lack of suitable replacement as determined by the Superintendent and for other just cause as determined by the Board.

A. A member of the instructional staff shall have had five (5) years education experience in the system.

B. A plan of professional improvement during the period of sabbatical leave as requested shall be submitted.

C. No more than five percent (5%) of the instructional staff shall be granted sabbaticals at one time.

D. Additional sabbaticals shall be made available to members of the instructional staff after completion of five (5) additional years teaching experience.

E. Members of the instructional staff returning from sabbatical shall be returned in the same assignment or equivalent position held prior to such leave.

F. A teacher on sabbatical leave must return to the Northridge District for at least one (1) year or repay all benefits received.

G. Sabbatical leave must be applied for by June 1st of the year of which leave is requested.

H. For a teacher to qualify for sabbatical leave the teacher must provide evidence of enrollment in a university or college program that supports the teacher's individual education plan.

708 UNPAID LEAVE

Members may, with Board approval, be granted unpaid leaves of absence for the following reasons:

A. Personal injury or disability

B. Maternity

C. Personal

D. Child Care.

Requests for an unpaid leave shall be filed in writing with the local Superintendent at least twenty (20) days prior to the effective date of said leave except in an emergency or an unusual situation and then said request may be presented to the local Superintendent in a conference. The request shall state the anticipated beginning and ending date of such leave. The ending date normally shall be at the end of a semester or grading period. Unpaid leave may continue throughout the remainder of the school year for which the leave was granted. The Board may grant, upon request, a second leave of absence up to another one (1) year.

Members on unpaid leave will be given the opportunity to continue with insurance coverage as required by the federal law known as COBRA (Consolidated Omnibus Budget Reconciliation Act). The employee on leave will be notified by COBRA in writing of his/her options and must reply within listed guidelines. The federal law requires continuation of benefits for a period of eighteen (18) months.

Members on unpaid leave shall not receive regular or supplemental salary, accrue sick leave, nor shall said leave count toward experience level on the salary schedule upon return except as provided in Ohio Revised Code and other provisions of this Contract. No member will lose seniority rights from date of hire as a result of being on an approved leave of absence.

Members on unpaid leave for physical or mental disability will submit a physician's statement certifying the need and the estimated length of absence.

A member on unpaid leave shall notify the Superintendent in writing prior to March 1 of his/her intention to return or not return the following school year. Should the bargaining unit member fail to notify the Superintendent in writing prior to March 1 of their intention to return, the bargaining unit member shall be deemed to have resigned from employment and ORC 3319.16 will not apply. The Board's approval of this Agreement constitutes its acceptance of the member's resignation, so no further action or written notice of acceptance is necessary from the Board.

709 ASSOCIATION LEAVE

Association leave shall be granted for a representative or elected official of the Northridge Education Association to attend professional association meetings. Such leave shall not exceed five (5) member days. The President of the NREA shall submit a request in writing to the local Superintendent at least five (5) days in advance of said meeting with the names(s) of members desiring to attend. The Association shall pay all travel and meeting expenses incurred by members.

The Association President may be granted one (1) additional day to serve on a state committee appointed by the OEA President to study a state wide educational issue approved by the local Superintendent. The Association and/or OEA shall pay all travel and meeting expenses incurred by the member.

ARTICLE 8 - EVALUATION

801 TEACHER EVALUATION

The purposes of teacher evaluation are:

1. To improve the quality of student's learning experiences and to help teachers improve their performance.

2. To establish goals for professional development.

3. To provide information for recommendations regarding contract status.

4. To assess the teacher's work performance

Evaluation Instrument

1. For the purposes of this article, a "teacher" who is a licensed instructor and spends at least fifty percent (50%) of his/her time providing content-related student instruction will use the Ohio Teacher Evaluation System 2.0.

2. School counselors will use the Standards Based Ohio School Counselor Evaluation System.

3. All other licensed staff members will be evaluated using locally developed measures produced by the Superintendent and the Association President that is comparable in approach to the Ohio Teacher Evaluation System and applicable to their position and responsibilities.

