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# MASTER AGREEMENT

BETWEEN THE

RAVENNA EDUCATION ASSOCIATION

AND THE

RAVENNA BOARD OF EDUCATION

September 1, 2026 - August 31, 2029

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## ARTICLE 1. **RECOGNITION AND NEGOTIATIONS PROCEDURE**

The Ravenna Board of Education, hereinafter referred to as the "Board," recognizes the Ravenna Education Association (an affiliate of the Ohio Education Association and the National Education Association), hereinafter referred to as the "Association" or "REA," as the sole and exclusive bargaining agent for all certificated/licensed professional personnel in the Ravenna School District, hereinafter referred to as the "District," including, but not limited to, classroom teachers, intervention specialists, school counselors, speech-language pathologists, hearing-impaired teachers, and school psychologists, except casual substitutes, tutors, and administrative personnel. "Administrative Personnel" shall be defined as employees who have the authority to recommend for employment, discharge, adjust grievances, evaluate employees relative to the performance of their professional duties during the regular school day, or to make recommendations in such matters. Tutors and certified child care employees are not covered under this bargaining agreement, are not entitled to the provisions contained herein, and shall not be hired under a limited teacher contract.

The purpose of such recognition shall be to bargain collectively as defined in ORC 4117. Exclusive recognition means that the Board will not deal with any other organization, in a manner or for a purpose inconsistent with terms of this Agreement; provided, however, that no person or group of persons shall be denied their legal right(s) to address the Board on any subject of interest to that person or group.

If, during the term of this Contract, fifty percent (50%) or more of the bargaining unit petition to change the sole and exclusive right of the Association as the bargaining unit, and consistent with the provisions of ORC 4117, then an election shall be held under the provisions of ORC 4117.

Either the Association or the Board may initiate negotiations by letter of submission forwarded to the other party during the year of expiration of this Contract. The initial session shall be for the purpose of agreeing to ground rules for negotiations. At any negotiation session, either party may be represented by not more than five (5) representatives, unless mutually agreed to by both parties.

### A. **AGREEMENT**

1. As tentative agreement is reached on each item, it shall be reduced to writing and initialed by a representative of both parties. When tentative agreement is reached on all items being negotiated, a final written copy shall be submitted first to the Association for ratification and then to the Board at its next regular or special meeting for adoption. Both teams shall recommend and urge approval of their respective groups.

2. Upon approval of both parties, the final agreement shall be signed by the President of the Board of Education, the Superintendent and Treasurer, the REA President and the REA Negotiating Team.

3. The final negotiated agreement shall be electronic and posted on the District website in the "staff only" tab.

### B. **DISAGREEMENT**

1. If, after sixty (60) calendar days from the first negotiations session, agreement has not been reached on all items under negotiations, either party may call for the services of the Federal

Mediation and Conciliation Service (FMCS) or, should the FMCS be unable to process the request, the State Employment Relations Board (SERB) or other mutually agreed dispute resolution entity, to assist in negotiations. Should there be any cost for such services, the cost will be borne equally by the parties. The mediator assigned/procured shall have the authority to call the parties to negotiate.

2. If a party calls for said services, the other party shall join in a joint request.

3. This shall be the parties' mutually-agreed Dispute Resolution Procedure under Ohio Revised Code 4117.14 (C)(1)(0. At any time following the involvement of the mediator, either party may declare impasse, which declaration shall be deemed to have exhausted the Dispute Settlement Procedure.

## C. AMENDMENT OF AGREEMENT

1. Should the possible need for an amendment to this Agreement become evident to either party, said party to the Agreement shall identify such need to the other party in writing and request a meeting of the respective negotiating teams for discussion thereof

2. When any agreements on amendments to this Contract are made, they shall be reduced to writing and ratified by both parties as per Section A.2, above.

# ARTICLE 2. LEAVES OF ABSENCE

## A. SICK LEAVE

1. All bargaining unit members shall be entitled to one and one-fourth (1 1/4) Sick Leave days for each month of service, or up to fifteen (15) days for the school year, cumulative and without limit. Bargaining unit members shall be entitled to an advancement of five (5) days of sick leave each year to be charged against the sick leave he or she accumulates as per Sections 3319.08 and 3319.141 of the Ohio Revised Code.

2. Sick Leave days may be used for the following reasons:

   a. Personal illness (including medical or dental appointments) in one-fourth (1/4) day increments.

   b. Personal injury

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

   d. Pregnancy

   e. Illness, injury or death of a person in the bargaining unit member's immediate family. (Immediate family includes any resident in the bargaining unit member's home, spouse, brother, sister, child, father, mother, father- or mother-in-law, grandparent, grandchild, foster parent, son- or daughter-in-law, brother- or sister-in-law, grandparents-in-law, stepparent, and foster and stepchildren.)

3. Sick Leave accumulation shall be reflected on each bargaining unit member's pay stub.

4. While on Sick Leave or advancements, the bargaining unit member is regarded as a regular bargaining unit member and insurances shall continue just like any other person on Sick Leave. However, when a bargaining unit member transfers from Sick Leave to unpaid leave, the right to continue any and/or all fringe benefits is as per Section O. of this Article.

5. Each bargaining unit member may, on a voluntary basis, contribute one (1) day a year to a "Sick Leave Bank" administered by the Board. Each bargaining unit member wishing to do so shall notify the Board Treasurer by October 1st of any given year of his/her intent to make a contribution, and will authorize the Treasurer to reduce by one (1) day his/her accumulated unused Sick Leave total. The Board Treasurer shall then deduct that day from that bargaining unit member's total accumulation and credit that day to the "Sick Leave Bank." Following the October 1st date, the Board Treasurer shall notify the Association President of the number of days available in the "Sick Leave Bank." The Association President shall notify the Board Treasurer when days are to be credited to bargaining unit members in need of Sick Leave days. This notice will identify to whom the days are to be credited and the number of days to be so credited.

6. **Verification**

The Superintendent may require substantiation of the need for sick leave for any absence of more than five (5) consecutive working days, or if there is a documented suspicion of abuse. Falsification of sick leave is grounds for discipline which may include termination.

7. **Notice Requirement**

Employees shall enter their absence in AESOP pursuant to the process as described in the employee handbook, unless it is beyond the AESOP deadline. In such cases, the employee shall contact their building administrator or designee to provide notification.

B. **PERSONAL LEAVE**

1. Each bargaining unit member will be granted, upon request, three (3) days of unrestricted Personal Leave, noncumulative with pay.

Except in cases of emergency and/or as approved by the Superintendent or designee, said leave shall not be taken the day before or the day after:

- A vacation and/or holiday
- Conference comp day

Except in cases of emergency and/or as approved by the Superintendent or designee, said leave shall not be taken on:

- Statewide testing days
- Conference days
- Records Day
- Convocation day

- Teacher preparation days
- Professional Development Day(s)

Any personal leave shall not be granted without a seventy-two (72) hour written request, except in the case of an emergency and/or as approved by the Superintendent. The total number of unrestricted personal days approved by the district per work day shall be six (6), except in the case of an emergency and/or as approved by the Superintendent. There shall be no unrestricted personal days used on Mondays and Fridays in the final four (4) weeks of the school year, except in special circumstances as approved by the Superintendent.

## C. PERSONAL AND SICK LEAVE INCENTIVE

In an attempt to assure a high level of classroom instruction and to recognize the dedication of bargaining unit members, the following Attendance Incentives shall be provided:

1. Personal Leave Incentive

   a) Any bargaining unit member who doesn't use his or her three (3) unrestricted personal days, will receive an additional three hundred dollars ($300.00) or convert these days to sick leave. Bargaining unit members will notify the treasurer by June 1 of their preference, payment or conversion. In the absence of notification the treasurer will issue payment.

   b) Any bargaining unit member who uses a portion of his or her three (3) days but has time remaining at the end of the school year will receive an incentive bonus under the following schedule:

| Unrestricted Personal Leave Balance | Amount to be Paid |
|---|---|
| 3.00 days | $300.00 |
| 2.75 days | $275.00 |
| 2.50 days | $250.00 |
| 2.25 days | $225.00 |
| 2.00 days | $200.00 |
| 1.75 days | $ 87.50 |
| 1.50 days | $ 75.00 |
| 1.25 days | $ 62.50 |
| 1.00 day | $ 50.00 |
| .75 day | $ 37.50 |
| .50 day | $ 25.00 |
| .25 day | $ 12.50 |

2. In addition to the above, each bargaining unit member (except those who are on leaves of absence for more than forty-five (45) days during a school year) shall be entitled to One Hundred Fifty Dollars ($150.00) if the District target of ninety-six percent (96%) is reached for the school year, which includes both sick leave and personal leave.

3. Payments shall be made in June and unused days shall be credited to sick leave for each school year annually.

## D. COMPULSORY LEAVE

Released time shall be granted for substantiated and required appearances in court, except for litigation initiated by the bargaining unit member. Witness fees and any other compensation received, if any, shall be forwarded to the Board within thirty (30) days of receipt by the bargaining unit member, in order to get regular pay for time released.

## E. LEAVE FOR JURY DUTY

Bargaining unit members will be granted leave for jury duty upon request. Bargaining unit members shall not be required to remit jury duty pay to the Board.

## F. ASSAULT LEAVE

1. Any employee who is assaulted while performing assigned duties shall be granted a paid leave of absence for the period designated by the employee's physician. Assault shall be defined as injury or a serious threat of injury inflicted upon an employee with or without a weapon.

2. Before Assault Leave pay will be granted, the member shall furnish to the Superintendent an incident report on the approved district form, which shall be available to employees online in a fillable format.

3. An employee who receives Assault Leave shall file a police report, and the employee and the Administration agree to take appropriate action.

4. Leave under this provision shall not exceed a maximum of thirty (30) days, unless extended at the Superintendent's discretion. These days shall not be charged to Sick Leave or Personal Leave.

5. If Workers' Compensation benefits are granted, the monetary amount of these benefits shall be remitted to the Board.

## G. PROFESSIONAL LEAVE

1. Paid Professional Leave may be granted in accordance with the goals of the District, upon the application to and the approval of the Superintendent or his/her designee. The requested leave must serve the following purposes:

    a. Improvement of the quality of instruction.

    b. Understanding of the learning process.

    c. New ideas to enrich teaching.

    d. A greater understanding of children.

e. Increased professional spirit.

2. Bargaining unit members shall have the option of requesting unpaid or partially-paid Professional Leave. Bargaining unit members shall provide forty-eight (48) hours advance written application for Professional Leave which is consistent with the approved building use.

## H. PROFESSIONAL STUDY/SABBATICAL LEAVE

1. Any bargaining unit member who has completed three (3) consecutive years as a member of the professional staff of the Ravenna School District may be granted by the Superintendent leave of absence with partial pay for professional improvement for up to one (1) full school year, subject to the following restrictions:

   a. Application for such leave shall be made in writing to the Superintendent at least sixty (60) days in advance of the date of commencement of the leave.

   b. The application must be supported by an outline of the program study or research to be pursued, or other area of professional improvement.

   c. The applicant must be notified by the Superintendent of the disposition of the request within thirty (30) days of its receipt. If such request is granted, the leave of absence must be used specifically for the purpose outlined with the application. Any deviation from the terms of the leave without written agreement from the Board or the Superintendent will terminate the leave of absence.

   d. "Partial Pay" shall be defined as the difference between the compensation of the replacement bargaining unit member and the regular bargaining unit member's expected compensation.

   e. Generally, the Administration will not consider a leave to any bargaining unit member more often than once every five (5) years, nor grant a second leave to the same individual when other members of the staff have a pending request for said leave.

2. **Reinstatement**

   a. Application for Reinstatement: Application for reinstatement must be made at least thirty (30) days prior to the expiration of a leave of absence for study, or professional improvement. The application must be accompanied by supporting evidence or statements showing that the plan for study, or professional growth was carried out.

   b. Reinstatement: The Board will guarantee the bargaining unit member the same or similar position held by the bargaining unit member prior to the leave.

   c. Retention: In order to be considered for a leave of absence for study, or professional improvement, the bargaining unit member must guarantee to the Board that, if said leave request is granted, upon completion of said leave, the bargaining unit member

shall return to the Ravenna School District and perform professional services as a bargaining unit member for not less than one (1) year.

## I. PARENTAL LEAVE

### 1. Transfer to Child Care

When a bargaining unit member has exhausted Sick Leave and advancements thereof; or when a bargaining unit member becomes, in the attending doctor's opinion, able to work but chooses not to work for the purpose of child care; or when there is no need for the bargaining unit member to use Sick Leave for illness in the family, the bargaining unit member may transfer to Unpaid Child Care Leave, subject to the provisions of the Family Medical Leave Act. For Bargaining unit members on unpaid FLMA, all insurance contribution payments are due to the Treasurer no later than the 15th of each month.

### 2. Unpaid Child Care

Upon request, the bargaining unit member, after completion of the Leave of Absence Form which shall contain the term of the leave, shall be granted a leave of absence for a period not to exceed two (2) calendar years. The specific length of leave shall be stated by the bargaining unit member and may only be ended at the beginning of a grading period, except in the case of pregnancy interruption or legal problems with adoption. The bargaining unit member shall be reinstated to the same building and general level/subject held prior to the unpaid leave if the leave is for one (1) year. There shall be no requirement to reinstate to the same building and general level/subject if the leave exceeds one (1) year. The bargaining unit member should give as much advance notice as possible to the Superintendent of his/her intended transfer from Sick Leave to unpaid leave.

The provisions of this paragraph shall apply to both male and female bargaining unit members.

### 3. Adoption Leave

An unpaid leave for the purpose of adopting a child shall be granted upon request to the Superintendent. Such leave shall be requested on the Leave of Absence Form, and shall request a beginning date no earlier than two (2) weeks prior to the anticipated date of custody and shall not exceed one (1) calendar year. Upon conclusion of such leave, the bargaining unit member shall be reinstated to the same building and general level/subject held prior to the unpaid leave.

4. Any commitment relative to returning a bargaining unit member after leave, as herein made, is contingent on his/her position on the teaching staff not being affected by a Reduction In Force.

5. Bargaining unit members returning from parental leave must notify the District on or before April 1st.

## J. UNPAID PERSONAL ILLNESS LEAVE

### 1. Eligibility

Any bargaining unit member who is unable to perform satisfactorily the duties of his/her position because of personal illness or of other disability, may be granted a leave of absence without pay for the remainder of the school year or for a full school year. Such leave of absence may be renewed for an additional school year.

### 2. Application for Leave

The application for such leave of absence or its renewal, must be accompanied by a statement from the attending physician, in consultation with the school physician if deemed necessary, recommending that the bargaining unit member be relieved of duties, unless such statement is waived by the Superintendent.

### 3. Application for Reinstatement

If the bargaining unit member on leave of absence desires to be reassigned to duty with the Board following the termination of a leave, application for reinstatement must be made in writing to the Superintendent at least thirty (30) days before the expiration of the leave.

### 4. Reinstatement

Reassignment of the bargaining unit member to duty following a leave of absence shall be made at the end of the next semester or full school year or sooner if feasible.

### 5. Unrequested Leave of Absence

If a bargaining unit member is unable to perform satisfactorily the duties of his/her position because of physical or other disability, or if the bargaining unit member has been absent on account of personal illness for a continuous period of ninety (90) days, the Superintendent may recommend, without the request of the bargaining unit member, that upon exhaustion of Sick Leave, a leave of absence be granted for a part of the school year, for the remainder of the school year or for a full school year, and renewals thereof, and the Board may grant such leave in accordance with the provisions of the law.

## K. MILITARY LEAVE

### 1. Eligibility

Any bargaining unit member shall be granted a leave of absence to be inducted or otherwise enter military duty, in accordance with the provisions of the law.

### 2. Application for Leave

The application for leave for military duty shall be made as far in advance of that duty as is feasible but no later than the date upon which orders to report for military duty are received.

**3. Application for Reinstatement**

Application for reinstatement as a bargaining unit member shall be made within thirty (30) days after discharge from military service for which leave was granted.

**4. Reinstatement**

Upon evidence of honorable separation from military service and upon proper application for reinstatement to duty, a member of the professional staff shall be reemployed at the beginning of the next school year, subject to passing a physical examination, provided such application is made not less than thirty (30) days prior to the first day of the next school year.

For purposes of seniority and placement on the salary schedule, up to five (5) years of absence in the service of the Armed Forces of the United States or the auxiliaries thereof, shall be counted as though the bargaining unit member's service had been performed during such time.

## L. POLITICAL LEAVE

1. A bargaining unit member has the right to become a candidate for public office and to serve in said elective office unless there is specific legal prohibition. Leave for this purpose shall be granted by the Board upon request by the bargaining unit member. Leave for this purpose shall be for the first term of elected office. The bargaining unit member shall notify the Board of his/her intent to return to employment in the School District no later than March 1st of the last year of the first term of office.

2. If a bargaining unit member is elected to an office of the Ohio Education Association or National Education Association which is a full-time office, said bargaining unit member shall be granted an unpaid leave of absence for the term of service. Upon return to service at the expiration of his/her leave of absence, he/she shall resume the contract status which he/she held prior to such leave.

3. A bargaining unit member who has been on Political Leave of Absence shall be returned to the same or similar assignment as held before taking leave. In the event that the position has been eliminated, the bargaining unit member shall be assigned a similar position. In the event that a similar position is not available (open), the bargaining unit member shall be assigned to any position for which he/she is certificated. Such leave shall not interrupt years of service for seniority and salary placement.

## M. OTHER LEAVES OF ABSENCE

1. Upon recommendation of the Superintendent, the Board may authorize leaves of absence for bargaining unit members when it deems such leaves to be reasonable.

2. Leaves of absence shall be limited to a period not to exceed two (2) years, and shall be granted only after a written request and full study of each situation.

## N. GENERAL RULES AND REGULATIONS REGARDING LEAVES

1. Bargaining unit members must use personal days, approved leaves, and/or sick leave days to cover any and all absences, except as may be otherwise approved by the Superintendent.

2. **Unexcused Absence**

   An unexcused absence is defined as an absence for which an employee has no personal days, approved leaves, and/or sick leave days to cover the absence(s) in question that has not been otherwise approved by the Superintendent. Bargaining unit members with one or more documented unexcused absences per school year may be subject to discipline, which may include suspension and/or termination under the terms of this Agreement.

3. **Authorized Leave**

   Leaves of absence may be authorized only by the Board upon recommendation of the Superintendent and only as provided by these rules and regulations and within the provisions of the ORC governing such leaves. Unauthorized absence from duty following the expiration of a leave of absence or a renewal thereof, or failure to comply with the provisions of the leave, may be considered by the Board as termination of contract by the bargaining unit member.

4. **Application for Leave of Absence**

   The application for a leave of absence, or an extension or renewal thereof, must be made in writing to the Superintendent, stating the purpose of the leave, and the period of the leave and must be accompanied by certain specified supporting statements concerning the need for or desirability of said leave.

5. The Superintendent must give a written answer to a request for a leave of absence within ten (10) days of the request.

6. A bargaining unit member who is on a long-term leave of absence that will continue through at least the end of the school year will notify the Superintendent in writing by April 15 whether or not they intend to return to their assignment at the beginning of the next school year.

## O. RIGHTS WHILE ON LEAVE OF ABSENCE

1. Bargaining unit members on unpaid leaves of absence shall be entitled to full fringe benefits at their own expense. Responsibility for making these payments rests with the bargaining unit member, not the Board; all such expenses shall be paid by the bargaining unit member to the Treasurer at least one (1) month in advance. The premium for any and/or all insurances selected by the bargaining unit member shall be paid at the full amount, through the Board.

2. Upon written application to return from leave, a bargaining unit member on unpaid leave shall be reinstated to a similar class assignment as that held prior to the leave.

P. **FAMILY MEDICAL LEAVE CLAUSE**

1. The Board and the REA recognize that unit members are entitled to leave rights provided by the Family Medical Leave Act (FMLA). It is agreed that FMLA entitlements shall be used concurrently with existing Sick Leave entitlements.

2. Eligible employees may elect to use FMLA Leave in place of Sick Leave at the employee's option.

3. For purposes of this Section, the "12 month period" shall be the contract period, September 1st-August 31st.

## ARTICLE 3. INTERNAL SUBSTITUTION

A. Every attempt will be made to provide a duly certificated substitute for each absent bargaining unit member to whom class responsibilities are assigned. In order to assure classroom coverage, the procedures set forth below shall be implemented:

1. At the beginning of each school year, a notice re: "Internal Substitution" shall be posted in the main office and staff rooms/lounges of each building to give bargaining unit members an opportunity to substitute during their planning/conference periods.

2. Bargaining unit members willing to substitute during their planning/conference periods for absent bargaining unit members will be placed on a rotational Internal Substitution List.

3. Bargaining unit members who volunteer to substitute during their planning/conference period shall have the option of accepting or rejecting such a request. Rejection of a request to substitute during a planning/conference period shall not be held against that bargaining unit member.

4. In the event a class remains uncovered after the above procedures have been followed, the Building Administrator/designee may assign a bargaining unit member to cover an internal substitution assignment.

