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MASTER CONTRACT

CARLISLE TEACHERS ASSOCIATION

AND THE

CARLISLE LOCAL BOARD OF EDUCATION

JULY 1, 2026 THROUGH JUNE 30, 2029

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ARTICLE I - RECOGNITION

1.01 Recognition of the Association

The Carlisle Board of Education, hereinafter "Board" or "District", hereby recognizes the Carlisle/OEA/NEA Teachers Association, hereinafter the "Association", as the sole and exclusive bargaining representative, for the purposes of and as defined in Chapter 4117 ORC, for all full-time and regularly employed part-time certificated employees including classroom teachers, counselors, individual/small group instructors, media specialists, nurses, and special area teachers, excluding the Superintendent, Assistant Superintendent, principals and assistant principals, and all other employees of the District who have the authority to employ, evaluate, discipline or recommend the discharge of members of the instructional staff. The Board recognizes that Association representation will include any newly created position which would be filled by those identified as instructional staff in this paragraph.

1.02 Recognition of the Board

The Association recognizes that the Board is a locally elected body charged with the establishment of policy of public education in the District and is the employer of all personnel of the school system under state law. The Association further recognizes that the Board has sole responsibility for the management and control of all the public schools of whatever name or character in the District, as provided in Ohio Revised Code (ORC) §3313.47 and 4117.08.

1.03 Recognition of the Superintendent

The Superintendent is recognized as the chief administrator of the District and executive agent of the Board. He/she is further recognized to implement and administer policies of the District.

ARTICLE II – DEFINITIONS

2.01 Days

Days shall mean workdays unless otherwise specified.

2.02 Member

Member, as used in this Contract, shall refer to a member of the bargaining unit as defined in 1.01 above.

A. Association membership is annual with the membership once a year being September 1st through August 31st. Once a member enrolls, such membership shall be continuous thereafter for each subsequent membership year unless the member cancels their membership.

B. Any member who wishes to cancel their membership must notify the treasurer of the Association in writing between August 1st and August 31st. A member may cancel their membership outside of the aforementioned cancellation period, but shall be

responsible for the remaining dues and assessments of the current membership year pursuant to 5.05(F) of this agreement and by such cancellation acknowledges that they are forgoing any rights specifically reserved to members of the Association.

2.03 Seniority

Seniority is defined as the length of continuous employment in a bargaining unit position as verified by Board minutes.

1. Seniority shall begin to accrue from the first day hired into a bargaining unit position, as verified by Board minutes.

2. Seniority shall accrue for all time a member is on active pay status, is in military service, or is on paid or unpaid sabbatical leave.

3. Time spent on inactive pay status (unpaid leave, layoff or receiving worker's compensation benefits) shall not contribute to the accrual of seniority but shall not constitute a break in seniority.

4. A member who accepts a position outside the bargaining unit shall not accrue seniority while employed in the position but shall retain his/her seniority held while employed in a bargaining unit position.

5. In the event that two or more members have equal seniority then the tie shall be broken as follows:

   a) the date of the Board meeting at which the member was hired, as verified by Board minutes; and then by

   b) previous days of teaching experience, including substituting, in a public school district in the state; then by

   c) previous days of teaching experience in a non-public school system within or outside of the state; then by

   d) substitute teaching experience within the district; then by

   e) a drawing among members, with the first name drawn having the greatest seniority, the second name having the next greater seniority, etc. The drawing will be conducted prior to the completion of the minutes by the secretary who prepares the minutes, in the presence of both an administrator and an Association observer.

ARTICLE III - BARGAINING PROCEDURE

3.01 Purpose

It is the purpose of this procedure to establish an orderly manner to consider and resolve issues of concern between the Board and the Association.

3.02 Subjects for Bargaining

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

Nothing shall impair the right and responsibility of the Board to:

A. 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;

B. Direct, supervise, evaluate, or hire members;

C. Maintain and improve the efficiency and effectiveness of governmental operations;

D. Determine the overall methods, process, means, or personnel by which governmental operations are to be conducted;

E. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain members;

F. Determine the adequacy of the work force;

G. Determine the overall mission of the employer as a unit of government;

H. Effectively manage the work force;

I. Take actions to carry out the mission of the public employer as a governmental unit. The Board is not required to bargain on subjects reserved to the management and direction of the District except as affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of the collective bargaining agreement.

J. Mid-term bargaining. The Board of Education shall provide the Association notice and an opportunity to bargain about mid-term changes affecting wages, hours, terms and conditions of employment. If the parties reach an impasse, the Board of Education has the right to implement its last offer on the issue(s) being bargained and the Association may exercise its right under ORC 4117.14(D)(2).

3.03 Bargaining Teams

The bargaining procedure shall be conducted between representatives of the Board and the Association. These representatives shall be known as the bargaining teams. Each team may consist of no more than five (5) members. Each party represented in the bargaining procedure shall determine its bargaining team representatives but shall not select members of the other party involved in the bargaining procedure. A quorum of three (3) members of each team shall be present before a session is commenced, unless mutually waived by the parties.

3.04 Request for Bargaining

A. Upon a request of either party for a meeting to open bargaining, a mutually acceptable meeting date shall be set not more than thirty (30) days following such request within ninety (90) days of the expiration of the bargaining agreement.

B. The requesting party shall serve a copy of the request upon the State Employment Relations Board (SERB).

C. All issues proposed for discussion shall be reduced to writing in comprehensive style by each party and presented to the other party at the first meeting as a complete package. Written mutual consent shall be necessary for the parties to discuss any additional proposal not presented at the first meeting.

3.05 Bargaining in Executive Session

All bargaining sessions shall be in executive session, which means that only members of the bargaining teams, consultants as provided for in this procedure, and others mutually agreed to between the bargaining teams shall be in the room in which the bargaining session is being held.

3.06 Good Faith Bargaining

"Good Faith Bargaining" is defined as the willingness to consider, propose, make concessions and counterproposals in an effort to reach a mutually agreed position on matters which are negotiable. The unwillingness of one or the other party to change its position shall not constitute bad faith.

3.07 General Provisions

A. Exchange of Information: The Board and the Association agree to provide the other, upon request, pertinent public information to areas that may be discussed during the bargaining period at no charge.

B. Caucus: Either bargaining team may call for a caucus during a bargaining session. A caucus shall be for a period of thirty (30) minutes unless otherwise mutually agreed to.

C. Recess: A recess in the bargaining session may be called for by either team when it is determined that further progress cannot be made at the present session. A recess shall not commence until the time, place and date have been established for the next

session, which shall not be longer than three (3) days from the present session.

D. Progress Reports: Each bargaining team shall be responsible to make periodic progress reports to the respective party it represents during the bargaining procedure.

E. Ad Hoc Committee: Ad hoc committees may be created by the bargaining teams to study a given area and make a report at a specified time as directed by the teams.

F. Consultants: Either bargaining team may utilize the assistance of consultants at any session to assist in the process. Cost of such consultants shall be borne by the party utilizing such consultants. The team planning to utilize the services of a consultant shall give the other team five (5) days notice of such intent and who the consultant will be and the topic the consultant will address at the bargaining table.

3.08 Impasse

If no agreement had been reached within forty-five (45) days of the first negotiations session between the parties, either party may declare impasse and call for the services of the Federal Mediation and Conciliation Service (FMCS) to assist in negotiations. The mediation period shall be for thirty (30) calendar days from the date of the initial mediation session. The impasse procedure shall be deemed exhausted at the conclusion of the thirty (30) calendar day period unless there is a mutual agreement by the parties to extend mediation. In the event mediation does not produce an agreement, and, in the case of negotiations for a successor agreement, the collective bargaining agreement has expired, or, in the case of negotiations pursuant to the reopener provisions of this agreement, the Board shall have the right to implement its final offer if it so chooses and the Association shall have the right to strike under the provisions of ORC Chapter 4117 if it so chooses provided that the Association gives ten (10) days' notice of an intent to strike to the Board and the State Employment Relations Board as required by ORC §4117.14.

3.09 Ratification of Agreement

A. When agreement has been obtained on all issues submitted to the bargaining process, or issues have otherwise been resolved, each issue shall be reduced to writing, be signed by the spokesperson of each party, and be presented to the Association for its approval within fifteen (15) days of the last bargaining session. Both bargaining teams agree to recommend to their party any package agreed to by the teams at the table.

Each issue submitted shall specify in writing its exact terms and the date that said issue is to become effective.

Once the issues have been approved by the Association, they shall be submitted to the Board for its consideration at its next regular or special Board meeting but, in any case, no later than fifteen (15) days after the last bargaining session. If approved by both parties, the issues shall be signed by the President of the Association and the Board and entered into the official minutes.

When applicable, negotiated items will be reflected in the individual Contract or statement of conditions of service as submitted to the employees.

B. All items of the Contract shall become effective upon ratification unless specifically stated otherwise.

C. The Association and the Board shall share the cost of providing a copy of this Contract for each member of the bargaining unit.

3.10 Reopener Provisions

A. If mutually agreed to by the parties, this Contract or any part thereof may be renegotiated prior to the termination of the effective date of same. Negotiations shall begin within ten (10) days of the agreement to renegotiate on those specific items mutually agreed to reopen.

B. An initial request for a reopener must be made in accordance with Section 3.04 of this Contract and the negotiations on said items shall be in accordance with the provisions of this Article.