Evaluators

1. Evaluations will be conducted by the teacher's principal or assistant principal, except when by mutual agreement of the Superintendent and Association President an evaluation may be conducted by some other administrator who has evaluative

authority under Section 3319.111 of the Ohio Revised Code. The Board shall not hire credentialed third party evaluators.

2. A teacher whose work schedule involves travel between buildings shall be evaluated by their home principal or assistant principal. Their home principal is the one where the teacher spends the greater amount of student time. If time is equal, the home school is the one where the teacher starts his/her day.

Evaluation Committee

1. An evaluation policy committee composed of the Association President, an Association member from each building appointed by the President, the Superintendent, and three (3) administrators appointed by the Superintendent will meet at the request of the administration or Association to review and/or revise the evaluation procedure.

2. If the committee discussions result in a recommendation by the committee to change or revise the terms of this collective bargaining agreement, then said recommendation shall be subject to ratification by the Board and the Association or such changes may be made through a memorandum of understanding.

Orientation

1. Within thirty (30) days of the first day worked with the bargaining unit, the teacher shall be informed in writing of the evaluator assigned to the teacher.

2. Orientation to the evaluation procedures shall be provided to new teachers prior to the implementation of the evaluation process.

Evaluation Timelines

1. All observation and evaluation forms and submissions will use OhioES and be completed no later than May 10th.

    a. Teacher shall digitally sign all forms in OhioES within 5 days of the evaluator's completion of each form.

    b. The teacher's signature shall not be construed as necessarily indicating agreement with the substance of the report. The teacher, as a rebuttal or indication of agreement may include a brief statement in the teacher comment section of any report prior to digitally signing.

2. A teacher will be evaluated each year with the exception of the following:

    a. Teachers who have received a final holistic evaluation rating of Accomplished shall be considered "off cycle" for two years so long as the teacher submits a self-directed professional growth plan to the evaluator that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan. During off cycle evaluation teacher will be observed at least one time for not less than thirty (30) minutes using any necessary OhioES form and one conference will be held for discussion of progress on the professional growth plan. No other paperwork is required.

    b. Teachers who have received a final holistic evaluation rating of Skilled shall be considered "off cycle" for one year so long as the teacher and evaluator jointly develop a professional growth plan for the teacher that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan. During off cycle evaluation, the teacher will be observed at least one time for not less than thirty (30) minutes using any necessary OhioES form and one conference will be held for discussion of progress on the professional growth plan. No other paperwork is required.

    c. Teachers who were on leave for fifty percent or more of the school year, as calculated by the Board, unless the administration determines an evaluation is appropriate and by mutual agreement of the teacher and evaluator.

    d. Retiring teachers who submit a letter of resignation and are Board approved at the regular November Board meeting.

3. All teachers, even if in a category defined in #2 a, b, c, or d above shall complete a professional growth plan by September 15th.

4. All other teachers will be evaluated each school year unless they met a qualification as outlined in # 2 above. Each evaluation will consist of two (2) scheduled formal observations, one a Formal Holistic Observation and one a Formal Focused Observation, of at least thirty (30) consecutive minutes each, as well as at least two (2) periodic unscheduled classroom walkthroughs of at least five (5) consecutive minutes but no more than thirty (30) consecutive minutes. Notwithstanding #2 above and the immediately preceding sentence, any teacher on a limited contract or an extended limited contract who is under consideration for

non-renewal shall have at least three (3) formal observations. The third observation, if required, may be a Formal Holistic Observation or a Formal Focused Observation. An evaluator and teacher may mutually agree to conduct an additional formal observation during the evaluation process.

a. Observation dates shall be mutually agreed upon by Evaluator and Teacher.

b. The first observation and walkthroughs shall occur after the second week of school and before December 15.

c. The second observation shall occur at least three (3) weeks after the first observation and will be completed by May 1.

d. If a third observation is conducted, it shall be completed by May 1 and occur during the second semester and at least three (3) weeks after the second observation was completed.

e. Observations may not be conducted the day before or immediately following a holiday break.

