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Collective Bargaining Agreement

between

Bowling Green City Schools Board of Education

and

Bowling Green Education Association, Inc.

BowlingGreenCitySchool District
Bowling Green Education Association

July 1, 2026-June 30, 2029

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COLLECTIVE BARGAINING AGREEMENT
between
Bowling Green Board of Education
and
Bowling Green Education Association, Inc.

Effective from July 1, 2026 to June 30, 2029

SECTION 1 - PROFESSIONAL NEGOTIATIONS AGREEMENT

Section 1.1 - Recognition

The Bowling Green Board of Education, hereinafter "Employer" or "Board," recognizes the Bowling Green Education Association OEA/NEA Local, hereinafter the "Association," as the sole and exclusive bargaining representative, for the purposes of and as defined in Chapter 4117 Ohio Revised Code, for all certificated/licensed professional, non-supervisory, personnel on the teachers' salary schedule--both area teachers, program specialists, guidance counselors, library/media specialists, school nurses, vocational coordinators, department heads, athletic directors who are also classroom teachers, tutors, and psychologists. Board employed substitutes are not considered under the representation of the Bowling Green Education Association.

The Association recognizes that the Superintendent, Executive Directors, Principals, Administrators, casual day-to-day substitutes and other personnel as defined in Chapter 4117 Ohio Revised Code are excluded from the bargaining unit. Listing positions in this Agreement does not constitute a guarantee that such positions will be continued; nor does failure to list a position constitute agreement that a newly created position will not be placed in the bargaining unit. If new positions are created, the parties will discuss whether they are to be included or excluded. If there is no agreement, a unit clarification petition may be filed with S.E.R.B., whose decision shall be final and binding on both parties.

Section 1.2 - Election

Elections to determine the exclusive bargaining unit representative shall be held in accordance with Section 4117.07 of the Ohio Revised Code.

Section 1.3 - Payroll Deduction of Dues

The Employer agrees to deduct from the wages of any employee - member of the Association, the dues, initiation fees and assessments of the Union, upon presentation of a written deduction authorization from any member of the Association. This deduction shall be without cost to the Association or the member.

Deductions of the annual dues and assessments will be made in as nearly equal pay period installments during the school year and in an amount determined by the Union. Deductions shall begin with the first pay in October and finish with the first pay in June. Any member hired or becoming eligible for membership after October 1 shall be entitled to payroll deduction of dues on a schedule determined by the Association Treasurer and the individual member.

All monies deducted for such purposes shall be transmitted to the Association promptly following the collection to an account designated by the Association. Accompanying each deposit notification will be a complete listing of the names of the members for which a payroll deduction was made.
In the event an employee severs employment or cancels their membership outside of the cancellation period, the District Treasurer shall deduct all owed and remaining dues from the employee's next check immediately following such notification.

A member who wishes to cancel payroll deduction of dues may do so by notifying the Association President and the District Treasurer, in writing, not less than two (2) weeks prior to the effective date off the payroll change.

The Association and the United Teaching Profession shall indemnify and hold the Board harmless from any and all claims, demands, or suits or any other action arising from the collection of dues contained herein.

Section 1.4 - Association Membership and Cancellation

ASSOCIATION MEMBERSHIP

Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls, such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels their membership. The cancellation period is from August 1 to August 31 each year.

SECTION 2 - NEGOTIATION PROCEDURE

Section 2.1 - Scope of Bargaining

Negotiable matters shall be matters with respect to wages, hours, terms, and conditions of employment and the continuation, modification, or deletion of any existing provision of a collective bargaining agreement.

Section 2.2 - Negotiations Process

A. Requests for Negotiations

If either of the parties desires to negotiate changes in subjects of negotiations, it shall notify the other party in writing not earlier than 150 days nor later than 120 days prior to the expiration of the contract. Notification in writing from the Association shall be served on the Superintendent and from the Board shall be addressed to the President of the Association. A copy of said notification, along with a copy of the existing collective bargaining agreement shall be sent to the State Employment Relations Board and shall constitute the notice required by 4117.14 (B)(1)(a).

Within fifteen (15) school days after receipt of such notice, an initial meeting will be held for the purpose of beginning negotiations and establishing a date for the next session. The parties may mutually agree to extend this 15-day time limit one time by up to 15 days.

B. Representatives

Representatives of the Board shall meet with designated representatives of the Association to negotiate in good faith. Representatives shall be limited to five for each party. Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party. While no final agreement shall be executed without ratification by both parties, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

C. Information

The Board and Superintendent agree to furnish the Association's negotiations committee, upon request and in reasonable time both prior to and during negotiations, all publicly available information concerning financial resources of the district and such other relevant information which the Board regularly compiles as will assist the Association in developing intelligent, accurate, and constructive proposals on behalf of the teachers.

During negotiations the Association will provide such information of which they have ownership, in total or is of the public domain, to the Board as necessary and available to assist in evaluation of the feasibility of the Association's proposals.

D. Negotiations Meetings

Initial proposals in writing shall be exchanged at the first meeting. There shall be sufficient copies for each team member provided. Each team shall have the opportunity to review proposals submitted and ask clarification questions as necessary. Thereafter, no additional proposals shall be added to the areas subject to negotiations unless by mutual agreement.

E. Ground Rules

Ground rules, dates of future negotiations, quorum, facilities and negotiation resource issues shall be established. The Board and the Association agree to enter into two consecutive days of concentrated bargaining which will be mutually agreed upon by both parties. The following rules will apply to the two concentrated days of bargaining:

1. Bargaining starting and ending times will be as mutually agreed.

2. Each party must come to the bargaining table with complete authority to bargain and reach tentative agreement.

3. Each party understands that the concept of the concentrated bargaining is to make a good faith effort to complete bargaining during the agreed upon two-day concentrated sessions.

4. If a tentative agreement is not reached on all issues at the end of the two-day concentrated sessions, the parties could mutually agree to schedule additional sessions or either party may declare an impasse and proceed to follow, Section 2.4 – Disagreement of the Master Agreement.

F. Recesses

The chairman of either group may recess his/her group for independent caucus at any time. Caucuses shall be of reasonable length.

G. Item Agreement

As items receive tentative agreement they shall be reduced to writing and initialed by each party.

Section 2.3 - Agreement

When negotiations result in an agreement, the outcome shall be reduced to writing and submitted to the Association and Board for formal approval. Following ratification, the agreement shall then be signed by the parties. The resulting Agreement shall be binding on both parties, and where necessary, the provisions shall be reflected in individual contractual terms.

Section 2.4 - Disagreement

The parties agree that the following method of dispute resolution has been adopted and mutually agreed to in accordance with Ohio Revised Code Section 4117.14 (C)(1)(f).

A. If agreement is not reached within forty five (45) days of commencement of negotiations or earlier upon declaration in writing by either party, impasse shall be declared unless the parties mutually agree otherwise.

B. Items unresolved shall be submitted to mediation under the auspices of the Federal Mediation and Conciliation Service, if available, or a mutually agreed upon mediation service at cost equally shared by both parties.

C. Mediation shall continue until this Agreement expires or until the parties reach agreement whichever occurs first.

D. Upon expiration of this Agreement, the Association shall have the right to exercise any and all rights under Ohio Revised Code Section 4117.14 (D)(2).

Section 2.5 - General

A. As soon as possible, but not later than forty-five (45) calendar days after ratification, the Agreement shall be created with a Table of Contents including all appendices by the Association and distributed electronically to all certificated personnel. New bargaining unit members hired during the term of the Contract shall be provided a copy at the time of employment. The Board shall be supplied with an electronic copy of the Master Agreement.

B. The Board will be responsible for the preparation of the final contract document. The cost of reproduction of the final contract document will be the responsibility of the Association.

C. Members of the Negotiations Team shall be allowed to appear before any formal mediation or impasse panel hearing and allowed those days necessary without forfeiture of personal business days or salary.

SECTION 3 - LEAVES

Section 3.1 - Leave of Absence

A leave of absence without pay for not more than two (2) years may be granted by the Board at its discretion to members of the teaching staff. The Board shall grant such leave where illness or other disability is the reason for the request. Applicants desiring such leave shall present in writing their applications showing clearly the reason for and the purpose of the leave to the Superintendent of Schools. The Superintendent is to report these requests together with his/her recommendations to the Board at its next regular meeting. A teacher who is on continuing contract and is granted a leave of absence shall not forfeit his or her continuing contract status:

A. Under this subsection, a teacher may request a leave of absence for any of the following reasons:

1. Personal illness or disability

2. Maternity, paternity, and/or adoption of a minor child

3. Receipt of honorary fellowship or grant for advanced study

4. Self-financed graduate study

5. Illness or disability of a member of the immediate family

6. Professional growth in the nature of a sabbatical experience.

B. An application for leave of absence shall include the beginning and ending dates of the leave, the reason for the leave, statement of intent to return and the signature of the applicant. Except in cases of urgent necessity, applications must be received by the Superintendent sixty (60) days prior to the beginning date of the leave. On the date the employee begins the leave of absence, or sixty (60) days prior to the end of the leave, whichever occurs later, the employee on leave shall be notified of the termination date of such leave. For the purpose of this section, notification by certified mail to the employee's last known address shall be satisfactory service. Failure of the employee to notify the Superintendent not less than thirty (30) days prior to such termination date of his/her intent to return to active service shall be deemed a constructive resignation and all rights and privileges of employment shall be thereby extinguished. Where the employee's leave expires at the beginning of the academic year, the employee must notify the Superintendent not later than July 10 following the sixty (60) day notice from the Board. The ending dates of leaves of absence shall coincide with the end of a grading period, unless otherwise authorized by the Superintendent.

C. Involuntary Leave of Absence Without Pay

Involuntary leave of absence without pay shall be governed by ORC 3319.13. In the event the Board deems the use of involuntary leave of absence for medical/mental health is necessary and the bargaining unit member contests the need, the bargaining unit member need not supply physician documentation to support the need for said leave to utilize sick leave and healthcare benefits.

D. When returning from a leave of absence, assignment will be made by the Superintendent of Schools. Before making the assignment, the Superintendent shall give consideration to the returning employee's placement request.

Section 3.2 - Pregnancy/Adoption Related Disability Leave

A. Accumulated sick leave may be used by any female teacher for reasons of pregnancy. Upon application, sick leave shall be granted for a total of 42 consecutive days for prenatal

care and postnatal recuperation. Upon the written statements of the attending physician to the Superintendent that such teacher is unable to perform her assigned duties, the period of sick leave for pregnancy related disability purposes shall be modified as determined by the attending physician.
B. Sick leave as authorized under this section shall not exceed that number of accumulated and unused leave days to the credit of the teacher and earned during the period of such leave.

C. Any teacher whose accumulated sick leave days are insufficient to cover the period of leave as set forth in Subsection “A” above, shall be granted an interim pregnancy related disability leave without pay for the period of six weeks from date of delivery as determined by the attending physician. Upon the written statements of the attending physician to the Superintendent that such teacher is unable to perform her assigned duties, the period of interim pregnancy related disability leave without pay shall be modified as determined by the attending physician.

D. Accumulated sick leave to a total of fifteen (15) days shall be permitted for paternal responsibilities related to pre and postnatal care. Additional paternal prenatal/postnatal leave shall be allotted as necessary in accordance with the Family Medical Leave Act and Section 3.8 of this Agreement.

E. Accumulated sick leave may be used by any bargaining unit member for reasons of adoption. Upon application, sick leave shall be granted for a total of 42 consecutive days.

F. If an employee on pregnancy or adoption-related disability leave is without accumulated sick leave, said employee shall only be responsible for the employee portion of medical benefits.

Section 3.3 - Military Leave

Military leave shall be governed by Section 3319.14 and 5923.05 Ohio Revised Code, and applicable federal statutes.

Section 3.4 - Jury Duty

Permission to be absent from school for jury duty shall be granted by the Superintendent or his/her designee upon written notice of the employee receiving a summons and/or being selected for jury duty. Notification should include the dates, time and court where duty is to be served.

The full pay of the employee shall be allowed for such service provided the check received by the employee for jury service is endorsed payable to the Bowling Green City Board of Education or, if cash is received, cash is submitted to the Board of Education’s Treasurer’s Office. Mileage and/or other expenses reimbursed to the employee by the Clerk of Courts shall be returned to the employee. The employee is required to call in his/her absence for a substitute when he/she is to serve on jury duty. Time taken off for jury duty shall not be charged against sick leave accumulation. Payment of

employees' wages will be made only when an employee presents certification from the court that the employee served or was required to be present at the courthouse or other location designated by the Clerk of Courts for possible selection.

Section 3.5 - Personal Leave

A. Each full-time teacher will be allowed three (3) personal leave days. Such days of absence shall not be deducted from the teacher's sick leave days.

If a teacher starts employment after the beginning of the school year, he/she will receive a prorated amount of personal leave as follows:

If the first day worked is:	Number of Personal Days*
First day of school – November 15	3
November 16 – February 15	2
February 16 – April 15	1
April 16 or later	0

** Exceptions may be granted by the Superintendent*

If the schools are closed by the Superintendent or his/her designee because of a calamity day, an employee who has been granted an approved personal leave day for that date will not have that day charged as a personal leave day for calamity days one through five (1-5).

B. The personal leave days shall not be granted for such purposes as:

1. Gainful employment

2. Seeking employment

3. Extensions of holidays and/or vacations, i.e., the day before or after a holiday or vacation unless waived by the Superintendent for good cause communicated in writing.

4. Extensions of approved leaves unless waived by the Superintendent for good cause communicated in writing.

5. During the time an employee is on an extended leave of absence approved in advance.

C. The personal leave days cannot be used to extend a holiday and/or vacations or during the time an employee is on an extended leave of absence that has been approved in advance.

D. The number of certificated/licensed staff who may take either a personal day in April and May is capped at 10% per building per day and thirty-five (35) District wide per month substitute teachers. The days will be approved on a first submitted-first approved basis. Sick leave days, Professional leave days, and Association leave days shall not count in the calculation of this restriction. Members, whose requested personal days exceed the monthly maximum, must be notified per paragraph D of Section 3.5 of the Master Agreement or the leave day will be granted automatically. If the personal leave maximum is obtained for a month, a personal leave day may still be granted in emergency situations with the Superintendent's approval.

E. Request for a personal leave day, with the exception of emergencies, shall be submitted at least five (5) working days prior to the date of absence. Emergencies will need to be submitted through the Superintendent. Signed requests shall be returned to the employee within five (5) working days of receipt in the Central Administration Office.

F. Part-time employees shall be granted proportionate amounts of personal leave.

G. Employees are strongly advised not to use Absence Without Pay days except in true emergency situations and can do so only with the approval of the Superintendent or his/her designee.

H. At the end of each academic year, an employee's unused personal days shall be converted to sick leave days and credited to the employee's sick leave balance.

Section 3.6 - Sick Leave

A. Each full-time employee shall be entitled to sick leave credit of one and one-fourth (1 1/4) work days with pay, per month, for a total of fifteen (15) days per year, of which five may be for serious illness or death in the immediate family. Regular part-time employees will accrue sick leave on a proportionate basis based on their teaching schedule. Upon application of the employee and for good cause shown, the Superintendent shall authorize the use of such additional sick days as may be required for illness or death in the immediate family not to exceed that number of accumulated and unused sick leave to the credit of the employee. Sick days must be used on days the employee is absent while attending the funeral of an immediate family member.

B. The total unused portion of the annual sick leave allowance shall be permitted to accumulate without limit.

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

1. The same monthly accrual of one and one-fourth (1 1/4) days per month shall continue during the use of sick leave, provided the employee has not been officially separated from the payroll.

2. If, while the employee is on an approved extended sick leave period, a calamity day is declared in the district, the employee's sick leave account shall not be charged days 1-5. For calamity days 6 and beyond, the employee's sick leave account will be charged.

D. Any teacher who at the beginning of the first duty day for teachers has no accumulation of sick leave shall be entitled to an advancement of five (5) days of sick leave. This advance is to be charged against the sick leave the employee subsequently accumulates.

E. The use of sick leave for more than five (5) consecutive days (required teacher work days) shall require the filing of a physician's statement documenting the need for sick leave and indicating any recommended additional sick leave with the Treasurer of the Board of Education. (The physician's statement should be attached to the absence and substitute report.)

F. Teachers returning to duty from sick leave after thirty (30) consecutive working days during the same duty year in which the sick leave was initially granted shall be returned to the same assignment unless such assignments would significantly disrupt the academic achievement of the students within the class or classes. Said teacher will have the option to return to their original position at the beginning of the next semester subject to the provisions of this Master Agreement under Voluntary Transfer and Assignment.

G. Teachers returning to duty from sick leave after thirty (30) consecutive working days absence shall submit a signed statement from their physician that they are able to resume their duties. Any teacher returning from an injury occurring at work that resulted in an incident report shall submit a signed statement from his/her physician that he/she is able to resume his/her duties. This also applies to an injury that occurred outside of the work place that resulted in absence from reporting to his/her duties.

H. Immediate family shall be designated as spouse, partner living in the same household, children, parents, brother, sister, grandparents, grandchildren, mother-in law, father-in-law, brother-in-law, sister-in-law.

I. In the event of the serious illness or death of a person living in the same household as the employee or a person outside the immediate family who has the same relationships as though a member of the immediate family, each full-time employee may use up to five (5) days sick leave per year.

J. Two (2) days may be granted for funerals in case of death of other family members or close friends. These days will be chargeable to sick leave.

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

Section 3.7 - Sick Leave Bank

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

A maximum number of days that a person may withdraw from the SLB is forty (40) days while employed with the Bowling Green City Schools.

A. General Procedures

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

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

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

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

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

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

3. Allotments from the Sick Leave Bank shall commence on the eleventh (11th) consecutive day of absence for which a member has no accumulated sick days, and shall be renewed, upon request from the member and approval of the SBC, each ten (10) day payroll period.

4. The application shall be submitted to the Director of Human Resources on the form provided in Appendix F-2.

B. Enrollment shall be during the month of September each year. New teachers hired after September 30th will have four (4) weeks to enroll.
To enroll, a member shall contribute one (1) accumulated sick day to the Sick Leave Bank. Days contributed to the Sick Leave Bank are non-returnable.

Enrollment in the Sick Leave Bank shall be continuous from year to year until a member withdraws. The one-time contribution of one (1) accumulated sick day will keep members enrolled until he or she withdraws.

Enrollment is completed by filling out the form in Appendix F-1 and submitting it to the District Director of Human Resources. It is the Association's responsibility to remind members of the enrollment period.

Withdrawals are accepted only during an enrollment period and only upon written notice by the member to the Sick Leave Bank Committee (SBC) of his/her intent to withdraw.

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

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

1. The Director of Human Resources.
2. The Treasurer or his/her designee.
3. Two members appointed by the BGEA President.

The SBC shall meet and review and approve or deny all applications to the Sick Leave Bank. The SBC shall also determine the necessity for additional contributions to the Bank and shall notify Bank members of the need for said contributions. The SBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer. The SBC will communicate the approval or denial of SLB days in writing to the requesting employee. Actions of the SBC will be decided by a majority vote of the SBC. In cases where there is a tie, the Superintendent will be the tie-breaking vote.