C. Negotiations for a successor agreement shall proceed in accordance with the provisions of this Article.

ARTICLE IV - GRIEVANCE PROCEDURE

4.01 Definitions

A. Days

Days, when used herein, shall mean a member's workday. During the summer months, a workday shall mean Monday through Friday, excluding legal holidays.

B. Grievance

A grievance is defined as a complaint based upon an alleged violation, misinterpretation or misapplication of the Contract between the Board and the Association.

C. Grievant

There shall be two types of grievances:

1. Individual grievance shall involve an individual member.

2. Association grievance is a violation, misapplication or misinterpretation of the Contract which involves two or more members and/or the Association. All Association grievances shall be initiated at Step Two of the Grievance Procedure. For Association grievances a written administrative summary of the preliminary meeting will be attached to the grievance form. This form will include the date of the informal meeting, the administrative response, and the results of the preliminary meeting.

4.02 Procedures

A. It is generally agreed that grievances, misunderstandings and personality problems should ideally be resolved between professional staff and administrators without elaborate procedure.

B. Where for any reason such person-to-person solutions seem to be impossible, the following procedures are accepted by the Association and the Board:

A. STEP ONE: A grievant shall commence formal proceedings within thirty (30) days of the occurrence of the act or condition which is the basis of said grievance or said grievance shall be waived.

Upon receipt of the written grievance, the building principal or appropriate administrator will arrange a meeting with the grievant and, if the grievant wishes, the building representative and other parties who may be needed to give information relative to the claim, within five (5) days after receipt of said written grievance. If the grievant is accompanied by a building representative at this level, the principal may have another administrator of the District present for said meeting. The grievance will be discussed and the decision of the principal in writing will be given to the grievant within five (5) days of the meeting.

B. STEP TWO: If the action taken by the building principal or assistant principal or appropriate administrator does not resolve the grievance to the satisfaction of the grievant(s), the grievant(s) may appeal in writing to the Superintendent or his/her designee.

Failure to file such appeal within seven (7) days from the receipt of the written decision of the principal's or assistant principal's action on said grievance shall be deemed a waiver of the right to appeal. Upon request, a hearing shall be conducted by the Superintendent or his/her designee within seven (7) days after the receipt of the request or at a mutually agreed date. The grievant(s) shall be advised in writing of the time, place and date of such hearing and shall have the right to be represented at such hearing by a representative of the Association. The principal or assistant principal may be represented by a member of his/her Association.

The Superintendent or his/her designee shall take action on the appeal of the grievance within seven (7) days after the conclusion of said hearing or within seven (7) days of the receipt of the grievance if no hearing is requested. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant(s), the building principal and/or assistant principal and the Association.

C. STEP THREE: If the action taken by the Superintendent does not resolve the grievance the Association may demand arbitration of the issue. Notice of appeal shall be sent to the Treasurer within seven (7) days of the Association's receipt of the decision of the Superintendent. Failure to file such appeal within seven days of the receipt to the Superintendent will be deemed a waiver of the right to appeal.

The parties shall request a list of seven (7) names from the American Arbitration Association from which an arbitrator will be selected. No more than two additional lists of seven (7) names may be requested if an agreement cannot be reached on the first list. If the parties cannot agree on an arbitrator after considering three (3) lists, the arbitrator shall be selected in accordance with the rules and regulations of the American Arbitration Association.

The arbitrator shall conduct a hearing and receive such evidence and testimony as he/she deems proper. Such hearing shall be held at the earliest time mutually convenient to the grievant(s), the Board and the arbitrator.

In the case of disagreement concerning the time of the hearing, the arbitrator shall have the authority to determine the date and location of the hearing. The grievant and necessary witnesses shall be released from their duties without penalty.

After a full hearing on the matter, the arbitrator shall render his/her decision and recommendations as soon as possible. The report shall be transmitted simultaneously to the grievant(s) and the Board.

The arbitrator shall not have the power to add to, subtract from or modify this Contract and shall only have the authority to interpret the provisions of this Contract as the Contract relates to the specific grievance appealed to arbitration.

The cost of the arbitrator shall be borne equally by the Association and the Board.

The decision and recommendations of the arbitrator shall be binding on the parties.

4.03 General Provisions

A. No member may be represented by any teacher organization other than the Association in any grievance initiated pursuant to this Contract.

B. No reprisals of any kind will be taken by or against any party of interest, any participant(s) in the grievance procedure or any member(s) of the Association by reason of such participation.

C. Forms for filing and appealing grievances are Appendix A of this Contract.

D. The Board shall furnish the grievant(s) with all available public information as he/she/they may request for the processing of his/her/their grievance.

E. A grievance may be withdrawn at any level without prejudice or accord.

ARTICLE V - ORGANIZATIONAL RIGHTS

5.01 Exchange of Information

A. The Association President and the OEA Labor Relations Consultant shall be the authorized agents of the Association to receive all documents and/or communications from the Board. Exceptions may occur with notification from the President.

B. At the beginning of this Contract period, the Superintendent will provide the Association a copy of all forms which are to be used by members of the bargaining unit.

C. The Board will provide, without cost, a copy of all documents which are public information as requested by the President or OEA Labor Relations Consultant.

D. The Association shall be provided with a list of all members' names, addresses and telephone numbers, however, no member's address and telephone number shall be provided against the member's express wishes to the contrary.

E. Names, addresses and telephone numbers of newly appointed members shall be given to the Association within five (5) days of their official employment provided, however, no member's address and telephone number shall be provided against the member's express wishes to the contrary.

F. The Association President shall be notified in advance of any Board meeting. The agenda for any Board meeting shall be made available to the President when it is made available to the Board.

G. The Association shall be provided names of members serving on District committees and copies of minutes of such meetings if minutes are published.

H. Annually, within ten (10) days after elections, the Association shall provide the names of its officers to the Board Treasurer.

5.02 Exclusive Bargaining Representative

No person or persons represented by the Association shall bargain individually or collectively with the Board concerning any terms or provisions of this Contract except through designated representatives of the Association.

5.03 Non-Discrimination

A. The Board agrees that it will not discriminate against any member because of membership in the Association, or as a result of negotiations with the Board or his/her institution of any grievance, complaint, or proceeding under this Contract.

B. The Association agrees that it will not discriminate against any member of the Board or administration for any activity engaged in or position taken in connection with the collective bargaining process.

5.04 Official Spokesperson

The official position of the Association on any issue shall come from the President of the Association.

5.05 Organizational Rights

As sole and exclusive bargaining agent, the Association shall have the following organizational rights:

A. Representatives of the Association, with the approval of the principal or his/her designee, shall be permitted to transact business on school property at reasonable times, provided that this action shall not occur while members are responsible for students.

B. The Association shall have the privilege of displaying organizational materials in each member's lounge.

C. The Association shall have the right to insert organizational materials in the members' mailboxes. Any materials being distributed to members by means of the members' mailboxes must identify the organization producing it. A copy of any general publication shall be provided to the building principal.

D. The Association shall have the right to use the interschool mail system, school email system, PA system, audiovisual equipment for Association meetings (excluding use of the cable broadcasting), and duplicating instruments.

E. The Association shall have the right to participate in the annual orientation of new members and the opening day inservice for all members. A reasonable period of time will be provided at each meeting, as determined by the Superintendent.

F. The Board agrees to deduct from the wages of any employee-member of the Association, the dues, initiation fees and assessments of the Association and its affiliates, upon presentation of a written deduction authorization from any member of the Association. These deductions shall be without cost to the association or the member.

1. Members shall sign an authorization form requesting payroll deduction of any and all dues and assessments of the Association and its affiliates.

2. Such authorization shall continue in effect until such time that said member gives written notice to the Treasurer of the Board to discontinue such deductions or employment with the Board terminates.

3. If a member gives written notice to the Treasurer of the Board to discontinue such deductions, the Treasurer shall provide the Treasurer of the Association, within forty-eight (48) hours of such action, the name(s) of said member(s) making such a request.

4. United Education Profession dues will be deducted in eighteen (18) equal amounts starting the second pay period of October. The monies deducted shall be

transmitted to the Association Treasurer in eighteen (18) installments, one after each pay. Such transmittal shall include a listing of the amount deducted from each member.

5. Those members who join after October 1 of any school year shall have their dues deducted in equal amounts divided over the remaining payrolls of the school year in which they join the Association.

6. In the event an employee severs employment or cancels their membership outside of the cancellation period defined in this contract, the treasurer of the Board shall deduct all owed and remaining dues from the employee's next check immediately following such notification.

7. OEA-Fund for Children and Public Education (FCPE) deductions shall be made in twenty-four (24) equal pays. Such deductions shall be transmitted to the treasurer of the Association within fifteen (15) days of deduction.

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

G. The Association shall be provided up to twelve (12) days per school year to attend to Association business. The President shall identify the dates of usage and the members who will be using Association leave time. The Association shall pay all expenses incurred by the member, including the cost of a substitute, if any.

H. Right to Fair Share Fee

The Association and the Board agree to cease the collection of Fair Share Fees as outlined in this section pursuant to the ruling by the U.S. Supreme Court in Janus V. American Federation of State, County, and Municipal Employees (AFSCME), Council 31.