5. Pre and Post Conference

a. A pre-observation conference shall occur prior to each formal observation unless mutually waived by the evaluator and the teacher. The pre-observation conference must be held no more than four (4) work days prior to the formal observation and may occur the day of the observation.

b. A post-observation conference shall be held after each formal observation within ten (10) days after the observation where the evaluator will give the teacher the compiled form in OhioES.

c. Any evidence presented by the teacher to the evaluator at the pre-conference, post-conference, or during the formal/informal observations will be considered and included by the evaluator based upon the performance standards. Should such information be provided after any writing, the evaluator will amend any such form to reflect this new information, when appropriate.

6. Walkthroughs

a. Classroom walkthroughs are informal observations of less than 30 minutes with an emphasis on identified focus area(s) when applicable. The focus may be area(s) of strength, area(s) for improvement, or both.

b. The evaluator will provide the teacher with a completed form via OhioES no later than five (5) days after the walkthrough to share observations.

c. At least one (1) walkthrough shall be conducted for each formal observation.

d. A teacher may request an additional walkthrough.

The time limits appearing in the Evaluation Timelines section will be reasonably adjusted when unforeseen circumstances (for example, an unanticipated absence of a teacher or evaluator) make strict compliance impractical.

Criteria for Performance Assessment

1. No employee shall be evaluated on his or her work performance except after fair and reasonable observations of the work performance of the employee.

2. Formal observations shall be conducted openly with the knowledge of the teacher. No performance information shall be collected by audio and/or video devices without the consent of the teacher.

3. Evaluations must be supported by evidence; no misleading, inaccurate, or undocumented information may become part of an employee's performance evaluation.

Growth Plans and Improvement Plans

1. Teachers whose prior year's final holistic rating indicates:

   a. Accomplished will submit a professional growth plan to the evaluator that focuses on specific areas identified in the observations and evaluation including during years they are not evaluated.

   b. Skilled will jointly develop a professional growth plan with the evaluator that focuses on specific areas identified in the observations and evaluation including during years they are not fully evaluated.

   c. Developed will develop a professional growth plan that is guided by his/her credentialed evaluator.

2. Teachers whose prior year's summative performance rating indicates Ineffective or any single indicator indicates ineffective will have a professional improvement plan developed by their credentialed evaluator.

3. The district has the discretion to place a teacher on an improvement plan at any time based on deficiencies in any individual component during the course of the year.

Removal of Poorly Performing Teachers

1. Removal of poorly performing teachers will be in accordance with the non-renewal and termination statutes of the Ohio Revised Code and/or the relevant provisions of the collective bargaining agreement in effect between the Board and the Association.

2. Nothing in this policy will be deemed to prevent the Board from exercising its rights to non-renew, terminate, or suspend a teaching contract as provided by law and the terms of the collective bargaining agreement in effect between it and the Association. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for teachers on a limited contract that are evaluated under this policy.

ARTICLE 9 – SALARY & BENEFITS

901 PAYROLL PRACTICES

PAYROLL

A teacher shall be paid in twenty-four (24) pays per year by direct deposit along with electronic paystubs.

ADVANCEMENT OF SALARY SCHEDULE

When a teacher completes sufficient additional semester/quarter hours of college training to qualify for a higher classification within teachers' salary schedule and files with the Superintendent and Treasurer proof of eligibility for horizontal advancement on the salary schedule on or before the 15th of September of the first (1st) semester or January 15th of the second (2nd) semester, the teacher shall then qualify for the higher classification beginning with the first day of either the first or second semester.

902 REGULAR SALARY SCHEDULE

Effective July 1, 2026, the Base Salary shall be $46,327; All members with experience shall move one step on the salary schedule. All hours in addition to the base degree refer to semester hours. See Appendix A for Salary Schedule.

903 OTHER COMPENSATION

HOME INSTRUCTION

Members who volunteer for tutoring and/or home instruction shall be reimbursed at a rate of $20.00/hour.