Section 3.8 - Assault Leave

Any member of the bargaining unit employed by the Board assaulted by a student currently enrolled in the district or assaulted by any person except an employee of the Board while in the course of such teacher's employment, and such teacher is temporarily disabled by any injury resulting from such assault, shall remain on the payroll as a regular employee and shall receive all benefits as if on sick leave on such terms and conditions as hereinafter provided. For the first seven (7) days that the eligible employee, as hereinafter defined, is forced to miss because of his/her work related injury which Worker's Compensation does not cover, the Board will continue the employee's salary without charge to his/her sick leave chargeable as assault leave. To be eligible for assault leave, the certificated employee shall apply for and be granted Workers' Compensation. If Workers' Compensation benefits are paid, the Board shall pay to such employee the difference between the benefits received from Workers' Compensation and the employee's regular salary. For those days that compensation is made to the injured employee by the Bureau of Workers' Compensation, there shall be no deduction from the accumulated sick leave of the employee. Assault leave as provided herein shall not exceed more than thirty (30) days, and shall terminate at such time Workers' Compensation benefits are terminated, whichever first occurs.

Except as otherwise approved by the Superintendent, any teacher receiving assault leave shall file a complaint with the appropriate law enforcement agency against the assailant.
The Board shall pay, not to exceed $250.00, for damages sustained to the personal property of a member of the bargaining unit directly arising out of an assault as defined herein provided such employee has applied for and been refused reimbursement under any existing insurance coverage and has been unsuccessful in the recovery of such damages in any legal proceeding in which he/she has a claim.

Section 3.9 - Family and Medical Leave Act

Nothing contained in this Agreement shall prevent the Board from complying with the requirements of federal or state laws pertaining to handicap or disability or dealing with family or medical leaves of absence. The Board will use the concept of "rolling twelve" (i.e. twelve months from the date of last usage) to establish the twelve (12) month period in which leaves may be taken under the Family and Medical Leave Act of 1993, and the use of paid leave as part of a family and medical leave. The parties recognize that the special rules regarding employees of schools under the Family and Medical Leave Act shall be applicable. At the employee's discretion, paid or unpaid leave may be utilized in accordance with FMLA leave. Any dispute concerning FMLA leave shall be resolved solely through use of Section 7, Grievance Procedures (including final and binding arbitration).

Section 3.10 - Association Leave Pool

An Association Leave pool will be established with ten (10) association leave days available each academic year. These leave days will be granted for Association members to attend Association events and required business activities, excluding Master Agreement bargaining days. The days will

be calculated as the sick and personal days are currently, with respect to an employee being charged with (1/2) one half or (1) full day absence. The use of association leave shall not be construed as an absence nor reduce any other leave or benefit afforded to all certificated/licensed staff members. Further, any expenses associated with attending the Spring Assembly, President's meeting or Treasurer's workshop shall not be the responsibility of the District.

Section 3.11 - Leave Deductions

For the purposes of accounting, one half (1/2) day shall be charged against a teacher's requested leave if the teacher is absent from his/her position for approved leave reasons for four (4) or fewer periods or four (4) or fewer hours. Likewise, one (1) full day shall be charged against the teacher's requested leave if the teacher is absent for more than four (4) periods or more than four (4) hours.

SECTION 4 - TEACHING CONDITIONS

Section 4.1 - Assignment of Teachers (Including Transfers and Promotions)

The purpose of a negotiated policy in this area should be:

A. To provide a qualified and competent teacher for children and youth in each subject and class.

B. To provide an orderly and efficient method for transfers and promotions of personnel.

C. To respect the rights and responsibilities of the Board, Superintendent, Principals, and teachers in these matters.

Section 4.2 - Contracts

A. The contract status of the teachers in the Bowling Green City Schools shall be:

1. All personnel, currently active in the Resident Educator Program shall receive one-year limited contracts. All personnel who have successfully completed the Resident Educator Program but are not eligible for a continuing contract shall receive a two-year limited contract. In lieu of a two year contract, the teacher may request a one year limited contract. This request must be made, in writing, no later than March 1st of the year of the renewal.

B. Teachers eligible for continuing contract shall be those teachers qualified as described in Appendix H. A teacher who believes he or she may be eligible for a continuing contract shall notify the Board via the Director of Human Resources by September 1 of the school year that the Board will consider granting the continuing contract. The employee shall communicate in an email or in writing. It is the employee's responsibility to make this application. Failure to

make this application shall result in a waiver of continuing contract for the following year. The teacher may withdraw their request at any time. The member will be placed on a full evaluation cycle for the year and must receive a rating of skilled or accomplished in order to be eligible. The provisions of this section shall supersede any provisions of Ohio Revised Code section 3319.08 or 3319.11 with which it is in conflict.

C. New teachers will be given credit for salary schedule purposes, for each year of teaching service in other public school districts, and in chartered, nonpublic schools located in Ohio under a five (5) year professional license, and up to five (5) years military service not to exceed a combined maximum total of ten (10) years. Similar credit shall be given for clinical service or university teaching of the type which meets the criteria of STRS or equivalent retirement criteria. A newly hired teacher cannot be placed on the salary schedule above the increment level of I. If a new teacher is given teaching or military service credit for salary schedule purposes, of which he/she disagrees, then the teacher may appeal and seek reevaluation of the credit given. Such appeal must be made within thirty (30) days of the first day of work for the new teacher, and must be in writing and contain documentation concerning prior work experience. Final decision of appeal shall be made by the Superintendent. This provision is intended to supersede any conflicting provisions of Ohio Revised Code sections 3317.13 and 3317.14.

D. All new employees shall be given a current Master Agreement at the time of initial paperwork signing. This shall be completed by the Director of Human Resources.

E. New teachers shall be notified in writing at contract issuance if they are leave replacements.

F. Part-time certificated/licensed personnel working less than 120 days per school year who have no break in service will be granted one level of increment for salary schedule purposes on the first work day of the school year following the completion of 120 days over a period of more than one (1) school year.

G. When a teacher signs a contract, the contract shall list basic teaching assignment. A supplemental (one-year limited) contract shall be issued for additional services compensated by the Board.

H. Bargaining unit members will be provided with a salary notice before August 1st. Grade level assignment as well as specific subject areas at the elementary level and secondary level will remain the same as the previous year unless the teacher is notified before August 1st. The only exceptions for a change of position after July 31st are: 1) unexpected significant changes in enrollment at a school; 2) sudden unplanned personnel changes (death, emergency or sick leave or unexpected resignation or retirement); 3) compliance with the Ohio Department of Education mandates.

Section 4.3 - Notification of Vacancy

A. Whenever a vacancy in a bargaining unit position shall exist in the school district, which the Superintendent intends to fill, the Superintendent or designee shall publicize the same by emailing a written notice of such a vacancy to the President or a designated substitute for the President of the Association and to each building staff list serve. This notice shall set forth a description of and qualifications for the vacancy, including duties, salary and procedure for application. No vacancy shall be filled until qualified personnel have had five (5) calendar days from the date of the posting to make application for such vacancy, except that vacancies occurring after May 31st and before the first day of the school year shall not be subject to this five day posting period.

B. Any teacher may apply for such vacancy at the Central Administration Office or via the District's website. In filling such vacancy, the Superintendent agrees to give consideration to the professional background and attainments of all applicants and the length of service to the Bowling Green City Schools. After a vacancy has been posted and filled internally, and the resulting vacancy from the successful internal bidder has been posted and filled until May 31st, then after May 31st , the Board may fill any subsequently resulting vacancy without posting.

Section 4.4 - Transfers

A. Definition section:

1. A transfer shall be defined as a change in assignment by an employee from one basic teaching assignment to another.

2. A voluntary transfer shall be defined as an employee initiated reassignment.

3. An involuntary transfer shall be defined as an employer initiated reassignment of an employee.

Assignment shall be defined for elementary teachers: the building, grade level, and specialization area to which a teacher has been assigned.

B. Voluntary Transfers and Assignments:

1. No later than March 1, the Superintendent should furnish a list of known vacancies for the next school year to building principals and the Association president or secretary.

2. Teachers who desire a transfer should file a written request within five (5) days of the posting each year and such request will be valid through the first semester of the next school year.

3. A standardized procedure for interviewing and notifying applicants for transfer shall be established by the Superintendent.

4. Applicants for transfer within the system shall be granted an interview with the principal(s) of the building(s) to which the applicant has requested to be transferred and other District employees deemed appropriate by the Superintendent. Such interviews shall be by the last day of the school year. Such consideration shall be given to applicants before new teachers are hired.

5. Requests may be made for position, grade level(s), and/or building.

6. The Superintendent retains the right to assign staff based on the needs of the district. The Superintendent will consider the certification/licensure, qualifications, and evaluations, and seniority of applicants in approving transfer requests, as well as the overall needs of the district. With all other qualifications being equal, final decision will be made by the building administrator and the Superintendent.

7. A teacher who makes a voluntary transfer may not again seek a voluntary transfer for a period of three (3) years, unless extenuating circumstances approved by the Superintendent are present.

C. Involuntary Transfers - Reassignment

1. Any member of the bargaining unit who is being involuntarily reassigned shall be notified of such reassignment on or before the last duty day for teachers of the preceding school year. Within fifteen (15) days of such notice, any teacher involuntarily reassigned shall be granted a conference with the Superintendent and building administrator who shall state the reasons for such reassignment in writing. At such conference, the teacher may be represented by one association representative of his/her choice. The conference shall take place within fifteen (15) days of the written request for such conference.

2. The written statement of reasons for such transfer as set forth in paragraph 1 above shall be signed by the teacher to acknowledge receipt of said reasons but shall not be interpreted as agreement with reasons. Refusal of any teacher to acknowledge receipt of such reasons shall be noted in writing and shall not preclude the consummation of such reassignment.

3. The Superintendent shall have the authority granted by law to involuntarily reassign any teacher if the reassignment of such teacher is in the best interest of Bowling Green City School District, provided that written notice is given with reasons and the opportunity for a conference as set forth in paragraph 1 above. This procedure will also be used if the transfer occurs during the school year to replace personnel who,

regardless of reason, become unavailable to complete that assignment. Any teacher involuntarily reassigned after July 10 shall, upon written application to the Board, be released from the terms and conditions of such teacher's employment contract without penalty to the teacher's credentials.

4. No teacher shall be reassigned to any position for which he/she is not certified/licensed or cannot become certified/licensed without additional training.

5. The employee's overall system-wide seniority as provided by this Master Agreement shall remain with him/her regardless of the assignment.

6. When a school is closed permanently or an involuntary transfer has resulted because of change in enrollment or territorial changes affecting the district, teachers in that school who are not placed in a vacancy which they have requested, shall be placed after the Superintendent has considered the employee's certification/licensure, qualifications, and evaluations, as well as other factors which would affect the appropriateness of the placement in assigning teachers affected.

7. An involuntary transfer can only be imposed once every two years.

8. Bargaining unit members who are involuntarily transferred under the provisions of this Section will be provided an appropriation equal to One Thousand Dollars ($1,000.00) during the first year of the reassignment to purchase supplemental and support materials related to their new position, which purchases must be approved by the Executive Director of Teaching and Learning and/or the Executive Director of Pupil Services. This appropriation will apply to only the portion of the schedule that represents a change in subject assignment or grade level or both. Supplemental and support materials must be purchased by February 1 of the academic year in which the transfer occurred.

9. The provisions set forth above do not apply when an entire building is moved to another building.

10. Any teacher involuntarily reassigned to a different classroom will be compensated at the rate of one hundred ($100) per day for time spent packing and unpacking materials from one classroom to the next, up to a total of two (2) days. This will not include building closures and/or renovations.

D. Closing a Building

1. Employees covered by this Agreement shall be paid $30.00 per hour for a maximum of five (5) hours beyond the normal contracted time for packing supplies and materials

that need to be moved. Timesheets must be approved by the building administrator from the site which items are moved.

2. The Board will provide boxes and materials needed for the packing of the items to be moved.

3. The Board will be responsible for the actual moving of items to the assigned location in the new building.

4. Items that are personal belongings of the teacher being used in his or her classroom shall be moved by the teacher.

5. Items that are personal curricular belongings of the teacher being used in his or her classroom shall be moved by the Board.

Section 4.5 - Fair Dismissal Policy

A. Any teacher employed under a limited contract whom the Superintendent intends not to recommend for re-employment shall be so notified by the Superintendent in writing on or before April 30.

B. The teacher may request a conference with the Superintendent/designee provided such request is in writing and received within two (2) teacher working days of receipt of the notice as provided in Subsection A above. If the request is timely, the teacher shall be granted an opportunity for a conference with the Superintendent/designee regarding the reasons for the recommendation not to re-employ. The teacher shall have the right to be represented by a person of his/her choice. Board action on an individual teaching contract shall not occur prior to the regularly scheduled May Board meeting.

C. A teacher having completed, on or before the next July 1st, four (4) or more years of continuous, current service in the Bowling Green City School District shall be granted, upon request, a review by the Board prior to the time action is taken upon the Superintendent's recommendation of non-reemployment. Such review shall be in executive session at which time the teacher shall be granted an opportunity to show cause why the contract should be renewed. Nothing herein shall be construed as an assumption by the Board of the burden of establishing the grounds for the non-renewal of the contract.

D. In the review, said teacher may be represented by a representative designated by the Association. This representative may be accompanied by a UniServ representative and/or Association attorney.

E. Request for review as specified in paragraph C above shall be made in writing to the Superintendent of Schools.

F. TIMELINE:

PARAGRAPH	ACTION	DEADLINE
A	Superintendent's Notification	April 30
B	Teacher Request for Conference	2 teacher work days of Superintendent's notice in A
B	Conference with Superintendent/Designee	5 teacher work days of request for conference in B
C	Request for review with Board	2 teacher work days of Conference with Superintendent/ Designee

G. Failure to follow the procedure as set forth herein shall not void an otherwise proper procedure for the non-renewal of teacher contracts as prescribed by law.

H. It is agreed that this Fair Dismissal Policy supersedes the provisions of Section 3319.11 of the Ohio Revised Code.

Section 4.6 - Reduction in Force

A. When necessary, the Board shall, upon recommendation of the Superintendent suspend the contracts of teachers, but such suspensions shall be limited to the following reasons:

1. Decline in student enrollment.

2. Return to duty of regular teachers after leaves of absence.

3. Suspension of schools.

4. Territorial changes affecting the district.

5. Financial Reasons.

If the Board plans to implement a RIF due to Financial Reasons, Association President and up to four (4) additional Association Members can meet with two (2) members of the Board, the Treasurer, and the Superintendent to discuss the proposed reduction and make suggestions to the Board for proposed reduction. The final decision shall be made by the Board.

B. If staff reduction is deemed necessary for any of the above reasons, the reduction shall be made in each teaching field affected as follows:

1. Suspension of contracts shall occur first among teachers on limited contract within the teaching field affected who do not have an evaluation rating from the District.

2. Second, suspension of contracts shall occur among teachers on a limited contract based on the lowest evaluation rating within the teaching field affected.

3. If the suspension of contracts is necessary for any continuing contract teacher, this shall be based on the lowest evaluation rating within the teaching field affected.

4. If a teacher has been required to obtain a temporary certificate/license to meet the requirements of the current teaching assignment and also holds provisional, resident educator or higher certification in other teaching fields, the teacher shall be placed with the appropriate contract status group according to seniority.

5. Seniority will not be the basis for a decision, except where the teacher's evaluations are comparable.

C. Seniority shall be defined as continuous employment of a teacher beginning with the date the Board takes action to hire the teacher. In the event two or more teachers are hired in the same meeting and a reduction in force is contemplated that would result in the suspension of teaching contracts of some of those teachers, a lottery will be conducted to determine the seniority of the teachers hired on that date, the process for which shall be jointly determined by the District Administration and the Association.

Continuous employment shall include all time on sick leave, all time on Board approved paid or unpaid leave of absence, all time on military leave of absence, all time on disability retirement to a maximum of five (5) years, and all time during suspension if the teacher is reinstated.

D. Seniority shall be lost when a teacher resigns, retires, is non-renewed or terminated. Teachers whose contracts have been suspended shall have rights to recall as follows:

1. First recall shall be of teachers on continuing contract in reverse order of layoff within the teacher's preferred area of certification first, then by other areas of certification.

2. If vacancies cannot be filled by teachers on continuing contract, then limited contract teachers in reverse order of layoff within the teacher's preferred area of certification/licensure first, then by other areas of certification/licensure.

3. Seniority will not be the basis for a decision except where teacher's evaluations are comparable.

4. Teacher eligibility for recall shall be maintained for three (3) years from the effective date of suspension. Thereafter, an employee on layoff shall lose his/her right to recall.

5. If a vacancy occurs and a teacher otherwise eligible for recall cannot accept the assignment because he/she cannot be released from a contract of employment, such teacher shall not lose his/her recall rights as provided herein, but such teacher may not assert a claim to such position when the obligations of the employment contract are removed.

6. If a vacancy occurs for which a teacher holds a valid teaching certificate/license and such teacher refused to accept such assignments for reasons other than that set forth in subsection D-5 above, then such teacher is deemed to have waived all rights of recall.

E. When staff reduction is necessary, the Superintendent shall give written notice of the intent to recommend the suspension of contracts to the Association ninety (90) days prior to the date on which the contract suspensions become effective and to all teachers so affected sixty (60) days prior to the date on which the contract suspensions become effective.

The Association, the Superintendent and/or his/her designee shall confer on the reasons for such reduction within fifteen (15) days of receipt of notice of the Superintendent's intent to recommend such reduction to the Board.

F. A seniority list shall be prepared and maintained ranking all continuing contracts in the district by seniority, giving areas of certification and present teaching assignments: then all limited contracts in the district by seniority, giving areas of certification, and present teaching and building assignment. The Association President shall receive ten copies of this list. This list shall be posted by November 1 of each year. If an item on the list is not protested in writing to the Superintendent by December 15, it shall be final until the next list is posted.

Section 4.7 - Bowling Green Teacher Evaluation - OTES 2.0

The language provided below applies only to those teachers who are subject to the Ohio Teacher Evaluation System (OTES) per the requirements of sections 3319.111 and 3319.112 of the Ohio Revised Code (see Application language below). The evaluation of other personnel shall continue to follow the current procedure that shall remain in the bargaining agreement.

4.7.1 Definitions

Evaluation Cycle: The period from the establishment of a professional growth or improvement plan through the issuance of the final holistic summative evaluation, in the year in which an evaluation rating is required by this contract or the Ohio Revised Code.

Evaluation Factors: A teacher's evaluation shall be based on evidence gathered in a variety of avenues, including professional growth or improvement plans, formal observations, walkthroughs, conferences, evidence of practice, and everyday interactions with the teacher.

Evaluation Instruments: Ohio Evaluation System, which can be accessed via ohioes.com/login.

Evaluation Rating: The final summative evaluation level that is assigned to a teacher based on the holistic review of all Evaluation Factors observed during the Evaluation Cycle. The rating shall be "Accomplished", "Skilled", "Developing", or "Ineffective". The final rating shall not be weighted in such a way that one (1) domain or component of the evaluation system has a higher importance than another, except that any marked N/A shall not negatively impact the evaluation rating.

Evidence: Information collected by the evaluator and/or information provided to the credentialed evaluator by the teacher, to support and inform the accurate reflection of the Evaluation Factors. Examples include, but are not limited to, student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, student portfolios, summative assessments, and student work samples.

High-Quality Student Data (HQSD): Quantitative information derived from instrument(s) rigorously reviewed and approved by locally determined education experts, which provide evidence of student learning that can be directly attributed to the teacher being evaluated.

Improvement Plan: A detailed, written plan collaboratively developed between the teacher and evaluator, utilized solely when a teacher receives an Evaluation Rating of Ineffective. A teacher with a Final Holistic rating of Ineffective will be placed on an Improvement Plan.

Professional Growth Plan: A written plan, self-directed or jointly developed between the teacher and evaluator, designed for the sole purpose of continuing teacher growth focused on areas identified in the teacher's observations and/or evaluation.