In the event of a ruling by the U.S. Supreme Court or other constitutional means reversing the decision in the Janus V. AFSCME case, the Association and the Board agree that the language outlined in this section shall be made immediately enforceable.

1. Payroll Deduction of Fair Share Fee - The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Association, a fair share fee for the Association's representation of such non-members during the term of this Contract. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.

2. Notification of the Amount of Fair Share Fee - Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 of each year during the term of this Contract for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

3. Schedule of Fair Share Fee Deductions

   a. All Fair Share Fee Payers - Payroll deduction of such fair share fees shall begin at the second payroll period in January except that no fair share fee deductions shall be made for bargaining unit members employed after December 31 until the second paycheck, which period shall be the required probationary period of newly-employed bargaining unit members.

   b. Upon Termination of Membership During the Membership Year - The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction.

4. Transmittal of Deductions - The Board further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.

5. Procedure for Rebate - The Association represents to the Board that an internal rebate procedure has been established in accordance with ORC §4117.09(C) and that a procedure for challenging the amount of the representation fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.

6. Entitlement to Rebate - Upon timely demand, non-members may apply to the Association for an advance reduction rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

7. Indemnification of Employer - The Association, on behalf of itself and the OEA and NEA, agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:

   a. The Board shall give a ten (10) day written notice of any claim made or action filed against the employer by a non-member for which indemnification may be claimed;

   b. The Association shall reserve the right to designate counsel to represent and defend the employer;

   c. The Board agrees to (1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, (2) permit the Association or its affiliates to intervene as a party if it so desires, and/or (3) to not oppose the Association or its affiliates' application to file briefs amicus curiae in the action;

   d. The Board acted in good faith compliance with the fair share fee provision of

this agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or misapplies such fair share fee provision herein.

ARTICLE VI - ASSOCIATION/ADMINISTRATION COMMITTEE

6.01 Labor/Management Committee (LMC)

A. The Superintendent or his/her designee(s) shall meet quarterly in a regularly scheduled meeting during a PD/In-Service Day with the President of the Association and his/her designees to discuss and make decisions on items of mutual interest and concern. The purpose of this committee is to maintain open lines of communication.

B. In addition to the Superintendent and Association President, the committee will consist of up to seven (7) appointed by the Superintendent and up to seven (7) members appointed by the Association President.

C. The committee will be co-chaired by the Superintendent and Association President.

6.02 Building Leadership Team (BLT)

A. The purpose of the Building Leadership Team (BLT) is to provide collaborative leadership at each building and function to ensure that the administrator(s) and members in the building work together to communicate and resolve issues at the building level.

B. The makeup of the committee will include the District Leadership Team (DLT) appointees, the building administrator(s) and will be open to any other member interested in participation.

C. The BLT will meet at least 5 times/year. Meetings will be immediately after school unless another agreed-upon time can be found.

6.03 District Leadership Team (DLT)

A. The Superintendent or his/her designee shall meet in a regularly scheduled meetings with the District team leaders and building principals to discuss and make decisions on educational direction and curriculum. The purpose of this committee is to foster educational growth, encourage best practices, and develop, coordinate and implement District educational goals.

B. District team leaders will be chosen by the Superintendent or his designee, building principals(s), and the Association President through an application process.

C. Leaders will be chosen yearly with no automatic renewal of Contracts. When multiple applicants apply within the same area, consideration may be given to prior service in order to promote a rotation of membership when possible.

D. District Leadership Team (DLT) shall consist of representation from the following areas:

1. Language Arts – High School
2. Social Studies - High School
3. Math - High School
4. Science - High School
5. Language Arts – Junior High School
6. Social Studies – Junior High School
7. Math – Junior High School
8. Science - Junior High School
9. Grade Level 6 - Intermediate
10. Grade Level 5 – Intermediate
11. Grade Level 4 – Intermediate
12. Grade Level 3 – Primary
13. Grade Level 2 – Primary
14. Grade Level 1 – Primary
15. Grade Level K - Primary
16. Exceptional Learners K-5
17. Exceptional Learners 7-12
18. Unified Arts K-6
19. Unified Arts 7-12
20. Career Technologies 7-12
21. Special Education – K-6
22. Special Education – 7-12
23. School Counselor – K-6
24. School Counselor – 7-12

Two members of the DLT shall serve as Co-Chairs, with one representing grades K-6 and one representing grades 7-12. Co-Chairs shall be selected from the approved DLT members. Members interested in serving as Co-Chair may indicate their interest during the application process. The Superintendent or designee and the Association President shall make the final selection.

E. Team Leaders shall also serve on their respective Building Leadership Team(BLT).

F. The DLT shall primarily function as two subgroups K-6 and 7-12. These groups shall meet monthly immediately following the school day. In addition, all DLT members shall attend no more than three (3) extended meetings each year: one prior to the start of the school year and one near the midpoint of the school year. Dates and times shall be determined by the Superintendent or designee and the Association President. Members shall be notified at least one month prior to these meetings.

G. DLT members shall be compensated at level eight (8) as reflected on the Supplement Schedule located in the Appendix of the CBA. DLT C0-Chairs shall be compensated an additional two hundred dollars ($200) annually.

6.04 Finance Committee

The Board and Association shall form a Finance Committee upon which three (3) individuals shall be appointed by the Association and three (3) individuals shall be appointed by the Treasurer. The Budget Committee shall be involved in the school budget process and make recommendations to the Treasurer.

6.05 Positive Behavior Intervention Supports Committee (PBIS)

The Board and the Association shall form a PBIS Committee at the District and building levels to progress monitor positive behavior intervention supports established at the District and building levels. The PBIS Committee shall make progress reports to the District LMC and building levels and make recommendations on professional learning for members.

The District Committee shall be comprised of one (1) member from grades K-3, 4-6, 7-8 and 9-12 appointed by the president of the Association.

At the grade level, the PBIS Committee shall consist of the assigned principal, or designee, and a minimum of two (2) members of the bargaining unit selected by grade level staff. The PBIS Committee shall meet quarterly. The grade level team will work with staff to create strategies to create a building environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

Members of the District and grade level teams shall participate in a certified PBIS training. Members of the District and grade level teams will be compensated one thousand ($1,000) each for implementing the PBIS framework.

6.06 Other District Committees

All Association members of selective District/building committees, excluding hiring committees, will be appointed by the Association President and appropriate administrator. (For example: Instructional Leadership Team (ILT) members will be appointed by the building principal and Association President, District-wide committee members will be appointed by the Superintendent or Assistant Superintendent and the Association President.)

All other District Association/administration committees will be co-chaired by one administrator appointed by the Superintendent and one Association member appointed by the Association President.

6.07 No Reprisals

No reprisals of any kind shall be taken against any member for participating in the activities of the Labor/Management Committee or any other District/building committees.

6.08 Supplemental Committee

Supplemental Committee consisting of no more than six(6) representatives shall be formed. The Association President shall appoint four (4) members to the Supplemental Committee The Supplemental Committee will develop a philosophy for the Carlisle

supplemental programs. The committee will compare the District's list of supplementals and the supplemental pay schedule to comparable school districts, and those employees who hold a supplemental will be surveyed to acquire information about their job requirements. The committee shall also review supplemental positions for considerations for recommendations that may include but are not limited to the addition, elimination or revisions of existing supplemental positions. Any consensus recommendations of the committee shall be presented to the Association and Board in writing.

ARTICLE VII – INDIVIDUAL RIGHTS

7.01 Evaluation

The following procedures define the evaluation process for all members of the bargaining unit whose assignment qualifies them for the Ohio Teachers Evaluation System (OTES) and Ohio School Counselor Evaluation System (OSCES). Additionally, the following procedure shall also be used for evaluation of nurses and speech pathologists with the exception of any requirements related to student growth measures.

A. Purpose

The purpose of teacher evaluation is to promote a commitment to instructional improvement and include a co-operative/collaborative effort of the teacher and administrators.

B. Evaluation Cycle

1. Members shall be evaluated annually in two (2) evaluation cycles. Exceptions shall be:

   a. A teacher who is on a leave of absence for more than fifty percent (50%) of the school year.

   b. A teacher who submits his/her resignation or notice of retirement by November 1st and such retirement is approved by the Board by December 1st.

2. Each cycle will include a minimum of one (1) formal observation, for a total of two (2) overall observations.

3. A member on a limited contract due to expire or an extended limited contract shall be evaluated with a minimum of three (3) formal observations, in order to be subject to a nonrenewal.

4. A member whose final evaluation rating is Skilled will be evaluated every other year.

5. A member whose final evaluation rating is Accomplished will be evaluated every third year.

C. Evaluators

1. The evaluators shall be the principals and assistant principals employed by the Board who have obtained the appropriate credentials required by the Ohio Department of Education. However, the Superintendent or his/her professionally credentialed employee/administrator, supervisor designee may participate in the evaluation process.

2. A member who is assigned to more than one building shall be evaluated by the principal in the building that he/she teaches the majority of the day. Evidence presented by the other principal shall be considered by the evaluating principal.

D. Procedures

1. Each formal evaluation cycle shall consist of:

   a. A pre-observation conference;

   b. A classroom observation of at least thirty (30) minutes or more in duration;

   c. A post-observation conference to discuss the observation;

   d. A minimum of one (1) walkthrough.