COMMITTEES

All members serving on a committee established by the local Superintendent and approved by the Board for which released time from regularly assigned duties have not been granted shall be eligible for reimbursement only if the committee meets after their regularly scheduled duty day and/or on Saturday and committee members shall be reimbursed at the rate of twenty-five dollars ($25.00) per hour for all hours authorized by the local Superintendent.

CLASS COVERAGE

Every available means will be exercised in the interest of obtaining substitute teachers in the absence of regular classroom teachers. Regular teachers may serve as substitutes during time when they are not scheduled to have pupil contact. Regular teachers used as period substitutes will be supplied with a pay slip by the principal and shall be paid $25.00 per class period upon completion and return of the forms. They will be paid within thirty (30) days.

PROFESSIONAL LEAVE COMPENSATION

Members participating in professional development during extended or non-contractual days shall be reimbursed at a rate of $20.00/hour up to $150.00/day. Examples include but are not limited to: curriculum development, grade level/departmental meetings, and school reform opportunities.

All extended and non-contractual days shall be approved by the Local Superintendent.

A member shall not be paid for an extended day and/or non-contractual day if the member has used (3) professional days during the current school year unless approved by the local Superintendent.

Members shall not be paid for an extended day and/or non-contractual day if the member is receiving college credit for the professional development or if the member is getting paid by an outside source.

904 SUPPLEMENTAL CONTRACTS

A. Supplemental positions are defined as those positions for which a supplemental contract is issued. See Appendix B for a list of supplemental positions.

B. Compensation rates for supplemental positions shall be based upon a percentage of the Base Salary of $41,657. This base salary shall remain the same for the entire school year. A two percent (2%) annual increment will be added to each supplemental salary for each year of experience completed while under contract with the Northridge Local Board of Education to a maximum of ten (10) years.

C. Experience is defined as experience in a given sport or activity.

D. The awarding of initial experience for coaches and advisors coming from outside the system will be at the discretion of the administration with subsequent years in this district added as accrued.

E. Experience accrued as a coach or advisor in the Northridge system will be applied when that coach or advisor moves to a higher level in the same sport or activity.

F. The Board retains the right to add or delete supplemental positions as it deems appropriate. When a supplemental contract position is also taught as part of a class, written justification will be submitted by the building principal to the Superintendent for approval.

G. Members employed under supplemental contracts for extended service related to their regular classroom duties shall receive a portion of their regular salary on the basis of their individual per diem rate.

H. Mileage expenses which are approved by the contract holder's supervisor will be reimbursed at the IRS rate.

I. Final payment of the supplemental contract will be subject to the written authorization of the building principal.

J. Eligible members shall be paid no later than the second pay date in June.

K. Payment shall be combined with a member's regular paycheck.

L. The positions listed and the levels of supplemental positions are subject to review yearly in September upon request by either side. The review will be conducted by a representative committee consisting of six (6) members—three (3) members appointed by the President of the Board of Education and three (3) members appointed by the President of the Northridge Education Association.

M. Supplementals shall be paid consistent with Appendix A provided the duties of the position have been completed in full. If the position has not been completed in full either due to a leave of absence or the Superintendent's determination to suspend the specific supplemental contract, then it will be paid on a prorated basis pursuant to the number of weeks completed for the term of the supplemental contract. The length of an activity shall be determined based upon the calendar period, not the number of events. This shall include up to two (2) weeks of any approved pre-season activities, such as open gyms, conditioning, planning for activity, etc. The season is dictated by the first day of practice/activity through the last day of the regular season/activity.

N. Payment for supplemental contracts shall be issued one time at the conclusion of the assigned season, activity, or event, following the completion of all related duties and responsibilities, and upon verification by the supervising administrator that the assignment has been satisfactorily fulfilled.

905 INSURANCE

A. DENTAL, VISION, AND HEALTH

1. The Board shall provide Dental, Vision, Hospital, Medical, and Major Medical insurance coverage to all bargaining unit members.