Teacher of Record: A teacher who is:
Responsible for assigning the grade to the student or is responsible for the daily instruction of a specific student; and,
Required to have the proper certification and/or licensure to teach the subject/grade level for which he/she has been designated "teacher(s) of record"; and,
Responsible for at least fifty percent (50%) of a student's scheduled and attended instructional time within a given subject or course.

4.7.2 Purpose

A. The purposes of teacher evaluation are:

1. To serve as a tool to advance the professional development of teachers.

2. To inform instruction.

3. To assist teachers and administrators in identifying and developing best educational practices in order to provide the greatest opportunity for student learning and achievement.

4. To inform employment decisions.

4.7.3 Application

A. The teacher evaluation procedure contained in this agreement applies to the following employees of the District:

1. Teachers working under a license or permanent certificate issued under sections 3319.22, or 3319.26, 3319.222 of the Ohio Revised Code who spend at least fifty (50) percent of their time providing student instruction.

B. The district may elect not to conduct an evaluation for any teacher who:

1. Was on leave for fifty percent (50%) or more of the school year;

2. Submitted notice of retirement, and such notice has been acted upon by the Board of Education, on or before December 1 of the school year in which they plan to retire;

4.7.4 Evaluators

A. An evaluator must be a credentialed contracted employee of the District, which would include the building administrators and the central administrative staff, to include the Special Education Coordinator for preschool.

B. It will be a mutual goal that the teacher's immediate supervisor be the primary evaluator. If the teacher reaches the accomplished rating, they may select their own evaluator from a list of district approved evaluators.

C. In the event a teacher performs work under more than one (1) administrator, only one (1) administrator shall be designated as the evaluating administrator.

D. Should an unforeseen emergency arise, a new evaluator shall be assigned by the Director of Curriculum.

E. Upon request of the teacher, the teacher shall be assigned a new evaluator if the evaluator received an "Ineffective" rating on his/her most recent evaluation.

4.7.5 Evaluation Committee

A. The Association and Board agree to establish a standing joint Evaluation Committee. This committee will establish the procedures and processes, including the evaluation instrument, for the evaluation of teachers in the District and to regularly review the effectiveness of the aforementioned items.

B. Committee Composition

1. The committee shall be comprised of five (5) Association members appointed by the Association President and five (5) members appointed by the Superintendent. In addition, each party may appoint up to one (1) ad hoc non-voting member to assist and/or attend committee meetings. The size of this committee may be adjusted to be larger, but never smaller, with a mutual agreement between the BGEA and the Superintendent.

2. Association committee members may serve staggered terms of not more than three (3) years and shall be representative of elementary, middle school, secondary, and specialty areas (e.g., music, art, special education) and programs (e.g., career tech) within the District.

3. Members of the committee will receive training in all aspects of OTES, the State adopted evaluation framework, and the standards for the teaching profession prior to beginning their work. The cost, if any, shall be borne by the Board of Education.

C. Compensation

Any committee work performed outside of the contractual work day will be paid at the Master Agreement prescribed rate.

D. Secretarial Support

The District will provide secretarial support and assistance to the committee. Responsibilities will include note taking, copying, committee notifications, communications, distribution of materials, and other duties as needed.

E. Committee Authority

1. The committee is responsible for jointly developing, reviewing and recommending the procedure and process, including the evaluation instrument, for teacher evaluation.
2. If either party wishes to consider any change or revision to the evaluation procedure or process, including the evaluation instrument, during the term of this agreement, it will

discuss the matter with the committee. If the discussion results in a recommendation by the committee to change or revise the evaluation procedure or process, including the evaluation instrument, during the term of the agreement, then said recommendation shall be referred to the Board and the Association for ratification.

4.7.6 Notification

Not later than September 30 of each year, or in the case of a new teacher, within thirty (30) days of the first day worked, each teacher shall be notified in writing of the name and position of his or her evaluator with the understanding that if changes need to be made, the affected employee will be notified in a timely manner.

4.7.7 Training

A. Evaluators

Each evaluator must successfully complete state-mandated evaluator credentialing training and is required to pass a credentialing assessment.

4.7.8 Schedule for Evaluation

A. The evaluation shall be completed not later than the first (1st) day of May, and the teacher being evaluated shall receive a written report of the results of this evaluation, including the assigned evaluation rating, not later than the tenth (10th) day of May.

B. If the Board has entered into a limited contract or an extended limited contract with a teacher pursuant to section 3319.11 of the Ohio Revised Code, the Board may perform three formal observations. If the Board may wish to declare its intention not to re-employ a teacher on a limited contract or an extended limited contract pursuant to ORC 3319.11 (B),(C)(3),(D),or(E) three (3) formal observations will be completed.

4.7.9 Criteria for Performance Assessment

A. A teacher's performance shall be assessed based on the standards for the teaching profession and the criteria set forth in the evaluation instrument.

B. No teacher shall be evaluated on his or her work performance except for evidence gathered from the Evaluation Factors set forth in 4.7.1.

C. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

D. In implementing performance assessments, the District shall conduct all assessments so as to observe the legal and constitutional rights of teachers; and no teacher performance information shall be recorded by video or audio devices.

4.7.10 Observations

A. Schedule of Observations

1. The Board shall perform (2) formal observations in a year in which the teacher is on an evaluation cycle. Each formal observation shall last a minimum of thirty (30) continuous minutes. There shall be at least three (3) weeks between formal observations, unless mutually agreed upon by the teacher and the evaluator.

2. If the evaluator is unable to make a scheduled formal observation, the evaluator must schedule a conference with the teacher whose class was missed within five (5) school days to determine how the formal observation will be re-scheduled. The re-scheduled date will take place with an effort made to minimize the observation paperwork that will be required to complete the observation.

3. One (1) formal observation shall occur in a year in which a teacher is not on an evaluation cycle.

4. Teachers shall not receive a formal observation on a day before or after the following: the administration of standardized testing, a holiday, or any leave of absence of more than three (3) days, unless mutually agreed upon by the teacher and the evaluator.

5. All formal observations shall be announced.

B. Observation Conference

1. All formal observations shall be preceded by a conference between the evaluator and the teacher in order for the teacher to explain plans and objectives for the work situation to be observed unless mutually waived by the teacher and evaluator.

2. A post conference shall be held after each formal observation. The post conference shall take place not more than ten (10) working days following the formal observation barring any extenuating or unforeseen circumstance. Teachers shall be given the opportunity to provide evidence, which may be utilized to inform the evaluator’s rating in all areas of the observation and shall include discussion of the progress being made on the teacher’s professional growth or improvement plan.

4.7.11 Walkthroughs

A. A walkthrough is an informal observation that focuses on one or more of the following components:

1. Evidence of planning;

2. Lesson delivery;

3. Differentiation;

4. Resources;

5. Classroom environment;

6. Student engagement; and,

7. Assessment.

B. The walkthrough shall be at least three (3) consecutive minutes, but not more than ten (10) consecutive minutes in duration during an OTES walkthrough.

C. No fewer than two (2) walkthroughs shall be included in each evaluation cycle.

D. A copy of the walkthrough form will be made available through the Ohio Evaluation System.

E. Teachers may request a walkthrough at any time.

4.7.12 High-Quality Student Data (HQSD)

A. Each evaluation shall contain at least two (2) measures of high-quality student data (HQSD). When applicable to the grade level or subject area taught by the teacher being evaluated, HQSD shall include the value-added progress dimension as one (1) source of HQSD.

B. HQSD Committee – In accordance with the Ohio Department of Education's recommendations, BGCS will create a committee of teachers and administrators to act as the experts in the field of education for local approval of HQSD measures.

1. This committee shall be composed of 2 elementary teachers, 2 secondary teachers, 2 specialists (encore, intervention, etc.), and 3 administrators (1 elementary, 1 secondary, and 1 central administration). The teacher portion of the committee shall be assigned by BGEA. The size of this committee may be adjusted to be larger, but never smaller, with a mutual agreement between BGEA and the Superintendent.

2. The HQSD committee shall identify the HQSD measures in place at BGCS. Additionally, this committee will identify the areas in which HQSD does not exist and shall identify HQSD measures to close these gaps.

3. This committee shall review any additional requests for HQSD.

C. HQSD shall be used as evidence in any component of the teacher's evaluation related to the following:

1. Knowledge of the students to whom the teacher provides instruction;

2. The teacher's use of differentiated instruction practices;

3. Assessment of student learning;

4. The use of assessment data;

5. Professional responsibility and growth.

D. No Evaluation Factor shall be impacted solely upon assessment data.

4.7.13 Final Holistic Summative Evaluation

A. Written Report

1. Before the evaluation cycle is final, and not later than May 10, a copy of the Final Holistic Summative Evaluation report shall be made available through the Ohio Evaluation System to the teacher and a conference shall be held between the teacher and the evaluator.

B. Completion of Evaluation Cycle

1. The Final Holistic Summative Evaluation rating shall be based upon a preponderance of the evidence, assessed in a holistic manner, that is aligned to the Ohio Educator Standards. Evidence gathered during the walkthroughs, observations and direct interactions between the evaluator and teacher that are conducted for the current school year may be used.

2. A teacher may provide evidence to the evaluator to support and inform an accurate reflection of the Evaluation Factors being evaluated. Examples include, but are not limited to, student information affecting educational process, student interest or learning style surveys, newsletters, classroom rules, lesson plans, portfolios, summative

assessments, professional education organization work, education awards, and student work samples. All evidence presented will be considered in the evaluator's assessment of the teacher.

3. The evaluation shall acknowledge, through the gathered evidence, the performance strengths of the teacher evaluated as well as performance deficiencies, if any.

4. The evaluator shall note evidence of all information used to support the conclusions reached in the formal evaluation report.

5. The evaluation report shall be electronically signed by the evaluator and the teacher to verify notification to the teacher that the evaluation shall be placed on file. The teacher's signature shall not be construed as evidence that the teacher agrees with the contents of the evaluation report. Electronic signatures may be used.

6. The evaluation report shall be completed, electronically signed by both parties, no later than May 10. Shall be placed on file with the Director of Human Resources no later than May 15th.

7. Any teacher who received an evaluation rating of "Skilled" may not be subject to another evaluation cycle until the second school year following the rating unless it is determined, in writing and through a preponderance of the evidence available to the evaluator, that the teacher is not making progress on their professional growth plan.

8. Any teacher who received an evaluation rating of "Accomplished" may not be subject to another evaluation cycle until the third school year following the rating unless it is determined, in writing and through a preponderance of the evidence available to the evaluator, that the teacher is not making progress on their professional growth plan.

9. Upon request, teachers shall be given copies of all information and documents obtained through the evaluation process.

10. In any year that a teacher is not formally evaluated, an evaluator shall conduct at least one (1) formal observation of the teacher and hold at least one (1) conference with the teacher.

11. Teachers rated "Accomplished" or "Skilled" may voluntarily choose to be evaluated before the excused window expires.

C. Response to Final Holistic Summative Evaluation

The teacher shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the teacher's personnel file within ten (10)

days of receipt of the evaluation. A copy of the Final Holistic Summative Evaluation shall be available to the teacher through the Ohio Evaluation System.

4.7.14 Evaluation Cycle

A. For Teachers who have been assigned the rating of ”Accomplished” or “Skilled” on their most recent OTES evaluation and are not formally evaluated each year, during the years these teachers are not formally evaluated, the following are required:

· Professional growth plan;
· One (1) formal observation;
· One (1) conference.

4.7.15 Professional Development

A. Professional growth plans and improvement plans shall be developed as follows:

1. Teachers with a Final Holistic Summative Evaluation rating of “Accomplished” will develop a self-directed professional growth plan each year.

2. Teachers with a Final Holistic Summative Evaluation rating of “Skilled” will collaboratively develop a professional growth plan with their evaluator.

3. Teachers with a Final Holistic Summative Evaluation rating of “Developing” will develop a professional growth plan that is guided by their evaluator.

4. Teachers with a Final Holistic Summative Evaluation rating of “Ineffective” will be placed on an improvement plan by their assigned evaluator.

5. Teachers who are new to the profession or the District will develop a professional growth plan collaboratively with their evaluator.

6. The District will provide teachers with District and/or building goals and/or initiatives for purposes of aligning goals.

B. Professional growth plans and improvement plans for a school year shall be developed no later than October 1 and shall describe specific performance expectations, resources and assistance to be provided.

C. The Board shall provide professional development and for the allocation of financial resources to accelerate and continue teacher growth and improvement and to provide support to poorly performing teachers as set forth in this agreement as deemed appropriate by the administration.

D. The improvement plan shall include:

1. Specific, measurable instructional practices to be observed;

2. Specific, evidence-based resources, and assistance to be provided;

3. Clearly articulated timelines for the completion of the plan; and

4. Monetary, time-material, and human resources sufficient to realize the expectations set forth in the plan; and

5. Shall utilize the form found on the Ohio Evaluation System.

6. The District may assign a mentor teacher/coach to assist the teacher in the professional improvement plan.

E. No professional growth plan will have more than one (1) goal per Evaluation Cycle.

4.7.16 Due Process

A. A teacher shall be notified of the right to Association representation at any conference held during this procedure in which the teacher will be advised of an impending adverse personnel action.

B. Section 4.5 of the Master Agreement shall be followed if fair dismissal is necessary.

4.7.17 Non-OTES Evaluations

The guidelines in Appendix A are for the evaluation of certificated/licensed staff to whom the foregoing provisions of Section 4.7 do not apply.

Section 4.8 - School Counselor Evaluation

A. PURPOSE
The purpose of the Ohio School Counselor Evaluation System (OSCES) is to:

1. Serve as a tool to advance the professional learning and practice of school counselors individually and collectively in the District.

2. Guide District policy about the appropriate responsibilities of a school counselor.

3. Assist counselors and administrators in identifying and developing educational best practices in order to provide the greatest opportunity for the academic achievement, social and emotional development, and career planning of students.

B. APPLICATION

The school counselor evaluation procedure contained in this agreement applies to all school counselors employed by the Board of Education.

C. EVALUATOR QUALIFICATIONS AND ROLES

1. An evaluator must be a contracted employee of the Bowling Green School District.

2. Evaluators must be credentialed during the entire evaluation cycle of the counselor(s) they are evaluating.

3. In the event a counselor performs work under the supervision of more than one (1) supervisor, a single supervisor shall be designated as the evaluating supervisor responsible for all aspects of the OSCES including conducting of observations, review of metrics, and the assignment of the final summative rating.

D. CRITERIA FOR COUNSELOR EVALUATION

1. A counselor's evaluation, including all observations and summative evaluations, shall be conducted based on the Ohio Standards for School Counselors and the School Counselor Evaluation Rubric.

2. All monitoring or observation of the work performance of a counselor shall be conducted openly.

E. EVALUATION PROCESS

1. No school counselor shall be subject to more than one (1) evaluation per school year.

2. The final summative evaluation shall be completed no later than the first (1st) day of May, and the counselor being evaluated shall receive the final summative evaluation document not later than the tenth (10th) day of May.

3. If the Board has entered into a limited contract or extended limited contract with a counselor pursuant to section 3319.11 of the Ohio Revised Code, the Board shall perform a minimum of three (3) formal observations in any school year in which the Board may wish to declare its intention not to re-employ a counselor pursuant that section.

4. The Board of Education may evaluate a counselor receiving a rating of "Accomplished" every three (3) years so long as the metric of student outcomes, for the most recent school year for which data is available, is "Skilled" or higher.
5. The Board of Education may evaluate a counselor receiving a rating of "Skilled" every two (2) years as long as the metric of student outcomes, for the most recent school year for which data is available, is "Skilled" or higher.

6. In any year in which a counselor is formally evaluated, as a result of having previously received a rating of accomplished or skilled, the assigned evaluator shall conduct one (1) formal observation of the counselor, and hold one (1) post observation conference with the counselor. The formal observation process shall be held in compliance with the provisions of this Contract.

F. INFORMAL OBSERVATIONS

1. An informal observation is a walkthrough of non-confidential activities during unannounced times. Such observations shall be documented through Ohio Evaluation System and will focus on one (1) or more of the following components:

- · Comprehensive School Counseling Program Plan
- · Direct Services for Academic, Career and Social/Emotional Development · Indirect Services: Partnerships and Referrals
- · Evaluation and Data
- · Leadership and Advocacy
- · Professional Responsibility, Knowledge and Growth

2. The walkthrough shall be at least ten (10) consecutive minutes, but not more than twenty (20) consecutive minutes in duration. The walkthrough must be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

3. A copy of the informal observation form will be made available through the Ohio Evaluation System.

4. No fewer than two (2) informal observations shall be included in each evaluation cycle.

G. FORMAL OBSERVATIONS

1. A minimum of two (2) formal observations shall be conducted to support the final summative evaluation. All formal observations shall last a minimum of thirty (30) consecutive minutes and will take place between September 15 and April 30. There will be a minimum of fifteen (15) work days between the first two (2) formal observations unless mutually agreed upon by the teacher and the evaluator.

2. If the Board has entered into a limited contract or an extended limited contract with a school counselor pursuant to section 3319.11 of the Ohio Revised Code, the Board may perform three formal observations. If the Board may wish to declare its intention not to re-employ a school counselor on a limited contract or an extended limited contract pursuant to ORC 3319.11 (B), (C)(3), (D), or (E) three formal observations will be completed unless mutually agreed upon by the teacher and the evaluator.

3. If requested by the counselor, each formal observation shall be preceded by a conference between the evaluator and the counselor, in order for the counselor to explain the plans and objectives for the work situation to be observed.

4. A post-observation conference shall be held following the observation. The conference shall be used to inform the counselor if observed practices are aligned with the expectations that are identified in the professional growth or improvement plan and give the counselor the opportunity to provide additional evidence of performance based upon the draft observation report.

5. The evaluator shall consider and cite evidence gathered from a variety of sources in addition to the observation when completing the counselor evaluation rubric. Sources of evidence include: professional growth and improvement plans, conferences (pre, post, etc.), formal and informal observations during the evaluation cycle, and any evidence provided by the counselor.

6. A counselor may request a formal observation at any time in addition to those required by this procedure.

H. FINALIZATION OF THE EVALUATION CYCLE

1. Each evaluation will result in a final summative rating of “Accomplished,” “Skilled,” “Developing,” or “Ineffective.” The final summative rating is based on a holistic review of all seven (7) dimensions of the Ohio School Counselor Evaluation System. The evaluation shall acknowledge the performance strengths and performance deficiencies, if any, of the counselor evaluated.

The evaluator shall note all data used to support the conclusions reached in the formal evaluation report. No later than May 10, the evaluation report shall be signed by the evaluator and then signed by the counselor to verify notification that the evaluation will be placed on file. The counselor's signature should not be construed as evidence that the counselor agrees with the contents of the evaluation report.

2. Before the evaluation cycle is considered complete, a copy of the final summative evaluation shall be available to the counselor through the Ohio Evaluation System and a conference shall be held between the counselor and the evaluator.

3. The final summative evaluation shall be an accurate reflection of all in-cycle informal and formal observations, professional growth or improvement plans, Metric(s) of Student Outcomes, and evidence provided by the counselor.

4. Only as required by law, the Superintendent or his/her designee will, on behalf of the Board of Education, submit to the Ohio Department of Education (ODE) the final summative rating of each school counselor.

5. The counselor shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the counselor's personnel file.

I. PROFESSIONAL GROWTH PLANS

1. Counselors with a summative evaluation rating of accomplished will develop a professional growth plan.

2. Counselors with a summative evaluation rating of skilled or developing shall develop a professional growth plan collaboratively with their credentialed evaluator. Counselors with a developing rating will have their professional growth plan approved by their evaluator.