2. Each member shall be evaluated at least twice during the school year. The first evaluation shall be completed prior to December 15 and the member being evaluated shall receive the written evaluation no later than December 20. The second evaluation shall be conducted and completed by May 1 and the member being evaluated shall receive the written evaluation no later than May 10.

   For those members requiring a third observation, said observation shall occur after December 15.

3. The member shall be provided a written report of the evidence observed during the walkthrough. Upon request of either the member or the evaluator, a meeting shall occur after the walkthrough to discuss the observation.

4. Within ten (10) working days after a formal observation, the post-observation conference between the member and building administrator/evaluator shall be held. The member and evaluator may agree to extend the conference timeframe due to extenuating circumstances.

   a. At each conference, the building administrator/evaluator shall review the observation noting outstanding performance and/or areas needing improvement. The principal/evaluator shall provide a copy of the rubric containing evidence observed/obtained to support his/her observations/ratings.

   b. In addition, if the building administrator/evaluator observes an area(s) that needs improvement, he/she shall develop a professional improvement plan in accordance with state requirements. The building administrator/evaluator and

member shall agree to a time schedule to assess progress in the area(s) needing improvement. Said time schedule shall allow a reasonable amount of time before an assessment on progress is made.

c. The member shall receive a written copy of the summative evaluation form at the final post-observation conference. Both the member and the evaluator shall sign and date the evaluation. The member, by affixing his/her signature to the evaluation indicates only that he/she has received and read the evaluation and that it does not necessarily indicate that he/she agrees with the evaluation and comments.

E. Off-Cycle Observations

In years when the member is not subject to the formal evaluation because he/she has received an evaluation rating of Accomplished or Skilled, he/she will be subject to an off-cycle observation. The principal shall conduct one (1) off-cycle observation of at least thirty (30) minutes. A post-observation conference shall be held within ten (10) workdays and the completed Off-Cycle Observation Report shall be discussed.

F. Professional Growth Plan

1. Professional Growth Plans must be submitted by September 15th of each year.

G. Professional Improvement Plan

Professional Improvement Plans must be completed by September 15th of each year when a member receives a final summative evaluation of ineffective.

H. General Provisions

1. If requested, an Association representative may attend any evaluation conferences.

2. The evaluation procedure will be uniformly applied in all buildings.

3. The completed evaluation forms (Appendices B-D) shall be placed in the member's personnel file. The member may attach his/her response to the evaluation.

4. In the event a member's evaluation is involved in a grievance which proceeds to arbitration, the arbitrator shall have the authority to address procedural errors but be without authority to substitute his/her judgement for that of the building administrator/evaluator.

5. The parties agree that should litigation and/or legislation amend and/or appeal any requirement or provision related to the member's evaluation, the Evaluation Committee shall review said changes and recommend what adjustments, if any, need to be made to the evaluation procedures defined in this Article. Any alterations to this Article shall require approval/ratification from the Board and the Association membership. Upon approval/ratification, the parties shall enter into a written amendment to the contract.

I. District Evaluation Committee

The current District Evaluation Committee, which consists of representatives from both the Association and the Board, will reconvene when necessary to review OTES and/or OSCES processes.

J. High Quality Student Data

1. The District High Quality Student Data Committee shall consist of the following:

   a. Two (2) High School members appointed by the Association Co-Presidents;

   b. Two (2) Middle School members appointed by the Association Co-Presidents;

   c. Two (2) Elementary School members (one from each building) appointed by the Association Co-Presidents, and;

   d. Two (2) administrators, appointed by the Superintendent.

   Each member of the committee shall serve two (2) years which shall be staggered to establish and maintain consistency

2. Each year, the committee shall select a chairperson and a recording secretary.

K. Student Growth Measures

1. High Quality Student Data, as required by Ohio law and OTES, may be included in a teacher's evaluation. In the spring of each year the evaluation committee will review the use of high-quality student data in evaluations, the measures used, and recommend changes for the following school year.

   High Quality Student Data Components of the OTES 2.0 Rubric shall not be given additional weight in determining holistic evaluation ratings, or shall those components be used as a basis for employment decisions, including but not limited to, tenure consideration, nonrenewal, termination, and reduction in force.

2. The district evaluation committee shall be responsible for monitoring the implementation of student assessments and other issues that may arise regarding high quality student data.

L. High Quality Student Data Errors

If a teacher believes the final rating of the teacher on the annual evaluation has been lowered due to a high-quality student data component, he/she will request a meeting with the curriculum director. The teacher and curriculum director will investigate and work together to rectify the rating if possible.

7.02 Individual Contract Sequence

A. Upon initial employment, a member shall be issued a one (1) year limited contract.

B. Upon successful completion of the one (1) year limited contract, a member shall be issued a second one (1) year limited contract.

C. Upon successful completion of the second one (1) year limited contract, a member shall be issued a two (2) year limited contract. Until such time as the member receives continuing contract status, each subsequent contract issued shall be a two (2) year limited contract.

7.03 Member Protection

A. Assault Leave

1. An employee who has been physically assaulted shall make an immediate oral report to the principal or designee. The employee shall make a complete written report of the incident to the principal as soon as physically able to do so.

2. The principal shall give a full report to the Superintendent who shall determine if any public authority should be contacted by the District and/or if proceedings should be initiated by the District again the assailant. Nothing in this section prohibits the employee from personally initiating legal action; provided, however, prior to doing so the Superintendent must be notified.

3. If court action results from action taken by the Superintendent (as opposed to civil action taken by the employee for his/her own benefit) the employee shall be granted leave of absence with no loss of pay for the days in court or consultation as may be requested by Board counsel, the County Prosecutor, the Court, or law enforcement officers.

4. Any employee who is disabled and unable to perform his/her duties due to an assault upon the employee as certified by the employee's attending physician to the Superintendent, in writing, shall receive leave up to a maximum of twenty (20) regularly scheduled workdays (not inclusive of calamity days). Upon request from the Superintendent, the employee may be required to be examined by a Board-designated physician to verify such disability.

5. In the even the employee's physician and the selected physician selected by the Superintendent do not agree on any matter, they shall jointly refer the matter to a third physician mutually acceptable to such physicians who shall consider the reports of the two physicians, examine the employee, if necessary, and determine the matter at issue. The determination of this third physician shall be bind on all concerned and is not subject to further appeal.
The employee is responsible for all expenses incurred from his/her physician.
The Board is responsible for all expenses incurred from the physician selected by the Superintendent and for the cost of the third physician.

B. Complaint Procedure

1. If a parent or other member of the public has a formal, written and signed complaint against a member, the following procedure shall be followed:

   At each step of the complaint procedure, the member shall be entitled to CTA representation. Additionally, each step of the complaint procedure shall be scheduled at a time when all parties are available to be present for the duration of the meeting. The administration shall notify the member of all people who will be in attendance at the meeting. If any party to the procedure has to leave a meeting at any step of the complaint procedure, then the meeting shall be rescheduled for a time when all parties are present.

   a. It is the responsibility of the building principal to discuss all complaints directed to him/her. Complaints made directly to Board members or the Superintendent's office will be referred to the appropriate building principal. Upon receiving a written signed complaint, the principal, shall require the complainant to meet with the member. The member may choose to meet with the complainant alone or to have an administrator present. If the complainant refuses to meet with the member, then the principal shall serve as facilitator and attend the meeting between the member and the parent. If the parent refuses to meet with the principal and member, then any/all record of the complaint shall not be placed in the member's Personnel File.

   b. If the complainant has met individually with the member and is not satisfied with the results of that meeting, the complainant shall meet with the member and building principal. The principal shall facilitate the meeting. If the complainant refuses to meet with the member and principal, then any record of the complaint shall not be placed in the member's Personnel File.

   c. If the complainant is not satisfied with the results at the principal's level, the complaint shall be directed to the Superintendent. The Superintendent shall schedule a meeting with the complainant, member, and the principal. If the complainant refuses to meet with the member, then any record of the complaint shall not be placed in the member's Personnel File.

   e. If, after the above steps have been followed, and the complaint has not been resolved to the satisfaction of the complainant, then the Board shall hear the complaint. Such hearing shall be held in executive session with the complainant, member, principal, and Superintendent present. If the complainant refuses to meet with the member, then any record of the complaint shall not be placed in the member's Personnel File.

2. If, after following the above procedures, a written reprimand is issued, then the member shall be given the opportunity to present any rebuttal documentation and have same attached to the written reprimand and/or meet with the Superintendent.

7.04 Resident Educator / Mentor Program

A. The District will utilize a structured mentor program to provide support to both Resident Educator and experienced teachers new to the district or assignment.

B. Definitions

1. Mentoring Committee

The Mentoring Committee will consist of the Lead Mentor, the Assistant Superintendent or designee, a building principal, and an experienced Mentor teacher.

2. Lead Mentor

The Lead Mentor will be an experienced teacher, who has previously served as Mentor in the Carlisle District. The Lead Mentor position will go through the posting process. Candidates will be selected using the criteria of teaching experience, mentoring experience, and organizational skills.

3. Entry Year Teacher

a. Resident Educator 1 or Resident Educator 2

A teacher who is in the first two (2) years of employment under a two (2) year Resident Educator license or an alternative Resident Educator license of any type or a one-year out-of-state educator license from the Ohio Department of Education.

b. Resident Educator Mentor Teacher

A teacher who will provide formative assistance to Resident Educator 1 or a Resident Educator 2 for a period of one (1) year at a pay rate of Level 7 on the Supplemental Pay Scale.