2. The Board will pay 70% of the monthly premium cost for these insurances (health, dental, and vision). Unit members will pay 30% of the premium costs.

3. Any increases or decreases in insurance premiums after July 1, 2005, will be shared as follows: Board – 70% of increase/decrease; Employee – 30% of increase/decrease.

4. To be eligible for insurance, the bargaining unit member must be employed at least thirty (30) hours per week. Any bargaining unit member who is working less than full-time but at least thirty (30) hours per week, shall receive prorated Board contribution toward premiums based on the number of hours worked.

5. Any bargaining unit member, who as a result of a partial reduction in force, is reduced to a part-time contract shall retain the same level of Board contribution toward the monthly premium cost as the member received prior to the reduction in force.

6. If a bargaining unit member resigns during a school year, then coverage will terminate the last day of the month that contains the last day worked. If a bargaining unit member resigns not due to retirement effective at the completion of the school year, then the coverage will terminate the last day of the month that contains the last pay for that contracted year. If a bargaining unit member resigns due to retirement, then coverage will terminate the last day of the month that contains the last day worked.

B. SECTION 125

The Board will offer a Section 125 plan for employee health insurance premium payments (major medical, dental and vision), as long as permitted by law.

C. LIFE INSURANCE

The Board will provide all members with forty thousand dollars ($40,000) term life insurance with accidental death and dismemberment.

D. INSURANCE COMMITTEE

Upon receipt of the annual insurance renewal information, if the premium increase for the following year is less than seven percent (7%), and/or there are no recommended plan design changes, the Insurance Committee shall not be required to meet.

With the effective date of this Agreement, an insurance committee will be developed consisting of three (3) bargaining unit members, selected by the Association, the school District treasurer, and two (2) administrators. Nonvoting, ex-officio members of the committee will be the Association Labor Relations Consultant and the Board's legal counsel.

Any coverage changes recommended by the committee are subject to approval of the Board and ratification by the Association.

906 TUITION REIMBURSEMENT

A. GUIDELINES

To encourage certificated personnel to continue their professional growth and maintain/renew their teacher credentials, the Northridge Local Board of Education will make an annual appropriation of twenty-five thousand dollars ($25,000) to be used for the purpose of granting allowances to individual certificated personnel for tuition reimbursement. There shall be no carryover of unencumbered funds in this account. Tuition reimbursement shall be made according to the following guidelines:

1. Certificated personnel receiving tuition reimbursement must return to the Northridge Local District the school year following that in which tuition reimbursement was received. If a member does not remain employed at Northridge Local Schools for one year after receiving tuition reimbursement, the member must repay the reimbursement to the District.

2. To be eligible for payment, the coursework must be within the Education profession or have been approved by the Superintendent or his/her designee and a minimum grade of "C" or "Pass" must have been earned in each course for which tuition reimbursement is requested.

3. Before reimbursement is made and before September 30th, both a receipt showing payment for tuition cost and proof of satisfactory completion of the course must be presented to the Treasurer. Proof of satisfactory completion of the course shall consist of one of the following:

    a. The official transcript from the college, university, or sponsoring organization

    b. An official grade slip showing the final course grade

    c. A letter from the college registrar's office confirming the actual completion of the course.

4. The reimbursement period for each fiscal year runs from September 1 of the previous year through August 30 of the current year. The annual appropriation shall be divided by the total number of certificated personnel who have applied by September 30 and are eligible for tuition reimbursement. In no case will an individual's reimbursement exceed $4,500 per reimbursement year.

5. Any funds remaining after all participants have had their cost of tuition reimbursed shall be transferred to the general fund.