3. Professional growth plans for a school year shall be developed not later than October 1 of each school year and shall be one academic year in duration.

J. PROFESSIONAL IMPROVEMENT PLANS

1. A professional improvement plan is a clearly articulated program used for a counselor who has a final summative rating of “Ineffective” on their most recent final summative evaluation. An evaluator may initiate an improvement plan at any time during the evaluation cycle based on deficiencies in performance by the school counselor.

2. The professional improvement plan shall include:
    a. Specific measurable performance expectations, resources and assistance to be provided; and,
    b. A reasonable, desired level of performance that is expected and a reasonable time period to correct deficiencies; and,
    c. Professional Development opportunities.

3. Improvement plans for the next school year shall be developed not later than October 1 of each school year.

K. DUE PROCESS

1. Counselors who disagree with any informal or formal observation report and/or the final summative evaluation rating shall be allowed to submit a written rebuttal within ten (10) working days. This rebuttal will be attached to the summative evaluation report.

2. A counselor shall be entitled to Association representation at any conference held during this procedure in which the counselor will be advised of an impending adverse personnel action.

Section 4.9 - Professionalism

A. A specific effort will be made by the Association to ensure that the membership living in the district is registered to vote and encouraged to vote. Members shall be encouraged to support a levy proposed by the Board of Education and endorsed by the Association, and discouraged from working to defeat the levy.

B. Wherein the Association has knowledge of their own people presenting less than a good professional image to the school community, the Association should be willing to apply counseling and peer pressure to bring about professional self-improvement.

Specifically, the Association will exert its influence in the following areas:

1. Encourage staff members to observe high standards of dress, manner and conduct.

2. Stress the importance of requesting leave of absence only for legitimate reasons and with proper advanced notice.

3. Stress the importance of teachers completing the school year as a professional obligation to children.

4. Stress the importance of teachers contributing positively to the systems' public relations program and refraining from activities which would reflect negatively upon the school's staff or program.

C. The Association will accept input from Administration on allegations.

D. In the event the Board makes a report of an act that is unbecoming to the teaching profession or a disqualifying criminal offense or other criminal offense applicable to teachers to the Superintendent of Public Instruction, the Superintendent shall notify the affected member within five (5) working days of the report that such a report has been made.

Section 4.10 - Personnel File

A. Each teacher shall have the opportunity, upon request, and after arranging a suitable appointment during regular business hours of the central office, with at least twenty-four (24) hours advance notice, or at such other times as may be mutually agreed upon, to review the contents of his/her personnel file in the presence of an administrator. Upon the request of the staff member, an Association representative may accompany the member. The teacher shall be permitted to attach to any item a written rebuttal or such other comments as he/she may deem advisable.

B. The teacher shall be notified in writing of the intent of placement in the personnel file of any document not listed below. The teacher will have five working days to request a conference prior to official placement. For the purpose of this section, posting by certified mail or personal delivery from the Superintendent and/designee shall constitute notice to said teacher. Such notice shall not be required when such document is presented by the employee for filing, or for any of the following documents:

1. Employment and supplemental contracts

2. Salary notices

3. Ohio teaching certificates/licenses

4. Letters of commendation

5. College transcripts

6. Military records

7. Medical records

8. Evaluation documents (Documents in the file will be the final summative document).

C. Failure to give notice as required by Subsection B above shall not be asserted by any employee after one hundred (100) work days from the date of such filing.

D. The Board will notify a teacher if another bargaining unit member requests to review his/her personnel file.

Section 4.11 - Teacher Facilities

Physical Facilities Goals:

A. The Board and Association recognize the availability of optimum school facilities for both student and teacher is desirable to ensure the high quality of education that is the goal of both the Association and the Board. They recognize further that facilities should be designed to meet the needs of the educational program. To achieve this end, the advice of teachers will be sought before teaching facilities are constructed or remodeled.

B. Each school should have the following facilities:

1. Space in each classroom in which teachers may safely store instructional materials and supplies.

2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.

3. An appropriately furnished area to be used as a faculty lounge.

4. Well-lighted, ventilated, clean teachers' restrooms, adequate for the number of teachers.

5. A comfortably heated building throughout each school day.

6. All teachers will have either a locking file drawer or cabinet available in their room.

7. Certificated/licensed teachers will be provided with classroom keys/working locks in order to comply with Administration procedures on school safety.

C. Parking facilities should be ample and adequate for the staff assigned to each building.

Section 4.12 - Teacher Load

A. Both parties agree to a uniform length of the service day at seven (7) hours and forty (40) minutes. Standard hours are: Secondary (HS and MS) - 7:30 a.m. - 3:10 p.m. and Elementary - 8:15 a.m.-3:55 p.m. Immediate supervisors can authorize flexible scheduling at the request of the individual teacher.

In cases where school opening time is delayed because of adverse weather conditions, teachers/staff members shall report no later than the number of hours of the delay and may depart at the normal departure time.

Principals, with input from central administration, will develop time schedules and furnish a copy to the Superintendent of Schools. This will take into account planning time and reasonable travel time between buildings as set forth in Subsection (H) (3).

Bargaining unit members' assignment and workload shall be determined by the Administration within the parameters stated in this Article. Bargaining unit members may provide input to the building principal regarding assignment of class schedules not later than May 1. Notification of tentative teaching assignments will be given to each teacher by July 15 of each year.

The building principal shall be responsible for enforcement of the teacher time on the job. The principal shall have authority to make an individual exception for cause when the request is submitted in writing for prior approval.

B. Every effort will be made to hire a substitute for special area teachers in the event of the absence of such teachers who work with an entire class at one time in the areas of art, vocal music, special education, and physical education. Said teachers shall provide adequate lesson plans in the event of their absence so that substitutes may continue classes as planned.

C. The Board or its agent shall provide a uniform handbook/policy book for procedures to be followed for substitutes and presented to them upon hiring. A copy shall be provided to each Association building representative.

D. Certificated/Licensed staff may be assigned to one evening activity per semester without any additional cost to the Board.

E. Additionally assigned participation in scheduled activities for which attendance is mandatory beyond the uniform length of service day (as defined in Section 4.12-A) shall be compensated at thirty dollars ($30.00) per hour.

F. All regular teachers will have a duty-free lunch period each workday of thirty (30) minutes. The Board agrees to hire monitors, wherever practicable, to provide assistance to elementary teachers during lunch recess, allowing fifteen (15) minutes of additional planning time. In the event monitors are not available, the fifteen (15) minute additional planning time will be waived.

G. On the first teacher work day of school in the assigned building, the principal shall distribute to each teacher a yearly schedule of building staff meetings. Staff meetings will normally not last more than forty-five (45) minutes after the start of the meeting. No more than two staff meetings per month will be scheduled. Staff meetings will begin no earlier than 7:40 am in the secondary and middle school and no earlier than 8:00 am in the elementary schools. Staff meetings will end by 3:20 pm in the secondary and middle school and by 3:55 pm in the elementary schools. In case of an emergency, the principal or administration may call an unscheduled staff meeting that exceeds these parameters.

H. Class Size and Load: The following parameters shall be met unless the Board of Education must enact a Reduction in Force.

1. Elementary Class Size (PS-5)

Grade Level	Students per Class	Classroom Aide
Preschool	Adheres to ORC	Adheres to ORC
Kindergarten	24	25
Grades 1,2,3	24	25
Grades 4,5	27	28

2. High School and Middle School class Size (6-12)

a. The average number of students shall not exceed 30 per period as determined by the number of students enrolled divided by the total number of periods, with the exception of 2.b.

b. Laboratory classes shall be limited to 24 students per class period at the high school and 25 students per class period at the middle school; Physical Education shall be limited to 40 students per class period.

c. Band, art, choir, orchestra, study hall, librarian, school counselors, and cafeteria supervision shall be exempt from being figured into class size.

3. Teacher Load Parameters

a. Each regular teacher shall have eight (8) hours within each contract week to prepare lessons, hold conferences, and other duties not strictly considered teaching, unless the district enacts a Reduction in Force due to financial reasons within this bargaining unit.

b. Secondary (6-12) certificated/licensed staff shall not be assigned more than three (3) subjects nor more than a total of three (3) teaching preparations at any one time. The parties have a mutual goal to set the secondary teaching load structure as no more than six (6) instructional and/or duty periods, and one (1) preparatory period. If this goal cannot be met, the affected certificated/licensed staff will have the right to an individual conference with the principal to discuss options or suggestions to meet the goal. The employee is entitled to an Association representative at the conference, upon the employee's request. The building principal retains the authority to make the final decision.

c. In any semester in which a high school teacher is assigned two or more different Advanced Placement Courses, that bargaining unit member will receive two (2) planning/conference periods per day.

d. No new curriculum shall be implemented until such time as adequate support material is available to each staff member affected.

e. College Credit Plus Courses

i. Eligibility

All proposed College Credit Plus (CCP) courses that will be taught by staff members shall be approved by the administration. No staff member shall teach a CCP course that has not received such approval.

The administration shall make the final determination regarding whether a staff member is eligible to teach a CCP course.

ii. Number of Courses to be Taught.

Any additional classes (after the first) will be assigned to staff members based on the consent of the staff member and with approval of the administration.

If the administration does not approve the assignment of additional CCP classes to a staff member, then no such classes will be assigned.

All students enrolled in the same CCP class shall be in the section (period) of the teacher's schedule unless the teacher agrees to an alternate arrangement with the administration. Class size limitations in this Agreement apply to the CCP course section as well.

iii. Visitation/Planning

Staff members and administrators understand that, in the first year of instructing a CCP course, the teacher may have additional time requirements with the university and in curriculum development. Any teacher who teaches a CCP course may be permitted a professional day to visit the participating institution of higher education if required by the institution.

In any semester in which a high school teacher is assigned two or more different approved CCP courses, that bargaining unit member will receive two (2) planning/conference periods per day.

iv. Displacement

No existing bargaining unit position shall be eliminated as a result of the District's participation in CCP.

I. Teachers may voluntarily participate in out-of class activities for which no additional compensation is paid. This includes preparation for and supervision of out-of-class activities

and events. Teachers are highly encouraged to attend the commencement of BGHS. Teachers will be provided a special seating arrangement for the event.

J. Teachers assigned special reimbursable duties will be compensated with released time and/or included on the supplementary salary schedule.

K. Reasonable efforts shall be taken to avoid scheduling of unnecessary committee meetings during the summer break.

L. Teachers who work less than full time will be compensated at the rate provided in paragraph E above when required to attend in-service outside their normal duty hours, unless their normal duty hours are shortened on such days.

M. Part-time kindergarten teachers required to conduct preschool observations or attend pre-kindergarten assessments outside their normal working hours shall be paid according to their per diem rate.

N. Mutual consent shall be required for participation in district wide pilot programs. District wide pilot programs shall be for a duration of one academic year unless an extension is mutually agreed upon. At the conclusion of the pilot program, it may be adopted district-wide by the parties' mutual consent.

O. The Board will provide up to five (5) days of extended service time for the library media specialists and up to seven (7) days of extended service time for the secondary school counselors on an as-needed basis as determined by theSuperintendent/designee and the appropriate library media specialist.

Section 4.13 - Covering Classes for Absent Teachers

It is understood that the District will make concerted efforts to obtain substitute teachers. If a substitute cannot be found, teachers shall be reimbursed for time spent covering a class for a colleague. To be eligible for reimbursement, a teacher must be assigned to cover the class during the teacher's regularly scheduled non-teaching time, or if the teacher is required by administration to combine their class with another class where a substitute is needed.

This reimbursement will not apply to students who remain in their classroom and do not attend a pull-out session due to the absence of the intervention teacher.
Teachers will be assigned to cover a colleague's class in accordance with the following:

A. Absence due to personal or family illness. (Appropriate form must be completed.)

B. Absence because of emergency personal business. (Appropriate form must be completed.)

C. Absence where no substitute is available.

D. Other circumstances at the principal's discretion.

All requests for reimbursement under this provision must be approved by the building principal or designee.

At the High School or Middle School, a teacher shall be paid at the rate of $30.00 for each period spent covering a teacher's class and $45.00 for each block period spent covering a teacher’s class.

At the elementary level, a teacher shall be reimbursed at the rate of $30.00 for every fifty minutes spent covering another teacher's class. Reimbursement for less than fifty minutes will be prorated. A maximum of $30.00 will be reimbursed for a single special, i.e., Art.

Section 4.14 - Administration-Association Labor Management Committee

A. The Administration and the Association (its designated representatives) may meet to discuss matters of mutual interest. This committee is a professional labor management committee created to establish better communication between the parties. The discussion of formal grievances is not a function of this committee, except as set forth in paragraph (E) below, nor shall it be used to circumvent the negotiations process set forth in this Master Agreement.

B. A meeting shall be held each year in September, November, January, February, March, April and May. Additional meetings may be held by mutual agreement. Meetings will be limited to one (1) per month, unless mutually agreed upon to have additional meetings. Meetings may be mutually suspended by the Association President and the Superintendent.

C. All meetings shall be held in a school district building and shall be held at a mutually agreeable time. The meetings shall not exceed two (2) hours, unless the parties mutually agree to extend the meeting time beyond the two (2) hours.

D. The Administration representatives shall include the Superintendent as well as any other necessary administrative personnel, as requested by the Association or Superintendent. The Association’s representatives shall include the President of the Association, the Vice Presidents of the Association, and one teacher from any building not represented by the previous three individuals. Additional administrators or teachers may be requested to participate.

E. Agenda - Some purposes for Labor Management meetings may include:

1. Discuss the administration of this Agreement;

2. Notify the BGEA of meaningful and/or district-wide changes made by the Administration which may affect bargaining unit members;

3. Discuss grievances which have not been processed beyond the final step of the grievance procedure, when such discussions are mutually agreed to by the parties;

4. Disseminate general information of interest to the parties;

5. Give the BGEA representatives the opportunity to share the view of their members and/or make suggestions on subjects of interest to their members;

6. Discuss ways to improve efficiency and work performance; or consider and discuss health, safety, and training matters.

F. General questions or issues to be discussed during meetings shall be submitted to the Superintendent at least five (5) workdays prior to the meeting.

Section 4.15 - School Calendar

The Board shall establish the school calendar based upon the recommendation of the Superintendent. The Superintendent shall consider Association recommendations.

A. There shall be no more than one hundred eighty-four (184) paid contractual days in the basic teacher contract year.

1. For Elementary schools the calendar shall consist of 175 student days and two (2) days for parent-teacher conferences. For Secondary schools the calendar shall consist of 176 student days with one (1) day for professional development training or parent teacher conferences.

2. There will be at least eight (8) work days (teacher contracted days will not number more than 184) for certificated staff that shall include the following:

a. One (1) professional day on the opening day of school for an entire certificated/licensed staff convocation and building staff meetings.

b. One (1) work day – the day following the opening professional day for work in buildings.

c. One (1) professional day & one (1) all-staff Safety Day – as designated by the Superintendent.

d. Two (2) professional days – One day after the first (1st) and one day after the third (3rd) quarter. These days will serve as completion of records, professional development, or other educational opportunities as directed by the Superintendent or his designee. Required meetings will not exceed more than 3.5 hours during these days

e. One (1) work day - at the end of the first semester. This day will float as scheduled after the last exam day at the high school. When an exam day is canceled due to a calamity, the work day will be scheduled either the day after the exam days are rescheduled or the day after exams were canceled by the Superintendent.

f. One (1) work day - at the completion of the school year. This work day may be fulfilled by working an additional three and one-half (3.5) hours on the last day and all required items must be turned in before leaving.

3. Calendar Parameters:
The certificated/licensed staff opening day will take place no earlier than the fifteenth (15th) of August. The last day of school before the Winter break will be no later than December 21 and the first day of school after the break will be no earlier than January 3. The end of the first semester will occur at the beginning of Winter Break.

The Spring break shall be five (5) school days in length.

The Friday preceding Easter, school will not be scheduled.

4. Given the above parameters, a calendar committee will be established to develop a school calendar, and recommend it for approval to both parties. The committee will consist of three (3) members appointed by the Association and three (3) members appointed by the Superintendent. The committee will meet biannually. The committee shall develop its proposal(s) no later than January 15 of the meeting year. The committee will establish a school calendar for two (2) consecutive years at each biannual meeting.

5. Conference times will be uniform for the entire district. For evening Conferences, the times will be set from 4:00 p.m. to 7:30 p.m. and for the morning conferences the times will be set for 8:15 a.m. to 12 Noon. Times may be adjusted under extenuating circumstances, as mutually agreed upon by teachers and the building administrator.

B. Once a calendar has been adopted, it shall be changed only upon notice to the Association and the opportunity for the Association to give its views and opinions concerning such amendments.

C. If the District chooses to employ the provisions of ORC 3313.482 regarding adding additional hours to the school day, any additional hours added to the school day to make up for school closure after the allotted number of calamity days set forth in the ORC (3313.48 and 3317.01) which result in the increase of hours beyond the contract day of seven (7) hours and forty (40) minutes will be mutually agreed upon by representatives of the Bowling Green Education Association, Inc. and the Bowling Green Board of Education in a meeting held prior to the addition of the hours to the calendar.

Section 4.16 - Calamity Days

Teachers need not report on calamity days. Beginning with the 6th canceled but not made up day, instructional staff will be available, during regular contract hours, to answer emails and otherwise interact with students and parents in an effort to enable learning to continue on those days. Teachers will be required to use the District Learning Management System as their online classroom presence and keep assignments up to date in order to provide 24/7 access to learning. Use of the online classroom presence for PK-2 teachers will serve primarily as a communication tool but also will allow access to materials in the event of calamity days. Prior to the 11th canceled day, a plan will be developed by the District Administration in consultation with the BGEA President to make up the lost instructional times past 10 days.

Section 4.17 - In-service Programs

A. Building staff members and their immediate administrator(s) will collaborate to plan highly qualified professional development activities that are aligned with the district and building goals on an as-needed basis. Substitutes will be used when these activities are planned during the school day. If an activity is planned outside the school day, participation will be voluntary. Participants will be reimbursed at thirty ($30.00) dollars per hour.

B. In addition to any other provision of this contract, all teachers shall participate in service training, research and evaluation as required by the State Department of Education. All teachers shall attain and maintain a Highly-Qualified Professional Development (HQPD) status as defined by the Every Student Succeeds Act (ESSA).

C. An employee may submit an electronic request for Professional Leave not less than fourteen (14) working days prior to the convention, conference, or coaches' clinic that is requested to attend. Final approved or denied requests shall be communicated to the employee within five (5) working days or approval is automatically granted. When it is evident that attendance at conventions, conferences, or coaches' clinics will contribute to the effectiveness of the instructional program, approval and compensation may be granted through the building Principal and Superintendent with reasonable limitations as to time and number of individuals involved. An employee shall use the electronic submission process which can be obtained from the Executive Director of Teaching and Learning. Final approval of Professional Leave requests shall be at the discretion of the Superintendent.

D. Employees who participate in district organized events like but not limited to department meetings, grade level meetings, committee meetings, workshops, curriculum writing and/or mapping during the non-contracted days (i.e. summer, or school breaks) shall be compensated for their professional time at the rate of Thirty dollars ($30) per hour.

E. After final approval of the reauthorization of the Every Student Succeeds Act (ESSA), members of the BGEA bargaining unit in collaboration with the Board will develop an equitable stakeholder committee to review policy implications, implementation, and make agreed upon recommendations for compliance. If implementation requires changes to the negotiated agreement, a Memorandum of Understanding (MOU) will be presented for approval through the parties' respective ratification process.