4. Experienced Teachers

a. Licensed Experienced Teacher A

A licensed, experienced teacher who is new to the District and who will be provided assistance by a Mentor A Teacher for a period of one (1) school semester.

b. Mentor A Teacher

A teacher who will provide formative assistance to a Licensed, Experienced Teacher new to the District for a period of one (1) semester at a pay rate of 0.50 x Level 7 on the Supplemental Pay Scale.

c. Licensed Experienced Teacher B

An experienced teacher who is not new to the District, but who is new to a grade level, subject area, or building for a period of one (1) grading period.

d. Mentor B Teacher

An experienced teacher who will assist a Licensed Experienced Teacher B in the orientation to the policies, procedures, curriculum and instructional resources of the new assignment for a period of one (1) grading period at a pay rate of 0.25 x Level 7 on the Supplemental Pay Scale.

NOTE: Either the principal or the teacher changing assignment can make the request to participate in the Teacher Changing Assignment Mentoring Program.

Roles and Responsibilities

1. Warren County Educational Service Center personnel will provide workshops and training for the mentor teacher(s) for the District as needed.

2. The District shall provide the cost and release time for mentors to attend related workshops and training.

3. The District will provide all materials required for the training and mentoring program.

4. The Lead Mentor will coordinate and monitor the Resident Educator/ Mentor Program.

5. The Mentor will maintain a log of specific meetings held with the Resident Educator or Licensed Experienced Teacher assigned to him/her. The log will contain the date and time of meetings and areas of discussion of the meeting. This log is only a record of facts, and shall only be used to determine if the supplemental contract has been fulfilled.

6. The principal will provide release time to facilitate program-specified observations by the Mentor and/or the Resident Educator.

7. The Mentoring Committee will develop and/or revise the program if needed, support and problem-solve the efforts of Mentors/Resident Educator or Licensed Experienced Teacher, and evaluate the program at the end of each year from the feedback provided by Mentors, Resident Educator and Licensed Experienced Teacher.

8. Job descriptions will be adopted by the Board to further outline duties.

Criteria for Mentor Teachers

1. Those teachers interested in this posted position must have a minimum of five (5) years teaching experience with at least three (3) of those years in the District.

2. The Mentor should be in the building where the Resident Educator is assigned and, when possible, have certification appropriate to the Resident Educator assignment.

3. Mentors will agree to be trained. Resident Educator Mentors and Resident Educator Facilitator will be State trained no later than the end of the first grading period of the school year of the assignment.

Selection and Placement

1. Openings for Mentor and Lead Mentor positions shall be posted as per the provisions of this Contract.

2. During the school year and in the months of June and July, Mentor positions will be posted as new teachers are hired, rather than all at once.

3. Near the end of each school year, the Superintendent's office will notify teachers of the potential need for Mentors and allow any teacher who is interested in being a Mentor to indicate his/her interest.

4. The Superintendent's office will keep the Lead Mentor informed of teaching openings so he/she will be aware of possible Mentor openings.

5. Mentors will be selected by the building principal in collaboration with the Lead Mentor.

6. Items to be considered in the selection of Mentors are: the grade level and/or subject area of both Mentor and new hire; the certification/license areas of the Mentor; building assignment of both Mentor and new hire; and experiences of the Mentor. These are items to be considered, but may not be the sole area of consideration.

7. Resident Educator Mentors may serve only one Resident Educator 1 or Resident Educator 2 per year; Mentor A and Mentor B may serve up to four (4) Licensed Experienced Teachers per year as long as they are within the same building.

8. Because Resident Educator Mentor/Facilitator and Mentor A need to be involved in the New Teacher Orientation Program before school starts, last-minute August Mentor selections will be made as quickly as possible to give the Mentor reasonable advance notice of the need to work with his/her new teacher on the workday before school starts.

9. Mentors will be chosen yearly, with no automatic renewal of Contracts.

Compensation

1. The Mentor shall be given a supplemental Contract and paid accordingly.

2. The Mentor will receive a certificate of completion of the Resident Educator/Mentor Program which can be applied to LPDC requirements.

3. The Resident Educators and Experienced Licensed Teachers will receive a certificate of completion of the Resident Educator/Mentor Program which can be applied to LPDC requirements.

7.05 Nonrenewal

The procedures and notice requirements set forth in ORC §3319.11 shall be followed in connection with the nonrenewal of a member employed under a limited Contract.

The limited Contract of a member employed by the Board in a teaching position for seven (7) complete years or more may not be non-renewed except for immorality; for willful and persistent violations of reasonable regulations of the Board; for inefficiency based on evaluations; or for other good and just cause.

7.06 Part-Time Member Benefits

A. Part-time members are entitled to all rights and benefits and shall be required to perform all required duties of full-time members except as set forth below.

B. The following benefits and required duties will be calculated at the percentage of the instructional day worked by the part-time member at the school to which the member is assigned: salary; planning/conference time; parent-conference time; in-service time; and teacher meetings.

C. If a part-time member's instructional assignment spans the scheduled lunch period, he/she shall be entitled to a 30-minute duty-free lunch.

D. Part-time members who attend parent-conferences, in-service activities, and/or teacher meetings beyond their part-time hours shall be paid for any extra time at their per diem rate of pay.

E. Part-time health insurance benefits are set forth in Section 11.04 B of the Contract.

F. Job sharing members will be treated in all respects as part-time members. However, if one or both members elect to return to full time status, he/she/they may request voluntary transfer to vacant positions. If one member elects to return to full time status and the other member elects to continue in a job share, the latter may propose to the administration the name of another member who would like to job share with him/her. If no member elects to job share with the member electing to remain in a job share, the position will be posted as a part-time position. If no suitable candidate can be found to job share with the member electing to remain in a job share, the member may be involuntarily transferred to a full-time position.

7.07 Peer Coaching

A. Any teacher with deficiencies identified through the evaluation process or any teacher who has been placed on a full cycle evaluation may request to be assigned a peer coach, and a peer coach shall be assigned to the teacher from a list of members who request to serve as a peer coach and who qualify under the criteria set forth below.

B. Criteria for Peer Coaches

1. Teachers interested in serving as a Peer Coach must have a minimum of three (3) years teaching experience with at least two (2) of those years in the District.

2. Peer Coaches should be Pathwise trained.

3. Teachers interested in serving as Peer Coaches must provide written notification to their supervisor of their desire to serve as a Peer Coach and their names will be placed on a District-wide list from which Peer Coaches will be selected for individuals requesting a Peer Coach.

4. Peer Coaches may request to have their names removed from the list of Peer Coaches by providing written notification to their supervisors.

C. Roles and Responsibilities

1. Warren County Educational Service Center personnel will provide workshops and training for peer coaches for the District as needed.

2. The District shall provide, as needed, the cost and release time for Peer Coaches to attend related workshops and training.

3. Peer Coaches will meet outside of school hours with individuals being coached for an average of one hour per week throughout the duration of the supplemental Contract.

4. Peer Coaches will maintain a log of specific meetings held with individuals being coached. The log will contain only the date and time of meetings. This log is only a record of fact and shall only be used to determine if the supplemental Contract has been fulfilled.

5. The principal will provide release time, as needed, to facilitate peer coaching observations by the Peer Coach and the individual being coached.

6. Peer Coaches will not participate in any informal or formal evaluations of individuals being coached, nor make any recommendations regarding the assignment or continued employment of individuals being coached. Neither shall the success or failure of individuals being coached reflect upon the evaluation of the Peer Coach. All interaction, written or oral, between the Peer Coach and an individual being coached shall be regarded as confidential and not provided for any evaluative purpose.

D. Selection of Peer Coach

1. Each year, by September 30, the Superintendent shall remind individuals that they may submit their names to their supervisors that they are interested in serving as Peer Coaches.

2. Peer Coaches will be selected by the supervisor in collaboration with the

person being coached.

E. Compensation

1. Peer Coaches shall be issued a supplemental Contract and shall be compensated accordingly.

2. Peer Coaches shall be paid 1/36th of Level 7 on the Supplemental Pay Scale for each week they serve as a Peer Coach.

7.08 Personnel Files

A. A member will be notified and given the opportunity to review and receive a copy of material concerning him/her prior to its placement in the Board's personnel file. The member shall sign said material, indicating he/she has seen it. If the member fails to sign the material, the principal shall note that fact on the material(s) and place it in the file. The signature of the member on the material does not indicate agreement with the content of the material, but indicates only that the material has been inspected by the member.

B. A member may reply in writing to any material in his/her file and said reply shall be included in the personnel file of that member.

C. A member may review a file, excluding pre-employment information, during the Superintendent's office normal working hours. If requested by the administrator, the review of the file shall be in the presence of the administrator or his/her designee.

D. A representative of the Association may, at the member's request, accompany said member in such a review.

E. A member will be entitled to copies of any material in his/her file.

F. Anonymous complaints will not be included in personnel files or made a matter of record.

G. Letters of merit, commendation and/or appreciation received by the administration shall be given to the member. Upon member's request, any official recognition award and/or commendation shall be placed in the member's file.