5. The rate for any bargaining unit member (or group of bargaining unit members if the class is split) who accepts a request or is assigned by the Administration to cover or split a class of an absent bargaining unit member shall be Thirty-Five Dollars ($35.00) for each per period or majority portion at the secondary level, and each sixty (60) minutes or quarter hour increments thereof at the elementary level, or Seventeen Dollars and Fifty Cents ($17.50) for a split class. Payment shall also be made when students from an absent teacher's class are assigned to another teacher's class during instruction. When a bargaining unit member accepts a request or is assigned pursuant to this Section, the Principal of the building shall complete a copy of Appendix D of this Agreement by the end of the workday and submit it to the bargaining unit member for his/her signature. Where the term "academic work rate" is used in the Master Agreement, it refers to the rate outlined herein.

6. Payment shall be made at a regularly scheduled pay period within thirty (30) days.

7. Bargaining unit members who have been assigned a student teacher shall not be asked to leave the student teacher with a class of students for the purpose of substituting.

8. The assignment of school counselors to cover classes shall be avoided where practicable and utilized only when operationally necessary, as determined by the administration. In the event a counselor is assigned such duties, the counselor shall be compensated at the internal substitution rate set forth herein.

B. The building administrator shall maintain a roster of bargaining unit members by certification in inverse order of seniority, and a teacher required to perform an internal substitution assignment afterwards shall be moved to the bottom of the list of teachers in his/her certification group.

C. In the event of a short term absence of the Building Principal or other administrative personnel, the Superintendent or his/her designee may assign a bargaining unit member to temporarily handle the administrative duties of the absentee. A bargaining unit member's decision to accept or not to accept such temporary assignment shall be without prejudice. If he/she elects not to serve in this capacity, the bargaining unit member must inform the person making the temporary assignment request.

## ARTICLE 4. **BARGAINING UNIT MEMBER CONTRACTS**

### A. **INDIVIDUAL/LIMITED CONTRACTS, REGULAR**

1. All bargaining unit members will be issued contracts. The regular individual contract shall include:

   a. Name of bargaining unit member;

   b. Name of School District and Board of Education;

   c. Type of contract and duration;

   d. Annual regular salary to be paid and the basis used to determine the amount;

      This information also applies to the initial year on a continuing contract. Thereafter, the information will be included on the annual salary notification during the term of the contract.

   e. Signatures of the Board President, the Board Treasurer, and the bargaining unit member.

2. **Limited Contracts**

   a. Upon employment, a bargaining unit member who is ineligible for a continuing contract shall be issued a limited contract which is in effect for one (1) year. After four (4) one-year limited contracts, a bargaining unit member will be issued one (1) two-year limited contract(s) and, thereafter, three-year limited contracts will be issued until eligible for continuing contract. This Agreement shall not negatively affect current multi-year contracts.

3. **Continuing Contracts**

a. Bargaining unit members who qualify for continuing contracts shall be considered for a continuing contract as prescribed by law except for the notice requirement in B, C and D below.

b. Any bargaining unit member who receives the necessary certification to qualify him/her for a continuing contract during the term of a multi-year contract shall not be required to complete said contract before a continuing contract is requested. If the Board agrees to grant said bargaining unit member a continuing contract during a multi-year contract, the bargaining unit member shall be granted a continuing contract at the next April Board meeting which shall become effective for the following school year. If the Board chooses not to grant a continuing contract during the bargaining unit member's multi-year contract, that bargaining unit member will become eligible for consideration for continuing contract at the end of that multi-year contract.

c. In a year in which a bargaining unit member is or may become eligible for a continuing contract that bargaining unit member must notify the building administrator in writing by September 30th and show either evidence of appropriate certification/licensure or intent to make application for appropriate certification/licensure. The building administrator will determine that the bargaining unit member is placed on the proper evaluation cycle.

d. Bargaining unit members employed by the Board who previously held a continuing contract shall notify the building administrator by September 30th of their second year of employment of their eligibility for a continuing contract. The building administrator will determine that the bargaining unit member is placed on the proper evaluation cycle.

## B. INDIVIDUAL/LIMITED CONTRACTS SUPPLEMENTAL

1. Supplemental contracts issued to bargaining unit members shall include the following:

a. Name of bargaining unit member;
b. Name of School District;
c. Duration of contract;
d. Title of supplemental duty;
e. The amount of pay;
f. Signatures of the Board President, the Board Treasurer, and the bargaining unit member.

2. Supplemental contracts will be issued for assigned supplemental duties. All supplemental contracts (Form) shall be limited contracts and shall be issued prior to the start of the assignment and shall not exceed one (1) contract year. Notwithstanding Section 3319.11 of the Ohio Revised Code, each supplemental contract shall expire on the date stated therein without further notice to the bargaining unit member.

3. At the conclusion of their duties, all bargaining unit members holding supplemental contracts shall submit a form to the Treasurer certifying that the assignment has been completed. Payment shall be made according to Article 21(H).

4. Bargaining unit member contracts and Salary Notices will be sent out via email by July 1. In the event that the parties do not settle prior to July 1, the treasurer shall have thirty (30) days after the settlement date to distribute the modified salary notices. The members will return the signed notices to the Treasurer's office via their Building Secretary by the end of the first week of school.

## C. EXTENDED CONTRACTS

Extended contract days will be paid at the individual's per diem rate, excluding any supplemental salaries.

## D. EMPLOYMENT OF RETIRED TEACHERS

The parties agree to abide by the following terms and conditions relating to the employment or re-employment of teachers following such teachers' service retirement. Specifically, the parties agree that:

1. The Board is under no obligation to employ any retired teacher and, further, there is no expectation of continued employment or re-employment when a teacher retires from the Ravenna School District.

2. Teachers employed by the Board after retirement shall not be eligible for continuing contracts and are restricted to one-year contracts that will automatically expire at the end of each school year without notice of nonrenewal.

3. Salary placement shall be at Step 0. Salary placement for educational status shall be fully recognized.

4. Teachers employed by the Board after retirement shall not be eligible for a second severance payment, tuition reimbursement or any retirement incentive program.

5. Seniority for retired teachers will be at 0 years and will remain at 0 throughout the retired teachers' post retirement employment.

6. In the event the Board determines it necessary to enact a reduction in force pursuant to Article 14, teachers employed by the Board after retirement shall not be rehired. Further, teachers employed by the Board after retirement shall have no bumping rights nor any right to recall.

7. Retired teachers will be eligible for sick days; however, at the end of each year of employment, accumulated sick days will be deleted.

8. The evaluation of retired teachers shall be at the discretion of the Board.

9. All provisions of the negotiated agreement shall apply to teachers employed by the Board after retirement, if not inconsistent with this article.

10. The parties expressly agree and fully intend this provision to supersede and take precedent over the provisions of Ohio Revised Code Sections 3317.13, 3319.08, 3319.081, 3319.11, 3319.111, 3319.141 and any and all other inconsistent or contrary state or federal statues, laws and/or regulations.

## ARTICLE 5. VACANCY, TRANSFER AND ASSIGNMENT

A. A "vacancy" shall be defined as an unfilled or unoccupied position in the bargaining unit. Position vacancies shall include, but not be limited to, the following:

1. Death of a bargaining unit member.

2. Retirement of a bargaining unit member.

3. Resignation of a bargaining unit member.

4. Extended leave of absence (for a full school year) of a bargaining unit member.

5. Creation or restoration of a bargaining unit position.

6. Nonrenewal of a bargaining unit member.

7. Termination of a bargaining unit member.

B. The Board shall make every effort to keep the staff informed of upcoming changes. Any bargaining unit member resigning, or retiring, is encouraged to notify the Board by April 1st. Bargaining unit members returning from a leave of absence must notify the district on or before April 1st.

C. All vacancies which the Board intends to fill shall be posted in each Faculty Lounge and on the District's Website for five (5) school days except for the period June 1st -September 15th, when the Website shall be the exclusive means of posting and the five-day rule shall not apply.

During the summer, a bargaining unit member interested in a transfer must complete a summer transfer request by May 1st. All Pre-K-8 bargaining unit members who have returned their summer transfer request shall be given the opportunity to interview through one mass interview process for all potential positions for which she/he indicated an interest on the summer transfer request. Bargaining unit members at the secondary level shall be interviewed through a mass interview process or through an individual interview.

During the school year, a bargaining unit member interested in a transfer must submit a letter of interest by the deadline to apply as published on the posting. Those bargaining unit members shall be granted an interview.

D. Any bargaining unit member who is transferred without his/her consent shall be entitled to use Professional Development Funds in order to become more effective in his/her assignment. The Board shall make available no less than Two Thousand Dollars ($2,000) for this fund each year.

E. Tentative grade level and/or subject area assignments for the succeeding year shall be provided on or before the last bargaining unit member day of the concluding year. However, these assignments may be changed due to circumstances, which will be provided, that are beyond the control of the Superintendent or Board. Any bargaining unit member being transferred less than two (2) weeks before the start of school shall be given any needed assistance. Bargaining unit members dissatisfied with their teaching assignment shall have the right to a conference with the Principal or Superintendent (or his/her designee), with an REA representative in attendance.

F. When determining whether a bargaining unit member will be assigned a classroom or serve the district as a rotating (traveling) bargaining unit member, the primary criteria shall be seniority with the Ravenna School System. This article does not apply to Physical Education, Home Economics, Industrial Art/Technology, or other lab classrooms.

## ARTICLE 6. **UNIT MEMBER DAY**

A. The Unit Member Day shall not be longer than seven and one-half (7 1/2) hours.

B. Unit members may be required by their Building Principal or the Superintendent to remain up to a maximum of fifteen (15) additional hours per year to attend District-wide meetings and other meetings related to the conduct of the educational program. However, no one (1) meeting or activity shall extend beyond sixty (60) minutes before or after the normal workday except in emergencies as determined by the Superintendent. Except in emergencies as noted herein, bargaining unit members shall be given not less than forty-eight (48) hour notice of such meeting or activity. Where such meetings are regular building-level staff meetings, such notice shall be provided as far in advance as they are known. Additionally, all bargaining unit members are required to attend Open House.

C. Bargaining unit members at the high school will be required to attend one of the following events: homecoming, prom or graduation. Required supervision for homecoming will be six (6) bargaining unit members and ten (10) for prom. The remaining high school bargaining unit members will attend graduation, providing the graduation ceremony occurs within the school calendar. Sign-up sheets for homecoming, prom and graduation will be posted in the principal's office on the district staff day at the beginning of the school year. Assignments to homecoming, prom and graduation will be made on a first-come, first-served basis.

D. The Unit Member Day shall include:

1. An uninterrupted thirty (30) minute duty-free lunch period. Travel time for traveling teachers shall not be counted as part of the lunch time or individual education planning time.

2. A minimum of one (1) class period per day for bargaining unit members in the high school, middle school, and intermediate school for individual educational planning time. Bargaining unit members in elementary buildings, including preschool, shall receive no less than an equivalent of one (1) class period per day, with a minimum of thirty-five (35) minutes per day of such individual planning time being continuous.

3. Hall duty, playground or recess duty, and similar essential services, are part of the bargaining unit members' workday, as well as being a part of non-bargaining unit members' workday duties. Such duties shall be equitably assigned.

4. Speech-Language Pathologists (SLPs and School Psychologists SPs) may be required to do a supervisory duty during student arrival and/or dismissal, hall duty, playground or recess duty, and similar essential services, would be included as part of the bargaining unit member's workday, for up to a maximum of twenty-five (25) consistently assigned minutes. Such assignments may also be performed by non-bargaining unit members. The parties agree that Medicaid billing shall count as a duty for the purposes of Paragraph 3 above for SLPs and SPs, but shall not be subject to the twenty-five (25) minute limitation.

E. At least sixty (60) days prior to changing the present school day schedule that would change working conditions beyond those in the current Agreement, the Board shall notify the Association in writing of its intent to do so. Within fifteen (15) days of receipt of this notification, the parties shall meet to bargain the effects of such change(s). Bargaining shall take place for a period of no more than forty-five (45) days. If agreement is not reached during that time, no change shall be made for the duration of this Agreement unless otherwise agreed to in writing by the parties.

F. Special Education classroom teachers, Speech and Language Pathologists, Hearing Impaired Teachers and School Psychologists shall get three (3) days release time to write and process IEPs and/or to meet with parents as has been the practice of the district. Day(s) shall be used on a district campus, including the Board office, at the teacher's discretion, with AESOP times entered. In lieu of one (1) or more of those days, a bargaining unit member may elect to be paid the current substitute rate per day. However, only whole days may be taken for pay. The members shall be paid according to Article 21(H).

G. Bargaining unit members at the high school who are not eligible to be College Credit Plus (CC+) certified may be asked to participate in supporting online CC+ courses offered through a higher education institution where such courses are not already provided by current high school teachers. In such cases, the bargaining unit member's role is to support students as they work online utilizing the curriculum provided by the instructor at the higher education institution. This support will be provided during an assigned period. If the higher education institution has any requirements to qualify as a CC+ Supporting Teacher, the teacher(s) who volunteer to provide such support will be required to complete such requirements and will be paid the hourly work rate for such time. The Board will pay any costs associated with the fulfillment of these requirements (e.g., registration costs, etc.)

H. It is agreed that, after the period of building consolidation and its attendant reorganization of staff is complete, but not later than May 1, 2027, the parties will meet to discuss how to provide effective collaborative planning time. Any agreement as a result of the discussions would be memorialized by a memorandum of understanding subject to ratification by the parties.

## ARTICLE 7. **CLASS SIZE**

A. The ratio of teachers to students school district-wide shall be at least one full-time equivalent classroom teacher for each twenty-five students in the regular student population. However, in counting bargaining unit members for this calculation, only regular, fulltime, non-categorical

(Note: "Categorical" is defined as tutors and teachers of students with disabilities as defined by Federal law), non-administrative, actual in-class classroom bargaining unit members shall be counted.

B. Reasonable efforts should be made to maintain an equalized enrollment per class throughout the Ravenna School District. In an effort to promote greater academic success for at-risk populations, the parties agree that the district will continue to endeavor to have smaller class sizes (i.e., at a preferred ratio below 1:25 where financially feasible) at the elementary level, especially in grades K-3.

C. At the high school, a master schedule committee consisting of administration and bargaining unit members shall have input into the design of the high school schedule.

D. In order to promote effective co-teaching and maximize the instructional benefits for all students, students with identified disabilities, IEPs, 504s, and ELL students shall be "hand scheduled" with input and approval of the administration process. When developing class rosters and schedules, the District will consider the placement of such students with the goal of supporting effective instruction and maintaining reasonably balanced classroom composition across grade levels at the elementary level and, to the extent practicable, across sections at the middle and high school levels. During the scheduling process, building administrators will consult with appropriate staff, including intervention specialists, school psychologists, and related service providers. At the elementary level, consultation may also include speech-language pathologists, as applicable.

1. When a student with an IEP transfers into the District and the District receives the student's IEP documentation, the District will provide access to the IEP to the student's assigned teachers and service providers within three (3) days so that staff are aware of the student's educational program and services.

2. For students with IEPs who are transferring in where there is a delay in the receipt of the IEP from the originating school or parent/guardian, the relevant Intervention Specialist shall be included in the preliminary schedule development process for that student.

E. The District shall comply with applicable caseload requirements established under the Ohio Operating Standards for Education of Children with Disabilities. Upon request of either the administration or the Association, representatives of the parties may meet to discuss workload considerations and available guidance issued by the Ohio Department of Education and Workforce regarding special education service delivery.

## ARTICLE 8. **EVALUATION**

### SECTION I. EVALUATION OF OTES PERSONNEL

A. The board of education through the powers derived from the Ohio revised code, is responsible for the employment and discharge of all personnel. To assist in the facilitation of this responsibility, a standards-based teacher evaluation program which conforms to the Ohio Teacher Evaluation System (OTES 2.0) framework for evaluation of teachers as approved by the state board of education shall be implemented as set forth herein.

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

1. Teachers working under a license issued under sections 3319.22, 3319.26, 3319.222 or 3319.226 of the Revised Code who spend at least fifty (50) percent of their time providing content-related student instruction.

2. Teachers working under a permanent certificate issued under section 3319.222 of the Revised Code as it existed prior to September 2003 who spend at least fifty (50) percent of their time providing content-related student instruction.

3. Teachers working under a permanent certificate issued under section 3319.222 of the Revised Code as it existed prior to September 2006 who spend at least fifty (50) percent of their time providing content-related student instruction.

4. Teachers working under a permit issued under 3319.301 of the Revised Code who spend at least fifty (50) percent of their time providing content-related student instruction.

5. a. The OTES framework for evaluation of teachers does not apply to the teacher supplemental contracts, teachers employed as substitutes, or to any person employed under a teacher license/certificate that spends less than fifty percent (50%) of the unit member day providing student instruction.

   b. The language for OTES evaluations shall continue to be in force as written below until such time as the pirates have negotiated mutually agreed changes that are consistent with current law. Further, the parties agree that once those requirements are clarified by the Ohio Department of Education, a subcommittee consisting of three (3) bargaining unit members chosen by the Association and three (3) administrators shall meet to discuss and develop joint recommendations for implementation. Such recommendations shall be duly considered by the parties' respective negotiating teams and any changes shall be subject to ratification in accordance with Article 1.

6. Any person employed under a teacher license/certificate that spends less than fifty percent (50%) of the unit member day providing student instruction will be evaluated as outlined in Article 8, Section II of this agreement.

B. The purpose of evaluation is:

1. Improvement of the quality of instruction.

2. Assistance to the bargaining unit member in achieving greater effectiveness in teaching.

3. To provide written records of a bargaining unit member's performance to be used:

   a. As evidence of a bargaining unit member's performance;

   b. To identify potential for advancement;

c. To document and justify the awarding of continued employment;

d. As reference material (for recommendations to other systems);

e. To provide an ongoing plan for improvement of instruction;

f. To assist in identifying improvement or lack thereof;

g. Such other uses as may contribute to the quality of the educational program.

C. All state issued OhioES forms will be used and applied in a consistent manner by all administrators and in all schools in the System. The optional Teacher Self-Assessment form may be entered into the OhioES system at the option of the teacher, which is not available to administrators. The teacher shall have the option of sharing this form with the evaluator by another means, at his/her discretion.

D. All bargaining unit members shall be thoroughly advised about the evaluation procedure; the form(s) that are going to be used; shall be provided copies of same; and shall have the opportunity to ask questions regarding the procedure or form(s). This shall be accomplished by September 30th of each new school year.

For teachers who are on a full evaluation cycle, the formal evaluation process, including the pre-conference, shall not begin prior to three (3) weeks after the first student day of the school year, or for semester-length courses, not prior to three (3) weeks after the semester begins.

Any teacher subject to OTES who submits a notification of intent to retire by December 1, shall not be evaluated, for the remainder of the school year.

E. All monitoring or observation of the work performance of a bargaining unit member shall be conducted openly and with the full knowledge of the bargaining unit member. The 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 and based on the OTES 2.0 rubric.

F. The evaluation shall be signed by both the evaluator and the bargaining unit member. Signing the evaluation by the bargaining unit member does not necessarily indicate agreement with all or part of the contents thereof. In the event a member of the bargaining unit does not agree with the content of this evaluation, an addendum can be written and signed by the member of the bargaining unit and attached to the evaluation within ten (10) days of the report.

G. Any evaluation conducted pursuant to this section shall be conducted by the employee's immediate supervisor or an OTES credentialed administrator employed full time by the district and holding licenses set forth in ORC 3319.01 and/or 3319.02. Except for the superintendent, an administrator conducting evaluations must have a credential aligned with the grade level and/or subject area of teachers they evaluate. Not later than September 30th of each year, or in the case of a new or reassigned teacher, within thirty (30) days of the first day worked in the new assignment, each teacher shall be notified in writing of the name and position of the evaluator, the evaluation procedure and forms to be used.

H. Choosing and using high-quality student data (HQSD) to guide instructional decisions and meet student learning needs is key to making sound instructional decisions for students. The teacher

evaluation will use at least two (2) measures of district determined high-quality student data to provide evidence of student learning attributable to the teacher being evaluated. When applicable to the grade level or subject area taught by a teacher, HQSD shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may be used as evidence in any component of the evaluation where applicable. *When value-added data is not available (e.g., during a pandemic), the teacher will revert back to the two (2) mutually agreed measures of ~~district determined~~ HQSD. It is understood that the teacher's evaluation shall not be based on student growth/achievement scores, except where student growth or achievement data may be considered as one, but not the sole, primary or determining, factor in the "Assessment of Student Learning" domain for the "Evidence of Student Learning" component of the OTES rubric.

I. Each evaluation will consist of a minimum of two (2) formal observations of the teacher at least thirty (30) minutes each in duration, but not more than fifty (50) minutes in duration, which shall be scheduled in collaboration with the teacher. Any additional observations which are a part of an improvement plan shall be followed by a post-conference within ten (10) working days of the observation. For teachers who are assigned to teach different content areas (e.g., math and science), the targeted observation shall be in the same content area as the first observation.

One pre-observation conference will be held prior to each scheduled observation using the pre-observation form in eTPES and found in OhioES and on the district online evaluation forms.