Section 4.18 - Student Teacher Objectives

Prior to March 1st of each year, the Association may, at its option, submit to the Superintendent written comments and suggestions on the terms and conditions of any contract to be entered into between the Board of Education and the Bowling Green State University for the following school year concerning student teacher observations. The Board shall give full consideration to the comments and suggestions of the Association.

A representative of the Association shall be included in the procedural discussion concerning the terms and conditions of the contract to be established between the Bowling Green City Board of Education and Bowling Green State University.

Section 4.19 - Educational Support Services

A. If a teacher is asked to administer medications or provide nursing services for a pupil or pupils and accepts that responsibility, the board agrees to provide training to carry out that responsibility. Teachers may opt not to administer medications and provide nursing services to pupil or pupils.

B. The parties recognize and agree that steps to provide a student with disabilities a free appropriate public education will be taken in accordance with the requirements of federal and state law.

C. Any teacher currently teaching a student on an I.E.P. may initiate the review process.

D. Any teacher currently teaching a student on an I.E.P. shall be afforded the opportunity to attend I.E.P. team meetings.

E. The District will provide the requisite training/in-service to all teachers with included students to help meet the needs of such students. Such teachers will be required to attend

training/in-service in order to meet the educational needs of the included student(s) and will be paid in accordance with this Agreement. For teachers in need of the requisite training such training will be provided within sixty (60) calendar days of the placement of the student with the I.E.P. The District shall supply appropriate and required resources, as outlined in the student's I.E.P., necessary to meet the needs of included students.

F. Yearly information and update meetings shall be held to inform special education teachers of any new requirements or policies or laws in regard to Special Education. The yearly meeting will be arranged by the administrative staff. The Board will provide any necessary training for staff to meet changes in requirements, policies, or laws. If this meeting/training takes place after contracted hours, the employees in attendance shall be compensated thirty ($30) dollars per hour.

Section 4.20 - Local Professional Development Committee (LPDC)

The Bowling Green LPDC will consist of five teachers and three or four members representing administration. Secretarial support for the LPDC will be paid for and provided by the District including, but not limited to:

managing certificated/licensed professional development staff files
managing paper, duplication
managing database and word processing
recording meeting minutes
filing professional development plans
responding to general inquiries
providing general office supplies/forms.

The Association LPDC committee members, including the chair, will be reimbursed a supplemental as per Appendix F of this Master Agreement.

The BGCS LPDC handbook shall be distributed electronically to each member with every newly negotiated Master Agreement and it should be found on the school district Google drive for documents.

<u>BGCS LPDC Responsibility</u>

Educate and assist all employed BGCS certificated/licensed educators. · Know and communicate the goals of the Ohio Department of Education.

Know the current law, licensure standards and ODE policies regarding LPDC responsibilities for licensure renewal.

Approve educators' coursework and other professional development activities to meet the certification/licensure renewal standards.

Establish and abide by the procedures, criteria and timelines of the LPDC. · Register the LPDC with the Ohio Department of Education annually.

Submit LPDC signature verification to the Ohio Department of Education annually.

Operate under the Open Meetings Act (Sunshine Act) and the Public Records Act.

Bowling Green City Schools Educator's Responsibility

It is the responsibility of the licensed staff member to monitor the expiration date(s) of certificates/licenses.

Choose coursework and other professional development activities that reflect the principles, mission and goals of the agency, center, office and individual.

Equivalent Other Activities (EOA) must be completed in accordance with the goals of the approved IPDP and must be pre-approved. Coursework and traditional workshops/seminars/meetings and any activity completed through the or in conjunction with the BGCS Curriculum Office do not need to be pre-approved, but must meet the licensure standards and the IPDP goals. Coursework or professional development activities completed prior to the approval of the IPDP will not be accepted.

It is the responsibility of the educator to fully complete the goals of the IPDP in a timely manner as stated in the proposal. If modifications to the activity/project or the IPDP itself are to be made, these modifications should be submitted for approval to the LPDC chairperson at least one (1) week before the next regularly scheduled LPDC meeting.

Follow the procedures, criteria and timelines of the LPDC., as stated in the BGCS LPDC Handbook.

Maintain records of all licensure and LPDC transactions, particularly the LPDC review and approval of an IPDP, coursework and other professional development activities.

Reciprocity

The ODE LPDC shall accept outside LPDC approved professional development credits for any staff member hired by BGCS from a local school district or agency as fulfilling all necessary requirements of the ODE renewal process.

Work already completed and approved in the previous position shall be honored. Remaining work shall be acquired using the guidelines of the BGCS LPDC with resubmission of an IPDP to be completed within the 180-day probation period.

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

form will outline the work you have completed and support the reciprocity agreement between LPDCs.

Appeal Process

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

The BGCS LPDC has adopted the following appeal process:

1. Reconsideration

a. If an educator disagrees with a LPDC decision, the educator will be given the opportunity to meet with the LPDC in person to discuss the IPDP and to discuss his/her case. This discussion will also serve to help the educator gain in understanding of the perspective of the LPDC.

b. The educator must provide written notice of the intent to appeal to the LPDC at least one week prior to a LPDC meeting. This notice shall be sent to the LPDC chairperson.

c. The educator will attend the next regularly scheduled LPDC meeting and discuss the LPDC decision.

d. The LPDC will vote on reconsideration and notify the educator in writing of the LPDC decision within five working days.

2. Third Party Review

a. If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, the educator must provide a written request to the LPDC for a third party review panel. The educator must provide written notice of the request for a third party review to the LPDC chairperson at least one week prior to the LPDC meeting. This notice shall be sent to the LPDC chairperson.

b. The panel members will be identified at the next LPDC meeting and the panel will review the LPDC decision within 30 days. The panel will consist of:

i. One licensed educator selected by the LPDC;
ii. One licensed educator selected by the educator;
iii. One licensed educator agreed upon by the above two.

These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it.

c. The educator will be notified in writing of the third party review panel decision within five working days. This decision is agreed to be final.

At such time as licensure replaces certification, references to certification in this Agreement will include licensure when appropriate.

Professional Development Design

The LPDC will consult with the Curriculum Department to guide and assist in the planning, implementation, and valuation of professional development for the District. LPDC will in this capacity serve as the Professional Development Committee. All final decisions will rest with the Curriculum Director with input from the LPDC committee.

Section 4.21 - Resident Educator Program

Definitions:

Resident Educator Program - a comprehensive, multi-year, induction program for teachers who are new to the profession in Ohio.

Resident Educators - teachers who hold an Ohio 4-year Resident Educator License.
Mentors - teachers who hold at least a 5-year professional license or equivalent and who have attended required State training who are responsible for collaborating with the Resident Educator to complete the program requirements.

Resident Educator Summative Assessment (RESA) - a summative assessment of four performance-based tasks that require Resident Educators to demonstrate reflection and decision-making of their instructional practices.

RESA Facilitator - teachers who hold at least a 5 year professional license or equivalent and who have attended required State training and completed the Facilitator training module who are responsible for advising candidates during the program.

RESA Facilitators will be utilized based upon the number of RESA Educators in the program each year of the agreement. Facilitators will be selected by the Executive Director of Teaching and Learning and/or the building principals with the consultation of the Association President.

A. Philosophy

The Bowling Green City Schools believe that it is the district's responsibility to provide a system of support for teachers new to the school district. The program that has been developed for this purpose is aligned with Ohio's Teacher Education and Licensure Standards as well as the state mandated Ohio Resident Educator Program.

B. Purpose of the Program

The purpose of the Resident Educator Program is to assist the eligible Resident Educators, as defined by the Ohio Department of Education, to have a deeper understanding of teaching and learning as a reciprocal, collaborative, and ongoing journey. There is a transformation in the Resident Educators as they now embrace and accept the challenges and responsibilities of teacher leadership within and beyond the Resident Educator Program.

C. Who Will Be Mentored?

All teachers who are defined as Resident Educators according to the Ohio Department of Education will be assigned a mentor in their first two (2) years.

D. Selection of Mentors

A mentor must be a teacher who has a continuing contract with the district.

A mentor must have had strong positive evaluations of his/her own classroom performance.

A mentor must have or be willing to attend any training sessions deemed necessary by the Ohio Department of Education to be a certified mentor.

All mentors must have the final approval of their building principal prior to becoming a mentor.

Mentors will be selected by the Executive Director of Teaching and Learning and/or building principals with the consultation of the Association President.

E. With How Many People will a Mentor Work?

It is our belief that one mentor would work with one Resident Educator during their first and second year.

Pay Structure

Mentor for a Year 1 RE: a supplemental in Appendix F of this Master Agreement. Mentor for a Year 2 RE: a supplemental in Appendix F of this Master Agreement. Facilitators (as needed) for Year 2 RE: ½ of the mentor supplemental in Appendix F.

F. The Mentoring Program

The Resident Educator Program will hold checkpoint meetings throughout the year during contract time with the exception of orientation which is held outside contract time and is paid at

the established the RE Program rate of $15.00 dollars per hour. Attendance at checkpoint meetings is required for resident educators with one excused absence allowed although they are encouraged to attend all. Meetings are optional for mentors.

G. Evaluation Of The Program

The Executive Director of Teaching and Learning will be responsible for monitoring the Resident Educator Program. The program will be evaluated informally and formally throughout the year.

H. Expectations for Classroom Observations

It will be expected that the mentors will observe the Resident Educator per ODE program guidelines. The purpose of these observations is to provide modeling of various techniques/strategies and critique the Resident Educator. All notes and observations are confidential between the mentor and the Resident Educator.

No mentor teacher shall participate in any informal or formal evaluation of a Resident Educator, nor make, nor be requested or directed to make any recommendation regarding the continued employment of a Resident Educator.

I. Reassigning of Mentors

If either the mentor or Resident Educator becomes concerned that the mentoring relationship is not functioning satisfactorily, either person may ask the building principal to intervene during the first six weeks of the school year. The building principal shall meet with the Resident Educator and the mentor to discuss such concerns, and shall attempt to resolve such concerns. If those efforts are unsuccessful by the conclusion of the first nine weeks of the school year, the Resident Educator shall be assigned a new mentor. The former mentor shall have his/her compensation terminated, and the new mentor shall receive a pro-rated share of the applicable supplemental salary.

Section 4.22 - Complaints Against Certificated/Licensed Staff Members

Complaints against certificated/licensed staff members shall be handled using the following procedure unless the complaint implicates Title IX, child abuse, or criminal law violations:

A. When complaints against a teacher are received by an administrator or Board representative, the complaint will be referred to the building administrator of the teacher within fifteen (15) regular school days. The building administrator will make the determination if further action is required. If additional action is required, the building administrator shall attempt informal resolution through discussions with the teacher and the complainant. Supplemental contract employees will be subject to this complaint procedure.

B. If the complainant is dissatisfied with the attempted informal resolution, the building administrator shall determine whether the complaint should be processed further. If so, the complainant (if she/he desires) or, alternatively, the building administrator shall document the complaint, collect documentation provided by the complainant, (if any), and provide a copy to the teacher. After a copy is provided to the teacher, a meeting concerning the complaint will be scheduled within thirty (30) regular school days. Those in attendance at such meeting shall be the complainant, the teacher, an association representative (if desired by the teacher), the building administrator and any separate legal representative requested by the complainant, teacher, or Superintendent. Any others in attendance at the meeting shall be at the building administrator's or Superintendent's discretion.

C. Complaints not resolved through a meeting of the parties discussed in paragraph B above will be referred to the Superintendent for resolution. The teacher, complainant and building administrator shall be given the opportunity to submit position statements and/or recommendations to the Superintendent. The Superintendent may participate in this complaint procedure at any level she/he deems appropriate.

D. Any complaint resulting in disciplinary action against a teacher shall be subject to the contractual grievance procedure.

Section 4.23 - Progressive Discipline Procedures

A. Employee Discipline Procedure

1. The purpose of a Progressive Discipline plan is to facilitate the discipline practices of the District. To this end, the procedure outlined will secure at the lowest possible level, solutions to problems which may arise during the school year affecting an employee’s classroom performance or compliance with District rules, regulations, policies or directives in an effective and confidential manner, to correct and document employee performance problems, and to administer employee discipline in an appropriate manner thereby contributing to employee morale by treating all certificated staff fairly.

2. An employee may be disciplined for just cause.

3. Administrators shall investigate alleged violations promptly and use the progressive discipline procedures for all violations.

4. Discipline will be imposed in the following progression:

a. Conference

Before imposing a suspension or termination of an employee, the Superintendent or his/her designee shall hold a conference with the employee to give an

opportunity to learn the reasons for the intended disciplinary action and to explain his/her behavior. The employee has the right to be accompanied by a union representative. The conference will be scheduled as promptly as possible. The Superintendent or designee may impose reasonable rules for the conference and the conduct of the participants.

If the Superintendent or designee determines that the employee's continued employment prior to the conference poses a danger to persons or property or a threat of disrupting operations, he/she may relieve the employee of duty with pay pending the conference to determine final disciplinary action.

b. Penalties

1. The first instance of misconduct by an employee shall result in a private oral reprimand from his/her supervisor. Documentation of this oral reprimand will be placed in the employee's personnel file. After three (3) calendar years of this documented oral reprimand if there are no further incidents of documented misconduct, the employee may request the documentation of oral reprimand be removed from the personnel file and placed in a separate public file and this shall be granted.

2. Further misconduct shall result in a written reprimand. (Within three (3) calendar years of oral reprimand). The written reprimand will be signed by both the employee and supervisor and placed in the employee's personnel file.

3. Further misconduct shall result in suspension without pay imposed by the Superintendent or designee. (Within three (3) calendar years of the written reprimand). The Superintendent or designee may impose a suspension for up to thirty (30) days without pay. Documentation of such suspensions shall be placed in the employee's personnel file.

4. Further misconduct thereafter shall result in termination, using the above mentioned process as documentation of due process. The recommendation for termination of an employee shall be considered and voted upon by the Board of Education.

c. Discipline will normally be progressive, but may vary from the aforementioned procedures based upon the severity of the violation. Therefore, discipline may begin at any step of the disciplinary procedure which is appropriate to the severity of the infraction.

d. Fringe benefits shall remain in effect during the time of any suspension with pay under this article. The deduction days of pay due to suspension without pay

shall be spread out over the employee's payroll check (s) so that all of the deduct days do not come out of a singular payroll check.

e. Termination of an employee's contract shall be for good and just cause according to Ohio Revised Code Sections 3319.16 and 3319.161, and, if challenged, shall be processed in accordance with the procedures that appear in those statutes. Termination, therefore, shall not be grievable or arbitrated under Section 7 of this Agreement.

f. An employee shall have the right to have a representative present at any meeting which may lead to discipline of the employee.

g. No provision of the Section or any other part of this Agreement shall apply to the release of an employee pursuant to Ohio Revised Code Section 3319.39, it being mutually understood that any such release is governed exclusively by the provisions of that statute.

h. If a grievance is filed because of a disciplinary suspension with or without pay, the grievance may be initiated at Step Two, Section 7.4 (B).

i. Employee signatures only indicate receipt of disciplinary notice, not that they agree or disagree.

SECTION 5 - FRINGE BENEFITS

Section 5.1 - Reimbursement for Academic Achievement

A. Tuition reimbursement is not to exceed the level of income derived from the Bowling Green State University Contract with Bowling Green City School District. Any unexpended appropriation for tuition reimbursement will be carried forward for not more than one year with the carryover to be used first.

In accordance with the Bowling Green State University Contract with Bowling Green City School District, the Board will reimburse any faculty member university credit taken during a contract year provided that the courses taken are part of a BGSU Master's, Doctorate or Certificate program in which the teacher is enrolled, pertinent to the individual's teaching assignment and a C or better/pass is earned in the course. Hours per teacher are to be capped at ten (10) semesters per contract year.

1. The percentage of reimbursement per semester hour will be calculated as follows: Total revenue received from the Bowling Green State University contract will be divided by the sum of the tuition expenses for approved hours for all district employees. The

employee's expense will be multiplied by this ratio to determine the amount of reimbursement.

For the purpose of establishing a window for reimbursement, the reimbursement year will begin with the Summer semester for each BGSU academic calendar.

All receipts and grade slips for course reimbursement during this window must be submitted to the Director of Human Resources by July 1. For receipts and grade slips received after July 1, reimbursement will be made in the following year. Reimbursement will occur no later than July 31.

Course reimbursement shall be limited to an amount no greater than the actual instructional fee cost of course work taken.

2. The total hourly instructional fee charge shall be the basis for reimbursement for University or College attendance based upon the hourly charge per semester hour.

3. There will be application forms available at the central administration.

4. This benefit will not be given to a person for the summer following an academic year if that person is not returning the following school year. No reimbursement will be made for classes taken during an academic year if the employee is not returning as an employee of the District the following contract year. If the employee resigns, retires, or otherwise voluntarily separates from service the year after being reimbursed, the employee shall return the amount reimbursed to the District.

5. Teachers will become eligible for this benefit after receiving their second contract and after completing at least one full semester of service.

6. Those persons who are entitled to academic reimbursement and who subsequently take a leave of absence will be entitled to their reimbursement upon return to the school system after such leave.

7. Reimbursement will be limited to only one course or four (4) one (1) credit hour workshops for the fall and spring semesters. This limitation does not apply to the summer semester.

8. Certificated/Licensed personnel working a fraction of full time will be reimbursed a fraction of full time. For example, a certificated person working fifty percent (50%) of full time will be reimbursed at fifty percent (50%) of each hour successfully taken up to the maximum hours allowed in paragraph A. above. A fraction of any hour will be rounded to the nearest whole hour.

9. Certificated/Licensed personnel not receiving prior approval from the Superintendent or his/her designee for course work will not receive reimbursement. If approval is denied, this denial must be communicated to the teacher within ten (10) working days of the date of receipt of the request.

10. Certificated/Licensed personnel, having submitted an itemized bill and university grade slip, will meet criteria for reimbursement of their instructional fee and will have their reimbursement payment processed by July 31 of the current fiscal year. An official transcript shall be subsequently delivered. Advancement on the salary schedule requires filing an official transcript.

11. Reimbursement for academic achievement in this Section of the Master Agreement will become void if no contract exists between Bowling Green State University and Bowling Green City Schools.

B. College Credit Plus Tuition Reimbursement

1. Teachers who voluntarily seek to obtain College Credit Plus (CCP) certification (as defined by the Ohio Revised Code Chapter 3365) for a future assignment, with prior written approval from the building Principal and Superintendent, will be eligible for full tuition reimbursement subject to the following conditions:

The course(s) must be from a regionally accredited college or university and specific to the teacher's future assignment.

Reimbursement is limited to the cost of tuition, fees, and books.

The teacher must successfully complete the course with a C or better grade to be eligible for reimbursement.

Reimbursement requests, along with an official transcript and itemized receipts, must be submitted to the Treasurer's Office and Human Resource Director.

A maximum of six courses will be eligible for full tuition reimbursement.

2. Conditions

A teacher approved for CCP reimbursement must complete the required coursework within three years of Principal and Superintendent approval.

After completion of the program, the employee must remain employed by the district for a minimum of five years and teach the CCP course for a minimum of five years.

If the employee fails to complete the program within three years, discontinues the program, leaves the district within five years of the completion of the program, or is relieved of teaching the CCP course, the district is entitled to recoup one hundred percent of the tuition reimbursement given to the employee.

Section 5.2 - Hospitalization

A. The Board will offer a PPO plan with the following monthly employee premium rates. Employee premium contribution shall be:

	2026-2027	2027-2028	2028-2029
Family Rate	20% not to exceed $575/month	20% not to exceed $575/month	20% not to exceed $575/month
Single Rate	20% not to exceed $285/month	20% not to exceed $285/month	20% not to exceed $285/month

B. The maximum benefit period deductible (single/family) shall be $500 single/$1000 family in network and $1500 single/$3000 family out of network.