H. Nothing herein shall limit any rights a member may have pursuant to ORC Chapter 1347.

1. A member may grieve a written reprimand through Article IV, Grievance Procedure.

2. After two (2) years, upon the written request of a member, a written reprimand shall be removed from the personnel file and maintained in accordance with the Ohio Revised Code.

7.09 Reduction-in-Force

A. When the Board determines it is necessary to reduce the number of positions in the bargaining unit for declining enrollment in the District or a specific program, or for one of the other reasons listed in ORC §3319.17, or for financial reasons, the following procedures will be followed:

1. Reduction shall be made through attrition to the extent possible.

2. Reductions needed beyond the number resulting from attrition will be accomplished by suspension of limited Contracts in accordance with seniority in the areas of certification after consideration of the following:

   a. Bargaining Unit Members with a Summative rating of Ineffective shall have their contract suspended first.
   b. Bargaining Unit Members with a Summative rating of Developing shall have their contracts suspended only after all limited contracts of Bargaining Unit Members with Ineffective ratings have had their contracts suspended.
   c. Bargaining Unit Members with a Summative rating of Skilled or Accomplished shall have their contracts suspended only after all limited contracts of Bargaining Unit Members with Ineffective and Developing ratings have had their contracts suspended. Limited Contract Bargaining Unit Members with Skilled and Accomplished ratings shall be deemed to have comparable evaluations.

3. If further reductions are necessary, continuing Contracts shall be suspended in accordance with seniority in the areas of certification after consideration of the following:

   a. Bargaining Unit Members with a Summative rating of Ineffective shall have their contract suspended only after all limited contract Bargaining Unit Members have had their contracts suspended.
   b. Continuing Contract Bargaining Unit Members with a Summative rating of Developing shall have their contracts suspended only after all limited contracts of Bargaining Unit Members and Continuing Contract members with Ineffective ratings have had their contracts suspended.
   c. Continuing Contract Bargaining Unit Members with a Summative rating of Skilled or Accomplished shall have their contracts suspended only after all limited contracts of Bargaining Unit Members and all Continuing Contracts with Ineffective and Developing ratings have had their contracts suspended. Continuing Contract Bargaining Unit Members with Skilled and Accomplished ratings shall be deemed to have comparable evaluations.

4. Seniority for the purpose of this provision and in addition to that defined in Article II shall include all time on Board approved leaves of absence and all time that a member's Contract has been suspended pursuant to this Article, provided there is no break in employment.

B. Effect of Seniority

1. All members will be placed on a seniority list for each area of certification/licensure, and grade level and/or assignment. The Association shall be provided with a copy of the seniority list by October 1 of each school year and shall report any errors to the Treasurer's office by November 1. Any errors in the seniority list shall be brought to the attention of the Superintendent and corrected. Corrections shall be made with the Association President provided with a final and binding seniority list by November 30. The seniority list will be updated when a member furnishes satisfactory evidence of obtaining additional certification and/or changes Contract status. The Association President shall be provided with a copy of any such updates.

2. Reductions in any area of certification/licensure, grade level or assignment, whichever is applicable, shall be made from the bottom of the seniority list for each area of certification/licensure, grade level or assignment. A reduced member may displace a less senior member with the same certification/licensure who is assigned to a position for which the reduced member is certified / licensed to teach. Reductions will be made from the list of members holding limited Contracts before proceeding to the list of members holding continuing Contracts.

3. A member affected may elect to displace a less senior member in another area of certification if he/she currently holds the required certificate, with no limited Contract member displacing a continuing Contract member.

C. During implementation of RIF and recall, no reassignment, transfer or reclassification shall occur for the purpose of depriving a senior member with proper certification of the rights outlined in this Section.

D. Recall

The names of members whose Contracts are suspended as a result of a reduction in force will be placed on a recall list for up to twenty-four (24) months from the date of the reduction. Members on the recall list will have the following rights:

1. No new members will be employed by the Board while there are members on the recall list who are certified for the vacancy. In addition, no transfer shall be made that prevents the recall of a member on layoff status.

2. Members on the recall list will be recalled in order of seniority by Contract status for vacancies in area for which they are certificated.

3. If a vacancy occurs, the Board will send an announcement by certified mail to the last known address of all members on the recall list certified for the vacancy. It is the member's responsibility to keep the Board informed of his/her current address. All members are required to respond in writing to the notice of vacancy within fifteen (15) calendar days, excluding Saturdays, Sundays and holidays, or within five (5) calendar days if the notice is delivered within twenty (20) calendar days prior to the start of the school year. The most senior of those responding will be given the vacant position. Any member who fails to respond to the notice of vacancy shall be removed from the list.

4. A member on the recall list will, upon acceptance of the notification to resume a

position, return to active employment status with the same seniority as defined earlier in this Section. A member shall not be given credit on the salary schedule for time spent on the recall list.

5. If a member refuses an offered position or accepts a full-time teaching position in another district (not including a long-term substitute/temporary assignment), his/her name shall be removed from the list. Members will not be required to accept a position for which he/she is not certified.

E. Notification of Recall

1. In the event that prior to the end of a school year, the Board is considering implementing a reduction in force to be effective at the start of the succeeding school year, the Association shall be notified in writing by May 1 that such a reduction in force is being considered. The notice to the Association shall include the reasons for the reduction in force, the anticipated number of affected positions and the names of the members who could potentially be affected by the reduction in force.

2. In the event a reduction in force/layoff occurs, members to be laid off shall be given written notice of the layoff at least thirty (30) days in advance of the effective date of the reduction in force.

F. A member on layoff shall be permitted to remain on Board provided insurance plans, provided he/she pay 100% of the cost of the premiums for said insurance to the Treasurer in advance each month for the length he/she is on the recall list.

G. It is the member's responsibility to provide and maintain valid teaching certificates for the personnel files.

7.10 Tenure Timeline

A. The Board shall consider in May, on an individual basis, the issuance of a continuing contract for those members who are eligible. In order to be considered in May for a continuing contract, a member must notify the superintendent by October 1 that the member has met the requirements to be eligible for a continuing contract. Failure of the member to provide this timely notification shall result in the member receiving a one-year limited teaching contract.

B. A member who has met all qualifications and contractual notification requirements for a continuing contract, but have not corrected the deficiencies during the evaluation process shall be notified of these continued deficiencies in writing by the Superintendent as confirmed by the Board on or before May 15th. The member may be placed on an extended limited contract not to exceed three (3) years. If the member is re-employed at the end of the extended limited contract, he/she may be given a continuing contract or a one-year limited contract. This provision shall supersede and replace the process for providing an extended limited contract pursuant to Ohio Revised Code Section 3319.08, 3319.11 and 3319.111.

7.11 Vacancies and Transfers

A. Vacancies

A vacancy is defined as an open position for which a member may be certified/qualified due to a resignation, retirement, nonrenewal, termination, transfer, death or creation of a new position.

B. Posting

1. When vacancies are known, a notice shall be emailed to all members and posted in the lounge in each building for five (5) days prior to outside posting to the public.

2. The Association recognizes that when a vacancy occurs between July 11 and July 31, it may be difficult to fill. Therefore, the Association agrees to waive the five (5) day internal posting period and permit the Board to post such a vacancy concurrently internally and to the public.

3. Vacancies after August 1 as a result of a resignation shall not be posted. However, members with a request on file, in accordance to 7.10 C 2, shall be considered for the position.

4. The Association recognizes that when a vacancy occurs during the school year it may be difficult to fill from within the District without undue disruption to the existing instructional program. Therefore, a vacancy occurring after the start of a school year shall be filled on a temporary basis until the end of the school year. Persons employed on such vacancies shall have their contracts expire upon operation of law at the conclusion of the school year. If considered as a vacancy the position shall then be posted in the month of May in accordance with 1. above.

C. Voluntary Transfer

1. A voluntary transfer is when a member makes a written request for a change in a grade level, department, course or building assignment.

2. A member may request a voluntary transfer in response to: (1) a posting; (2) the Superintendent's annual letter of intent.

3. The Superintendent will review transfer requests and shall make his/her decisions based on the following:

    a. The member's seniority with the District.
    b. The member's qualifications and certifications.
    c. The balance of staff's experience and training.

4. If a member's request for a voluntary transfer is denied, he/she will be provided written reasons for said denial. If requested, the Superintendent shall meet with the member to discuss the reasons.

D. Involuntary Transfer

1. An involuntary transfer is when the administration initiates a change in grade level, department, course or building assignment.

2. Prior to an involuntary transfer, a member will meet with the Association President as well as the Superintendent or his/her designee and be provided the reason for said transfer. Reasons for the transfer shall be provided in writing to all affected members.

3. Involuntary transfers shall be avoided whenever possible. When an involuntary transfer must be made, the Superintendent will select the member to be transferred based upon the following:

   a. The member's seniority with the District
   b. The member's qualifications and certifications
   c. The balance of staff experience and training
   d. Pedagogical needs of the District.

4. Where all factors in making an involuntary transfer are deemed equal, the Superintendent shall transfer the person with the least District seniority within the grade level or department affected.

5. A member and Association President shall be informed at least thirty (30) days before he/she is required to assume a position to which he/she has been involuntarily transferred. An exception to the thirty (30) days' notice may be unforeseen exigent circumstances.

6. Upon request of the transferred member or the receiving Principal, a conference between the member and the principal will be held to discuss the new assignment.