One post-observation conference will be held following each scheduled observation using the post-conference form found in OhioES and on the district online evaluation forms and the teacher performance evaluation rubric. The conference shall be conducted within ten (10) working days of the observation, unless the administrator or teacher is absent or another time is mutually agreed to by the teacher and evaluator. The evaluator shall input the preliminary ratings for each evaluation area into the system not later than the morning of post-conference. The rubric should be evidence from each performance cycle. Teachers and evaluators shall have the opportunity to present additional evidence to support the meeting of a standard and/or improvement different from that initial rating. To be included in any given observation cycle, evidence must be presented no later than five (5) days before the close of that cycle.

J. Each evaluation will include at least two (2) but not more than six (6) classroom walkthroughs. A teacher on an improvement plan may receive additional walkthroughs. A teacher may also request in writing to receive additional walkthroughs. Walkthroughs are informal observations of less than fifteen (15) minutes. An electronic summary of the informal observations using the walkthrough form found in OhioES and on the district online evaluation forms will be provided to the teacher within three (3) days of the walkthrough. Walk-throughs for the purpose of evaluation shall be conducted by the assigned evaluator and shall not be conducted on the three (3) days preceding or following a multi-day holiday or recess recognized on the district calendar.

K. Each teacher shall be evaluated once each school year. The evaluation will be completed by May 1st. Each teacher will be provided a written report of the results of the evaluation and a conference will be held by May 10th. A teacher shall be informed at this conference if a recommendation for non-renewal will be made.

L. In accordance with Ohio Revised Code section 3319.112(b)(1), the following levels of performance for teachers will be utilized in assigning ratings for evaluations: accomplished, skilled, developing, and ineffective.

M. The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. An evaluator offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. Such identification shall include collaborating with the staff member to create a Plan of Assistance, which includes specific areas for improvement, assistance provided by the administrator, the criteria needed for noting improvement, and a timeline for implementing the plan.

N. Each teacher on a limited contract or extended limited contract who is under consideration for nonrenewal shall have at least three (3) formal observations.

O. Each teacher who receives a Final Summative Rating of accomplished on the teacher's most recent evaluation shall be evaluated every three (3) school years. Each teacher who receives a Final Summative Rating of skilled on the teacher's most recent evaluation shall only be evaluated every other year. During years when such teacher(s) are not fully evaluated, he/she shall receive one (1) observation followed by a post-conference as described herein. These teachers must also provide a professional growth plan. Any teacher that is on the less frequent evaluation cycle must maintain a rating of average or higher to continue the less frequent cycle.

P. Professional growth plans help teachers focus on areas of professional development that will enable them to improve their practice. Teachers are accountable with their credentialed evaluator for the implementation and completion of the plan and may use the plan as a starting point for the school year. The professional growth plan is intended to be one academic year in duration and may support the goals of the Individual Professional Development Plan (IPDP).

The professional growth plan and process include feedback from the evaluator as well as the teacher's self-assessment, and the support needed to further the teacher's continuous growth and development. Professional development should be individualized to the needs of the teacher and students (based on available data), and specifically relate to the teacher's areas for growth as identified in the teacher's evaluation. The evaluator should recommend professional development opportunities, and support the teacher by providing resources (e.g., time, financial). The growth plan should be reflective of the data available and include:

- Identification of area(s) for future professional growth;
- Specific resources and opportunities to assist the teacher in enhancing skills, knowledge and practice;
- Outcomes that will enable the teacher to increase student learning and achievement. Professional growth plans shall be developed as follows:

a. Teachers with a final rating of Accomplished in the previous year will develop a professional growth plan and may request their credentialed evaluator for their next evaluation. Requests shall not unreasonably be denied.

b. Teachers with a Final Summative Evaluation Rating of skilled or developing will develop a professional growth plan collaboratively with their credentialed evaluator and will have input on their evaluator for their next evaluation.

A conference between the evaluator and the bargaining unit member will be held by September 30th to discuss the professional growth plan. The professional growth plan shall be submitted to the evaluator by the end of the first grading period. The professional growth plan will be completed using the self-assessment summary tool and the professional growth plan found in OhioES and on the district online evaluation forms.

Q. Improvement plans are developed for a teacher by the evaluator and the teacher in response to a summative rating of ineffective at the end of each performance cycle or the failure to successfully complete an evaluator/required plan of assistance. The improvement plan is intended to identify specific areas for improvement of performance and for identifying guidance and support needed to help the teacher improve. The improvement plan shall begin immediately following the performance cycle following an ineffective rating or the failure to successfully complete an evaluator/required plan of assistance. That improvement plan will run for the entire performance cycle or until a better summative rating has been determined. A plan of assistance may be initiated at any time during the evaluation cycle by the evaluator based on deficiencies in performance as documented by evidence collected by the evaluator or at the request of a teacher desiring additional assistance.

**IMPROVEMENT PLAN**

An Improvement Plan is an assistance program for a teacher, as defined above in section R. It shall include professional indicators documented as ineffective, rubric specific objectives, timelines and means of attaining assistance.

When an improvement plan is initiated, it is the responsibility of the administrator and the teacher to work collaboratively:

- identify, in writing, the specific area(s) for improvement to be addressed in relationship to the Ohio standards for the teaching profession;

- specify, in writing, the desired level of performance that is expected to improve and a reasonable period of time to correct the deficiencies (a minimum of six weeks is given for the teacher to meet the requirements of the plan);

- develop and implement a written plan for improvement that will be initiated immediately and includes resources and assistance available provided by the administration;

- determine additional education or professional development needed to improve in the identified area(s);

- gather rubric-based evidence of progress or lack of progress.

A reassessment of the educator's performance shall be completed in accordance with the written plan (multiple opportunities for observation of performance). Upon reassessment of the educator's

performance, if improvement has been documented as indicated in the improvement plan, the regular evaluation cycle will resume. If the teacher's performance continues to remain at an ineffective level, the supervising administrator may reinstate the improvement plan with additional recommendations for improvement at the Summative meeting of the relevant performance cycle or following the conclusion of a plan of assistance.

It is understood that the presence of a Professional Growth Plan or an Improvement Plan does not inherently restrict the board's right to non-renew pursuant to the terms of this agreement. All forms can be found in OhioES and on the district online evaluation forms as documented in the official "forms binder".

R. In accordance with the OTES 2.0 Framework, the Board will provide for the allocation of financial resources to support professional development for all teachers. The Board of education will also ensure that poorly performing teachers are provided with professional development to accelerate and continue teacher growth.

## SECTION II. EVALUATION OF NON-OTES PERSONNEL

A. The purpose of evaluation is:

1. Improvement of the quality of instruction.

2. Assistance to the bargaining unit member in achieving greater effectiveness in teaching.

3. To provide written records of a bargaining unit member's performance to be used:

    a. As evidence of a bargaining unit member's performance;

    b. To identify potential for advancement;

    c. To document and justify the awarding of continued employment;

    d. As reference material (for recommendations to other systems);

    e. To provide an ongoing plan for improvement of instruction;

    f. To assist in identifying improvement or lack thereof;

    g. Such other uses as may contribute to the quality of the educational program.

B. The same appraisal instruments will be used in all schools in the System.

C. All bargaining unit members shall be thoroughly advised about the evaluation procedure; the form(s) that are going to be used; shall be provided copies of same; and shall have the opportunity to ask questions regarding the procedure or form(s). This shall be accomplished by September 30th of each new school year.

D. Bargaining unit members shall be evaluated on a full Evaluation Cycle in the final year of any limited contract and at least once every three (3) years if the bargaining unit member is on a continuing contract. The first Evaluation in a full Cycle shall be completed by January 1st.

A. Full Evaluation Cycle shall consist of the following:

1. A professional growth plan

2. Two (2) classroom observations of at least thirty (30) minutes in length with a pre and post conference for each lesson.

3. A post conference must be held within ten (10) working days of any observation, except as outlined in Section F.

The first observation must be completed by December 15th, and the second observation must be completed by May 1st.

For those bargaining union members who are not in the final year of a multi-year contract or who are on a continuing contract and in a year in which they are not subject to a full Evaluation Cycle, only one (1) observation will need to be completed for the year. These bargaining union members will be considered "Off-cycle, non-OTES". This will consist of a professional growth plan, preconference, an observation, and a post conference.

The professional growth plan and pre and post conference forms will be available on the district online evaluation forms tab.

E. All monitoring or observation of the work performance of a bargaining unit member shall be conducted openly and with the full knowledge of the bargaining unit member.

F. All observations, which shall be a minimum of thirty (30) minutes in length, shall be followed within ten (10) working days by a conference between the Principal (or his/her designee evaluator) and the bargaining unit member, in order for questions arising from the observation to be discussed. However, failure to hold this post evaluation conference within the specified time shall in no way diminish or invalidate the evaluation if the failure is due to:

1. Absence from school on the part of either the bargaining unit member or the evaluator, in which case the specified time shall be extended by three (3) working days after the return of the absent individual(s).

2. Mutual agreement of the bargaining unit member and the evaluator to extend the time within which the conference must be held.

G. Any bargaining unit member who is nonrenewed shall have at least two (2) Prescribed Evaluation Cycles conducted during the school year in which the Board declares its intention not to reemploy the bargaining unit member. One observation shall be conducted and completed not later than the fifteenth (15th) day of December. The second observation shall be conducted and completed by the first (1st) day of May.

H. The evaluation shall be signed by both the evaluator and the bargaining unit member. Signing the evaluation by the bargaining unit member does not necessarily indicate agreement with all or part of the contents thereof. In the event a member of the bargaining unit does not agree with the content of this evaluation, an addendum can be written and signed by the member of the bargaining unit and attached to the evaluation within ten (10) days of the report.

I. When requested by the Association or the Administration, an Evaluation Committee shall be constituted. Such committee comprised of eight (8) Association members appointed by the Association President and eight (8) members appointed by the Superintendent/designee. In addition, each party may appoint up to one ad hoc non-voting member to assist and/or attend committee meetings. Committee members shall be representative of elementary, middle school, secondary, and specialty areas (i.e., music, art, special education) and programs (i.e., career tech) within the District. Members of the committee may be provided release time to review and make recommendations for evaluation. Teacher members of the committee shall be paid the academic work rate for Committee meeting time outside of the workday. Any recommendation of this Committee shall be forwarded to both the Association and the Administration and may be the basis for changes in either the evaluation procedure or the forms used therein. These changes may be incorporated in this Agreement through the "Amendment of Agreement" procedures described in Article 1, Section C. However, it is understood that the evaluation of bargaining unit members of the Board is the responsibility and right of the Board.

J. Any evaluation conducted pursuant to this Section shall be conducted either by a person who is under contract with the Ravenna Board pursuant to Section 3319.01 or 3319.02 of the Revised Code and holds at least one (1) certificate named in Division (E), (F), (H), (J), or (L) of Section 3319.22 of the Revised Code.

K. An Improvement Plan is an assistance program for a teacher. It shall include professional indicators documented as ineffective, rubric specific objectives, timelines and means of attaining assistance.

When an improvement plan is initiated, it is the responsibility of the administrator and the teacher to work collaboratively:

- identify, in writing, the specific area(s) for improvement to be addressed in relationship to the Ohio standards for the teaching profession;

- specify, in writing, the desired level of performance that is expected to improve and a reasonable period of time to correct the deficiencies (a minimum of six weeks is given for the teacher to meet the requirements of the plan);

- develop and implement a written plan for improvement that will be initiated immediately and includes resources and assistance available provided by the administration;

- determine additional education or professional development needed to improve in the identified area(s);

- gather rubric-based evidence of progress or lack of progress.

A reassessment of the educator's performance shall be completed in accordance with the written plan (multiple opportunities for observation of performance). Upon reassessment of the educator's performance, if improvement has been documented as indicated in the improvement plan, the regular evaluation cycle will resume. If the teacher's performance continues to remain at an ineffective level, the supervising administrator may reinstate the improvement plan with additional recommendations for improvement at the Summative meeting of the relevant performance cycle or following the conclusion of a plan of assistance.

L. This Article does not apply to teachers subject to evaluation procedures under Sections 3319.01 and 3319.02 of the Revised Code, or to any teacher employed as a substitute for less than one hundred twenty (120) days during a school year pursuant to Section 3319.10 of the Revised Code.

M. It is the intention of the parties that the provisions of this Article shall supersede all provisions of Ohio Revised Code 3319.111., to the extent permitted by law.

## ARTICLE 9. **PERSONNEL FILE**

A. The official personnel file, with an Inventory Sheet, for each certificated bargaining unit member shall be maintained in the Superintendent's Office. Said file shall contain at least the following:

1. Completed Application Form;
2. Copy of current Contract(s), properly signed;
3. Copy of current Teaching Certificates;
4. Current Official Transcript(s);
5. Record of accumulated Sick Leave days;
6. Copies of written Evaluation Reports;
7. Record of previous years of Teaching or Administrative Experience;
8. Letters of Commendation and Professional Certificates of Award;
9. Copy of Discharge from Military Service, where applicable;
10. Signed Parental Complaints and/or compliments, if any.

B. A bargaining unit member, after making a request to the Superintendent's Office, shall have the right to review the contents of his/her personnel file at any mutually convenient time during normal working hours in the presence of an authorized person. The bargaining unit member may have a representative accompany him/her in this review or, upon authorization in writing by the bargaining unit member, such representative may review the file on his/her behalf. The official personnel file is to be reviewed and stored in the Board/Administration Office.

C. Each bargaining unit member and his/her designated representative has the right upon twenty-four (24) notice to view the materials in his/her personnel file, with the Superintendent or

his/her designee present, exclusive of confidential letters of recommendation or reference. If an unfavorable statement or notation is placed in the file, the bargaining unit member shall be given an opportunity to place a statement of rebuttal or explanation in his/her file. Said statement of rebuttal or explanation shall be dated and filed within ten (10) days of review.

D. Any non-school personnel complaint to be placed in the personnel file regarding a bargaining unit member shall be promptly called to the attention of the bargaining unit member, and the bargaining unit member shall be afforded the opportunity to answer or rebut such complaint.

E. All documents included in a bargaining unit member's file shall be dated and identifiable as to source.

F. A bargaining unit member may request and shall receive one (1) copy of all items in his/her file. Additional copies may be obtained at the bargaining unit member's expense.

G. Other than bargaining unit member evaluation documents, any document in the personnel file that cannot be documented to the satisfaction of the bargaining unit member as to source, accuracy, relevance, completeness or timeliness shall be deleted from the file by the Superintendent acting for the Board, at the Superintendent's discretion, and no reference shall be made. If the Superintendent determines that the document should not be deleted, the bargaining unit member may file a grievance relative to the objectionable document(s) to determine whether there has been an abuse of discretion in the determination not to delete the document.

## ARTICLE 10. **NONDISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identification, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

## ARTICLE 11. **GRIEVANCE PROCEDURE**

### A. **DEFINITIONS**

1. A "grievance" is a claim which alleges a violation, misapplication or misinterpretation of this Agreement.

2. An "aggrieved person" is a bargaining unit member or group of bargaining unit members or the Association having a grievance.

3. "Days" refer to workdays when bargaining unit members are required to work during the summer months, “days” shall refer to days when the Board offices are open.

4. "Working days" refers to the days included in the grievant bargaining unit member's school year work schedule.

5. A "bargaining unit member" for purposes of this Article shall be defined as those person(s) who are in the bargaining unit as defined herein.

B. **PURPOSE**

1. The purpose of the Grievance Procedure is to secure, at the lowest possible administrative level, proper solutions to grievances. Both parties agree that grievance proceedings shall be kept as informal and confidential as appropriate at all levels of the Procedure.

2. Nothing herein shall prohibit any aggrieved person from discussing his/her grievance informally with any member of the Administration.

3. No one shall be required to have representation at any level of this Procedure. However, should an employee choose not to have representation at any level beyond the Informal Procedure, the Association shall be notified of the time and place of any hearing and shall have the right to be present as an observer during the hearing.

4. If, at any point during the "internal" grievance steps (i.e., through Level 2 at the Superintendent Level), the REA Executive Committee determines to not pursue an individual employee's grievance further, the grievant(s) may always seek, individually, further satisfaction of his/ her grievance through Level 2 of the Grievance Procedure. However, it is understood that an individual grievant does not have the right to proceed to arbitration without the support of the REA.

5. Only authorized forms for filing grievances made available by the REA President shall be used by the grievant(s).

6. The Board agrees that the Association, as the sole and exclusive representative of the bargaining unit, shall be the only organized representative of said bargaining unit members in grievance proceedings.

C. **GENERAL PRACTICES**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level are maximums and every effort should be made to adhere to those maximums, however, they may be extended by mutual agreement of the parties involved.

2. At any level a grievance may be withdrawn without prejudice.

3. Copies of all written decisions or communications should be made in triplicate and sent to the involved parties at the respective level.

4. Reprisals shall not be taken by or against any involved parties for reason of said participation.

5. Upon resolution of the grievance, all materials in possession of the Administration regarding the nature of the grievance shall be entrusted to a closed file. No grievance material shall be placed in a personnel file.

6. If the grievant and the Superintendent agree, Level One and/or Level Two of the Grievance Procedure may be by-passed and the grievance brought directly to the next step. Grievances

involving more than one (1) Supervisor and grievances involving an administrator above the Immediate Supervisor level may be filed by the grievant at Level Two.

7. If the grievance is not filed at the informal level within fifteen (15) days of the time the grievant knew or should have known of the act or condition upon which the grievance is based, then this Article may not be used unless the time line is extended by mutual written agreement of the Association and the Superintendent.

## D. INFORMAL PROCEDURE

1. The informal procedure shall consist of informal discussion between the grievant and that person(s) at the lowest possible level who has/have the authority to resolve the problem, as long as the two parties agree that they are having an informal discussion pursuant to the terms of this grievance procedure.

2. Either or both party(ies) may have a representative present at this discussion.

3. It is expected that this first step will resolve most problems and other action will be unnecessary.

## E. FORMAL PROCEDURE

### 1. Level One

a. If the grievant(s) is/are not satisfied with the results of the discussion above or if the problem is not resolved within five (5) days of the Informal Procedure, the grievant(s) may present a formal grievance on the attached form (Appendix C) to the Building Principal or Immediate Supervisor with a copy forwarded to the Association President.

b. The Building Principal or Immediate Supervisor will conduct a conference within five (5) days at a mutually agreeable time and place.

c. A written decision shall be rendered on Appendix C by the Principal within five (5) days after the conference to the grievant and the Association President.

### 2. Level Two

a. Within ten (10) days after receiving the decision of the Principal and assuming no satisfaction, or if no decision is rendered within the time limits, a written notice to continue the process must be submitted to the Superintendent.

b. The aggrieved, their representative, if requested by the aggrieved, and the Superintendent, or designee, shall meet within five (5) days after the grievance has been received by the Superintendent.

c. A written decision shall be rendered by the Superintendent within five (5) days after the conference to the aggrieved and the Association President.

3. **Level Three**

a. If the grievant(s) is/are not satisfied with the decision of the Superintendent within five (5) working days of the receipt of the Superintendent's written decision, the Association shall notify the Superintendent in writing to further pursuance of the grievance into arbitration. Within five (5) days of the Superintendent's receipt of said notice, the Association shall send for a list of arbitrators. Within five (5) days of receipt of said list, the arbitrator shall be selected by the alternate strike method from a list of seven (7) names submitted by the American Arbitration Association. The grievant(s) shall be the first to strike, followed by the Superintendent or his/her representative, and alternating in this respect until one (1) name remains on the list. Said person shall be designated as the arbitrator. All other procedures relative to the hearing shall be according to the rules and regulations of the American Arbitration Association.

b. The arbitrator shall hold the necessary hearing promptly and issue the decision within such time as may be agreed upon. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding.

c. The arbitrator shall not have the authority to add to, subtract from, modify, change, or alter any of the provisions of the Collective Bargaining Agreement; nor add to, detract from, or modify the language therein in arriving at a determination of any issue presented that is proper within the limitation expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching the determination. The arbitrator shall not fashion any remedy which directly changes the intent and purpose of the Contract provision being grieved.

d. The costs for arbitration shall be shared equally by the Board and the Association.

## ARTICLE 12. **SCHOOL CALENDAR**

A. The school year shall be one hundred eighty-four (184) days in length. The initial days will permit professional development day(s), convocation day/staff meeting time, and a staff preparation day. There shall be a Staff Work Day/Staff Development Day at the end of the first three (3) grading periods, and a Staff Work Day immediately following the last official day for students, subject to modification as per B, below.

The Staff Development portion of the Staff Work/Staff Development Day shall be no longer than three (3) hours at the beginning of the workday, which will be utilized for teacher collaboration as determined by the Professional Development Committee. NEOEA Day shall be a non-scheduled unpaid day. Any full calamity days which would cause the District to drop below the state minimum school year, or the equivalent hours in each school, will be made up with students.

B. On an annual basis, the Superintendent shall develop two (2) or more "draft" school calendars for the ensuing school year to be circulated to the entire school staff Such school calendars shall be

voted on by all who wish to do same and the calendar receiving the majority vote of all school staff shall be recommended to the Board by the Superintendent.