C. The maximum coinsurance out-of-pocket expense (single/family) under the PPO plan shall be $1000 single/$2000 family in network and $3000 single/$6000 family out of network.

D. The employee co-pay under the drug card program, and the mail order program, shall be:

Retail (30-Day Supply):	Mail Order (90-Day Supply):
$10 generic	$20 generic
$20 formulary	$40 formulary
$30 dispense as written (non-formulary)	$60 dispense as written (non-formulary)

E. The in-network physician office visit co-pay shall be set by the PPO plan provider.

F. As an option within the Wood County Schools Health Insurance Consortium plan, employees shall be offered on a voluntary basis the opportunity to enroll in the High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The employee's share of the discounted premium associated with this plan will be 12% of the monthly premium for single or family coverage. In addition, the Board of Education will contribute $1,000 to the employee's HSA account in the first year of participation and $750 in the second year of participation.

G. Deductibles for the HDHP HSA shall be:

Single minimum allowed by IRC in network / double the minimum allowed by IRC out of network
Family minimum allowed by IRC in network / double the minimum allowed by IRC out of network

Employees who enroll in the HDHP HSA shall be permitted to (re)enroll into the Super Med Plus PPO plan during any open enrollment period, and there shall be no exclusion of preexisting medical conditions.

H. Employees shall also be permitted to participate in any minimum value plan offered by the Board of Education. The employee's share of the monthly premium for this coverage shall be 10% for single or family coverage. There is no Board contribution to an employee's HSA under this option.

I. The Hospitalization coverage in this section is available to all certificated/licensed employees who teach at least fifty percent (50%) or more of the school week.

Section 5.3 - Dental Insurance

For the duration of this agreement, bargaining unit members will pay $10.00 per month for a family plan and $8.00 per month for a single plan. This coverage shall be for all certificated/licensed employees who teach at least fifty percent (50%) or more of the school week.

Section 5.4 - Vision Insurance

Vision coverage shall be made available to employees. The employee will be responsible to pay 100% of the premium. Employees may only enroll during the annual health insurance open enrollment period.

Section 5.5 - Retiring and Resigning Employees

Retiring employees shall not have increases agreed upon by the Master Contract applied toward their July and August premiums for hospitalization or dental insurance in the year of retirement. Resigning employees shall have increases agreed upon by the Master Contract applied toward their July and August premiums for hospitalization or dental insurance in the year of resignation.

Section 5.6 - Life Insurance

The Board shall provide each bargaining unit member, who teaches at least fifty percent (50%) or more of the school week, with $50,000 of group life insurance at no cost to the employee.

Section 5.7 - Section 125

The benefits provided to employees by Section 125 of the Internal Revenue Code of 1986 shall be made available to any bargaining unit member so requesting that their benefit elections be nontaxable. An amount not to exceed fifty percent (50%) of salary may be set aside by the employee for the selection of benefits, under Section 125 of the Internal Revenue Code, which may include but not limited to the nontaxable benefits of major medical, disability, cancer, dental, non-reimbursed medical, and dependent care. This plan shall be administered by the employer with an insurance provider as the enroller and record keeper of the plan. The insurance provider shall provide the school district a hold harmless and a record keeping agreement that will further hold the employer risk-free under the IRS provisions regulating non-reimbursed medical payment.

Neither the employer nor the employee shall incur any fees for the setup, enrollment and administrative services provided.

Section 5.8 - Pay Periods

A. The faculty of Bowling Green City Schools will be paid twenty-four (24) pays per calendar year.

B. Pay stubs shall be available electronically on payday. Employees are required to have their paychecks direct deposited at their bank.

C. Payroll deductions:

1. All deductions from pay will be equalized over twenty-four (24) pay periods.

2. Pay dates will be on the tenth (10^{th}) and twenty-fifth (25^{th}) of the month. If a pay date falls on a weekend or a bank holiday, the pay date will be the preceding banking day.

Section 5.9 - Tuition Waiver

The nonresident dependent children of certificated/licensed staff members shall be afforded tuition free enrollment in the Bowling Green City School District subject to space availability and the rules and regulations of open enrollment. Assignment of student(s) to a building and class shall be at the Superintendent's discretion.

Section 5.10 - Insurance Waiver

A. Any certificated/licensed staff member who waives the right to health insurance for a benefit year (January 1 through December 31), and provides proof of other insurance coverage that is not through the Health Insurance Marketplace, will receive a lump sum payment on the second pay period following the completion of that benefit year that shall be equal to, for those on

single coverage, $1,500.00, and for those on family coverage, $3,000.00. If the employee resigns his/her employment with the District, the employee will not receive the waiver amount, unless the resignation was for retirement purposes. In the case of a retirement, the waiver amount will be prorated based on the date of the retirement.

B. In the event of a change in the need for coverage due to a major life event causing the cessation of the teacher's alternate source of coverage during the waiver year (death of spouse, divorce, dissolution, loss of spouse's employment, etc.), the teacher may reinstate coverage effective the first day of the following month without having to meet any pre-existing condition requirement provided the proper application card has been completed and submitted to the Treasurer. Such entry into the insurance program will preclude the bargaining unit member from receiving the healthcare insurance waiver payment in lieu of coverage as indicated during the waiver year.

C. Should a certificated/licensed staff member elect to participate in the program, the certificated staff member must complete a written notification of waiver and verification of alternative coverage to the Treasurer during open enrollment or at the time of hiring. Such waiver shall remain in effect from year to year unless changed by the member.

Section 5.11 - Health Care Optimization

In the event of dual coverage, the Board shall, through their insurers, coordinate the healthcare benefits of a covered employee or dependent to achieve the optimal care with the least out of pocket cost to the employee through the application of the "birthday rule."

Section 5.12 - Criminal Background Checks.

The Board shall conduct criminal background checks required by state law for teachers, and the Board shall charge teachers an amount equal to the FBI and BCI charge for furnishing such reports.

Section 5.13 - Employment of Retirees

1. Members who have retired and who are or will be receiving benefits through any public retirement system may be employed by the Board. There shall not be any expectation that any such Member, whether formerly an employee of the Bowling Green City School District or not, will be offered employment. The Board reserves the right to offer or not to offer such 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.

2. Any Member hired pursuant this provision will be placed between step 0 and 10 and shall be given credit for the appropriate academic training level column in the District Member’s salary

schedule. To the extent this provision shall be in conflict with Chapter 3317 of the ORC, this subparagraph shall supersede and replace those sections of law with which it is in conflict.

3. Individuals employed pursuant to this section shall be eligible for health, vision, and dental insurance benefits pursuant to this Agreement.

4. Members employed pursuant to this provision shall receive one (1) year limited contracts and shall not be eligible for continuing contracts, regardless of their years of service or license held. The decision whether to employ a Member hired under this section for another year is solely within the discretion of the Board of Education, and that decision is not subject to the grievance procedure or ORC 3319.11. If the board determines that it will employ the Member for the succeeding school year, the Board will notify the Member by April 15th, however, failure to notify the bargaining unit member of the Board's intent shall not result in continued employment.

5. 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. The employment relationship shall end upon the expiration of the contract in the same manner as a supplemental contract. Members employed pursuant to this provision may not apply for vacancies, shall not maintain displacement rights, and shall have no seniority rights over any other Member. Members hired pursuant to this provision are not entitled to any severance benefits or retirement incentive benefits. In the event of a reduction in force, the contract of the reemployed retired employee shall be suspended prior to the contract of any other regularly contracted bargaining unit employee. The provisions of this subparagraph are intended to supersede any conflicting provisions of Ohio Revised Code section 3319.11 and 3319.17.

6. Members employed pursuant to this provision shall earn sick leave during the contractual year at the same rate as other members of the bargaining unit up to a total of fifteen (15) days. If the Member is employed for an additional year, the Member will be able carry over five (5) sick days to the succeeding year. Members employed pursuant to this provision shall not be eligible for participation in the Sick Leave Bank.

7. Unless expressly addressed herein, the rehired employee will receive all other benefits of the Agreement.

8. All of the terms and conditions of employment set forth in the preceding numbered paragraphs shall supersede and replace any sections of the ORC with which they are in conflict, including but not limited to, Sections 3319.11; 3319.111; 3319.12; 3319.17; Chapter 3307; 3313.202; 3319.08; 3319.141; 3317.13; and 3317.14.

SECTION 6 - RETIREMENT/RESIGNATION

Section 6.1 - Retirement/Severance Pay

A. Upon retirement of a member of the bargaining unit, the Board shall pay a sum equal to the employee's daily rate of pay excluding supplemental salary, times one fourth (1/4) of the employee's accumulated but unused sick leave to a maximum of fifty-six (56) days beginning with the 2017-2018 school year. Those employees who retire under this section shall be required to serve no less than ten (10) years in the Bowling Green City School District to be eligible for such payment. Further, if a certificated/licensed employee informs the Superintendent in writing of the intent to retire at the end of a school year prior to March 1 of said year, that teacher will be entitled to an additional $1,500 in severance pay. This additional bonus shall not be applicable so long as the retirement incentive in Article 6.3 is available and taken.

B. For the purpose of Section A above, retirement shall mean disability or service retirement in the State Retirement Service.

C. Prior to this payment, the Treasurer of the Board of Education must have evidence in his/her possession that the certificated employee is in fact in a status of retirement from the teaching profession in Ohio. This evidence shall be written notification supplied by the State Teacher's Retirement System of Ohio.

D. Only those members of the Bowling Green City School District certificated/licensed staff whose effective date of retirement with the State Teacher's Retirement System of Ohio is no later than ninety (90) calendar days after the last paid day of service with the Bowling Green City Schools, shall be eligible to be paid for such accrued but unused sick leave credit.

E. Payment under Subsection A shall be made only once to any employee and such payment shall be considered to eliminate all sick leave accrued by the employee at the time of payment.

F. All teaching staff resignations or retirements shall have definite effective date of end of service. No last day of school or end of school year term will be accepted.

G. Death of an employee of the Board does not deny said employee of his/her rights to severance benefits.

H. Payment of retirement/severance pay will be made within sixty (60) calendar days of the employer's receipt of notification from STRS as set forth in (C) above.

Section 6.2 - STRS Pickup

The Board shall designate each employee's mandatory contributions to the State Teacher's Retirement System of Ohio, made after the effective date hereof, for the 1985-86 and subsequent school years, as picked up by the Board as contemplated by Internal Revenue Service Revenue Rulings 77-462 and 81-36, although they shall continue to be designated as employee contributions as permitted by the Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory State Teacher's Retirement contribution which has been designated as picked up by the Board, shall be included in computing final average salary, provided that no employee's total salary is increased by such pick up, nor is the Board's total contribution to the State Teacher's Retirement System of Ohio increased thereby.

Section 6.3 - Retirement Incentive:

In addition to severance pay to which an employee is entitled, for the term of July 1, 2026, through June 30, 2029, all bargaining unit members who have been employed by the Bowling Green City School District a minimum of ten (10) years and who meet STRS retirement criteria shall be eligible for a one-time severance bonus. The bargaining unit member must submit a letter of resignation to the Superintendent for the purpose of retirement in accordance with the following dates:

Date of Retirement	Date of Notification	Bonus Amount
On or before July 1, 2027	December 1, 2026	$35,000
On or before July 1, 2028	December 1, 2027	$32,500
On or before July 1, 2029	December 1, 2028	$30,000

Failure of a bargaining unit member to retire with STRS on or before July 1 of the year of declared retirement, will result in the total forfeiture of all rights to the one-time severance bonus. Payment shall be made within sixty (60) calendar days of receipt of final certification of retirement from active service by STRS to the Board. This retirement incentive automatically expires June 30, 2029.

SECTION 7 - GRIEVANCE PROCEDURES

Section 7.1 - Definitions

A. Grievance: A claim by a member or group of members of the bargaining unit involving an alleged misinterpretation, violation, or misapplication of any of the provisions of the negotiated agreement entered into between the Board of Education and the Association.

B. A grievant shall mean an employee or group of employees within the bargaining unit alleging that some violation, misinterpretation, or misapplication of this Agreement has actually occurred. A grievance alleged to be a group grievance shall have arisen out of similar circumstances affecting each member of said group.

C. Association shall mean the Bowling Green Education Association.

D. Board shall mean the Board of Education of the Bowling Green City School District.

Section 7.2 - Purposes/Principles

A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may affect the welfare or working conditions of members of the bargaining unit.

B. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Nothing contained herein shall be construed as limiting the right of any teacher having a problem to discuss the matter informally with an appropriate member of the administration or with a designated representative of the Association.

D. Any member of the bargaining unit shall have the right to present a grievance to such person and only through such channels as are designated for that purpose.

E. A grievant shall not be denied his/her legal rights under the law, provided, however, upon the filing of a complaint by the grievant or on the grievant's behalf in any court of competent jurisdiction demanding relief upon a matter which is the subject of a pending grievance, such filing shall be deemed a waiver of the rights granted herein and the grievance shall be dismissed.

F. No reprisal of any kind shall be taken against any person participating in the grievance procedure by reason of such participation.

G. Decisions rendered at all levels of the formal grievance procedure shall be in writing, setting forth the decisions and the reasons thereof.

H. Forms for filing and processing grievances shall be prepared by the central office and made available through building principals, the Association and school representatives.

Section 7.3 - Informal Procedures

A. The grievant should first discuss the matter with his/her principal or administrator or supervisor to whom he/she is directly responsible in an effort to resolve the problem informally.

B. If the grievant is not satisfied with the disposition of the matter, he/she shall have the right to have a representative of his/her choice to assist him/her in further efforts to resolve the problem informally with the principal or other appropriate administrator or supervisor.

Section 7.4 - Formal Grievance Procedures

A. Step One - Formal
If the informal discussion does not resolve the grievance to the satisfaction of the employee, such employee shall have the right to lodge a written grievance on grievance form (Appendix D) with such employee's building principal (or supervisor. If such grievance is not lodged within thirty (30) calendar days following the act or omission which gave rise to the grievance, the grievance shall no longer exist. Where continued acts or omissions have been perpetrated on an individual or a group, such grievance shall be filed within thirty (30) calendar days from the most recent act or omission. The written grievance shall be on a standard form supplied by the Board and shall contain a concise statement of the facts upon which the grievance is based, and a reference to the specific provision of this Agreement allegedly violated, misinterpreted, or misapplied. A copy of such grievance shall be filed with the Superintendent. Upon written request, a hearing shall be conducted by the principal or his/her designated representative within ten (10) working days after the receipt of such request. The aggrieved employee shall be advised, in writing, of the time, place, and date of such hearing and afforded representation rights at each formal step.

The building principal, supervisor or his/her designated representative shall take action on the written grievance within ten (10) working days after the receipt of said grievance, or, if a hearing is requested, within ten (10) working days after the conclusion of said hearing. If no action is taken within this time, the grievance shall be advanced to step two. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee, the Superintendent, and Treasurer of the Board and the President of the Association.

B. Step Two - Formal

If the action taken by the building principal, supervisor or his/her designated representative does not resolve the grievance to the satisfaction of the employee, such employee may appeal in writing to the Superintendent within ten (10) working days from the receipt of the written notice of the principal's or his/her designated representative's action on said grievance. If the grievance is not appealed to the Superintendent within ten (10) working days, the grievance shall no longer exist. Upon request, a hearing shall be conducted by the Superintendent or his/her designated representative within ten (10) working days after receipt of the request. While no formal agreement shall be executed without the approval of the BGEA and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power

and authority to make proposals, consider proposals, and make concessions in the course of the hearing(s). The aggrieved employee shall be advised in writing of the time, place, and date of such hearing.

The Superintendent or his/her designated representative shall take action on the appeal of the grievance within ten (10) working days after receipt of the appeal, or, if a hearing is requested, within ten (10) working days after the conclusion of such hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the employee, the building principal, the Treasurer of the Board and the president of the Association. If no action is taken within this time, the grievance shall be advanced to step three.

C. Step Three - Formal

If the Association and the aggrieved person are not satisfied with the disposition of Step Two, the Association may submit the issue to mediation within five (5) working days after the receipt of the written notice of action in Step Two by the Superintendent and his/her designee. The mediation will be conducted by the FMCS mediator, if available, or a mutually agreed-upon mediation service, with cost shared equally by both parties. If the grievance is not advanced to mediation within five (5) working days, the grievance shall no longer exist.

D. Step Four - Formal

If the Association and aggrieved person are not satisfied with disposition of Step Three, the Association may request that the issue be submitted to arbitration within fourteen (14) working days after the completion of Step Three. If the grievance is not submitted to arbitration within fourteen (14) working days, the grievance shall no longer exist.

The arbitrator shall be appointed by the Board and the grievant, or their designated representatives, from a list of seven names submitted by the Federal Mediation and Conciliation Service.

If the parties cannot agree on the selection of an arbitrator, the Federal Mediation and Conciliation Service shall submit a second list of seven names from which the parties will alternately strike names from the list until only one name remains, who shall be arbitrator.

The arbitrator shall have no power to alter, add to, or subtract from the terms of the Master Agreement, board policy, administrative rules or regulations, public laws, and statutes and shall be prohibited from making any decision contrary to law. The arbitrator shall issue his/her disposition of the grievance, in writing, within ten (10) working days after hearings or in accordance with arbitration rules. If the grievant prevails, s/he shall be made whole within thirty (30) working days after the disposition has been received from the arbitrator. The arbitrator shall make his/her report to the aggrieved, the Superintendent, the Treasurer of the Board, and the president of the Association.

The decision of the Arbitrator shall be final and binding on the Association, the Superintendent of Schools, the Board, the grievant and all members of the bargaining unit.

The cost of the arbitrator shall be divided equally between the parties.

"Working days" are days when the Central Office is open for business.

SECTION 8 - SALARY

Section 8.1 - Hourly Tutor Rate

The Board agrees to pay the certificated employees the hourly equivalent of the Column A, Increment Level Entry, for services that are to be compensated per hour of performance.

Section 8.2 - Mileage Rate Compensation

The Board agrees that the mileage rate shall be at the rate per mile approved by the Internal Revenue Service for mileage that is driven for an official school function.