7. If an involuntary transfer occurs, the member will be compensated at their per diem rate for one day.

8. If an involuntary transfer involves a grade level/subject matter or a transfer within two (2) weeks of the first teacher workday, the teacher will be compensated at their per diem rate for two (2) days.

9. A Bargaining Unit Member shall not be Involuntarily Transferred in consecutive school years.

7.12 Corrective Action Procedures

A. The Board's right to manage, direct and control the operations of the District includes the right to discipline employees for just cause. The principles of Progressive Discipline beginning with verbal warnings, followed by written reprimands, suspensions without pay, termination or such other appropriate action as may be warranted given the nature of the misconduct involved shall be appropriately applied. Discipline consequences may be accelerated based on the severity/seriousness of the conduct of the employee.

B. Employees may request the presence of a Union Representative of their choice at any investigatory interview conducted by the Board of Education if the employee reasonably believes that such interview might result in disciplinary action. The Board shall advise any employees facing disciplinary action of their rights to have a Union representative present.

C. Except in. situations of serious misconduct warranting immediate suspension or termination, the discipline of employees will ordinarily be administered in accordance with the principles of progressive discipline. In all cases of discipline, employees will be given written notice of such and will be informed that the notice will be made part of their personnel files. Employees who receive such notices shall have the right to file a response or objection to the disciplinary action. The response or objection shall be placed in the employee's personnel file.

D. Any dispute arising from the discipline, demotion, or suspension of an employee shall be processed under the Agreement's grievance procedure. Teacher contracts shall be terminated in accordance with R.C. 3319. Verbal and written reprimands may not be advanced to the arbitration level of the grievance process.

ARTICLE VIII – WORKING CONDITIONS

8.01 Accident Reports

A. In the case of accidents involving students under a member's supervision, an accident report shall be filed no later than the end of the next school day that the member had knowledge of the incident.

B. Accident reports shall be in writing and shall be provided to the member's immediate supervisor.

C. The member shall have the right to representation in any meeting involving representatives of the District or the insurance company.

8.02 Bus Supervision

A. Bus supervision will be equitably assigned among members.

B. It is understood that high school members assigned to bus supervision during dismissal will only be required to supervise students and to monitor students exiting from the parking lot until buses have departed.

C. It is also understood that members will not be required to go outside during inclement weather such as rain, snow, extreme cold, etc.

D. In circumstances where a member is detained and cannot perform assigned bus supervision, he/she will notify the administration as soon as possible. Prudent judgment will prevail relative to the infrequent absence of the member.

8.03 Class Size

A. Elementary students shall be evenly assigned to classes/members throughout the grade level. IEP students will be clustered in regular classrooms with the addition of an Intervention Specialist, but may not exceed one third (1/3) of the total. If a regular education student moves out of an inclusion class after September 30, classes do not need to be rebalanced by reassigning current students. In addition, the special needs students will be weighted in calculating class size using the following guidelines, unless there is an intervention Specialist and/or Aide as prescribed by the IEP available to assist in the classroom. (These weights are category 1 +.3; category 2 +.4; category 3 +1.8; category 4 +2.3; category 5 +3.1; and category 6 +4.7.) These inclusion classrooms should equitably rotate between grade level teachers. The building administrator will be responsible for determining the two-year rotation if no consensus is reached.

B. Special education workloads will be equitably distributed throughout the District.

C. Class sizes will be maintained at no more than twenty (20) in grades K-2, no more than twenty-five (25) in grades 3-4, Grades 5-6 will be calculated at an average of 25 students. Teachers with class size exceeding these limits will be provided fifteen (15) minutes per week additional plan time for each student over the limit.

D. Elementary art, music, and physical education class size will be maintained at the appropriate K-6 level (as in 8.03).

E. In assigning students to classes, gifted and IEP students will not be clustered in the same class.

8.04 Collection of Fees

Members will not be responsible for collecting fees.

8.05 Delivery of Services

Development of lessons, assessment of student learning, instruction, and/or direct supervision of instruction shall be provided by an appropriately certified staff member(s). An aide may assist in instruction with appropriate supervision.

8.06 Grades

No grade given to a student by a member shall be changed by any administrator without prior consultation with the member.

8.07 Handbooks

The principal will provide each teacher assigned to his/her building with a handbook at the beginning of each year.

8.08 Internal Substitution

1. A reasonable effort shall be made to provide substitutes in the absence of a member.

2. Any member required by the principal to substitute for another member during the first

member's planning period shall be paid for said substitution at the rate of the Step 0, BA column on the salary schedule, divided by the number of days in a member's contractual year, divided by 7.

3. A member assigned to a title or special education position may be reassigned from his/her regular teaching assignment to substitute for an absent member when a substitute teacher cannot be obtained. This reassignment shall be limited to one (1) time in any given week.

4. When a substitute is hired, and their schedule provides for a planning period, said substitute will be assigned to cover another class rather than assign a member to an internal substitution.

8.09 Job Descriptions

A. If job descriptions are written or amended, the Association shall have the opportunity to discuss the same with the Superintendent prior to adoption.

B. Copies of all job descriptions shall be maintained in each building library.

8.10 Liability Claims

A. In a liability claim against a member, a member shall be provided the opportunity to have representation in any meeting involving a plaintiff, plaintiff's attorney, liability company and/or administration.

B. The District shall share with the affected member all information relative to a liability claim.

8.11 Medical Examination

A. If a member is required to take a medical examination at the request of the Board by a doctor designated by the Board, the Board will pay the cost of said examination.

B. The member will authorize the doctor to release a medical report to the Board. The Board has no responsibility to pay for the medical exam if the member refuses to authorize the release of the medical information to the Board.

8.12 Medication

Unless the member agrees to do so, members shall not be required to administer medication to any student except on field trips and extracurricular activities, nor shall members be required to perform medical procedures.

8.13 Planning and Conference Time

A. Each member (grades 7-12) will be provided a planning and conference period each day equal to one class period in length.

B. Each member (grades K-6) shall be provided a minimum of two hundred (200) minutes of planning and conference time per five-day work week.

C. Every effort will be made to provide additional elementary planning/conference time through the use of library, reduction or elimination of duties, or open class periods. Every effort will be made to provide additional planning/conference time to secondary teachers with three or more individual preps through use of prime time, intervention, library, etc.

8.14 Pilot Programs

A. A pilot is an experimental educational initiative and/or program created within a single subject area or grade level. It is not a new course.

B. A pilot program position shall be posted as such and filled in accordance to 7.10 B and 7.10 C above.

C. If the pilot program is discontinued within two (2) school years following its implementation the member shall return to his/her former position held prior to the transfer into the pilot program.

D. If the program continues beyond two (2) school years of its implementation it will no longer be considered a pilot program and will be part of the District curriculum/program.

8.15 School Day

A. Except for Open House (not to exceed sixty (60) minutes in length), the school day shall be seven and one quarter (71/4) hours in length, including a 30-minute duty-free lunch.

B. Professional Development/In-Service Days

Five (5) additional PD/In-Service days will be included in the regular school year calendar. PD/In-Service Days may include but are not limited to professional development training, staff meetings, grade level or department meetings, curriculum development, data review, and assessment analysis, state-mandated training, technology training, and other district or building activities. Time may also be provided for individual or collaborative teacher work related to instructional planning, preparation. And professional responsibilities.

C. Teacher Work Days- Three Work Days will be scheduled as follows:

1. One (1) shall occur on the day immediately preceding the first day of school for students.
2. Two (2) shall occur at the end of each semester for students with one (1) on the first day following Winter Break and one (1) on the day following the students' final day of the school year. Both days shall occur prior to the deadline for grade submission.
3. Teacher Work Days shall occur on days when students are not in attendance.
4. The workday on a Teacher Work Day shall not exceed the contractual workday of seven (7) hours and fifteen (15) minutes, worked consecutively

and shall include a thirty minute a thirty (30) minute uninterrupted duty-free meal period. The work of bargaining unit members shall not be directed by administrators, and no administrative meetings shall be scheduled.

H. Each member shall receive thirty (30) consecutive minutes of duty-free time for a lunch period. Duty-free means the member may choose the location where this period will be spent.

I. IAT / IEP meetings shall be scheduled during the normal school day unless other arrangements are necessary to accommodate a parent or other outside required participant(s). The elementary buildings shall utilize rolling substitutes to cover teachers' classes during IAT / IEP meetings. Every effort will be made to schedule high school IAT / IEP meetings during prime time and middle school IAT / IEP meetings during team time. Rolling substitutes may be utilized at the high school and/or middle school.

Future schedules for school years will be determined by the Calendar Committee. Under normal circumstances, forty-eight (48) hours notice of meetings should be provided.

8.16 School Year

A. The school year shall be one hundred eighty-three (183) days. Within the one hundred eighty-three (183) day teacher school year one half-day shall be time provided to teachers to plan and/or collaborate. Teachers shall determine how this time shall be utilized. Contingent upon Ohio Department of Education's approval of waiver days, and/or the Board's approval of early release days, see attached Memorandum of Understanding for clarification of the definition of school year.

B. Should the Board determine to increase the number of days in the school year, unit members' salaries shall be increased on a basis which reflects the percentage increase of the number of days in the school year, (i.e., during the 1986-87 school year an increase of one (1) day shall increase the salary schedule by one, one hundred eighty-third (1/183).