C. The final decision on the calendar shall be made by the Board with due regard to the Association's suggestions.

D. Bargaining unit members shall receive a copy of the succeeding school year calendar, in the spring of the preceding school year.

## ARTICLE 13. **BOARD POLICY**

A. All Ravenna School District's Board policies and administrative guidelines can be found on the district's web site.

B. Any changes, deletions or additions to Board policy or administrative guidelines will be forwarded to the Association President within two (2) weeks of adoption or completion. Further, at least one (1) calendar week in advance of the adoption of any new policy or policy change, a copy of the proposed policy/policy change shall be emailed to the Association President. Additionally, prior to any Board meeting where there will be initial readings of new policy/policy changes, the Association President shall be provided with copies of the new policy/changes to be read along with the copy of the meeting agenda.

## ARTICLE 14. **REDUCTION IN FORCE**

### A. CAUSE(S)

When, by reason of decreased enrollment of pupils, return to duty of regular bargaining unit members after leaves of absence, changing course offerings and selections, financial reasons, or by reason of territorial changes affecting the District, the Board may, at its discretion, decide it will be necessary to suspend contracts of limited and/or continuing contract bargaining unit members in accordance with Ohio Revised Code 3319.17.

### B. ATTRITION

The number of persons affected by a Reduction In Force shall be minimized by not employing replacements for bargaining unit members who die, retire or resign. The Administration will consider any teacher who volunteers for reduction in force as a means to minimize the reduction.

### C. SUSPENSION OF CONTRACTS

Reductions under this procedure will be effectuated at the beginning of the following school year and shall be accomplished through the suspension of a bargaining unit member's contract. Written notice shall be given to the bargaining unit member on or before May 15 with Board action no later than June 1.

### D. NOTIFICATION

By May 1, the Board shall give written notice to the Association President of its intent to reduce the work force. Such notice shall contain the reason for the Reduction In Force and the probable

positions affected in each building. Prior to official Board action and upon written request, the Association shall be given the opportunity to address the Board in Executive Session for the purpose of presenting its views on the proposed Reduction In Force.

E. **ORDER OF REDUCTION**

1. Limited contract bargaining unit members shall be reduced by using the following order:

   a. Certification/License

   b. For teachers with comparable evaluations, seniority in the district.

2. Continuing contract bargaining unit members shall be reduced after limited contract bargaining unit members of the same certification/license in accordance with the Ohio Revised Code by:

   a. Certification/License

   b. For teachers with comparable evaluations, seniority in the district.

F. **PROCEDURE**

1. The Superintendent shall post and update an electronic version of the Seniority List on the District homepage (Union Tab) by October 1st of each school year of all bargaining unit members in the System in all their areas of certification.

2. Seniority shall be determined by the length of total service in the District as a full-time, permanent, certificated employee. If two (2) or more bargaining unit members have the same length of total service, then seniority will be determined by:

   a. The date of the Board meeting at which the bargaining unit member was hired; and then by

   b. The date on which the bargaining unit member submitted a completed job application. Length of total service will not be interrupted or affected by authorized leaves of absence.

3. The Board shall notify every affected bargaining unit member and the President of the Association of those bargaining unit members being released and the recall order. As each person is reemployed, the Board shall notify the Association.

4. Each teacher affected by a RIF may elect to displace a less senior teacher who has a comparable or lesser evaluation rating as defined herein who holds a position for which the affected teacher is certified/licensed.

5. **Implementation of Reduction in Force**

   a. Recommended reductions shall first be determined by not filling positions vacated by termination, non-renewal, voluntary resignation, retirement, or death.

b. If additional reductions are necessary, no preference for seniority shall be given except when making a decision between teachers who have comparable evaluations. Where comparable evaluations exist, teachers shall be laid off in reverse seniority order, i.e., least senior teacher is the first to be laid off in accordance with contract status within areas of certification, license, or entry-level requirements.

c. Limited contract teachers shall be reduced first utilizing the following order:

1. Certification/Licensure within the affected teaching field
2. Comparable evaluations as defined in this Agreement
3. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field being the first to be suspended.

d. Should the necessary reduction of teaching positions exceed the number of limited contract teachers in the affected teaching field, only then continuing contract teachers shall be reduced utilizing the following order:

1. Certification/Licensure within the affected teaching field
2. Comparable evaluations as defined in this Agreement
3. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field being the first to be suspended.

e. Layoff shall occur by suspension of contract.

6. **Comparable Evaluations**

a. Effective with the 2015-16 school year, comparable evaluations shall be defined as follows:

1. All Accomplished Rated Teachers will be deemed comparable to each other.
2. All Developing/Skilled Teachers will be deemed comparable to each other.
3. All Ineffective Teachers will be deemed comparable to each other.

7. **Member Notification**

A teacher to be laid off for the following school year because of a RIF shall be notified by May 15 in writing. The Association shall be sent a copy of the said notification at the same time. The notice shall state the reason for RIF**,** the school year of contract suspension, and the date of the Board's action to implement the RIF. The Board must act on all RIFs by June 1.

G. **RECALL**

1. Any bargaining unit member whose contract is suspended as a result of staff reduction shall be recalled in reverse order of being released, provided the bargaining unit member is certificated.

2. While there are previous bargaining unit members of the District on the Reduction In Force List whose contracts have been suspended as a result of a Reduction In Force and who possess proper certification to fill any vacancy which may arise, no new bargaining unit member(s) shall be hired. Bargaining unit members whose continuing contracts are suspended shall have the right of restoration to continuing service status in reverse order of being reduced if and when teaching positions become vacant or are created for which any of such bargaining unit members are or become qualified. Bargaining unit members, whose limited contracts are suspended, shall remain on the Reduction In Force List for a period of three (3) years from the date their contract was suspended.

3. The Board shall give written notice of recall by registered or certified letter to the bargaining unit member at the last known address. It shall be the responsibility of each bargaining unit member to notify the Treasurer of the Board of any change of address.

4. Within ten (10) workdays of the returned certificate of receipt of offer to return to employment, the bargaining unit member shall accept the position by replying in writing, or by phone, or it shall be determined that he/she has declined the position. However, a teacher may decline a recall to a less than full-time position and shall remain on the recall list.

5. A person on the Reduction In Force List shall, upon accepting an offer of reemployment, return to the System with the same seniority, accumulation of Sick Leave days and Salary Schedule placement as the bargaining unit member would have received in the year following contract suspension.

H. A bargaining unit member whose contract was suspended because of staff reduction shall, if he/she desires, be placed on the Substitute List.

I. Provisions for early retirement shall be made for the bargaining unit member who may wish to do so, consistent with established State retirement policies.

J. If the Board contemplates a Reduction In Force for any reason, it can only conduct a Reduction In Force after the parties have met to discuss methods of avoiding such reductions.

## ARTICLE 15. **ASSOCIATION RIGHTS**

A. The President of the Association shall be provided with one (1) copy of the Board's meeting agenda, Board minutes, and financial reports prior to each regular Board meeting.

It shall be the practice of the Board or the Administration to distribute copies of the Board's agenda, including minutes, and addendum to the REA Building Representatives within twenty-four (24) hours of the Board meeting, whenever possible.

B. The Association shall have the right to use the District mail services, reasonable access to the Public Address System, mailboxes, and designated bulletin boards, at least one (1) of which shall be provided for Association use in each building for the purpose of notices, communication and matters of Association concern.

C. Any bargaining unit member shall have the right to representation in any meeting with the Administration or the Board involving discipline action(s), including reprimands and shall not be discriminated against because of union activity.

D. With the prior approval of the Superintendent, which approval shall not be unreasonably denied, the Association, or any committee thereof, shall have the right to use school buildings and facilities without charge for professional meetings at times when a custodian is normally on duty and not previously in use by another group. Any request for use of special meeting facilities may invoke a reasonable charge for special custodian services if the Administration or Board determines such is necessary.

E. The Superintendent shall authorize for the total bargaining unit members up to a maximum of eleven (11) workdays with pay to bargaining unit members selected by the Association President to represent their Association or chosen to serve on programs or in any official capacity at Association meetings or conferences. The REA president can conduct association business in lieu of his/her duty on an "as needed basis", with notice to the building principal.

1. Building schedules will be designed to provide the union president the opportunity to conduct union business/administration business for either the first or the last period of the day. Building administration and the Union President will work cooperatively to ensure appropriate time is given to the issue.

F. The Association may have the right to use school-owned office equipment and audio-visual equipment, provided that notification has been given to the Building Principal and:

1. Such use does not interfere with normal functions of the school.

2. The use is strictly to serve the legitimate business of the Association, such as the production of records, notices, or correspondence.
3. The purpose is for internal business use of the Association and not for public distribution.

4. Cost of expendable supplies and repairs for damage caused by misuse of equipment will be charged to the Association.

G. Leave with pay will be granted to a maximum of four (4) elected delegates/alternates of the Association to attend the OEA Representative Assembly, chargeable to Professional Leave.

H. The Board agrees to provide the Association, at no charge, office space and meeting facilities in a building. The REA President shall have a key to the building and office space.

I. At the New Teacher Orientation, the Association shall be given no less than one hour of continuous time on the agenda. More time may be given, upon request.

J. **REA Officers**

The Ravenna Education Association (REA) President, Vice President, Secretary, Treasurer and any other paid office holders have the option to be paid a stipend by the Board as identified by the REA. The REA shall prepay the Board for the cost of the stipends, Medicare, Workers Compensation and any applicable retirement costs payable to the Ohio STRS. There shall not be any cost to the Board. The stipend shall be paid in two (2) installments; the first by November 1 and the second by March 1.

## ARTICLE 16. **BOARD OF EDUCATION RIGHTS**

A. The Board of Education, except as otherwise agreed to in this Agreement, shall have the right to:

1. Determine matters of inherent managerial policy which include but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure.

2. Direct, supervise, evaluate or hire employees.

    a. The Board shall have the option to have the district Athletic Director be an administrator or a member of the bargaining unit with a stipend determined by the Board for the Athletic Director duties. If the district Athletic Director is a member of a bargaining unit, he/she may elect, with written notice to the Superintendent by April 1, or if the bargaining unit member is removed by the Board for non disciplinary/cause reasons, the bargaining unit member can return to their previously held assignment and contract status within the District and the bargaining unit.

3. Maintain and improve the efficiency and effectiveness of governmental operations.

4. Determine the overall methods, processes, means or personnel by which governmental operations are to be conducted.

5. Suspend, discipline, demote or discharge for just cause; or lay off, transfer, assign, schedule, promote or retain employees. For the discharge of an employee, the parties may, if agreed to in writing, choose to abide by the terms of this agreement over any available statutory remedy.

6. Determine the adequacy of the workforce.

7. Determine the overall mission of the employer as a unit of government.

8. Effectively manage the workforce.

9. Take actions to carry out the mission of the public employer as a governmental unit.

B. The Board is not required to bargain on subjects reserved to the management and direction of the schools except as they affect wages, hours, terms and conditions of employment; and the continuation, modification or deletion of an existing provision of this Agreement.

## ARTICLE 17. **BARGAINING UNIT MEMBER RIGHTS**

### A. **ACADEMIC FREEDOM**

A professional staff should seek to educate people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, and it is recognized that these democratic values can be best transmitted in an atmosphere which is free provided that the course of study and philosophy of the Board is followed.

It is agreed that communication of student performance is important. Bargaining unit members will communicate with the parents/guardians of any students who are failing four and a half (4.5) week intervals (i.e., at interims and report cards), and will document such communication attempts. Such communication is in addition to the interims and report cards sent home.

### B. **TEACHING RIGHTS**

1. A bargaining unit member is expected within the course of study to use Board adopted materials and equipment, but may supplement or complement said materials and equipment.

2. During the school year, the Board and/or Administration shall notify each bargaining unit member of the intent to use that bargaining unit member's classroom at times when school is not in session.

3. Consistent with provisions of State and Federal law, bargaining unit members may remove any disruptive student from their class for any time period, up to and including the entire school day, providing the office of the Principal is notified at the time and including the reason.

4. Any committee assignment shall be voluntary. However, bargaining unit members are encouraged to participate in committees for the improvement of education.

5. Bargaining unit members have the right to participate in professional and civic organizations for their personal benefit and interest.

6. Bargaining unit members have the right to exercise their constitutional rights of political involvement or refusal to become involved without fear of reprisal or discipline in any form.

7. A bargaining unit member may accept any other outside employment that would not interfere with any duty during his/her workday or supplemental contract duty.

8. No teacher shall be required to serve as the teacher of record for a student seeking credit under the credit flexibility option. If a student requests that a specific teacher be assigned as the teacher of record, that request will be honored if the teacher agrees.

C. Bargaining unit members will have input into issues relating to curriculum and instruction through District Leadership Team (DLT), Building Leadership Team (BLT), Teacher Based Team (TBT), Grade Level and Department meetings. Members of the DLT, BLT, TBT, and all Department and Grade Level Chairs are responsible for sharing information on such issues with their constituents,

as well as soliciting input from them to report back to DLT. Findings are shared with the Superintendent prior to action being taken by the Board.

## D. JOINT TECHNOLOGY COMMITTEE

A standing Joint Technology Committee shall be created consisting of four (4) bargaining unit members designated by the Association and four (4) administrators chosen by the Superintendent, who shall be a part of the Committee. The REA members shall be representative of each of the following four (4) areas: pre-K-5, 6-8, 9-12, and Special Services.

The charge of the Committee will include the provision of appropriate training to affected staff, soliciting teacher input on current and possible future technology systems and hardware, programs, platforms, implementation issues, communication processes, and system-wide security issues. The Committee shall meet at least three (3) times per year, including a meeting in September, a meeting in May, and a mid-year meeting determined by the Committee. The Committee shall generally meet during the work day, except as mutually agreed. Teacher participants shall receive Professional Development credit for the meeting times, in accordance with Article 24.B.

## E. COMMUNICATION

The administration will, as circumstances permit, communicate with employees regarding significant or unusual operational circumstances, including, but not limited to, safety-related events such as lockdowns, evacuations, or similar situations. The administration will provide employees notice of mass communications distributed to parents or guardians concerning school-related matters; however, the timing, content, and method of such communications shall remain within the administration's discretion.

The administration will also periodically provide employees with general updates regarding District news, announcements, and strategic or operational matters, as the administration deems appropriate.

## F. STUDENT DISCIPLINE SUPPORT

1. If requested by either party, the REA and the administration shall establish a joint district-wide Student Conduct Committee (SCC) in order to facilitate an effective, consistent application of the Student Code of Conduct in each building. The SCC shall be composed of three (3) bargaining unit members chosen by the Association and three (3) administrators. The Committee shall promptly issue a report following each meeting to be taken under advisement by the Superintendent and the administration.

2. There shall be established at each building a Building Discipline Committee (BDC) comprised of the building administration and not more than three (3) bargaining unit members from that building appointed by the Association. The BDC shall meet at least quarterly and its approved minutes may be made available to REA building employees. The BDC may meet more frequently as the represented parties agree. To have student discipline/conduct concerns addressed by the BDC, employees must bring such concerns to the BDC at least seventy-two (72) hours in advance of any scheduled meeting in writing. If a concern cannot be addressed by the BDC, either because there is disagreement or because

a district-wide policy may be implicated, such concern shall be forwarded to the SCC as described in Paragraph 1 of this Section.

3. Employees may refer students to the office for disciplinary reasons in accordance with Board policy and administrative guidelines. Administrators retain the authority and responsibility to investigate alleged student misconduct and determine the appropriate disciplinary response consistent with the student handbook. Administrators will communicate the specific disposition of a referral to the referring employee through the adopted tracking system.

4. An employee who has concerns regarding the implementation of student discipline procedures may request a meeting, in writing, with the building administrator to discuss the matter. The employee may request the presence of an Association representative. If this meeting does not resolve the matter, the employee may, with good cause, request a meeting, in writing, with the Superintendent or his designee to review the disciplinary outcome in regard to procedure followed. The employee may have Association representation at this meeting.

5. In cases of in-school or out-of-school suspension, all teachers who have that student on their roster will be notified in writing of the suspension. Teachers will be provided with information regarding the in-school or out-of-school suspension that the administration determines is necessary for the teacher to perform their professional responsibilities and maintain a safe and orderly classroom environment, consistent with state and federal student privacy laws.

6. Student discipline support will be a standing agenda item for meetings of the parties' LMC.

## ARTICLE 18. **WORKING CONDITIONS**

A. The REA and the Administration of the Ravenna School District shall make every effort to deal with each other in a positive and professional manner.

B. Reasonable attempts will be made to restrict announcements over the Public Address System to the beginning or end of the day, except in a clear emergency.

C. If any bargaining unit member needs a lockable area in his/her classroom, it shall be provided within thirty (30) days of a request. If the bargaining unit member is a traveling bargaining unit member, said bargaining unit member shall be provided with a lockable cart.

D. In each building, and for local use only, there shall be at least one (1) telephone extension which may be used by bargaining unit members for private conversations pertinent to teaching responsibilities and for infrequent personal calls. These extensions may not be used for any other business pursuits of the bargaining unit member.

E. The Board will strive to provide and maintain a safe and healthy work environment. If a bargaining unit member believes that there is an unsafe or unhealthy working condition, that bargaining unit member shall notify the building principal, who will in turn notify the Director of Business Affairs, who will investigate the matter and communicate back to the bargaining unit member. If the bargaining unit member continues to have concerns about the identified

conditions(s), that bargaining unit member should discuss this with his or her building representative and the matter will be discussed at the next Labor Management Committee meeting.

F. Reasonable attempts will be made to provide adequate rooms for specialist classes including, but not limited to, Instrumental Music, General Music, Art, and Physical Education. Sufficient room capacity for Speech, Psychology, and Counseling shall be provided in accordance with OAC 3301-51-09(J).

G. Expenses related to the site license and required by State law for child care providers will be paid by the Board through the health benefits account or through the building staff development accounts.

H. If requested by either party, the REA and the administration shall establish a joint district-wide Student Conduct Committee (SCC) in order to facilitate a consistent application of the Student Code of Conduct in each building. The SCC shall be composed of bargaining unit members and administrators. The Committee shall promptly issue a report following each meeting.

I. Except in emergency circumstances beyond the control of the administrator, Intervention Specialists shall not be pulled from their regular assignments to provide substitute coverage for absent teachers. Further, except when the building administrator is not on site, Intervention Specialists shall not be pulled from their regular assignment to provide disciplinary support for students in other classrooms.

J. **Remote Learning Option**

The considerations for development of any remote option will include, but not be limited to, the following criteria: applicable federal and/or state law, quality learning experience for students, the retention of students in Ravenna Schools, parameters for student participation, along with mandatory parent participation, manageability for teachers based on enrollment and class sizes and the economic feasibility for the district.

Although it is the Board's responsibility to determine and evaluate the delivery of educational programing, the parties agree that it is important in the Ravenna School District that they collaborate whenever appropriate. Therefore, when considering remote learning options, necessitated by building closures as determined by the Superintendent, quarantine orders and/or social distancing as required for in-person instruction, or as a result of state law or a decision by the district to offer a remote option for students, a committee of five (5) bargaining unit members chosen by the Association and five (5) Administrators will be developed to make recommendations for instructional options for the applicable school year. With the goal of almost all students attending in person instruction and the retention of students, the committee will focus on designing a remote option(s) for the students who necessitate online instruction. The parties agree that synchronous remote instruction will not be considered except where the parties cannot agree on another alternative. In such cases, the affected employees will be engaged by their administrators in a collaborative process to design and implement appropriate means of delivering such instruction. Bargaining unit members who participate on the committee shall be paid the academic work rate for meetings held outside of the contract day or school year.

The recommendation of the committee will be presented to the superintendent who will approve or disapprove the recommendations, using the factors set forth above. The decision of the Superintendent regarding the recommendations shall not be arbitrary or capricious and shall give due deference to the committee's recommendations.

In addition to the above, if a calamity day(s) for the district or an individual building would cause the district or an individual building to drop below the state minimum hours of instruction, asynchronous remote learning may be used for up to three (3) days. Any such time beyond three (3) days shall be made up as agreed by the parties. By November 1 of each year, all bargaining unit members shall submit their plans for three days of asynchronous lessons to the designated electronic platform and make them available to students on any such calamity day.

K. Lesson plans will be available upon request by the first day of each school week. In consideration of substitute instructors to the district, the location of said lesson plans will be provided via the districtwide sub packet folder. If lessons are completed electronically, said lesson plans will need to be a shared Google document with building administrator.

L. All forms will be electronic on the Union tab of the District homepage. All electronic forms, related to the contract, shall be reviewed each contract cycle. No electronic forms can be changed without mutual agreement with the Board and REA officers. Hard copies of all contract related forms will be maintained in binders by the Superintendent, Treasurer, REA President and REA Vice President, classified by contract cycles along with any notes explaining the changes.

## ARTICLE 19. **HOME TEACHERS**

A. Bargaining unit members are not to serve as paid private home teachers for pupils who are also members of their classes. No home teaching for which a bargaining unit member receives a fee will be carried on in the school building except with the Superintendent's permission.

B. All home teaching for credit must be approved in advance by the Principal or Superintendent. A bargaining unit member providing home teaching for a pupil for credit must hold a valid teaching certificate in the subject or field being tutored.