907 SEVERANCE

Employees, who have been employed with the Northridge Local School District for five or more years may, at the time of their separation from service with the Northridge Local Schools, elect to be paid in cash for one-fourth (1/4) of the value of their accrued but unused sick leave credit. Only those employees whose effective date of

retirement with the State Teachers Retirement System of Ohio is no later than ninety (90) calendar days after determination of their employment with the Northridge Schools shall be eligible to be paid for such accrued but unused sick leave credit. The maximum payment which may be made shall be for one-fourth (1/4) of accumulated sick leave. Such payment shall be based on the employee's per diem rate of pay at the time of separation. The maximum number of days of sick leave credit which may be converted to severance is 270. Payment of sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. An employee shall collect severance pay only once.

Severance pay will be made in one (1) payment within 60 (sixty) days after the effective date of retirement. At the teacher's request, payment may be made to more than one entity.

ARTICLE 10 – TERMS OF AGREEMENT

1001 DURATION

This Agreement shall become effective July 1, 2026, and shall remain in effect through June 30, 2027.

In the event the Board and the Association fail to secure a successor agreement prior to the expiration date of this Agreement, the parties may mutually agree in writing to extend this Agreement for any period of time.

1002 VIOLATION OF FEDERAL OR STATE LAW

If any part of this Agreement is found to be in violation of federal or state law, then that provision shall be automatically deemed invalid and shall be inoperative and shall be renegotiated by the parties.

1003 CHANGES TO THE CONTRACT

This contract may be added to, deleted from or otherwise changed only by an amendment properly signed and ratified by each party.

1004 ACADEMIC DISTRESS

As required by R.C. 3302.10(P), the provisions of Section 3302.10 are incorporated by reference as a part of this Agreement. Should the District enter into academic distress, the intent of the parties is to emerge from academic distress with this Agreement intact.

FOR THE NORTHRIDGE BOARD OF EDUCATION

PRESIDENT

VICE PRESIDENT

TREASURER

SUPERINTENDENT

3.10.2026
DATE

FOR THE NORTHRIDGE EDUCATION ASSOCIATION

PRESIDENT

VICE PRESIDENT

NEGOTIATIONS TEAM MEMBER

NEGOTIATIONS TEAM MEMBER

3-10-2026
DATE

APPENDIX A – SALARY SCHEDULE

SALARY SCHEDULE
EFFECTIVE JULY 1, 2026 THROUGH JUNE 30, 2027

*For purposes of Section 904(B) the
Base Salary = $41,657

2026-2027 Salary Schedule

Step	Index	BA	Index	BA150	Index	MA	Index	M15
0	1.0000	46,327	1.0198	47,244	1.0560	48,921	1.1027	51,085
1	1.0198	47,244	1.0419	48,268	1.1007	50,992	1.1521	53,373
2	1.0435	48,342	1.0828	50,163	1.1454	53,063	1.2015	55,662
3	1.0735	49,732	1.1238	52,062	1.1902	55,138	1.2508	57,946
4	1.1098	51,414	1.1648	53,962	1.2348	57,205	1.3003	60,239
5	1.1461	53,095	1.2058	55,861	1.2796	59,280	1.3496	62,523
6	1.1824	54,777	1.2467	57,756	1.3243	61,351	1.3990	64,811
7	1.2187	56,459	1.2877	59,655	1.3690	63,422	1.4484	67,100
8	1.2550	58,140	1.3287	61,555	1.4137	65,492	1.4977	69,384
9	1.2913	59,822	1.3697	63,454	1.4584	67,563	1.5471	71,673
10	1.3270	61,476	1.4106	65,349	1.5031	69,634	1.5965	73,961
11	1.3276	61,504	1.4123	65,428	1.5058	69,759	1.6012	74,179
12	1.3623	63,111	1.4521	67,271	1.5492	71,770	1.6492	76,402
13	1.3623	63,111	1.4919	69,115	1.5927	73,785	1.6972	78,626
14	1.3623	63,111	1.4919	69,115	1.6362	75,800	1.7452	80,850
15	1.3976	64,747	1.5318	70,964	1.6797	77,815	1.7932	83,074
16	1.3976	64,747	1.5318	70,964	1.6797	77,815	1.8413	85,302
17	1.3976	64,747	1.5318	70,964	1.6797	77,815	1.8413	85,302
18	1.4324	66,359	1.5716	72,808	1.7232	79,831	1.8893	87,526
19	1.4324	66,359	1.5716	72,808	1.7232	79,831	1.8893	87,526
20	1.4672	67,971	1.6109	74,628	1.7660	81,813	1.9366	89,717
21	1.4672	67,971	1.6109	74,628	1.7660	81,813	1.9366	89,717
22	1.4672	67,971	1.6502	76,449	1.8089	83,801	1.9840	91,913
23	1.4672	67,971	1.6502	76,449	1.8089	83,801	1.9840	91,913
24	1.4672	67,971	1.6895	78,269	1.8518	85,788	2.0314	94,109
25	1.4672	67,971	1.6895	78,269	1.8518	85,788	2.0314	94,109
26	1.4672	67,971	1.7288	80,090	1.8946	87,771	2.0787	96,300
27	1.4672	67,971	1.7288	80,090	1.8946	87,771	2.0787	96,300