Section 8.3 - Salary Schedules

A. Schedules

1. Definitions:

a. The vertical columns are educational columns; the horizontal columns are level increments and are not necessarily indicative of educational years' experience or total teaching experience.

b. Column BA/BS - Bachelors degree and all course work up to, but not inclusive of, a Masters degree as designated by the Ohio Revised Code from any accredited institution.

c. Column GF1 – The 150 grandfathered column. No employee, other than those currently grandfathered in this column, shall be placed in this column nor shall move into this column. When the last employee remaining either retires or moves from this column, it will no longer be recognized as in existence.

d. Column MA – Masters degree as designated by the Ohio Revised Code from any accredited institution.

e. Column MA+15 – Masters degree plus fifteen (15) semester hours of graduate course work as designated by this Agreement in Section 8.3(B) after the Masters degree is conferred.

f. Column MA+30 – Masters degree plus thirty (30) semester hours of graduate course work as designated by this Agreement in Section 8.3(B) after the Masters degree is conferred.

g. Column GF2 - The Specialist/MA+45 grandfathered column. For those who have previously been grandfathered into this column by preceding Master Agreements. No employee, other than those currently grandfathered in this column shall be placed nor shall any other employee be moved into this column. When the last employee remaining either retires or moves from this column, it will no longer be recognized as in existence.

h. Column GF3 – The Ph.D./Ed.D/MA+60 grandfathered column. For those who have previously been grandfathered into this column by preceding Master Agreements. No employee, other than those currently grandfathered in this column shall be placed nor shall any other employee be placed in this column. When the last employee remaining either retires or moves from this column, it will no longer be recognized as in existence.

i. Level Increment Movement: A teacher on paid status for one hundred twenty (120) days or more in one year shall be entitled to move one (1) level increment on the salary schedule at the start of the subsequent school year if they have no break in service. This includes any teacher who is non-renewed and subsequently re-hired for the following year.

j. Level Increment Movement: Part-time certificated/licensed personnel working less than 120 days per school year who have no break in service will be granted one level of increment for salary schedule purposes on the first work day of the school year following the completion of 120 days over a period of more than one (1) school year.

k. For purposes of the Agreement, the Entry Level Salaries for this schedule are indicated below by column and level:

Educational Columns (Vertical)	Increments Level (Horizontal)
BA/BA	Level Entry
GF1	—---
MA	Level Entry
MA+15	Level Entry
MA+30	Level Entry
GF2	—---
GF3	—---

2. Increases
    - ■ Year 2026-2027 every cell shall be increased as shown in Appendix C-1
    - ➢ Employee will advance 1 step where applicable.
    - ■ Year 2027-2028 every cell shall be increased as shown in Appendix C-2
    - ➢ Employee will advance 1 step where applicable
    - ■ Year 2028-2029 every cell shall be increased as shown in Appendix C-3
    - ➢ Employee will advance 1 step where applicable

B. Academic Credits/Coursework Defined

Only graduate level academic credits, as defined herein, may be used for movement on the salary schedule. Graduate academic credit is defined as course work taken from an accredited university designated as academic credit by said university. The individual does not have to be enrolled in the graduate program. Coursework must be pertinent to the employee's current classroom teaching assignment(s).

Coursework must be approved in advance by the Superintendent/designee using the Coursework Approval for Salary Advancement form (Appendix E). The form must be submitted to the Human Resources Administrator at least 30 days prior to the first day of class. Official transcripts must be submitted to the Human Resources Administrator by October 30 of each year.

C. Movement on Scale Within Master's Columns

Employees who have obtained a master's degree will only be able to advance one (1) educational column every 2 contract years.

Section 8.4 - Supplemental Contracts

A. Supplemental contracts are for a one (1) year period and are for responsibilities beyond a basic teaching contract. All supplemental contracts shall be deemed not renewed at the end of their terms without further notice to the employee. A supplemental contract may be shared at the Board's discretion.

B. The issuance of succeeding supplemental contracts shall be solely within the discretion of the Board, which may re-employ the incumbent in the position if it is re-established for the following year without first posting the vacancy. Furthermore, an individual may request in writing that the Board make a decision on re-employment. The decision must be given to the employee in writing within sixty (60) days of said request. If no notification is received by the employee within the sixty (60) days, the employee is automatically re-employed.

C. Sports medicine and CPR certification: The Board of Education shall provide and pay for an annual working session for all staff required to have certification in Sports Medicine and Cardiovascular Pulmonary Resuscitation. This session will be made available as early as possible to the first student day of the school year.

SECTION 9 - ADDITIONAL ITEMS

Section 9.1 - Maintenance of Standards

During the duration of this Master Agreement, the Board shall maintain all terms, conditions, and benefits of employment which are the subject of any provisions of this Master Agreement at not less than the level in effect as of the effective date of this Master Agreement. No existing Board policies, instructions, or handbooks shall in any way limit the rights granted teachers in this Master Agreement. Any portion of the existing documents that is inconsistent with any lawful provision of this Master Agreement shall be ineffective.

During the time of this contract as set forth in the IMPLEMENTATION AND DURATION section, paragraph A., the Board and the Association are not obligated to bargain collectively on any subject matter unless both parties mutually agree to re-open said contract with respect to that subject or matter. If necessary to comply with requirements of state and federal legislation, regulation, or court decisions, the parties will meet and negotiate as required to comply with such legislation, regulation or court decision.

Section 9.2 - Management Rights

The Board hereby retains and reserves unto itself, without limitations, all the powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio and of the United States, except as expressly limited by the terms of this contract. All management rights not specifically abridged by this agreement are retained by the Board.

Section 9.3 - School Board Agenda

The Association President shall receive an electronic copy of the Board agenda and addenda by e-mail no less than thirty (30) hours prior to such meeting. Each agenda shall include the normal attachments except attachments provided for the confidential information of the Board. This should be for both regular and special Board meetings.

Section 9.4 - Academic Freedom

The parties recognize and acknowledge the importance of academic freedom to all employees covered by this agreement in the study, investigation and presentation of the adopted courses of study circumscribed, however, by state and local policies, curriculum, instruction content, and methodology.

Section 9.5 - Grade and Placement Policy

Teachers shall have the right to award an evaluation grade to students and will be notified and consulted if the assigned grade is considered for change. Teachers will not be required to change student grades. Student grades will not be changed by principals without consulting the teacher. Promotion or retention of students will not require changing teacher grades by teachers.

Section 9.6 - Subcontracting

The employer agrees that no reduction in force shall occur within the bargaining unit as a result of subcontracting of work presently performed by members of the bargaining unit during the term of this contract.

Section 9.7 – Implementation and Duration

This Collective Bargaining Agreement will be effective from 12:01 a.m., July 1, 2026, and will continue in full force and effect until midnight, June 30, 2029, and from year to year thereafter unless either the Board or the Association serves written notice on the other of its intention to amend or modify this Master Agreement not earlier than 150 days nor later than 120 days before the expiration of the Agreement.

The Board shall not, during the period of this Master Agreement, officially adopt or implement any condition of employment contrary to or inconsistent with any term or condition of said Master Agreement.

The policies enacted by this Master Agreement, when adopted by the Board, will supersede any rules, regulations, or practices of the Board which may be contrary to or inconsistent with the terms of the Master Agreement.

Signed at Bowling Green, Ohio, this 10th day of July, 2026.

For the Bowling Green Education Association

For the BGCS Board of Education



Appendix A

Bowling Green City Schools
EVALUATION PROCEDURES

The following guidelines are to be followed on the evaluation of certificated/licensed staff to whom Section 4.7 do not apply:

A. Forms to be used:

1. Bowling Green City Schools Formative Observation Sheet (Appendix A-1, A-2, A-3)

B. Responsibilities

1. Primary observations and evaluations are to be conducted by the principal, assistant principal and/or supervisor. Superintendent and/or assistant Superintendent may serve as secondary evaluators, if appropriate.

2. In the case of special area teachers who service more than one building, the home school principal will serve as the primary evaluator. The summative evaluation is to be prepared by the home school principal with input from other principals.

3. Intradepartmental observations and private critiques may take place without formal reporting, if so desired.

C. Teachers should be observed as follows:

1. Teachers shall be observed at least two (2) times during the school year.

2. All comments and evaluation ratings made by evaluators on the Formative Observation Sheet must relate to observed performances. Evaluation of a teacher is the sum total of observations including classroom performance and other observations relevant to job performance which are summarized in the final annual report and recommendations of the evaluator. These observations shall directly relate to the categories listed on the Formative and Summative Evaluation Sheets. These are: (a) Productive Teaching Techniques; (b) Class Management; (c) Interpersonal Relations; (d) Professional Growth Responsibilities.

3. It is specifically agreed that student state-mandated test scores, including but not limited to the OGT and OAT, shall not be used as the determining factor in any adverse employment action against a teacher, including but not limited to nonrenewal or termination.

D. Teacher Evaluation Cycle to be followed during the course of the school year:

1. Individual Pre-Observation Conference (teacher and evaluator)

2. Formal Observation(s)

3. Feedback Conference(s) within ten (10) days of Formal Observation(s)

4. Formative Observations Sheet(s)

5. Summative Evaluation Sheet

6. Final Conference

7. Determination of Professional Development Plan

E. Four (4) copies of the Summative Evaluation Form are provided, one for the staff member, one for the principal/assistant principal, one for the Superintendent, and one for the assistant Superintendent/director of instruction and/or curriculum director.

F. Teachers may indicate at the bottom of the Formative and Summative sheet(s) if a rebuttal or explanation will be attached on a separate sheet.

Appendix A-1

Bowling Green City Schools

Formative Observation Sheet for Certificated / Library Media Specialist Staff

Teacher	School	Period	Grade / Subject	Observer	Date

NA - Not Applicable NS - Not Satisfactory NI - Needs Improvement S - Satisfactory

Performance Area I: **Learning and Teaching**

CRITERIA	NA	NS	NI	S
1. Designs, implements and evaluates instructional lessons/programs to meet the various information and learning needs to students and staff				
2. Promotes through the collaboration with classroom teachers, the integration of information skills in the instructional program				
3. Responds to the immediate information needs of students				

Comments:

Performance Area II: **Information Access and Delivery**

CRITERIA	NA	NS	NI	S
1. Promotes a variety of informational resources (electronic / print / media)				
2. Organizes and maintains accurate databases for circulation and online collections				
3. Instructs students and staff in the use of available information resources				
4. Evaluates, selects and acquires instructional materials to support the instructional program and pleasure reading				

Comments:

Performance Area III: **Program Administration**

CRITERIA	NA	NS	NI	S
1. Plans for directs and supervises library budgets to maintain resources and materials				
2. Organizes and supervises library personnel				
3. Directs and organizes the physical facilities and resources of the library.				

Comments:

Performance Area IV: **Professional Leadership and Collaboration**

CRITERIA	NA	NS	NI	S
1. Collaborates with colleagues, students, administrators and parents to support the library program				
2. Collaborates with other libraries and media centers to provide services to the learning community				
3. Participates in professional organizations				

Comments:

Performance Area V: **Interpersonal Relations**

CRITERIA	NA	NS	NI	S
1. Effective interpersonal relationships with students are demonstrated				
2. Student self-concept is promoted				
3. Patience, firmness, understanding, and sensitivity to the needs of students are demonstrated				
4. Praise, acceptance, and redirection are used to encourage student participation				

Comments:

Performance Area VI: **Professional Growth and Responsibilities**

CRITERIA	NA	NS	NI	S
1. A willingness to keep curriculum and instruction practices is demonstrated				
2. The district designated curriculum is followed				
3. Board of Education policies and district rules and regulations are supported and followed				
4. Professional responsibilities related to non-tardiness and attendance are carried out				
5. Acceptance and recognition of out-of-class responsibilities are demonstrated				
6. The highest standards of professionals are maintained				

Comments:

ADDITIONAL COMMENTS BY TEACHER: ____ No Comments
____ Comments attached on Separate Sheet

Date	Signed (indicating knowledge of report)

Appendix A-2

Bowling Green City Schools
Formative Observation Sheet for Certificated / School Nurse

School Nurse	School	Period	Grade / Subject	Observer	Date

NA - Not Applicable NS - Not Satisfactory NI - Needs Improvement S - Satisfactory

Performance Area I: **Health Assessment and Referral**

CRITERIA	NA	NS	NI	S
1. Monitors the health status of all students through appropropriate assessment, observation, and consultation				
2. Plans and implements health counseling, referrals, and follow up to address identified health concerns				
3. Attends to referrals in a reasonable time with appropriate feedback				
4. Collaborates with members of the community in the delivery of health and social services				
5. Utilizes knowledge of community health system and resources				

Comments:

Performance Area II: **Illness and Injury**

CRITERIA	NA	NS	NI	S
1. Assists school personnel, parents, and students to understand and comply with communicable disease control requirements and current health practices				
2. Participates in the management of illness and injury occurring at school				
3. Provides training and guidelines to enable school personnel to appropriately care for ill or injured students in the nurse/s absence				

Comments:

Performance Area III: **Health Education and School Environment**

CRITERIA	NA	NS	NI	S
1. Assists in the development of positive health attitudes and practices through formal and information instruction				
2. Promotes a healthy school environment				
3. Confers with the appropriate persons where specific health or safety issues are identified				
4. Acts as a resource person to school staff regarding health education, curriculum, activities, and materials				

Comments:

Performance Area IV: **Special Needs**

CRITERIA	NA	NS	NI	S
1. Participates in the identification and management of pupils suspected of being abused or neglected				
2. Provides health information and makes special recommendations related to the health problems of the handicapped or chronically ill student				
1. Performs skilled nursing procedures as necessary; follows rules of delegation and supervision as permitted by the Ohio Nurse Practice Act				
2. Serves as a liaison between the parents and school staff to help meet the students special health needs				

Comments:

Performance Area V: **Interpersonal Relations**

CRITERIA	NA	NS	NI	S
1. Effective interpersonal relationships with students are demonstrated				
2. Student self-concept is promoted				
3. Student self-discipline and responsibility is fostered				
4. Patience, firmness, understanding, and sensitivity to the needs of students are demonstrated				
5. Demonstrates active listening, problem solving, and crisis intervention strategies				

Comments:

Performance Area VI: **Professional Growth and Responsibilities**

CRITERIA	NA	NS	NI	S
1. Supports and follows Board of Education and district policies				
2. Professional responsibilities related to non-tardiness and attendance are carried out				
3. Acceptance and recognition of out of class responsibilities are demonstrated				
4. Assumes tasks and responsibilities appropriate for a certified school nurse				
5. Meets the criteria for school nurse certification as defined by the Ohio Revised Code				
6. Maintains the highest standards of nursing ethics and practice				

Comments:

ADDITIONAL COMMENTS BY SCHOOL NURSE: ____ No Comments
____ Comments attached on Separate Sheet

Date	Signed (indicating knowledge of report)

Appendix A-3

Bowling Green City Schools
Formative Observation Sheet for Certificated / Psychologist

Teacher	School	Period	Grade / Subject	Observer	Date

NA - Not Applicable NS - Not Satisfactory NI - Needs Improvement S - Satisfactory

Performance Area I: **Productive Techniques**

CRITERIA	NA	NS	NI	S
1. Relates with students in a way that elicits their thoughts and concerns in addition to their best effort on assessment tasks				
2. Conducts evaluations of children's' needs, strengths, and weaknesses in a thorough and competent manner				
3. Helps plan for appropriate intervention, placement, and educational programming				
4. Writes child-study reports which communicate and interpret assessment results in a comprehensible and concise style				
5. Consults with individuals and building teams to clarify problems, collect information, and develop behavior interventions				
6. Relates with parents to assist them in understanding children, coping with concerns, and solving problems				
7. Provides leadership and guidance through the conduct of staffings and parent meetings				
8. Establishes effective collaborative relationships				
9. Demonstrates promptness and dependability in meeting appointments				
10. Has a good working relationship with staff and other professionals				
11. Attends to referrals in a reasonable time				
12. Conducts self in an appropriate professional and ethical manner				

Comments:

Performance Area II: **Interpersonal Relations**

CRITERIA	NA	NS	NI	S
1. Effective interpersonal relationships with students are demonstrated				
2. Student self-concept is promoted				
3. Student self-discipline and responsibility is fostered				
4. Patience, firmness, understanding, and sensitivity to the needs of students are demonstrated				
5. Praise, acceptance, and redirection are used to encourage student participation				

Comments:

Performance Area III: **Professional Growth and Responsibilities**

CRITERIA	NA	NS	NI	S
1. Board of Education policies and district rules and regulations are supported and followed				
2. Professional responsibilities related to non-tardiness and attendance are carried out				
3. Acceptance and recognition of out-of-class responsibilities are demonstrated				
4. The highest standards of professionals are maintained				

Comments:

Date _____ Signed (indicating knowledge of report) _____

ADDITIONAL COMMENTS BY TEACHER: ____ No Comments
____ Comments attached on Separate Sheet

Appendix B

BOWLING GREEN SCHOOL DISTRICT

GRIEVANCE REPORT FORM NUMBER

Date of Grievance Occurred: _____

Date of Filed (Today's Date): _____

Grievant_____ Assignment_____

INFORMAL STEP:

Date of Discussion: _____

Persons Present:

Step One (1) - Immediate Supervisor:

Master Contract Section Violated:

Statement of Grievance:

Remedy Requested:

Signature of Grievant: _____ Date: _____

Signature of Acknowledging Recipient: _____Date: _____

Date of Hearing at Step One (1): _____

Disposition Received at end of Step One (1)

GRIEVANCE REPORT FORM NUMBER

Step Two (2) - Superintendent:

Date of Hearing at Step Two (2): _____

Date of Disposition Received: _____

Step Three (3) - Request for Mediation:

This issue is being submitted to mediation by FMCS.

_____ _____

Signature of Grievant Date Submitted to FMCS

_____ _____

Signature of Acknowledgement Date of Receipt

Step Four (4) - Arbitration:

This grievant and the Association are submitting this grievance to arbitration and have served notice to FMCS of this appeal.

_____ _____

Signature of Grievant Date Submitted to FMCS

_____ _____

Signature of Association President Date of President's Signature

Required number of copies: (1) Grievant

(1) Principals' File (Immediate Supervisor File)

(2) Superintendent

(3) Human Resources Administrator

(4) President of the AssociatioN

BOWLING GREEN CITY SCHOOL DISTRICT

2026-27 Certified Salary Schedule

Level	BA/BS	GF1	MASTERS	MASTER+15	MASTER+30	GF2	GF3
Entry	$50,138		$56,022	$58,088	$62,313		
A	$50,857		$56,950	$59,082	$63,398		
B	$51,589		$57,898	$60,096	$64,507		
C	$52,589		$58,866	$61,131	$65,640		
D	$54,111		$60,363	$62,698	$66,797		
E	$56,155		$62,464	$64,286	$67,978		
F	$57,449		$64,947	$66,405	$69,186		
G	$59,266		$67,119	$68,549	$71,949		
H	$61,402		$68,854	$71,733	$73,208		
I	$62,941		$70,714	$73,924	$76,535		
J	$64,292		$73,717	$76,395	$79,379		
K	$64,292		$74,758	$79,144	$81,946		
L	$65,509		$76,180	$80,901	$82,603	$85,368	
M	$66,651		$77,117	$82,431	$85,534	$86,601	
N	$67,807		$79,606	$84,495	$87,475	$87,856	
O	$68,664		$80,593	$85,824	$89,300	$90,045	$91,765
P	$69,658		$81,607	$87,435	$91,107	$92,050	$93,143
Q	$71,031		$82,647	$88,821	$92,683	$94,088	$94,850
R	$71,031		$83,714	$89,726	$94,027	$96,158	$96,531
S	$71,031		$84,555	$90,915	$95,393	$98,373	$98,493
T	$71,031		$85,170	$91,625	$96,785	$98,373	$99,713
U	$71,031		$85,559	$92,622	$98,199	$98,731	$100,653
V	$71,031		$86,741	$93,140	$98,620	$98,731	$101,210
W	$71,031		$87,444	$93,692	$100,340	$100,645	$101,232
X	$71,031		$88,432	$94,784	$100,811	$101,141	$101,792
Y	$71,031		$89,452	$95,402	$101,869	$102,713	$102,995
Z	$71,031		$90,759	$96,817	$102,597	$103,223	$104,017
Max	$71,031	$73,165	$92,352	$98,268	$103,712	$104,834	$105,762