C. Bargaining unit members shall be paid at least Thirty Dollars ($30.00) per hour, and the Superintendent or his/her designee must have the bargaining unit member's agreement as to scheduling of hours and days. In subsequent contracts, this pay shall increase by the percentage increase in the base.

## ARTICLE 20. **GRADING OF STUDENTS**

In the event that the grade recorded by a teacher is changed by an Administrator, the bargaining unit member shall be notified in writing and have the right to have a rebuttal attached to said notification for filing in the student's record file.

Because it is important for student progress to be communicated to parents, for grades 3-12, teachers must enter and/or update grades regularly in the District's online gradebook, including but not limited to, within a week of collection of any assignments or assessments. For grades PK-2, teachers shall be evaluating the standards and communicating with parents at least twice per nine-week grading period (standards-based grading).

## ARTICLE 21. **PAYROLL**

A. Payment of salary shall be made over a twelve (12) month period. The total salary shall be paid in twenty-four (24) biweekly equal payments commencing September of each school year, except as equal payments may be affected for any individual bargaining unit member for payroll adjustments. The employee shall receive notification of any Board instituted changes.

B. All bargaining unit members will be required to complete the forms requested by the Treasurer prior to receiving the initial pay at the beginning of each school year.

C. Electronic distribution of pay shall be as follows, except as otherwise determined by the Schedule of Pay Dates (Appendix G).

Beginning with the 2017-2018 school year, payroll will be distributed over twenty-four (24) pays per year to be paid on the 5th and the 20th of each month. If the pay date falls over the weekend or a holiday the pay will fall on the business day immediately preceding. The due date for payroll exceptions (e.g. stipends, internal sub pay, tutoring etc.) will be ten (10) business days prior to the official pay date (5th or 20th). It is also understood that these changes are contingent upon the adoption of these related provisions by OAPSE 338 and OAPSE 562.

Direct deposit notifications shall be sent via e-mail to the employee's district e-mail account and up to one (1) other e-mail account provided to the payroll department by the employee.

D. Bargaining unit members whose supplemental contracts are for duties performed over the entire school year shall have the option to be paid at the end of each semester or at the end of the school year. Bargaining unit members whose supplemental contracts are for duties performed for less than the entire school year shall be paid at the conclusion of the duty.

E. **ADDITIONAL TRAINING**

1. Any bargaining unit member may move horizontally on the Salary Schedule at the beginning of the first or the second semester, provided:

   a. Academic work is completed satisfactorily.

   b. Academic work provides sufficient semester hours to qualify for the next column on the Salary Schedule.

   c. Academic work is not in a program considered extraneous to his/her educational responsibilities.

   d. Satisfactory evidence of application for an official transcript has been received at the Board office. Satisfactory evidence would be a letter from the Registrar or other appropriate college or university official. Such evidence must be received in the Treasurer's Office by September 15th for the first semester and by February 15th for the second semester.

F. All bargaining unit members shall receive their pay through direct deposit.

G. Each direct deposit notification shall indicate each individual deduction made and for what reason, and shall provide a cumulative calendar year total for earnings, taxes, Sick Leave, and Personal Leave.

H. Leave incentives, supplemental contracts, and special education pay elections shall be paid in the next regularly scheduled direct deposit after completion of report requirements and the Treasurer's office having the time required to process the payment.

I. The Treasurer's Office shall maintain a copy of the current salary notice. This info shall also be available electronically.

## ARTICLE 22. **PAYROLL DEDUCTIONS**

### A. REQUIRED DEDUCTIONS

Deductions for taxes and retirement shall be equally distributed over all twelve (12) months.

### B. VOLUNTARY DEDUCTIONS

1. All current deductions shall continue.

2. Association Dues

   a. The Association shall present to the Treasurer, prior to October 1st of each school year, the list of members from whom the Treasurer will accordingly deduct from each paycheck as authorized, beginning two (2) weeks from the day the information is presented to the Treasurer, and ending with the last paycheck in May, unless withdrawn. The Association shall provide to the Treasurer a copy of a signed Dues Deduction Authorization form for each member once and the authorization for such deductions shall be continuous until and unless a notice from either the Association or the member, in accordance with the procedures below, provides written notification otherwise.

   b. By October 1st of each year, the Association shall advise the Treasurer in writing of the amount of individual membership dues to be deducted for that current school year.

   c. At any time other than the previous noted period, Association dues will be deducted beginning two (2) weeks from receipt of the Authorization Card or Form, or the Association's list described above, together with the amount to be deducted equally prorated over the remaining paychecks, to the last paycheck in May, unless withdrawn.

   d. The Board agrees to honor continuous dues deduction authorizations executed in accordance with this Article. Such authorization may be revoked only in writing, with such revocation received by the Office of the Treasurer and date stamped during the period of August 1 through August 31 of each year. Should the Treasurer receive such a written revocation of authorization to deduct dues, the Association shall be informed in writing within two (2) business days.

e. The Treasurer shall remit all such deductions by direct deposit to the account authorized in writing by the Association within five (5) workdays of the deductions being made.

3. Open periods for adding voluntary deductions may be done in December for January, March for April, June for July and September for October. The amount of already authorized voluntary deductions may be changed upon two (2) weeks written request. Credit Union and annuity deductions will be withheld and forwarded twice per month.

4. There will be no fee charged for political/educational deductions, such as The OEA Fund.

C. **FAIR SHARE FEE**

The parties agree that if the relevant provisions of *Janus v. AFSCME Council 31* are overturned, the parties will meet to negotiate Fair Share Fee provisions that are consistent with the change(s) in the law.

## ARTICLE 23. SERVICE CREDITS

The Board will recognize as full service credit on the Salary Schedule, the first five (5) years of teaching service outside the District as a regular school bargaining unit member, and may recognize up to ten (10) years of teaching service outside the District, or the first five (5) years of service in the Armed Forces of the United States, or a combination thereof not to exceed ten (10) years. No half-year credit will be recognized

## ARTICLE 24. PROFESSIONAL DEVELOPMENT

A. The Board shall appropriate for each school year, a sum sufficient to provide supplemental pay to bargaining unit members for earned college credit, subject to the following conditions: for each year, this amount shall be Twenty-Six Thousand Dollars ($26,000) except that any amount that is remaining in the account as of June 30th of any year shall be added to the amount for the next year. If a teacher uses up his/her credit amount allocated in the contract for professional development from the beginning of the school year to the end of the school year, and if there is money remaining in the professional development account, he/she may use summer course work, under the provisions of the Contract, for professional development once again on a first-come/first-serve basis. The order of payout is fall semester, spring semester, summer semester. The fall semester begins on August 15 and the last day of summer semester is August 14.

1. The bargaining unit member shall have taught in the Ravenna School District for a minimum of two (2) years. No bargaining unit member may receive such supplemental payment for two (2) consecutive years before a bargaining unit member who did not receive payment during the previous year.

2. The college course must be taken in or related to education, certification/licensure and/or administration.

3. Available monies shall be provided to pay supplemental pay to qualified bargaining unit members on a first-to-apply basis.

4. The bargaining unit member desiring such supplemental pay must complete and submit to the Superintendent, the appropriate form, which is attached hereto and made a part hereof as Appendix D, prior to enrolling in the college course.

5. The bargaining unit member shall submit written proof in the form of an official transcript of completed credit at an accredited university, with a passing grade. If reimbursement is being requested, proof of payment in the form of a receipt must accompany the transcript to the Superintendent at the conclusion of the quarter or semester in which the previously approved course was taken.

6. The supplemental pay of a bargaining unit member for the school year in which approval is granted shall be the amount covering the approved course(s) in accordance with the procedures established herein at the rate of up to Two Hundred Fifty Dollars ($250.00) per semester hour, not to exceed the per credit cost of the course] successfully completed, not to exceed six (6) semester hours] annually, not to exceed a total of One Thousand Five Hundred Dollars ($1,500.00). The limits for quarter hour classes shall be applied on a pro-rata basis.

7. The supplemental pay is to be payable as a single sum in a separate check following presentation of satisfactory evidence, as provided for in Paragraph 6, above, that the course work has been successfully completed.

8. Each bargaining unit member receiving supplemental pay under this Section, prior to his/her receipt of such pay, shall agree that he/she will continue to teach in this District for at least three (3) full school year following receipt of such supplemental pay. If such bargaining unit member fails to teach in the District for the required period, the amount of such supplemental pay received during the prior school year shall be deducted from said bargaining unit member's final pay as follows: (1) one hundred percent (100%) pay back for the supplemental pay received during the last twelve (12) months, (2) fifty percent (50%) payback for the 2nd previous year and (3) thirty percent (30%) payback for the 3rd previous year.

9. An accounting of these monies will be made available each year, if requested by the Association President, with two (2) weeks notice.

10. If paid a district stipend for professional development, a bargaining unit member does not also qualify for the above professional development reimbursement for that same activity.

11. Bargaining unit members who present at in-district professional development days shall receive one (1) additional contact hour for each hour of presentation beyond the contact hours granted for participation in the day.

B. The following will be considered professional development for the purposes of granting contact hour credit: BLT meetings, DLT meetings, department and grade level meetings, committee work (all of which require an agenda and minutes), district-sponsored waiver days, Records Day, HSTW/MMGW meetings, and RPDC-approved professional development. Staff meetings shall also be considered professional development for such purpose where the purpose of the staff

meeting is to provide opportunities applicable to professional practice and growth. If a portion of a staff meeting is devoted to said purpose, that portion of the staff meeting shall be so considered.

## ARTICLE 25. **INSERVICE EDUCATION**

A. Inservice education programs approved by the Superintendent or his/her designee and the Association shall be financially supported by the Board.

B. Upon evidence of successful completion of an inservice program, credit shall be applicable to the existing Salary Schedule, up to, but not including the Master's level. The Superintendent or his/her designee and the Local Professional Development Committee will meet to determine how much credit will be given, if any.

### C. JOINT IN-SERVICE/PROFESSIONAL DEVELOPMENT COMMITTEE

A standing Joint In-service/Professional Development Committee shall be created consisting of four (4) bargaining unit members designated by the Association and four (4) administrators chosen by the Superintendent, who shall be a part of the Committee. The REA members shall be representative of each of the following four (4) areas: pre-K-5, 6-8, 9-12, and Special Services. Additional ad hoc members may be added from affected grade levels and/or departments on an as-needed basis.

The charge of the Committee will include developing the specific subject matter and the specific building/grade level areas of concern for all in-service/professional development sponsored by the district. It is expected that the committee will address the need for Professional Development around appropriately addressing disruptive students. The Committee shall meet at least two (2) times per year, including a planning meeting in the spring to plan for the following year and a meeting in the fall to debrief. Additional meetings may be held as determined by the Committee. The Committee shall generally meet during the work day, except as mutually agreed. Teacher participants shall receive Professional Development credit for the meeting times, in accordance with Article 24.B. Committee work outside the teacher work day will be paid at Thirty Dollars ($30.00) per hour.

D. In order to develop a consistent and equitable practice to keep track of contact hours for district-provided professional development, contact hours/CEUs will be tracked in a system provided by the District. Administrators provide a list of known events to staff at the beginning of the year. If an event is added after the beginning of the year, staff will be notified of the event by the administrator ten (10) days prior to the event. Bargaining unit members must attend the event and complete the relevant form for credit. Bargaining unit members will have access to a running total of hours and sessions completed which will also include a certificate of completion for each event.

## ARTICLE 26. **SALARY**

| | | |
|---|---|---|
| Year One - | **$**42,279 | 3% |
| Year Two - | $43,548 | 3% |
| Year Three- | $44,419 | 2% |

A. The base salary effective at the beginning of the 2026-2027 school year shall be Forty-Two Thousand Two Hundred Seventy-Nine Dollars ($42,279). The base salary effective at the beginning

of the 2027-2028 school year shall be Forty-Three Thousand Five Hundred Forty-Eight Dollars ($43,548). The base salary effective at the beginning of the 2028-2029 school year shall be Forty-Four Thousand Four Hundred Nineteen Dollars ($44,419) All bargaining unit members shall annually receive step increases on the negotiated salary scale.

B. All hours beyond the Master's Degree column shall be graduate hours, unless approved otherwise by the Superintendent. (This Section shall be applied prospectively and all bargaining unit members shall be grandfathered at their present level.)

C. Bargaining unit members who have earned a Master's Degree plus 30 hours shall receive an additional payment of Five Hundred Dollars ($500) each year as part of their regular pay.

D. **SALARY INDEX/LONGEVITY SCHEDULE**

| INDEX | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **STEP** | **NON DEGREE** | **BACHELOR** | **B +10** | **BS + 20** | **MASTERS** | **MA+1 0** | **MA+20** | **MA+30** |
| Step 0 | 0.8650 | 1.0000 | 1.0425 | 1.0468 | 1.0624 | 1.0643 | 1.0670 | 1.0670+500 |
| Step 1 | 0.9000 | 1.0408 | 1.0850 | 1.0936 | 1.1248 | 1.1286 | 1.1340 | 1.1340+500 |
| Step 2 | 0.9350 | 1.0816 | 1.1275 | 1.1404 | 1.1872 | 1.1929 | 1.2010 | 1.2010+500 |
| Step 3 | 0.9700 | 1.1224 | 1.1700 | 1.1872 | 1.2496 | 1.2572 | 1.2680 | 1.2680+500 |
| Step 4 | 1.0050 | 1.1632 | 1.2125 | 1.2340 | 1.3120 | 1.3215 | 1.3350 | 1.3350+500 |
| Step 5 | 1.0400 | 1.2040 | 1.2550 | 1.2808 | 1.3744 | 1.3850 | 1.4020 | 1.4020+500 |
| Step 6 | 1.0400 | 1.2498 | 1.3025 | 1.3326 | 1.4418 | 1.4551 | 1.4740 | 1.4740+500 |
| Step 7 | 1.0400 | 1.2956 | 1.3500 | 1.3844 | 1.5092 | 1.5244 | 1.5460 | 1.546+0500 |
| Step 8 | 1.0400 | 1.3414 | 1.3975 | 1.4362 | 1.5766 | 1.5937 | 1.6180 | 1.6180+500 |
| Step 9 | 1.0400 | 1.3872 | 1.4450 | 1.4880 | 1.6440 | 1.6630 | 1.6900 | 1.6900+500 |
| Step 10 | 1.0400 | 1.4330 | 1.4925 | 1.5398 | 1.7114 | 1.7323 | 1.7620 | 1.7620+500 |
| Step 11 | 1.0400 | 1.4838 | 1.5450 | 1.5966 | 1.7838 | 1.8066 | 1.8390 | 1.8390+500 |
| Step 12 | 1.0400 | 1.5346 | 1.5975 | 1.6534 | 1.8562 | 1.8809 | 1.9160 | 1.9160+500 |
| Step 13 | 1.0400 | 1.5854 | 1.6500 | 1.7102 | 1.9286 | 1.9552 | 1.9930 | 1.9930+500 |
| Step 14 | 1.0400 | 1.6362 | 1.7025 | 1.7670 | 2.0000 | 2.0295 | 2.0700 | 2.0700+500 |
| Step 20 | 1.0687 | 1.6649 | 1.7312 | 1.7958 | 2.0287 | 2.0582 | 2.0988 | 2.0988+500 |
| Step 26 | 1.0974 | 1.6936 | 1.7599 | 1.8244 | 2.0574 | 2.0869 | 2.1274 | 2.1274+500 |

| $41,048 | FY26 BASE | | 2026-2027 SCHOOL YEAR SALARY SCALE | | | | |
|---|---|---|---|---|---|---|---|
| $42,279 | FY27 BASE-3% | | | | | | |
| | | | | | | | |
| **STEP** | **BACHELOR** | **B+10** | **B+20** | **MASTERS** | **MA+10** | **MA+20** | **MA+30** |
| Step 0 | $42,279 | $44,077 | $44,259 | $44,918 | $44,999 | $45,113 | $45,628 |
| Step 1 | $44,005 | $45,874 | $46,238 | $47,556 | $47,717 | $47,945 | $48,460 |
| Step 2 | $45,730 | $47,670 | $48,216 | $50,195 | $50,436 | $50,778 | $51,293 |
| Step 3 | $47,455 | $49,468 | $50,195 | $52,833 | $53,154 | $53,610 | $54,125 |
| Step 4 | $49,180 | $51,264 | $52,174 | $55,471 | $55,872 | $56,444 | $56,959 |
| Step 5 | $50,905 | $53,061 | $54,152 | $58,110 | $58,558 | $59,277 | $59,791 |
| Step 6 | $52,841 | $55,070 | $56,342 | $60,960 | $61,521 | $62,320 | $62,835 |
| Step 7 | $54,777 | $57,077 | $58,532 | $63,809 | $64,451 | $65,365 | $65,880 |
| Step 8 | $56,714 | $59,086 | $60,723 | $66,659 | $67,382 | $68,408 | $68,923 |
| Step 9 | $58,650 | $61,094 | $62,912 | $69,507 | $70,311 | $71,453 | $71,968 |
| Step 10 | $60,587 | $63,103 | $65,102 | $72,358 | $73,241 | $74,497 | $75,012 |
| Step 11 | $62,735 | $65,323 | $67,504 | $75,419 | $76,383 | $77,753 | $78,268 |
| Step 12 | $64,883 | $67,542 | $69,905 | $78,480 | $79,524 | $81,007 | $81,522 |
| Step 13 | $67,030 | $69,762 | $72,307 | $81,541 | $82,666 | $84,263 | $84,778 |
| Step 14 | $69,178 | $71,982 | $74,708 | $84,559 | $85,806 | $87,519 | $88,034 |
| Step 15 | $69,178 | $71,982 | $74,708 | $84,559 | $85,806 | $87,519 | $88,034 |
| Step 16 | $69,178 | $71,982 | $74,708 | $84,559 | $85,806 | $87,519 | $88,034 |
| Step 17 | $69,178 | $71,982 | $74,708 | $84,559 | $85,806 | $87,519 | $88,034 |
| Step 18 | $69,178 | $71,982 | $74,708 | $84,559 | $85,806 | $87,519 | $88,034 |
| Step 19 | $69,178 | $71,982 | $74,708 | $84,559 | $85,806 | $87,519 | $88,034 |
| Step 20 | $70,391 | $73,195 | $75,925 | $85,773 | $87,020 | $88,737 | $89,252 |
| Step 21 | $70,391 | $73,195 | $75,925 | $85,773 | $87,020 | $88,737 | $89,252 |
| Step 22 | $70,391 | $73,195 | $75,925 | $85,773 | $87,020 | $88,737 | $89,252 |
| Step 23 | $70,391 | $73,195 | $75,925 | $85,773 | $87,020 | $88,737 | $89,252 |
| Step 24 | $70,391 | $73,195 | $75,925 | $85,773 | $87,020 | $88,737 | $89,252 |
| Step 25 | $70,391 | $73,195 | $75,925 | $85,773 | $87,020 | $88,737 | $89,252 |
| Step 26 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 27 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Step 28 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 29 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 30 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 31 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 32 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 33 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 34 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |
| Step 35 | $71,605 | $74,408 | $77,135 | $86,987 | $88,234 | $89,946 | $90,461 |

| $42,279 | FY27 Base | | 2027-2028 SCHOOL YEAR SALARY SCALE | | | | |
|---|---|---|---|---|---|---|---|
| $43,547 | FY28 Base-3% | | | | | | |
| | | | | | | | |
| STEP | BACHELOR | B+10 | B+20 | MASTERS | MA+10 | MA+20 | MA+30 |
| Step 0 | $43,547 | $45,399 | $45,587 | $46,266 | $46,349 | $46,466 | $46,997 |
| Step 1 | $45,325 | $47,250 | $47,625 | $48,983 | $49,149 | $49,383 | $49,914 |
| Step 2 | $47,102 | $49,100 | $49,662 | $51,701 | $51,949 | $52,301 | $52,832 |
| Step 3 | $48,879 | $50,952 | $51,701 | $54,418 | $54,749 | $55,218 | $55,749 |
| Step 4 | $50,655 | $52,802 | $53,739 | $57,135 | $57,548 | $58,137 | $58,668 |
| Step 5 | $52,432 | $54,653 | $55,777 | $59,852 | $60,315 | $61,055 | $61,585 |
| Step 6 | $54,426 | $56,722 | $58,032 | $62,789 | $63,367 | $64,190 | $64,720 |
| Step 7 | $56,420 | $58,789 | $60,288 | $65,723 | $66,385 | $67,326 | $67,856 |
| Step 8 | $58,415 | $60,859 | $62,545 | $68,659 | $69,403 | $70,460 | $70,991 |
| Step 9 | $60,410 | $62,927 | $64,799 | $71,592 | $72,420 | $73,597 | $74,127 |
| Step 10 | $62,405 | $64,996 | $67,055 | $74,529 | $75,438 | $76,732 | $77,262 |
| Step 11 | $64,617 | $67,283 | $69,529 | $77,682 | $78,674 | $80,086 | $80,616 |
| Step 12 | $66,829 | $69,568 | $72,002 | $80,834 | $81,910 | $83,437 | $83,968 |
| Step 13 | $69,041 | $71,855 | $74,476 | $83,987 | $85,146 | $86,791 | $87,321 |
| Step 14 | $71,253 | $74,141 | $76,949 | $87,096 | $88,380 | $90,145 | $90,675 |
| Step 15 | $71,253 | $74,141 | $76,949 | $87,096 | $88,380 | $90,145 | $90,675 |
| Step 16 | $71,253 | $74,141 | $76,949 | $87,096 | $88,380 | $90,145 | $90,675 |
| Step 17 | $71,253 | $74,141 | $76,949 | $87,096 | $88,380 | $90,145 | $90,675 |
| Step 18 | $71,253 | $74,141 | $76,949 | $87,096 | $88,380 | $90,145 | $90,675 |
| Step 19 | $71,253 | $74,141 | $76,949 | $87,096 | $88,380 | $90,145 | $90,675 |
| Step 20 | $72,503 | $75,391 | $78,203 | $88,346 | $89,631 | $91,399 | $91,930 |
| Step 21 | $72,503 | $75,391 | $78,203 | $88,346 | $89,631 | $91,399 | $91,930 |
| Step 22 | $72,503 | $75,391 | $78,203 | $88,346 | $89,631 | $91,399 | $91,930 |
| Step 23 | $72,503 | $75,391 | $78,203 | $88,346 | $89,631 | $91,399 | $91,930 |
| Step 24 | $72,503 | $75,391 | $78,203 | $88,346 | $89,631 | $91,399 | $91,930 |
| Step 25 | $72,503 | $75,391 | $78,203 | $88,346 | $89,631 | $91,399 | $91,930 |
| Step 26 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 27 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Step 28 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 29 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 30 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 31 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 32 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 33 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 34 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |
| Step 35 | $73,753 | $76,640 | $79,449 | $89,597 | $90,881 | $92,644 | $93,175 |