APPENDIX B - SUPPLEMENTAL POSITIONS

SUPPLEMENTAL POSITIONS AND PERCENTAGE FIGURES

Group I--14%
Head Varsity Boys' Basketball
Head Varsity Football
Head Varsity Girls' Basketball
Marching Band Director
Musical Director

Group II--11%
Head Varsity Wrestling
Head Varsity Track
Head Varsity Volleyball
Head Varsity Cheer (full year)
Head Varsity Swim
Head Varsity Baseball
Head Varsity Soccer
Head Varsity Cross Country
Head Varsity Softball

Group III--9.5%
Head Varsity Golf
High School Assistant Coaches
7 & 8 Combined Coaches
Bowling
Middle School Musical
Concert Band Director
Choir Director
Assistant Band Director
High School and Middle School Game Day Coordinator (Fall/Winter/Spring)

Group IV--8%
Middle School Head Coaches (one grade)
High School Yearbook
Middle School Cheer (all year)
Resident Educator Program Coordinator

Group V--7%
Middle School Assistant Coaches
High School and Middle School Assistant Director of Musical
LPDC Chairperson

Group VI-- 6%
Junior Class/Prom Advisor
High School Percussion Director
High School Flag Corp Director
Pep & Jazz Band Director

Group VII--5%
Quiz Bowl Coach
High School Newspaper
Theater Tech Advisor
High School OMUN Advisor

Group VIII--4%
Middle School Yearbook

Group IX--3%
High School and Middle School Student Council Advisor
Team Leaders
Homecoming Advisor

Group X--2%
Senior Class Advisor
National Honor Society Advisor
Middle School Musical Assistant
High School Musical Assistant

Group XI--1%
LPDC committee Members
Sophomore Class Advisor
Freshman Class Advisor

Group XII--0.5%
Building Mentors
High School Club Advisors (Spanish, Art, etc.)
Middle School Art Club Advisor

O. Members will be paid $25.00 per hour for completing the following duties when approved by their principal and/or appropriate supervisor before the task is completed.

-Wednesday School Supervisor
-SAT/ACT preparation teacher
-Elementary Music Program Director (not to exceed 3 hours/concert)
-Elementary STEM night director (not to exceed 3 hours)
-Elementary/Middle/High Art show directors (not to exceed 3 hours)

P. Resident Educator mentors:
for Resident Educators 1 $700.00
for Resident Educators 2 $350.00 per Resident Educator

APPENDIX C – SICK LEAVE BANK DONATION FORM

SICK LEAVE BANK
DONATION FORM

Complete this form to donate accumulated sick day(s).

_____ I have read the information in Article 7 Section 702 of the Negotiated Agreement on the Sick Leave Bank and I wish to contribute one (1) accumulated sick day this school year of 20___.

_____ In the event the Sick Leave Bank goes to zero (0) this 20___ school year, I will contribute one (1) accumulated sick day.

_____ _____

Signature Date

Please make a photocopy of this signed document for your records before sending to the Treasurer's Office.