BOWLING GREEN CITY SCHOOL DISTRICT

2027-28 Certified Salary Schedule

Level	BA/BS	GF1	MASTERS	MASTER+15	MASTER+30	GF2	GF3
Entry	$51,015		$57,002	$59,105	$63,559		
A	$51,747		$57,947	$60,116	$64,666		
B	$52,492		$58,911	$61,147	$65,797		
C	$53,509		$59,896	$62,201	$66,953		
D	$55,058		$61,420	$63,795	$68,133		
E	$57,138		$63,558	$65,411	$69,337		
F	$58,454		$66,084	$67,567	$70,569		
G	$60,303		$68,293	$69,749	$73,388		
H	$62,476		$70,059	$72,989	$74,673		
I	$64,042		$71,952	$75,218	$78,065		
J	$65,417		$75,008	$77,732	$80,967		
K	$65,417		$76,066	$80,529	$83,585		
L	$66,656		$77,513	$82,317	$84,255		
M	$67,817		$78,466	$83,873	$87,245	$88,333	
N	$68,994		$80,999	$85,974	$89,225	$89,613	
O	$69,866		$82,003	$87,325	$91,086	$91,846	
P	$70,877		$83,035	$88,965	$92,930	$93,891	$95,006
Q	$72,274		$84,094	$90,375	$94,537	$95,970	$96,747
R	$72,274		$85,179	$91,296	$95,907	$98,081	$98,462
S	$72,274		$86,035	$92,506	$97,301	$100,341	$100,463
T	$72,274		$86,660	$93,229	$98,720	$100,341	$101,708
U	$72,274		$87,056	$94,243	$100,163	$100,705	$102,666
V	$72,274		$88,259	$94,770	$100,592	$100,705	$103,234
W	$72,274		$88,974	$95,331	$102,347	$102,658	$103,257
X	$72,274		$89,979	$96,443	$102,827	$103,164	$103,828
Y	$72,274		$91,017	$97,071	$103,907	$104,767	$105,055
Z	$72,274		$92,347	$98,511	$104,649	$105,288	$106,097
Max	$72,274	$74,445	$93,968	$99,987	$105,786	$106,930	$107,877

Appendix C-3

BOWLING GREEN CITY SCHOOL DISTRICT

2028-29 Certified Salary Schedule

Level	BA/BS	GF1	MASTERS	MASTER+15	MASTER+30	GF2	GF3
Entry	$51,908		$57,999	$60,139	$64,671		
A	$52,653		$58,961	$61,168	$65,798		
B	$53,411		$59,942	$62,217	$66,948		
C	$54,446		$60,944	$63,289	$68,125		
D	$56,021		$62,495	$64,911	$69,325		
E	$58,138		$64,670	$66,555	$70,551		
F	$59,477		$67,240	$68,750	$71,804		
G	$61,358		$69,488	$70,969	$74,672		
H	$63,570		$71,285	$74,266	$75,979		
I	$65,163		$73,211	$76,534	$79,432		
J	$66,562		$76,320	$79,092	$82,384		
K	$66,562		$77,397	$81,939	$85,047		
L	$67,822		$78,870	$83,758	$85,729		
M	$69,004		$79,839	$85,341	$88,772		
N	$70,201		$82,416	$87,478	$90,786	$91,181	
O	$71,088		$83,438	$88,854	$92,680	$93,453	
P	$72,117		$84,488	$90,522	$94,556	$95,534	
Q	$73,539		$85,565	$91,956	$96,191	$97,649	$98,440
R	$73,539		$86,670	$92,893	$97,586	$99,797	$100,185
S	$73,539		$87,540	$94,124	$99,004	$102,097	$102,221
T	$73,539		$88,177	$94,860	$100,448	$102,097	$103,488
U	$73,539		$88,580	$95,892	$101,916	$102,468	$104,462
V	$73,539		$89,803	$96,428	$102,352	$102,468	$105,040
W	$73,539		$90,531	$97,000	$104,138	$104,454	$105,064
X	$73,539		$91,554	$98,130	$104,626	$104,969	$105,645
Y	$73,539		$92,610	$98,770	$105,725	$106,600	$106,893
Z	$73,539		$93,963	$100,235	$106,480	$107,130	$107,954
Max	$73,539	$75,748	$95,613	$101,737	$107,638	$108,802	$109,765

Appendix D

BOWLING GREEN CITY SCHOOL DISTRICT

2026-2029 Supplemental Salary Schedule

BLDG.	ACTIVITY	POSITION	2026-27	2027-28	2028-29
HS	Football	Head Coach	$8,313	$8,479	$8,649
HS	Football	Assistant Coach	$5,271	$5,377	$5,484
HS	Football	9th Grade / Asst. Coach	$5,271	$5,377	$5,484
HS	Football	Equipment Manager	$3,346	$3,413	$3,481
HS	Basketball	Head Coach-Boys	$8,313	$8,479	$8,649
HS	Basketball	Assistant Coach- Boys	$5,271	$5,377	$5,484
HS	Basketball	9th Grade Coach/Asst. - Boys	$5,271	$5,377	$5,484
HS	Basketball	Head Coach-Girls	$8,313	$8,479	$8,649
HS	Basketball	Assistant Coach - Girls	$5,271	$5,377	$5,484
HS	Basketball	9th Grade Coach/Asst. - Girls	$5,271	$5,377	$5,484
HS	Baseball	Head Coach	$6,691	$6,825	$6,962
HS	Baseball	Assistant Coach	$4,663	$4,757	$4,852
HS	Baseball	9th Grade / Asst. Coach	$4,663	$4,757	$4,852
HS	Softball	Head Coach	$6,691	$6,825	$6,962
HS	Softball	Assistant Coach	$4,663	$4,757	$4,852
HS	Soccer	Head Coach-Boys	$6,691	$6,825	$6,962
HS	Soccer	Assistant Coach- Boys	$4,663	$4,757	$4,852
HS	Soccer	Head Coach-Girls	$6,691	$6,825	$6,962
HS	Soccer	Assistant Coach - Girls	$4,663	$4,757	$4,852
HS	Volleyball	Head Coach	$6,691	$6,825	$6,962
HS	Volleyball	Assistant Coach	$4,663	$4,757	$4,852
HS	Volleyball	9th Grade / Asst. Coach	$4,663	$4,757	$4,852
HS	Wrestling	Head Coach	$6,691	$6,825	$6,962
HS	Wrestling	Assistant Coach	$4,663	$4,757	$4,852
HS	Wrestling	9th Grade / Asst. Coach	$4,663	$4,757	$4,852
HS	Hockey	Head Coach	$6,691	$6,825	$6,962
HS	Hockey	Hockey Assistant	$4,663	$4,757	$4,852
HS	Hockey	Hockey Assistant	$4,114	$4,196	$4,280
HS	Track	Head Coach	$6,691	$6,825	$6,962
HS	Track	Assistant Coach	$4,663	$4,757	$4,852
HS	Cross Country	Head Coach	$5,271	$5,377	$5,484
HS	Cross Country	Assistant Coach	$4,257	$4,343	$4,429
HS	Golf	Head Coach - Boys	$4,663	$4,757	$4,852
HS	Golf	Assistant Coach - Boys	$3,428	$3,497	$3,567
HS	Golf	Head Coach - Girls	$4,663	$4,757	$4,852
HS	Golf	Assistant Coach - Girls	$3,428	$3,497	$3,567
HS	Tennis	Head Coach - Boys	$4,663	$4,757	$4,852
HS	Tennis	Assistant Coach - Boys	$3,428	$3,497	$3,567
HS	Tennis	Head Coach - Girls	$4,663	$4,757	$4,852
HS	Tennis	Assistant Coach - Girls	$3,428	$3,497	$3,567
HS	Bowling	Head Coach	$3,060	$3,121	$3,184
HS	Bowling	Assistant Coach	$1,020	$1,040	$1,061

BOWLING GREEN CITY SCHOOL DISTRICT

2026-2029 Supplemental Salary Schedule

BLDG.	ACTIVITY	POSITION	2026-27	2027-28	2028-29
HS	Swimming	Head Coach	$6,691	$6,825	$6,962
HS	Swimming	Assistant Coach	$4,663	$4,757	$4,852
HS	Lacrosse	Head Coach	$6,691	$6,825	$6,962
HS	Lacrosse	Assistant Coach	$4,663	$4,757	$4,852
HS	Cheerleading	Head Coach - Fall	$1,757	$1,793	$1,828
HS	Cheerleading	Head Coach - Winter	$1,757	$1,793	$1,828
HS	Cheerleading	Head Coach - Competition	$3,060	$3,121	$3,184
HS	Cheerleading	Assistant Coach - Fall	$1,109	$1,131	$1,154
HS	Cheerleading	Assistant Coach - Winter	$1,109	$1,131	$1,154
HS	Cheerleading	Assistant Coach - Competition	$1,109	$1,131	$1,154
HS	Gymnastics	Head Coach	$4,663	$4,757	$4,852
HS	Weight Room Supervisor	Fall (Aug, Sept, Oct)	$1,723	$1,757	$1,792
HS	Weight Room Supervisor	Winter (Nov, Dec, Jan)	$1,723	$1,757	$1,792
HS	Weight Room Supervisor	Spring (Feb, March, April)	$1,723	$1,757	$1,792
HS	Weight Room Supervisor	Summer (May, June, July)	$1,723	$1,757	$1,792
HS	Athletic Supervisor	Fall (Aug, Sept, Oct)	$1,632	$1,665	$1,698
HS	Athletic Supervisor	Winter (Nov, Dec, Jan)	$1,632	$1,665	$1,698
HS	Athletic Supervisor	Spring (Feb, March, April)	$1,632	$1,665	$1,698
HS	Orchestra	Director	$3,346	$3,413	$3,481
HS	Marching Band	Director	$8,110	$8,272	$8,438
HS	Marching Band	Assistant Director	$5,068	$5,170	$5,273
HS	Instrumental Music	Director	$3,346	$3,413	$3,481
HS	Drama	Director	$3,954	$4,033	$4,113
HS	Musical	Director	$2,231	$2,275	$2,321
HS	Musical	Producer	$2,231	$2,275	$2,321
HS	Musical	Director of Choreography	$2,231	$2,275	$2,321
HS	Musical	Vocal Direcor	$2,231	$2,275	$2,321
HS	Musical	Director of Orchestral Music	$2,231	$2,275	$2,321
HS	Musical	Costumes	$918	$936	$955
HS	Musical	Hair/Make-up	$918	$936	$955
HS	Choral Music	Director	$3,346	$3,413	$3,481
HS	Yearbook	Advisor	$1,520	$1,550	$1,581
HS	Quiz Bowl	Advisor	$1,520	$1,550	$1,581
HS	SAB	Advisor	$2,550	$2,601	$2,653
HS	Key Club	Advisor	$1,520	$1,550	$1,581
HS	Model United Nations	Advisor	$3,346	$3,413	$3,481
HS	Prom	Advisor	$1,056	$1,077	$1,098
HS	STEAM Club	Advisor	$1,224	$1,248	$1,273
HS	National Honor Society	Advisor	$912	$930	$949

BOWLING GREEN CITY SCHOOL DISTRICT

2026-2029 Supplemental Salary Schedule

BLDG.	ACTIVITY	POSITION	2026-27	2027-28	2028-29
MS	Football	7th Grade Coach	$3,549	$3,620	$3,692
MS	Volleyball	8th Grade Coach	$3,549	$3,620	$3,692
MS	Volleyball	7th Grade Coach	$3,549	$3,620	$3,692
MS	Cross Country	Coach	$3,549	$3,620	$3,692
MS	Cross Country	Coach	$3,549	$3,620	$3,692
MS	Wresting	Coach	$3,549	$3,620	$3,692
MS	Wresting	Coach	$3,549	$3,620	$3,692
MS	Basketball	8th Grade Coach - Boys	$3,549	$3,620	$3,692
MS	Basketball	7th Grade Coach - Boys	$3,549	$3,620	$3,692
MS	Basketball	8th Grade Coach - Girls	$3,549	$3,620	$3,692
MS	Basketball	7th Grade Coach - Girls	$3,549	$3,620	$3,692
MS	Track	Coach	$3,549	$3,620	$3,692
MS	Track	Coach	$3,549	$3,620	$3,692
MS	Track	Coach	$3,549	$3,620	$3,692
MS	Track	Coach	$3,549	$3,620	$3,692
MS	Cheerleading	Coach - Fall	$1,774	$1,809	$1,845
MS	Cheerleading	Coach - Winter	$1,774	$1,809	$1,845
MS	Yearbook	Advisor	$1,216	$1,240	$1,265
MS	Drama Club	Advisor	$1,224	$1,248	$1,273
MS	Quiz Bowl	Advisor	$1,318	$1,344	$1,371
MS	Instramental Music	Advisor	$2,738	$2,792	$2,848
MS	Orchestra	Advisor	$2,738	$2,792	$2,848
MS	Choral Music	Advisor	$2,738	$2,792	$2,848
MS	Builders Club	Advisor	$714	$728	$743
BLDG.	**ACTIVITY**	**POSITION**	**2026-27**	**2027-28**	**2028-29**
ELEM	Camp	Director	$2,231	$2,275	$2,321
ELEM	Camp	Counselor	$1,115	$1,137	$1,160
ELEM	Safety Patrol	Advisor	$1,520	$1,550	$1,581
ELEM	K-Kids	Advisor	$714	$728	$743
BLDG.	**ACTIVITY**	**POSITION**	**2026-27**	**2027-28**	**2028-29**
DIST	Technology	Representative - HS	$5,473	$5,583	$5,694
DIST	Technology	Representative - MS	$5,473	$5,583	$5,694
DIST	Technology	Representative - Conn	$5,473	$5,583	$5,694
DIST	Technology	Representative - Crim	$5,473	$5,583	$5,694
DIST	Technology	Representative - KW	$5,473	$5,583	$5,694
DIST	LPDC	Chair	$3,060	$3,121	$3,184
DIST	LPDC	Member	$1,020	$1,040	$1,061
DIST	Mentor	Advisor	$1,622	$1,654	$1,687

Appendix E

CERTIFICATED / LICENSED STAFF
COURSE APPROVAL FOR SALARY ADVANCEMENT
(Please complete this form before enrolling in course)

Employee Name _____
School _____

Employee # _____ SS#_____
Subject/Grade Level_____

Today's Date_____

Summer Fall or Spring	Date Course Begins	Course Number	Course Title	Hours of Academic Credit** in Semester Hours	Name of Accredited College or University

Describe how these courses are pertinent to your position:

_____

_____

** Only graduate level academic credits, as defined herein, may be used for movement on the salary schedule. Graduate academic credit is defined as course work taken from an accredited university designated as academic credit by said university. The individual does not have to be enrolled in the graduate program. Coursework must be pertinent to the employee's current classroom teaching assignment(s).

Superintendent Signature: _____Date: _____

Office Use Only
(See Master Agreement for further details.)

Appendix F - 1

Sick Leave Bank Participation

Name_____

In order to participate in the Bowling Green City Schools/BGEA Sick Leave Bank (SLB), I understand that one (1) day of sick leave will be deducted from my accumulated sick leave balance and that I may be assessed at a later date for additional days.

I understand that I am eligible to benefit from the SLB if and when there is a need.

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

“I specifically acknowledge and agree that the granting of days from the SLB shall be at the sole discretion of the SLB committee. All decisions of the SLB committee will be final and binding and are not subject to grievance. I further agree to abide by such a decision and to indemnify and hold harmless the SLB committee, the Bowling Green Education Association, and the Bowling Green City Schools.” When an employee donates days to the SLB, he/she agrees to the state rules for administration of the SLB.

This form must be returned to the Director of Human Resources prior to September 30.

_____ _____

Signature Date

Office Use:

_____ One sick day deducted from the balance.

_____ _____

Initial Date

Appendix F - 2

EMPLOYEE APPLICATION FOR SICK LEAVE BANK WITHDRAWAL

Name_____ Date: _____

Current Sick Leave Balance_____ Sick Days Used this School Year_____

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

Reason for request (be specific):

Estimate of additional days needed_____

Name of attending physician_____
Telephone_____
Address_____

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

_____ _____
Signature of applicant Date

Please submit request to Director of Human Resources

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

_____ _____
Signature of SLBC Chairman Date
Treasurer's Office Use
Date days added to Sick Leave Balance_____

Appendix G

Important Dates - Contract Year: July 1-June 30

See the contract section listed for each date for complete contract language and/or exceptions.

Date	Item/Party Responsible DL=Deadline Contract Section
July 1	DL for receipts and grade slips for course reimbursement to the Director of Human Resources. Reimbursement will occur no later than July 31. Section 5.1
July 15	DL for notification of tentative teaching assignments. Section 4.12
July 31	DL for notification of a change of position. Exceptions listed in Section 4.2
August 1	DL for BGEA members to be provided with a salary notice from the office of the Treasurer. Section 4.2
September 1	DL to contact Director of Human Resources for consideration by the board for a continuing contract. Section 4.2
September 1-30	Enrollment period for Sick Leave Bank. BGEA will notify members of the enrollment period and process. Section 3.7
September 30	DL in which each teacher shall be notified in writing of the name and position of his/her evaluator. Section 4.7.7
October 1	DL for Professional Goal. Section 4.7.15 and 4.8
October 30	DL for staff members to submit a written notification of waiver of health insurance and verification of alternative coverage to the Treasurer. Section 5.10
October 30	DL to submit official transcripts to the Director of Human Resources for Salary Advancement. Section 8.3
November 1	DL for a seniority list to be posted to BGEA President. If an item on the list is not protested in writing to the Superintendent by December 15, it shall be final until the next list is posted. 4.6
December 1	DL to notify HR of retirement. Section 6.3
February 1	DL for purchasing supplemental and support materials following an involuntary transfer. Purchases require approval of the Executive Director of Teaching and Learning and/or the Executive of Pupil Services. Section 4.4
March 1	If a certified/licensed employee informs the Superintendent in writing of the intent to retire at the end of the school year prior to March 1 of said year, that teacher will be entitled to an additional $1,500 in severance pay. Section 6.1
March 1	DL to notify HR if an employee wants a 1 year limited contract instead of a 2 year limited contract for the purpose of requesting a continuing contract the following year. Section 4.2.
April 30	DL for Superintendent to notify in writing any teacher employed under a limited contract of intention not to recommend re-employment. Section 4.5

May 1	Teacher evaluations shall be completed not later than May 1, and the teacher being evaluated shall receive a written report of the results of this evaluation no later than May 10. Section 4.7.9.

Appendix H

A member whose initial teaching license was issued before January 1, 2011 becomes eligible for a continuing contract upon satisfaction of one of the following:

1. The member has been employed by the Board for a period of two (2) years and the member has previously attained continuing contract status in another Ohio public school district.

2. The member has been employed in the school district three (3) of the last five (5) years and has a professional, permanent, or life teacher's certificate.

3. The member has been employed in the school district three (3) of the last five (5) years and has a professional education license, and

    A. If the member held his/her master's degree at the time of issuance of the initial license, the teacher has started and completed six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the license or license.

    B. If the member did not hold a master's degree at the time of the issuance of the initial license, the member has started and completed thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the license or license.

4. The Member must have been employed in the Bowling Green School District in the previous school year, and must have been rated as skilled or accomplished in the year in which the Member is applying for continuing contract.

A member whose initial teaching license was issued after January 1, 2011 becomes eligible for continuing contract upon satisfaction of the following:

1. The teacher holds a professional educator license, senior professional educator license, or lead professional educator license issued under section 3319.22 of the Revised Code.

2. The teacher has held an educator license for at least seven years and has been employed in the District for at least two years.

3. The teacher has completed the applicable one of the following:

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

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

4. The Member must have been rated as skilled or accomplished in the year in which the Member is applying for continuing contract.

Letter of Understanding

Re: Professional Standards

It is understood that the Association will redouble its efforts to encourage its members to observe the professionalism standards set forth in Section 4.8. More particularly, with respect to the issues of dress, manner and conduct, the Association and the Board will jointly commit to high standards and a recognition that teachers serve as important role models for their students. This message will be incorporated into the orientation program for the new teachers and the opening day program for all teachers. Following the opening of school, both the Board and the Association will continue through the Labor Management Committee and other available forums to emphasize the importance of having teachers observe standards of dress, manner, and conduct and to serve as positive role models for their students.