| $43,547 | FY28 Base | | | 2028-2029 SCHOOL YEAR SALARY SCALE | | | |
|---|---|---|---|---|---|---|---|
| $44,418 | FY29 Base-2% | | | | | | |
| | | | | | | | |
| **STEP** | **BACHELOR** | **B+10** | **B+20** | **MASTERS** | **MA+10** | **MA+20** | **MA+30** |
| Step 0 | $44,418 | $46,307 | $46,499 | $47,191 | $47,276 | $47,395 | $47,937 |
| Step 1 | $46,232 | $48,195 | $48,578 | $49,963 | $50,132 | $50,371 | $50,912 |
| Step 2 | $48,044 | $50,082 | $50,655 | $52,735 | $52,988 | $53,347 | $53,889 |
| Step 3 | $49,857 | $51,971 | $52,735 | $55,506 | $55,844 | $56,322 | $56,864 |
| Step 4 | $51,668 | $53,858 | $54,814 | $58,278 | $58,699 | $59,300 | $59,841 |
| Step 5 | $53,481 | $55,746 | $56,893 | $61,049 | $61,521 | $62,276 | $62,817 |
| Step 6 | $55,515 | $57,856 | $59,193 | $64,045 | $64,634 | $65,474 | $66,014 |
| Step 7 | $57,548 | $59,965 | $61,494 | $67,037 | $67,713 | $68,673 | $69,213 |
| Step 8 | $59,583 | $62,076 | $63,796 | $70,032 | $70,791 | $71,869 | $72,411 |
| Step 9 | $61,618 | $64,186 | $66,095 | $73,024 | $73,868 | $75,069 | $75,610 |
| Step 10 | $63,653 | $66,296 | $68,396 | $76,020 | $76,947 | $78,267 | $78,807 |
| Step 11 | $65,909 | $68,629 | $70,920 | $79,236 | $80,247 | $81,688 | $82,228 |
| Step 12 | $68,166 | $70,959 | $73,442 | $82,451 | $83,548 | $85,106 | $85,647 |
| Step 13 | $70,422 | $73,292 | $75,966 | $85,667 | $86,849 | $88,527 | $89,067 |
| Step 14 | $72,678 | $75,624 | $78,488 | $88,838 | $90,148 | $91,948 | $92,489 |
| Step 15 | $72,678 | $75,624 | $78,488 | $88,838 | $90,148 | $91,948 | $92,489 |
| Step 16 | $72,678 | $75,624 | $78,488 | $88,838 | $90,148 | $91,948 | $92,489 |
| Step 17 | $72,678 | $75,624 | $78,488 | $88,838 | $90,148 | $91,948 | $92,489 |
| Step 18 | $72,678 | $75,624 | $78,488 | $88,838 | $90,148 | $91,948 | $92,489 |
| Step 19 | $72,678 | $75,624 | $78,488 | $88,838 | $90,148 | $91,948 | $92,489 |
| Step 20 | $73,953 | $76,899 | $79,767 | $90,113 | $91,424 | $93,227 | $93,769 |
| Step 21 | $73,953 | $76,899 | $79,767 | $90,113 | $91,424 | $93,227 | $93,769 |
| Step 22 | $73,953 | $76,899 | $79,767 | $90,113 | $91,424 | $93,227 | $93,769 |
| Step 23 | $73,953 | $76,899 | $79,767 | $90,113 | $91,424 | $93,227 | $93,769 |
| Step 24 | $73,953 | $76,899 | $79,767 | $90,113 | $91,424 | $93,227 | $93,769 |
| Step 25 | $73,953 | $76,899 | $79,767 | $90,113 | $91,424 | $93,227 | $93,769 |
| Step 26 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 27 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Step 28 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 29 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 30 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 31 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 32 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 33 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 34 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |
| Step 35 | $75,228 | $78,173 | $81,038 | $91,389 | $92,699 | $94,497 | $95,038 |

E. **TEACHER RECRUITING INCENTIVE**

1. The Board may offer a recruiting incentive credit on the Salary Schedule in those subject areas or for those personnel needs for which the Board has difficulty in recruiting to fill bargaining unit positions.

2. If the Board chooses to offer this recruiting incentive credit, the new bargaining unit member will be placed on the Salary Schedule up to and including Step 3. The bargaining unit member will remain on that Salary Schedule level until such time as that bargaining unit member would be regularly scheduled to move beyond that step.

3. If the bargaining unit member leaves the District before the end of the third year, he or she shall be required to reimburse the District for the incentive monies previously paid. The Board shall have the right to withhold that balance from remaining paychecks due that bargaining unit member.

## ARTICLE 27. **SUPPLEMENTAL SALARIES**

A. The wage for any new supplemental position created by the Board will be negotiated with the Association pursuant to Article 1, Section C, "Amendment of Agreement".

B. Bargaining unit members shall be paid the following additional percentages on the supplemental positions listed in Item D, below. Years of service credit will only apply to years of service in Ravenna School District.

One percent (1%) after three (3) years of service.
One percent (1%) after five (5) years of service.
One percent (1%) after seven (7) years of service.
One percent (1%) after nine (9) years of service.
One percent (1%) after eleven (11) years of service.

Service must be in same general supplemental position. In case of athletics, service must be in same sport.

An employee new to the District may be hired, at the discretion of the Superintendent, with credit for past service as set forth above; or, by adding up to five percent (5%) to the percentage as set forth in Section D below for the following positions only:

Varsity Head Football
Varsity Head Wrestling
Varsity Head Basketball (Boys)
Varsity Head Basketball (Girls)

C. The Board shall have the right to fill or not to fill any of these supplementals with the exception of Department Chairs.

D. The supplemental contract positions and percentages are as follows:

| **Assignment** | **School** | **% of BA** |
|---|---|---|
| Game/Site Manager | High School - Fall | 4.0 |
| | - Winter | 4.0 |
| Band/Music | | |
| Coordinator of Music | K12 | 7.0 |
| Marching (Head) | High School | 9.0 |
| Wind Ensemble | High School | 8.0 |
| Jazz Band | High School | 5.0 |
| Instrumental | HS 7-8 | 4.0 |
| Vocal Music | High School | 6.0 |
| Vocal Music | HS 7-8 | 4.0 |
| Elementary Vocal/Instrumental Music (includes K and Preschool w/Dis | | 3.0 |
| (This implies that for shared bldgs, a max of 3% will be paid for all performances.) | | |
| Academic Challenge Advisor | High School | 3.0 |
| Builders Club | HS 7-8 | 4.0 |
| Class Advisor - Senior Class | High School | 6.0 |
| Junior Class | High School | 6.0 |
| Sophomore Class | High School | 5.0 |
| Freshman Class | High School | 4.0 |
| Coordinator of Art | K12 | 7.0 |
| Coordinator of Library/Media Services | K12 | 6.0 |
| Department Heads | High School | 9.0 |
| Drama Coach | High School | 7.0 |
| After School Detention Monitor (6-12) | | $30.00/Hour |
| Art Presentations supplemental a stipend of $50 per event for Art presentations, but no fewer than the current number of Art presentations ~~(15-16 school year)~~ and no more than five (5) per year. | | |
| Key Club Advisor | High School | 6.0 |
| Leadership Advisor | High School | 2.0 |
| LPDC Chairperson | | 7.0 |
| LPDC Member | K – 12 | 3.0 |
| National Honor Society Advisor | High School | 5.0 |
| Newspaper Advisor | High School | 8.0 |
| Pre-K Coordinator | Pre-School | 7.0 |
| Saturday School Monitor | High School | $30/Hour |
| Student Council Advisor | High School | 6.0 |
| Grade Level Chairs | Grade K-6 | 8.0 |
| Industrial Tech Maintenance | High School | 5.0 |
| Title I Reading/Math Nights: Flat rate of $30.00/hour, not to exceed three (3) hours/event, up to two (2) events/year determined and approved by Administration. | | |
| Yearbook Advisor | High School 9-12 | 10.0 |
| | HS 7-8 | 5.0 |
| Baseball - Head Coach | High School | 14.0 |
| Assistant Coach | High School | 9.0 |
| Freshman | High School | 8.0 |
| Basketball (Boys') - Head Coach | High School | 20.0 |
| Assistant Coach | High School | 13.0 |

| Assignment | School | % of BA |
|---|---|---|
| 9th Grade Coach | High School | 11.0 |
| 8th Grade Coach | HS 7-8 | 10.0 |
| 7th Grade Coach | HS 7-8 | 9.0 |
| Basketball (Girls') - Head Coach | High School | 20.0 |
| Assistant Coach | High School | 13.0 |
| 9th Grade Coach | High School | 11.0 |
| 8th Grade Coach | HS 7-8 | 10.0 |
| 7th Grade Coach | HS 7-8 | 9.0 |
| Bowling (Boys') - Head Coach | High School | 10.0 |
| Assistant Coach | High School | 6.0 |
| Bowling (Girls') - Head Coach | High School | 10.0 |
| Assistant Coach | High School | 6.0 |
| Cheerleader Advisor - Varsity | High School | 9.0 |
| Assistant | High School | 6.0 |
| 7th-8th Advisor | HS 7-8 | 3.0 |
| Cross Country (Boys') - Head Coach | High School | 10.0 |
| Assistant Coach | High School | 5.0 |
| 7th-8th Grade Coach | HS 7-8 | 7.0 |
| Cross Country (Girls') - Head Coach | High School | 10.0 |
| Assistant Coach | High School | 5.0 |
| 7th-8th Grade Coach | HS 7-8 | 7.0 |
| Cross Country (Combined Boys/Girls) | | |
| Head Coach | High School | 14.0 |
| Assistant Coach | High School | 7.0 |
| 7th-8th Grade Coach | HS 7-8 | 11.00 |
| Football - Head Coach | High School | 22.0 |
| Assistant Coach | High School | 13.0 |
| Head 9th Grade Coach | High School | 11.0 |
| Assistant 9th Grade Coach | High School | 9.0 |
| Head Coach | HS 7-8 | 10.0 |
| Assistant Coach | HS 7-8 | 9.0 |
| Golf - Head Coach | High School | 10.0 |
| Assistant Coach | High School | 6.0 |
| Soccer Coach (Boys') - Head Coach | High School | 15.0 |
| Assistant Coach | High School | 10.0 |
| Head Coach | HS 7-8 | 8.0 |
| Soccer Coach (Girls') - Head Coach | High School | 15.0 |
| Assistant Coach | High School | 10.0 |
| Head Coach | HS 7-8 | 8.0 |
| Soccer Coach (Combined)-Head Coach | HS 7/8 | 12.0 |
| Softball - Head Coach | High School | 14.0 |
| Assistant Coach | High School | 9.0 |
| Freshman | High School | 8.0 |
| Strength/Conditioning Coach | High School - Fall | 4.0 |
| | Winter | 4.0 |
| | Spring | 4.0 |
| | Summer | 6.0 |
| Tennis (Boys') - Head Coach | High School | 10.0 |
| Assistant Coach | High School | 6.0 |

| Assignment | School | % of BA |
|---|---|---|
| Tennis (Girls') - Head Coach | High School | 10.0 |
| Assistant Coach | High School | 6.0 |
| Track (Boys') - Head Coach | High School | 14.0 |
| Assistant Coach | High School | 9.0 |
| 7th-8th Grade Coach | HS 7-8 | 8.0 |
| Combined Boys/Girls | | |
| 7th-8th Grade Coach | HS 7-8 | 11.0 |
| Track (Girls') - Head Coach | High School | 14.0 |
| Assistant Coach | High School | 9.0 |
| 7th-8th Grade Coach | HS 7-8 | 8.0 |
| Volleyball - Head Coach | High School | 15.0 |
| Assistant Coach | High School | 11.0 |
| Freshman Coach | High School | 10.0 |
| Head Coach | HS 7-8 | 9.0 |
| Assistant Coach | HS 7-8 | 7.0 |
| Wrestling - Head Coach | High School | 20.0 |
| Assistant Coach | High School | 13.0 |
| Freshman Coach | High School | 11.0 |
| Head Coach | HS 7-8 | 10.0 |
| Assistant Coach | HS 7-8 | 8.0 |

E. Bargaining unit members who participate in an overnight stay with students shall be paid a stipend of One Hundred Twenty-Five Dollars ($125.00) per night.

F. In subsequent contracts, supplementals paid per hour or per night shall be increased by the percentage increase in the base.

G. Supplemental pay will be issued as a separate deposit on the same payroll dates.

## ARTICLE 28. **DEPARTMENT CHAIRPERSONS**

A. Department Chairpersons for the following departments are established by the Board:

| High School | Middle School |
|---|---|
| **CORE DEPARTMENTS** | **CORE DEPARTMENTS** |
| Mathematics | Mathematics |
| Language Arts | Language Arts |
| Social Studies | Social Studies |
| Science | Science |
| **NON-CORE DEPARTMENTS** | **NON-CORE DEPARTMENTS** |
| Intervention Specialists | General Studies |
| FACT Department | |
| Pupil Services | |

## ARTICLE 29. **INSURANCES**

In order to be eligible for insurance, an employee must be employed for at least 30 hours per week.

Employees shall not be paid cash in lieu of insurance benefits.

Coverage: See Plan Booklet for COG adopted coverage information.

### MEDICAL

A. The Board will pay 85% of the premium and the bargaining unit member will pay 15% for full-time employees.

If both spouses are bargaining unit members of the Ravenna School District, the Board shall pay the entire premium for the family plan for that family. The selection of the individual or family plan shall be the option of each bargaining unit member.

B. **STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS**

The Ravenna School Board may fully meet its obligations to provide health care benefits and services under this collective bargaining agreement by participating in the health benefits program of the Stark County Schools Council of Governments (COG). The Board shall provide health, dental and life insurance through the COG. The coverage shall be the standardized COG specifications, as shown in Appendix I, which contains the schedule of benefits. Such specifications are subject to change per the agreement with the COG. The coverage shall be the standardized COG specifications.

C. **PREFERRED PROVIDER - DOCTORS/HOSPITALS**

1. The parties agree that one or more Preferred Provider Organization (PPO) programs for hospital and physicians' services shall be provided through the Stark County Council of Governments (COG) Health Insurance Program.

2. The selection of the PPO(s), the types of benefits/programs, or any changes therein, shall be mutually determined by the representative of the COG and the Stark County/Canton OEA office representative.

D. **PREFERRED PROVIDER - PRESCRIPTION DRUGS**

The Board shall provide, through the Stark County Council of Governments, a preferred provider drug program that, if the employee chooses to utilize, will include the following:

1. The program will be available to employees and their dependents who have "primary" coverage under the District's insurance.

2. The employee will pay the 20% co-payment to the provider and the remaining 80% will be direct billed to the insurance company. If the yearly maximum has been reached, provisions will be made to refund the employee's 20% co-payment.

3. The deductible will be waived.

4. The list of covered expenses shall be agreed upon by the COG and the Stark County/Canton OEA office representative.

5. Mail order prescription: Mail order must be used for maintenance drugs in order for the insurance provisions to apply.

   Generic: Generic drugs must be substituted where applicable in order for the insurance provisions to apply.

**Life Insurance**

The Board shall provide term life and accidental death and dismemberment coverage in the amount of $40,000 for each employee.

Bargaining unit members may purchase additional term life insurance at the group rate, in $5,000 increments, up to a maximum of $60,000 coverage in addition to Board paid coverage. Modifications to this provision may be necessary to comply with requirements of the insurance carrier. The value of the life insurance reduces by 50% at age 65.

**Dental Insurance**

The Board shall provide dental coverage. The Board will pay 90% of the premium and the employee shall pay 10%.

**Section 125-Tax Shelter**

Tax sheltering of the individual's contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided, under Internal Revenue Code (IRC) Section 125.

All COG employers must offer the IRS Section 125 tax shelter provided through the COG. The IRC Section 125 Tax Shelter allows for health insurance premiums to be deducted on a pre-tax basis. IRC Section 125 also governs Flexible Spending Accounts (FSAs). All COG employers must offer a Health Care FSA and a Dependent Care FSA which will allow pre-tax payroll deductions for certain medical and dependent care expenses. There is no separate administrative fee for these services.

PREMIUM HOLIDAYS: If the employer receives a premium holiday(s), the employees shall not be required to pay their portion of the premium(s) for the holiday month(s).

SPOUSAL COVERAGE: Any new Participants in the COG, after June 30, 2015, with working spouses who have the ability to be covered under an insurance plan through his/her place of employment, will be required to take his/her plan as their primary plan. This provision does not apply to a participant was employed with one COG employer prior to June 30, 2015 and immediately thereafter, moved to another COG employer. If the spouse is required to pay forty (40%) percent or more of the premium with his/her employer, the requirements of this section shall not apply.

## ARTICLE 30. **MILEAGE**

A. The mileage rate shall be at the IRS-approved rate as agreed upon by the parties.

B. Any mileage due a bargaining unit member shall be paid no less often than once per semester.

C. Mileage shall be paid for any mileage incurred when traveling is required by the Administration. Mileage will also be paid to bargaining unit members who are required to travel between buildings for more than one (1) assignment or whenever directed by the Administration.

D. Documentation for mileage payments will be provided on a form supplied electronically by the Board.

## ARTICLE 31. **SEVERANCE PAY**

A. A bargaining unit member with ten (10) or more years of service in the Ravenna School District will be paid for twenty-five percent (25%) of his/her accrued but unused sick leave. Accrued unused sick leave cannot exceed more than 360 days as the basis for the severance pay calculation; if any days are accrued over 360 days, they will not be used in the calculation. Payment shall be based on the bargaining unit member's daily rate of pay on the last day worked prior to retirement. Payment for a bargaining unit member with less than ten (10) years of service with the District will be prorated based on his/her number of years of service to the District (i.e., nine (9) years of service will equal nine-tenths (9/10) of the calculated payment).

B. "Retirement" shall be defined to mean actual retirement from teaching and eligibility for retirement benefits under the State Teachers' Retirement System.

C. Retiring employees may participate in a non-qualified, deferred compensation plan (457 Plan). More information on this plan can be received from the Treasurer's Office.

## ARTICLE 32. **STRS SALARY REDUCTION "PICK-UP"**

A. The Treasurer of the Ravenna Board of Education shall contribute to the State Teachers Retirement System (STRS), in addition to the Board's required employer contribution, in lieu of payment to such bargaining unit member. The amount contributed by the Board on behalf of the bargaining unit member shall be treated as a mandatory reduction from the contract salary otherwise payable to such certificated bargaining unit members.

B. The total annual salary for each bargaining unit member shall be the salary otherwise payable under his/her contracts. The total annual salary shall be payable by the Board in two parts: (1) deferred salary, and (2) cash salary. A bargaining unit member's deferred salary shall be equal to that percentage of said bargaining unit member's total annual salary which is required by STRS to be paid as a bargaining unit member contribution by said bargaining unit member and shall be paid by the Board to STRS on behalf of said bargaining unit member as "pick-up" of the STRS bargaining unit member contribution otherwise payable by the bargaining unit member. A bargaining unit member's cash salary shall be equal to said bargaining unit member's total annual salary less the amount of the "pick-up" for said bargaining unit member, and shall be payable, subject to applicable payroll deductions, to said bargaining unit member.

C. The Board's total combined expenditures for a bargaining unit member's total annual salaries otherwise payable under his/her contracts (including "pick-up" amount) and its employer contributions to STRS shall not be greater than the amounts it would have paid for those items had this provision not been in effect.

D. The Board shall compute and remit its employer contributions to STRS based upon the total annual salary including the "pickup." The Board shall report for Federal and Ohio income tax purposes, as a bargaining unit member's gross income, said bargaining unit member's total annual salary less the amount of "pick-up." The Board shall report for Municipal income tax purposes, as a bargaining unit member's gross income, said bargaining unit member's total annual salary, including the amount of the "pick-up." The Board shall compute income tax withholding based upon gross income as reported to the respective tax authorities.

E. The "pick-up" shall be included in the bargaining unit member's total annual salary for the purposes of computing daily rate of pay, for determining salary adjustments to be made due to absence, for compliance with the State Minimum Salary Schedule, or for any other similar purpose.

F. The "pick-up" shall be a uniform percent for all certified bargaining unit members and it shall apply to all payroll payments made after the effective date of this provision; and shall not be at the individual bargaining unit member's option.

G. This provision shall be effective and the "pick-up" shall apply to all payroll payments made after July 1, 1984.

H. The current taxation or deferred taxation of the "pick-up" is determined solely by the Internal Revenue Service (IRS) and compliance with this Section does not guarantee that the tax on the "pick-up" will be deferred. If the IRS or other governmental entity declares the "pick-up" not to be tax deferred, this section shall be null and void and the STRS contribution procedure in place prior to the effective date of this provision shall be in effect.

## ARTICLE 33. **RESIDENT EDUCATOR LANGUAGE**

### A. **PURPOSE**

The Resident Educator Program for beginning teachers will provide Ohio's newest educators with coaching, mentoring, and guidance designed to improve instructional practice and student achievement. The program shall be administered in accordance with Ohio law and administrative rules and shall be funded and coordinated by the Ravenna School District.

### B. **DEFINITIONS**

1. Resident Educator Program – The two-year program established by Ohio law and administrative rule designed to provide newly licensed educators with mentoring and support. Successful completion of the program is required to advance to a Professional Educator License.

2. Mentor - A teacher trained and assigned to provide professional, non-evaluative support to a resident educator in accordance with the requirements of the Resident Educator Program.

3. Resident Educator - A teacher employed by the District who holds a Resident Educator License, Alternative Resident Educator License, or Interim Resident Educator License issued by the State of Ohio.

4. Formative Assessment - A collaborative, non-evaluative process designed to provide feedback and guidance to support the professional growth of the resident educator.

## C. MENTORS

### 1. Qualifications

a. The mentor teacher shall complete state-required mentor training consistent with current Ohio Department of Education and Workforce requirements.

b. The mentor teacher shall hold a valid Ohio teaching license, work in the same or similar area of licensure wherever possible, and be a bargaining unit member for at least one (1) year.

c. The mentor must have demonstrated the ability to work cooperatively and effectively with the professional staff members and have extensive knowledge of a variety of classroom management and instructional techniques.

### 2. Selections

A mentor teacher shall be assigned to a resident educator with certification/licensure in the same grade level or subject area. Should no mentor be available in the area of certification/licensure, a mentor may be assigned from the grade level or subject area most closely related to that of the resident educator. Mentors will be assigned not later than September 1 or within twenty (20) days of hire, whichever comes later.

### 3. Mentor teachers shall be provided with the following:

a. An orientation to mentoring responsibilities.

b. State required mentor training, including the training applicable to Year 1 and Year 2 mentoring responsibilities.

c. Opportunities to consult with and otherwise assist the assigned resident educator on a regular basis, with adequate time during the instructional day for such activities.

d. District-provided group training at the beginning of the school year, announced at least two (2) weeks in advance.

The REA officers, upon request, shall be provided with the opportunity to receive the training at the district's cost.

4. **Responsibilities**

a. The mentor teacher shall support the resident educator in completing Resident Educator Program requirements as defined by state rule.

b. The mentor shall provide assistance using approved formative tools and protocols.

c. Consult with and otherwise assist the assigned resident educator teacher on a regular basis within the instructional day.

d. The mentor shall have no evaluative role and shall not participate in any formal or informal evaluation of the resident educator.

e. The mentor, resident educator, and program coordinator may meet near the end of the school year to verify completion of program requirements.

5. **Release Time**

a. Each mentor teacher shall be granted release time for mentoring activities and required training for direct mentoring activities.

b. Release time shall be coordinated by the Superintendent or designee and shall be separate from other contractual release time.

D. **RESTRICTIONS**

Any or all materials jointly developed by resident educator/mentor shall not be developed or utilized as a remediation program.

E. **COMPENSATION**

1. Release time shall be provided to mentors and/or resident educators as mutually agreed upon with the building principal.

2. Mentor teachers shall receive a stipend of 3% of the base salary for mentoring each Year 1 or Year 2 resident educator.

3. A mentor shall normally be assigned one (1) resident educator per year and no more than two (2) in any single school year.

4. The District shall pay required mentor training fees.

5. Stipends shall be paid in June of the applicable school year upon completion of mentoring responsibilities.

F. **RESIDENT EDUCATOR**

1. Each resident educator shall receive an orientation addressing district policies, procedures, curriculum, facilities, and the Resident Educator Program.

2. Each resident educator shall be provided assistance with instructional skills, classroom management, and professional responsibilities.

3. Release time shall be provided for observations, professional learning activities, and program requirements, coordinated with the mentor and building principal.

4. The administration shall make reasonable efforts to assign an equitable workload to resident educators.

G. **PROTECTIONS**

1. Mentor activities shall not be included in the evaluation of either the mentor or the resident educator.

2. No mentor shall be required to disclose confidential communications or documentation.

3. Either the mentor or resident educator may request a new assignment by September 30, or within thirty (30) workdays of assignment for later hires, without prejudice.

4. Mentors shall not participate in employment decisions regarding resident educators.

5. All discussions and materials shall remain confidential to the extent permitted by law.

6. The Association President shall be provided a list noting each resident educator, which year of the Program the resident educator is in, and the mentor or facilitator assigned. Such list shall be provided by October 15 each year, and updates shall be provided as needed when additional teachers are hired into the program after that date.

H. **PROGRAM REVIEW/REVISIONS**

Mentors and resident educators may meet annually with the Program Coordinator to review the program and submit recommendations to the Association and Superintendent by June 30.

I. **SUPPORT FOR NON-R.E. TEACHERS NEW TO THE DISTRICT**

1. Teachers who are new to the district, but who are not resident educators, shall be provided with guidance and assistance from the building principal related to district policies and procedures, as well as other support deemed appropriate to help the teacher adjust to the assignment.

J. If state requirements governing the Resident Educator Program change during the term of this Agreement, the Association and Board may convene a review committee to recommend necessary modifications. Any agreed changes shall be incorporated through the Amendment of Agreement procedure described in Article l, Section C.

## ARTICLE 34. **MAINTENANCE OF CERTIFICATION/LICENSURE**

Bargaining unit members hired for the 2003-2004 school year and after must maintain their certificate/license in the area(s) in which they are hired for a minimum of five years.

## ARTICLE 35. **LABOR/MANAGEMENT RELATIONS COMMITTEE**

There shall be a Labor/Management Relations Committee which meets at least once per month during the school year. The purpose of the Labor/Management Relations Committee shall be to promote a positive working relationship between the parties and to address matters of mutual concern. The Labor/Management Relations Committee shall be comprised of no more than seven (7) members of management (appointed by the Superintendent) and seven (7) members of the REA (appointed by the President). If possible, agenda items shall be submitted to the other party in advance. The discussions of this Labor/Management Relations Committee shall not result in modifications or additions to this Agreement.

If a pandemic/epidemic/calamity situation arises, once defined by a Federal, State and/or Local Order, the Labor/Management Relations Committee shall engage in a collaborative process of discussion and development of ideas. Using any guidance from governmental orders, the Committee will focus on how to meet the educational needs of the district and its students while promoting and maintaining the safety of students and staff as well as providing working conditions that promote good morale and successful learning. Upon agreement of the parties that the terms and conditions of employment and/or provisions of the Master Agreement are affected, the parties will negotiate the agreed affected areas/provisions.

## ARTICLE 36. **SMOKE-FREE ENVIRONMENT**

The program, including buildings, grounds, and vehicles, shall be totally smoke-free.

## ARTICLE 37. **TUITION-FREE SCHOOL FOR TEACHERS' DEPENDENTS**

All children of bargaining unit members may attend the Ravenna School District tuition-free with the following restrictions:

A. A written request for admission or readmission must be made to the Superintendent at least thirty (30) days prior to the beginning of each school year. Students will only be admitted or readmitted at the beginning of a new school year.

B. Acceptance or reacceptance will be based upon space available considerations. Space available will be determined by the Superintendent in consultation with the Building Administrator.

C. Excess costs that are generated to educate said students shall be the responsibility of the Home District. No special needs student shall be admitted, readmitted or retained unless the Ravenna School District has program and space available, and until the Home District has agreed in writing to reimburse the Ravenna School District for present and future excess costs.

D. The District of Residence shall be the residence of the custodial parent.

## ARTICLE 38. **LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

A. There shall be developed a Local Professional Development Committee (LPDC) established under Ohio Revised Code 3319.22.

B. The LPDC shall be a District Level Committee, unless the Board and the Association agree to also have building level committees.

C. The LPDC shall consist of three (3) classroom teachers employed by the District, one (1) Principal employed by the District, and one (1) other employee of the District approved by the Superintendent.

D. The teacher members shall be selected by the REA President.

E. The term of office of each member of the LPDC shall be determined by the LPDC.

F. Vacancies of teachers shall be filled by the Association. Appointment of nonteacher vacancies shall be filled by the Board. All vacancies shall be filled for the remainder of the term.

G. The initial meeting of the LPDC shall be called by a member designated by the Superintendent. At the initial meeting, the Committee shall select a chairperson and such other officers the Committee deems necessary and shall adopt rules for the conduct of its meetings. Thereafter, the Committee shall meet at the call of the chairperson or upon the filing of a petition with the Superintendent signed by a majority of the Committee members calling for the Committee to meet.

H. The Committee shall establish rules consistent with Ohio Revised Code 3319.22. A teacher may appeal the decision of the LPDC, consistent with the Ohio State Department of Education regulations/ guidelines.

I. The Committee members shall be paid three percent (3%) of the base salary as supplemental pay per year for serving on the Committee.

J. To effectuate the current licensure renewal process for School Psychologists, the administration will provide signatures on the state Supervisor CE Approval Sheet to indicate that in-district and out-of-district (except for college courses) professional development is graduate-level.

## ARTICLE 39. **JOB SHARING**

### A. **FORMATION OF TEAMS**

1. A Job Sharing Team shall be composed of two (2) full-time employees sharing one (1) full-time position. Bargaining unit members who are seeking to form a possible Job Sharing Team for the following school year must notify the Director of Personnel prior to February 1st.

2. All members making application for Job Sharing positions shall receive notification of acceptance or rejection no later than April 30th.

3. A Job Sharing Team making a proposal to split a full-time position shall agree that if one team member chooses not to start the beginning of the school year, the other member will be obliged to take the full-time position; unless the Administration and the remaining member agree to another alternative consistent with this Master Agreement.

## B. ASSIGNMENT

The Job Sharing Team shall present a proposed teaching schedule, including all building responsibilities, to the Building Principal for his/her approval. Schedules shall include such responsibilities as inservice meetings, Parent-Teacher Conferences, attendance at Open House, etc. Staff meetings will be attended by one (1) member of the Team depending on when they are held (a.m. or p.m.), and that member shall inform the other member of the Team of the meeting content.

## C. REINSTATEMENT TO FULL-TIME

1. Once a Job Sharing Team is established, it shall remain in effect until such time as

   a. A full-time position becomes available; and

   b. One or both of the Team members wishes to revert to full-time status; and

   c. The Administration agrees to offer a full-time position to a Team member.

2. If one (1) Team member applies for said full-time position and the Team member is accepted to that position, the remaining Team member shall have the option of remaining half-time or being reinstated to full-time status in that position.

3. If both Team members apply for reinstatement to full-time status and both are accepted to fill the positions available, the most senior Team member shall be entitled to his/her choice of position.

## D. COMPENSATION AND FRINGE BENEFITS

It is the intent of the parties that Job Sharing shall be cost-neutral. Members assigned to part-time positions under this Section shall be scheduled to work one-half (1/2) day each day of the school year, or equivalent. Compensation shall be at one-half (1/2) the level which the member would receive under a full-time contract. If a member elects to take fringe benefits, costs for Hospitalization, Term Life Insurance, and Dental coverage shall be shared equally by the member and the Board. Sick Leave shall accrue at the rate of seven and one-half (7.5) days per year.

## E. SUBSTITUTING

1. In the event that one (1) member of the Job Sharing Team suffers an extended illness [twenty (20) days or more] or takes a leave of absence, the other member of the Job Sharing Team may assume the full-time status if he/she chooses at full pay and benefits. If a member chooses to assume the full-time status for the partner who is on leave or

extended illness, such member shall be awarded full pay and benefits from the first day he/she assumes the full-time responsibility.

2. Members of a Job Sharing Team may substitute for each other on a casual basis for substitute pay.

Members of a Job Sharing Team shall be granted one-half (1/2) year of continuous service for System seniority. Service credit for STRS shall be calculated according to STRS guidelines. Each member of a Job Sharing Team shall earn a full step increment on the Salary Schedule.

## ARTICLE 40. **DURATION AND INTENT OF AGREEMENT**

A. If, during the term of this Contract, any provision herein is determined by a court of competent jurisdiction to be illegal and all appeals thereof and/or timelines for appeal have been exhausted, or if there is a change in any applicable State or Federal law, or rule or regulation adopted by the State Department of Education which requires the Board of Education to develop policies that change term(s) or condition(s) of employment, the parties will meet to negotiate the affected term or condition within ten (10) days in accordance with the terms of Article 1. If agreement is not reached twenty (20) days days of the initial bargaining session or following the second (2nd) negotiation session, whichever is later, the dispute shall be submitted to mediation.

B. The Board shall change its personnel policies and practices as may be necessary in order to give full force and effect to this Master Contract Agreement. Should there be a conflict between this Master Contract and any such policy or practice, then the terms of this Master Contract shall prevail.

C. This Agreement shall prevail over conflicting provisions of State law except for those provisions so delineated in Ohio Revised Code 4117.

D. This Agreement shall be effective September 1, 2026 and shall continue in full force and effect until August 31, 2029. The parties agree that the collective bargaining agreement shall be extended one (1) additional year with an expiration on August 31, 2025 under the same terms and conditions of employment set forth in the current collective bargaining agreement. The parties agree that to comply with O.R.C. 4117, the initial contract will expire on August 31, 2024 and the extension shall be effective September 1, 2024.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first mentioned.

SIGNATURES

| RAVENNA BOARD OF EDUCATION | RAVENNA EDUCATION ASSOCIATION |
|---|---|
| Superintendent | REA President |
| Board President | OEA/NEA Labor Relations Consultant |
| Board Attorney | Negotiations Team Member |
| Negotiations Team Member | Negotiations Team Member |
| Negotiations Team Member | Negotiations Team Member |
| Negotiations Team Member | Negotiations Team Member |
| | Negotiations Team Member |

This Agreement and appendices were accepted by the Ravenna Board of Education at the meeting of May 11, 2026.

Treasurer

# Conversion Unrestricted Personal Leave Notice

Must be received by Treasurer no later than June 1

In accordance with Article 2.C.l.a of the Master Agreement. I, _____,
(print name)

hereby notify the Ravenna Schools Treasurer that I wish to receive my Personal Leave Incentive

in the Form of _____Payment/_____Conversion to Sick Leave.

_____ _____
Employee Signature Date

***It is understood that if this form is not received by the Ravenna Schools Treasurer by June 1, the employee will be issued payment, in accordance with the Master Agreement.*** 6 3

# Grievance Form

Level

Name: Building:

Alleged violations, misinterpretations or misapplication of Contract (state Section):

Statement of Grievance (include the pertinent provisions of contract, and be concise)

Remedy Requested

Signature of Aggrieved Date

Disposition Rendered

Signature of Person Rendering Disposition Date

*(Attach additional pages if needed for completion of any section.)*

# RAVENNA SCHOOL DISTRICT

## PROFESSIONAL DEVELOPMENT SUPPLEMENTAL PAY REQUEST FORM

NAME:_____ BUILDING:_____

HOME ADDRESS: _____

_____

DATE OF REQUEST:_____ NAME OF COURSE:_____

TUITION COST:_____ UNIVERSITY:_____

HOURS TO BE TAKEN (SEMESTER)_____ (QUARTER)_____

DATE TO BE TAKEN:_____

PROFESSIONAL STAFF MEMBER SIGNATURE:_____

**********

SUPERINTENDENT'S APPROVAL:_____

P.O. TYPED:_____ AMOUNT $:_____

**********

**OFFICE OF THE TREASURER**

COURSE COMPLETED:_____

TRANSCRIPT RECEIVED: _____

RECEIPT RECEIVED:_____

$ AMOUNT DUE:_____

DATE PAID:_____

**O.K. TO PAY**
**TRANSCRIPTS RECEIVED**

_____
DATE

**RECEIPT RECEIVED**

_____
DATE

_____
SIGNATURE

**RAVENNA SCHOOL DISTRICT**

**INTERNAL SUBSTITUTE PAY FORM**

**Pay Rate:**
Secondary Rate - $35.00 per period
Elementary level - $35.00 per 60 minutes
(Half-the above amount for a split class)

School:_____

For Pay Period:_____

| Teacher to be paid Please PRINT | Amount | Date | Time/Period | Teacher Replaced | Reason |
|---|---|---|---|---|---|
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Building Principal's Signature_____

Please sign and forward to the Board Office to the attention of the Payroll Department.6 6

# AUTHORIZATION FOR SUPPLEMENTAL PAY

I certify that I have completed the necessary requirements of my supplemental contract, and I hereby request payment for my supplemental position of _____as follows:

$_____payment of the 1st half of my contract (end of the 1st semester)
$_____payment of the 2nd half of my contract (end of the 2nd semester)
$_____payment in full of my contract (end of the school year)
$_____Coaching Contract (payment in full at the end of the season)
$_____Outdoor Education (Nights attended _____)
$_____Processing IEP's _____days paid (attach pink time slip)

_____ _____
Print Name Signature Date

The above staff member has completed his/her assigned supplemental duties, and pay for these duties may be released.

_____ _____
Supervisor's Signature Date

**********

FOR CENTRAL OFFICE USE ONLY

Amount Due: $_____

_____ _____
Treasurer's Signature Date

**FOR TREASURER"S OFFICE ONLY**

Account Number: _____

Date to be Paid:_____

REA contract effective 9/1/2021

MEDICAL MUTUAL

# Stark County Schools Council of Governments

## *Health Care Consortium* | 2025 Schedule of Benefits

| MEDICAL BENEFITS | NETWORK PROVIDER | NON-NETWORK PROVIDER |
|---|---|---|
| **PLAN PROVISIONS** | | |
| Annual Deductible | $350/person*<br>$700/family* | $700/person**<br>$1,400/family** |
| Coinsurance Out-of-Pocket Limit (Excluding Deductible) | $1,050/person*<br>$2,100/family* | $2,100/person**<br>$4,200/family** |
| Maximum Out-of-Pocket Limit (Sum of Deductible and Coinsurance) | $1,400/person*<br>$2,800/family* | $2,800/person**<br>$5,600/family** |
| Non-Emergency Care Out-of- Pocket Limit | $7,700/person***<br>$15,400/family*** | $7,500/person***<br>$15,000/family*** |
| Network Maximum Out-of-Pocket limit not to exceed the ACA maximum $9,100/$18,200 | | |
| **CARE-IN-HOSPITAL** | | |
| Semi-Private Room | 90%* | 80%** |
| Surgery | 90%* | 80%** |
| Anesthesia | 90%* | 80%** |
| In-hospital (medical) | 90%* | 80%** |
| X-Ray and Radioactive Therapy | 90%* | 80%** |
| Respiratory Therapy | 90%* | 80%** |
| Acute Kidney Dialysis | 90%* | 80%** |
| Diagnostic Lab/X-Ray | 90%* | 80%** |
| Emergency Care of accident/acute life threatening illness (Emergency Room Facility) | 90%* | 90%** |
| Non -Emergency Care (Emergency Room Facility) | $250 copayment, then 90%*** | $250 copayment, then 80% UCR*** |
| Surgical Assistance | 90%* | 80%** |
| Pre-Admission Testing | 90%* | 80%** |
| **AS AN OUTPATIENT** | | |
| Lab/X-Ray/Diagnostic Services | 90%* | 80%** |
| Same Day Surgery | 90%* | 80%** |
| Speech/Occupational Therapy (Illness/Injury related) | 90%* | 80%** |
| Physical/Rehabilitative Therapy (Illness/Injury related) | 90%* | 80%** |
| Respiratory Therapy | 90%* | 80%** |
| Rehabilitation Services | 90%* | 80%** |
| Maternity Care | 90%* | 80%** |
| **MENTAL HEALTH/ALCOHOL/SUBSTANCE ABUSE** | | |
| Inpatient Care Based on corresponding medical benefits | 90%* | 80%** |
| Outpatient Care Based on corresponding medical benefits | 90%* | 80%** |
| **OTHER SERVICES** | | |
| Home Health Care (Plan Approval Required) | 90%* | 80%** |
| Hospice Care (Plan Approval Required) | 90%* | 80%** |
| Skilled Nursing (Plan Approval Required) | 90%* | 80%** |
| Durable Medical | 90%* | 80%** |
| Ambulance | 80%* (after network deductible) | |
| Allergy Extracts | 80%* (after network deductible) | |
| **PRESCRIPTION DRUG PROGRAM** | | |
| Mandatory Generic.<br>Mandatory Mail Order for maintenance drugs.<br>Specialty medications which are eligible through PrudentRX Solution will have no cost share to the member. 30% coinsurance will apply if member does not participate in PrudentRX Solution for eligible specialty medications.<br>Review the Prudent RX Program Drug List: www.caremark.com | Generic Drugs - 80%<br>Preferred Brand Drugs - 80%<br>Non-Preferred Brand Drugs - 70%<br>Specialty Drugs - 80% | |

| MEDICAL BENEFITS | NETWORK PROVIDER | NON-NETWORK PROVIDER |
|---|---|---|
| **PREVENTATIVE CARE** | | |
| Eligible preventive services have been determined by recommendations and comprehensive guidelines of governmental scientific committees and organizations. For further details, refer to your benefit book or call your plan at the phone number shown on your ID card. | | |
| Routine Physical Exam (one per calendar year) | 100% | 80%** |
| Prostate Screening (one per calendar year) | 100% | 80%** |
| Adult Immunizations | 100% | 80%** |
| Routine GYN Exam (one per calendar year) | 100% | 80%*** |
| Routine Mammography (one per calendar year) | 100% | 80%** |
| Pap Test (one per calendar year) | 100% | 80%** |
| Well Child Care (including immunizations-up to 21 years of age) | 100% | 80%** |
| Colon Cancer Screening (beginning at 45 years of age) | 100% | 80%** |
| **PHYSICIAN'S OFFICE** | | |
| Allergy Testing/Injections | 90%* | 80%** |
| Visits for Illness | 90%* | 80%** |
| Emergency Care | 90%* | 80%** |
| Minor Surgery | 90%* | 80%** |
| Diagnostic Testing | 90%* | 80%** |
| Speech/Occupational Therapy (Illness/Injury related) | 90%* | 80%** |
| Physical/Rehabilitative Therapy (Illness/Injury related) | 90%* | 80%** |
| Respiratory Therapy | 90%* | 80%** |
| **AFFILIATES** | | |
| Chiropractors | 90%* | 80%** |
| Podiatrists | 90%* | 80%** |

**PRE-CERTIFICATION IS REQUIRED FOR ALL INPATIENT ADMISSIONS.**

* An annual deductible of $350 per person/$700 per family is applied first before any benefits are paid to Network Providers. Coinsurance is subject to an annual maximum of $1,050 per person/$2,100 per family. Once you have satisfied the deductible and coinsurance out-of-pocket limit, the Plan begins to pay covered medical services at 100% except for penalties, which are not included in the 100% reimbursement provision.

* An annual deductible of $700 per person/$1,400 per family is applied first before any benefits are paid to Non-Network Providers. Benefit payments for Non-Network Provider services are based on an Allowed Amount. Coinsurance is subject to an annual maximum of $2,100 per person/$4,200 per family. Once you have satisfied the deductible and coinsurance out-of-pocket limit, the Plan begins to pay covered medical services at 100% of the Allowed Amount, except for penalties, which are not included in the 100% reimbursement provision.

*** A Copayment of $250 is applied first before benefits are paid for the Non-Emergent use of the emergency room, to Network or Non-Network Providers. Benefits for Non-Network Provider services are based on an Allowed Amount. The Network Copayment and Coinsurance is subject to an annual maximum of $9,100 per person/$18,200 per family. Once you have satisfied the annual Maximum Out-of-Pocket, the Plan begins to pay covered medical services at 100% of the Allowed Amount, except for penalties, which are not included in the 100% reimbursement provision.

**The age limit for an eligible dependent child is the end of month which the child attains age 26. See Dental and Vision plan summaries for details.**

**2025 COG**

X3992 R10.24

# Preventive Care Services

Preventive care is one of the most important steps you can take to manage your health. Routine preventive care can identify and address risk factors before they lead to illness. When you prevent illness, it helps reduce your healthcare costs. You should work with your doctors to help you follow these guidelines and address your specific health concerns.

## Child Preventive Care (Birth to Age 21)

- Behavioral counseling to prevent skin cancer
- Behavioral counseling to promote a healthy diet
- Blood pressure screening
- Cholesterol and lipid level screening
- Dental cavities prevention including application of fluoride varnish to all primary teeth
- Depression screening
- Development and psycho-social behavioral assessments
- Hearing screening for newborns
- Hepatitis B screening if at high risk for infections
- Lead exposure screening
- Newborn gonorrhea prophylaxis
- Newborn screenings, including sickle cell anemia
- Preventive Physical Exams
- Screening and behavioral counseling related to tobacco and drug use
- Screening and counseling for obesity
- Screening and counseling for sexually transmitted infections
- Screenings for heritable diseases in newborns
- Tuberculosis screening
- Vision exam

## Child Immunizations

- Diphtheria, Tetanus, Pertussis
- Haemophilus influenza type B
- Hepatitis A and Hepatitis B
- Human Papillomavirus
- Influenza (flu shot)
- Measles, Mumps, Rubella
- Meningococcal
- Pneumococcal (pneumonia)
- Polio
- Respiratory Syncytial Virus (RSV)
- Rotavirus
- Varicella (chicken pox)

## Adult Preventive Care (Age 21 and older)

- Preventive Physical Exams
- Abdominal aortic aneurysm screening
- Blood pressure screening
- Cholesterol and lipid level screening
- Colorectal cancer screening including fecal occult blood test, flexible sigmoidoscopy or colonoscopy
- Depression screening
- Diabetes screening
- Hepatitis B screening if at high risk for infections
- Hepatitis C screening if at high risk (or one-time screening for adults born 1945 to 1965)
- HIV screening
- Screening and counseling for sexually transmitted infections
- Screening for lung cancer
- Tuberculosis Screening

## Counseling and Education Interventions

- Behavioral counseling to prevent skin cancer
- Behavioral counseling to promote a healthy diet
- Counseling related to aspirin use for prevention of cardiovascular disease
- Prevention of falls in older adults
- Screening and behavioral counseling to reduce alcohol abuse
- Screening and behavioral counseling related to tobacco use
- Screening and nutritional counseling for obesity

## Adult Immunizations

- Coronavirus Disease 2019 (COVID-19)
- Diphtheria, Tetanus, Pertussis
- Hepatitis A and Hepatitis B
- Herpes Zoster (shingles)
- Human Papillomavirus
- Influenza (flu shot)
- Measles, Mumps, Rubella
- Meningococcal
- Pneumococcal (pneumonia)
- Polio
- Respiratory Syncytial Virus (RSV)
- Tetanus, Diphtheria, Pertussis

## Women's Services

- Breast and ovarian cancer susceptibility screening counseling and testing (including BRCA testing)
- Breast cancer screening (mammogram, including 3D)
- Breast feeding counseling and rental of breast pumps and supplies up to the purchase price
- Bone density test to screen for osteoporosis
- Cervical cancer screening (Pap test)
- Chlamydia screening
- Discussion of chemoprevention with women at high risk for breast cancer
- FDA-approved contraception methods and counseling for women, including sterilization
- HPV DNA testing
- Lactation classes
- Pregnancy screenings (including hepatitis, asymptomatic bacteriuria, Rh incompatibility, syphilis, gonorrhea, Chlamydia, iron deficiency anemia, alcohol misuse, tobacco use, HIV, gestational diabetes)
- Prenatal services
- Primary care intervention to promote breastfeeding
- Screening and counseling for interpersonal and domestic violence
- Well woman visits

## Prescription Drugs

- Aspirin
- Colonoscopy preparations
- Contraceptives
- Fluoride (to age 6)
- Folic acid
- HIV pre-exposure PrEP
- Medication to reduce the risk of primary breast cancer in women
- Tobacco cessation aids

The screenings and immunizations listed in this summary include services required by healthcare reform (the Patient Protection and Affordable Care Act). For plan years beginning on or after September 23, 2010, non-grandfathered health plans must cover these routine immunizations and other services that are recommended by the United States Preventive Services Task Force A or B, and by other organizations such as Bright Future, endorsed by the American Academy of Pediatrics. Please note: Some services and products may be subject to age, gender or other restrictions and are subject to change. Refer to USPreventiveServicesTaskForce.org or Healthcare.org for details. In addition, some prescription drugs or services may be subject to medical management techniques, such as prior authorization, quantity limits, etc.

If these services are performed by a network provider, members cannot be charged a coinsurance or deductible. Out-of-network charges may apply if the services are performed by a non-network provider.

MEDICAL MUTUAL

# Stark County Schools Council of Governments

## *Traditional Dental Benefit Summary with Orthodontia* | Schedule of Benefits

| GENERAL INFORMATION | |
|---|---|
| Dependent Age | 26 |
| Dependent Removal | End of Month |
| Claims Filing Limit | 12 months |
| **HOW CLAIMS ARE PAID** | |
| Benefit Period | January 1st through December 31st |
| Benefit Period Deductible - Single | $25 |
| Benefit Period Deductible - Family | $75 |
| Preventive and Diagnostic Services Coinsurance | 100% |
| Basic Services Coinsurance | 80% |
| Major Services Coinsurance | 80% |
| Overall Benefit Period Maximum | $3,000 |
| Orthodontic Services Coinsurance | 60% |
| Orthodontic Lifetime Maximum | $2,000 per eligible member |

| PREVENTIVE/DIAGNOSTIC SERVICES | FREQUENCY/LIMITS | BENEFIT |
|---|---|---|
| BiteWing X-rays | 2 sets per benefit period | 100% |
| Emergency Palliative Treatment Services | Includes emergency exams and pain treatment, incision and drainage of abscess and excision of pericoronal gingiva | 100% (Emergency Exam and Palliative Treatment; 80% after deductible for all other services.) |
| Exams/Evaluations | 2 per benefit period | 100% |
| Fluoride Treatments | 2 per benefit period | 100% |
| Prophylaxis (cleaning) | 2 per benefit period | 100% |
| Non-Preventive Exams/Evaluations | | 100% |
| Diagnostic X-rays | Full Mouth/Panorex are limited to 1 every rolling 36 months | |
| Space Maintainers | | 100% |

| BASIC SERVICES | FREQUENCY/LIMITS | BENEFIT |
|---|---|---|
| Consultation/Professional Visits | | 80% after deductible |
| Minor Restorations | | 80% after deductible |
| Endodontics | | 80% after deductible |
| Periodontal Services | | 80% after deductible |
| Relines/Rebase of Dentures - Complete Dentures; Partial Dentures | 1 every rolling 36 months; but not within 6 months of placement of a denture | 80% after deductible |
| Repairs – Crowns; Fixed Partial Dentures; Partial and Complete Dentures | | 80% after deductible |
| Extractions | | 80% after deductible |
| Impactions | | 80% after deductible |
| Oral Surgery | | 80% after deductible |
| Anesthesia | | 80% after deductible |
| **MAJOR SERVICES** | **FREQUENCY/LIMITS** | **BENEFIT** |
| Gold Foil Restorations | 1 per tooth every 5 years | 80% after deductible |
| Inlay/Onlays | 1 per tooth every 5 years | 80% after deductible |
| Crowns | 1 per tooth every 5 years | 80% after deductible |
| Major Restorative | | 80% after deductible |
| Fixed Partial Dentures | 1 per tooth every 5 years | 80% after deductible |
| Dentures | 1 every 5 years | 80% after deductible |
| **ORTHODONTIC SERVICES** | **FREQUENCY/LIMITS** | **BENEFIT** |
| Orthodontic Services | Available for all members | 60% up to $2,000 maximum |

**SUPERIOR DENTAL CARE NETWORK OPTION.**

As a Stark County Schools Council of Governments member, you have the freedom to choose any dentist and receive these benefits. You have the *option* to receive covered dental services from a dentist who participates in the Superior Dental Care Network. Choosing to receive covered dental services from a **Superior Dental Care network provider protects you from balance bills** (the difference between the amount paid by Medical Mutual and providers billed amount). Superior Dental Care providers agree to accept Medical Mutual's payment and not bill Stark County Schools members for the balance.

**ABOUT SUPERIOR DENTAL CARE.**

- All dentists go through an advanced credentialing process.
- No referral is needed. You will not be limited on referrals and your dentist will work directly with you on your treatment plans.
- Superior Dental Care is hassle free. Change dentists at any time without paperwork or waiting period, and each family member can choose their own dentist.

**To view the participating dentists and specialists in your area, visit: MedMutual.com/SDCnetwork**

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## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between the Ravenna School District Board of Education ("Board") and the Ravenna Education Association ("REA" or "Association") on this ____ day of _____ 2026 in order to address certain matters related to the hiring of a full-time substitute(s).

WHEREAS, the Board and the Association are parties to a collective bargaining agreement ("Agreement") in effect from September 1, 2025 through August 31, 2026 and have negotiated a successor agreement which will be effective September 1, 2026 through August 31, 2029; and,

WHEREAS, the terms of Article I "Recognition" in the Agreement exclude substitutes from the terms of the Agreement between them; and

WHEREAS, the parties desire to establish a mutually beneficial arrangement regarding the hiring of a full-time substitute(s) to work within the district;

NOW THEREFORE, the parties hereby agree to the following:

1. The Board, upon its approval of the hire of full-time substitutes as described herein, shall consider such substitute to be a member of the REA and subject to the terms of the collective bargaining agreement, subject to the restrictions and provisions herein. The hiring of such substitutes shall be on a one-year limited contract subject to the provisions and restrictions contained herein. The Board may hire one (1) such full-time substitute for every building.

2. Such substitute(s) will work no less than five (5) days per week and shall be paid according to the state minimum salary schedule, unless such substitute is assigned to work more than sixty (60) days in the same assignment. For such long-term assignments, a substitute shall receive a salary commensurate with his/her level of training and experience as described in the Agreement beginning with Day 61. Substitutes so assigned shall not be directed to not come in for a day during the first 60 days without cause so as to avoid such salary placement.

3. Substitutes hired under this Memorandum shall have the option of receiving single insurance benefits (i.e., for medical, prescription, and dental) where the Board would pay eighty-five percent (85%) of the premium and the employee would pay fifteen percent (15%) of the premium for such coverage as described in the Master Agreement.

4. Substitutes hired under this Memorandum shall be entitled to personal leave. The accumulation of personal leave for building substitutes shall be as follows: a) One (1) personal leave day upon date of hire; and, b) One (1) personal leave day at the end of each quarter up to three (3) personal leave days per year.

5. Substitutes hired under this Memorandum shall be entitled to accumulate and use sick leave as earned, i.e., at the rate of one and one-quarter (1-1/4) days per month in accordance with the provisions of Article 2 of the Agreement but shall not be entitled to an advancement of sick leave.

6. Such substitutes will be supervised by the building Principal in each building or his/her designee. However, it is understood that if a substitute(s) generally assigned to a specific building, if on a given day there are no teacher absences, the substitute teacher in that building may be assigned to substitute in another building or provide tutoring or other work as assigned by his/her supervisor.

7. The first sixty (60) days of service shall constitute a probationary period for such substitutes. The District may terminate said substitute without cause during this time period. Any such termination shall not be subject to the grievance procedure of the Agreement nor subject to the provisions of any applicable Ohio Revised Code Section. During that time, a district substitute teacher shall serve at the discretion of the building principal, limited solely by the provision of Item 2 above.

8. The first observation/ evaluation may be held during the first sixty (60) day period at the discretion of the building principal. However, such substitutes shall be observed at least one (1) time for a period of at least thirty (30) minutes in duration, during each semester of building substitute employment. Such evaluation shall be in accordance with the non-OTES evaluation procedures in the Agreement.

9. Should the substitute's performance be deemed deficient or if the district substitute has engaged in other inappropriate behaviors after completion of the probationary period, the contract of the building substitute may be non-renewed following an opportunity for a conference between the district substitute and the Superintendent or designee. At such conference, the district substitute may be accompanied by a representative of REA. The building principal shall be in attendance and shall present his/her reasons for recommendation of nonrenewal. Any such nonrenewal which occurs during the school year shall not be subject to the grievance procedure of the Agreement nor subject to the provisions of Revised Code Section 3319.11, except that the failure of the building principal to conduct evaluations in accordance with Item 8 above shall be subject to the grievance procedure of the Agreement.

10. Employment as a substitute under this Memorandum will count towards years of service in the Ravenna School District.

11. The employment contracts of substitutes shall be considered automatically non-renewed at the conclusion of each school year without the necessity of further action by the Board or delivery of notice of non-renewal. However, such substitutes shall receive notice by June 1 of the Board's intent to rehire them for the subsequent school year to the maximum extent possible.

12. Such substitutes shall not be deemed eligible for nor entitled to receive continuing contracts under Revised Code Section 3319.11 while employed in such capacity. However, if such a substitute is hired as a regular employee, in accordance with Item 10 above, service as a substitute shall constitute years of service for the purpose of calculating the eligibility for continuing contract status.

13. Such substitutes may apply for other vacancies which arise in the bargaining unit and, if properly certified, will be given due consideration for the vacancy, in accordance with the terms of the Agreement.

14. All provisions of the Agreement, except as are specifically addressed herein, shall be applicable to substitutes hired in accordance with this Memorandum.

15. This Memorandum represents the entire agreement of the parties regarding the matters addressed herein, and no other agreement shall exist between them regarding same except as may be reduced to writing and duly ratified by their respective memberships.

16. This Memorandum shall be deemed effective upon its approval and ratification of the respective memberships of the parties.

IN WITNESS WHEREOF, the parties hereby signify their agreement by affixing the signatures of their respective representatives below.

| FOR THE BOARD: | FOR THE ASSOCIATION: |
| --- | --- |
| _____ | _____ |
| Superintendent | Association President |
| _____ | _____ |
| Board President/Designee | Association Officer |

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the Ravenna City School District Board of Education ("Board") and the Ravenna Education Association ("Association") on this _____ day of _____ 2023, in order to address certain matters between them related to restructuring of the preschool workday and work week.

WHEREAS, the Board and the Association are parties to a collective bargaining agreement ("Master Agreement") in effect from September 1, 2021 through August 31, 2024, and an extension from September 1, 2024 through August 31, 2025; and,

WHEREAS, in Article 6 (UNIT MEMBER DAY) of the Master Agreement, the parties have defined the workday to be seven and one-half (7.5) hours and also delineated daily requirements including, but not limited to, planning time and the duty-free lunch; and,

WHEREAS, the parties have identified mutual interests in restructuring the workday and work week for preschool teachers to better implement the district's preschool program;

NOW THEREFORE, the parties hereby agree to the following:

1. Beginning with the 2023-2024 school year, the regular preschool workday shall be 8:00AM through 4:00PM Monday through Thursday and 8:00AM through 1:30PM on Fridays. The parties agree that the total length of the work week remains the same at thirty-seven and one-half (37.5) hours per week. The school day for preschool students will be 8:30AM to 11:30AM and 12:30PM to 3;30PM.

2. Preschool teachers will be provided with the planning time and lunch periods daily as provided in Article 6.D of the Master Agreement, as well as the IEP-writing time in Article 6.F.

3. Exclusive of the daily duty-free lunch, preschool teachers shall utilize non-student time during the work week for the following teacher-directed activities, including, but not limited to:

    a. Professional Development for Step Up to Quality
    b. Paperwork for Step Up to Quality
    c. TSG Data Entry
    d. Early Learning Assessment
    e. Early Childhood Outcomes Summary Forms
    f. Cleaning/Sanitizing toys & Classroom Materials
    g. New Student Assessments
    h. Parent Education
    i. Family Field Trips
    j. Curriculum Alignment
    k. First-Aid and CPR Classes
    l. Additionally the following districtwide activities:
        i. TBT/BLT meetings
        ii. Data Analysis
        iii. PBIS Activities
        iv. Staff meetings consistent with the Master Agreement
        v. Planning and Collaboration

vi. ITA Meetings
vii. IEP Writing above and beyond the time allotted in Article 6.F of the Master Agreement
viii. IEP Meetings

4. Not later than May 1, 2024, the Association will solicit feedback from the preschool teachers and the Board and the Association will meet to discuss any noncontractual adjustments that may need to be made and, if necessary, renegotiate the terms of this Memorandum of Understanding for the 2024-2025 school year.

5. All other provisions of the Master Agreement shall remain in full force and effect, except as expressly and exclusively modified herein.

6. This MOU shall become effective upon ratification by the parties respective memberships and represents the entire agreement of the parties regarding the matters addressed herein.

IN WITNESS WHEREOF, the parties hereby signify their agreement by affixing the signatures of their respective representatives below.

FOR THE BOARD:

_____
Superintendent

_____
Board President/Designee

FOR THE ASSOCIATION:

_____
Association President

_____
Association Officer