The decision to add days shall be made no later than June 1 of the preceding school year.

8.17 Special Education

All parties are responsible for assuring compliance with federal law, the State's Operating Standards for Ohio's Schools Serving Children with Disabilities and the student's IEP.

Necessary professional assistance, professional development, and ongoing consultation services for all teachers instructing special education students shall be provided. Those aforementioned needs shall be determined using consensus through a meeting of the special education coordinator, building principal, special education teachers, and all other applicable teachers of record.

Ongoing training and collaboration time between special education teachers and regular education teachers shall be made available to help develop appropriate instructional and behavioral techniques. Those aforementioned needs shall be determined using consensus through a meeting of the special education coordinator, building principal, special education teachers, and all other applicable teachers of record.

The appropriate team in each building will develop an Individual Assistance team (IAT) process for students who may or may not need to be tested and/or placed into special education.

Special education teachers shall be given a minimum of two (2) days release time to write annual IEPs and alternative assessments. A staff member may request and the Superintendent may grant the request for additional release time. Special education teachers shall be allotted four (4) early release days during the month of May to meet and discuss student needs regarding a student's transition between preschool/primary, primary/intermediate, intermediate/middle school, and middle school/high school.

The Board shall adopt a District-wide policy regarding the restraint of students to be in place prior to the beginning of the 2009-2010 school year. The Board shall provide teachers a copy of the policy and training prior to the first student day at the beginning of the 2009–2010 school year. Teachers new to the District shall be provided the policy and trained prior to beginning full-time employment.

Carlisle Teachers Association, the Board, and Administration shall continue to work together to foster an environment that promotes growth and collaboration concerning all aspects of special education. No reprisal of any kind shall be taken by the Board or by any member of the Administration against any teacher who, in good faith, makes a complaint or voices concerns regarding special education, working conditions and/or safety.

The Director of Special Education Services shall able to evaluate bargaining unit members who consent to this provision.

8.18 Specialized Certification/License

As long as the Board offers individual art, music, and physical education, these classes will be taught by members having a separate certificate/license in the aforementioned areas.

8.19 Tobacco Free Environment

A. There will be no use of tobacco in any form (smoking, chewing, dipping) on school grounds or in school vehicles at any time.

B. The District will advise all potential employees prior to their employment, that the use of tobacco is not permissible on school grounds and in school vehicles.

8.20 Inclement Weather

All employees may be required to make up any calamity days beyond six (6) in a contract year. Thes make-up days may or may not involve the attendance of students. If make-up days are deemed necessary by the Superintendent, a make-up schedule will be developed by the Superintendent and communicated to Board and the Association.

In the event that teachers are required to report on a day that school is cancelled for students, teachers shall not be required to report until 10:00 a.m. and shall end their work day at 3:00 p.m. Teachers will not be required to report to work if there is a Level 2 or 3 snow emergency ordered in Warren County.

ARTICLE IX – LEAVES

9.01 Association Release Time

A. The Association shall be provided with a total of five (5) days of paid release time per school year.

B. The Association President or his/her designee may purchase up to two (2) days additional release time for Association business through the payment of his/her substitute's salary, plus any STRS payments.

9.02 Bereavement Leave

A. Members shall be entitled to bereavement leave which shall be calculated per incident. Members experiencing a loss of an individual defined in G3 of Article 9.09 shall be entitled to two (2) days of bereavement leave. Members experiencing a loss of an individual defined in G4 of Article 9.09 of this Master Agreement shall be entitled to one (1) day of bereavement leave.

B. Members shall be permitted to use bereavement leave consecutively with sick leave.

9.03 Child Care Leave

A. Child care leave up to two (2) semesters without pay shall be granted to a member for the care of a newborn infant or newly adopted child.

B. Additional semesters of leave may be granted at the sole discretion of the Board.

C. The member shall provide reasonable advance notice to the Superintendent of his/her intended date of commencing leave in order that a qualified replacement can be found.

D. Upon the return from leave, the member will be reinstated to a position within his/her area of certification. In no event shall child care leave extend a limited Contract past its termination date.

E. If agreeable by the insurance carrier, a member on leave may continue on the group insurance plan provided he/she has paid 100% of the premium due to the Treasurer in advance for each month.

9.04 Jury Duty

In the event a member is selected for jury duty or subpoenaed as a witness in a school related matter, the Board shall pay the member's regular compensation. The

remuneration received for serving as a juror, excluding transportation, meals and room, shall be returned to the Board Treasurer as soon as it is received.

9.05 Military Service

A. Any member who, subsequent to April 30, 1984, has left or leaves a position by resignation or otherwise and within forty (40) school days thereafter entered, or enters the armed services of the United States or the auxiliaries thereof, or such other services as are specified in ORC §143.22, and who has returned or returns from such service with a discharge other than dishonorable shall be reemployed by the Board, under the same type of Contract as that which he/she last held, if such member shall, within ninety (90) days after such discharge, apply to the Board for reemployment. Upon such application, such member shall be reemployed at the first of the next school semester, if such application is made not less than thirty (30) days prior to the first of such school semester, in which case such member shall be reemployed the first of the following school semester, unless the Board waives the requirement of such thirty (30) day period.

B. For the purpose of seniority and placement on the salary schedule years of absence in the service of the armed services of the United States or the auxiliaries thereof shall be counted as though teaching service had been performed during such time.

C. The Board may suspend the Contract of the member whose services become unnecessary by reason of the return of a member from service in the armed services or auxiliary thereof, in accordance with ORC §3319.17.

D. Members who are members of the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, or members of other reserve components of the armed forces of the United States shall be granted leave of absence from their respective duties in accordance with law.

9.06 Personal Leave

A. Unrestricted personal leave, not to exceed four (4) days per year and not to be cumulative, shall be granted members under the following stipulations:

1. Notification for personal leave shall be submitted via ESS to the building principal.

2. Not more than ten percent (10%) of the members in each building (ten percent 10%) grades Pre-K through 3, ten percent 10% grades 4-6, and ten percent (10%) in grades 7 through 8, and ten percent (10%) 9-12 shall be on personal leave at the same time. Bargaining unit members who are denied use of Personal Days will be notified within a period of one work day from their notification of intent to use Personal Leave. Exceptions for use of Personal Days above the 10% threshold may be allowed at the Superintendents discretion.

3. Request for personal leave will not be granted at either end of vacation time such as the Christmas Holidays, Thanksgiving or spring vacation under normal circumstances without approval of the Superintendent.

4. Request for Personal Leave will not be granted on consecutive workdays without

Superintendent approval.

B. The member may appeal to the Board in writing, through the Superintendent, for special consideration for the use of additional days of personal leave because of extreme hardship.

C. Personal days not used during the school year shall be converted to sick leave by July 1 without limitation. In cases of retirement, said conversion shall occur prior to the issuance of severance pay.

9.07 Professional Leave

A. The policy of the Board is to encourage members to participate actively in professional meetings and professional associations as it relates to their assignment.

B. Unrestricted professional development funds will be divided between the buildings based on number of professional staff members. Building principals will ensure that there is a reasonable balance in expenditures between grade levels and or subject areas over a two-year period. These amounts will be communicated to staff members at the beginning of each semester.

C. Expenses may be paid and a substitute teacher will be furnished for members attending professional conventions and/or meetings as approved by the Superintendent.

D. Requests for attendance to conventions and professional meetings must be submitted in writing for approval through the principal's office to the Superintendent. Such requests must reach the Superintendent not later than one week prior to the date of departure. Attendance at professional meetings will normally involve not more than three (3) school days, and extension of this will require the approval of the Board.

E. A professional meeting or convention is one that is directly concerned with the education of boys and girls of public school age. It must be sponsored by an organization or institution that is widely acceptable among educators and must incorporate activities, etc. that have the potential to enhance the educational knowledge and growth of its participants.

F. The following expenses will be paid by the Board for a member attending an approved meeting or convention, which may include:

1. Mileage for personal automobile;
2. Plane, bus, train, and/or taxi fares;
3. Registration fees;
4. Meals;
5. Lodging; and/or
6. Parking.

Proper receipts are to be submitted for all items which are to be reimbursed. Payment will be made within thirty (30) calendar days after submission and confirmation of the documentation.

9.08 Sabbatical Leave

A. An unpaid sabbatical leave may be granted for up to one year for a member who has taught in the District for five or more years subject to the following:

1. Application submitted by April 1 of the school year prior to beginning of leave.

2. A plan of professional growth approved by the Superintendent.

3. Provide evidence at the conclusion of the leave that the plan was followed.

4. No more than one member per year on unpaid sabbatical leave.

5. The member agreed to work for the District for one year following completion of the leave.

The member shall be entitled to request and receive the right to continued coverage by insurances provided by the Board. The member shall pay to the Treasurer in advance of each month the full amount of the premium for such coverage if allowable by insurance carrier.

Upon return to the District the member shall advance on the salary schedule the same as if his/her period of service had not been interrupted, to include increments and fringe benefits.

9.09 Sick Leave

A. All accumulation of unused sick leave credit heretofore accrued under prior law and policies shall remain to the credit of the sick leave account of each member on the effective date of this plan. Accrued credits shall be allowed to members transferring their employment from other boards of education in Ohio, provided such credits have been computed under the minimum requirements of the laws of the State of Ohio. Sick leave, up to a total of fifteen (15) days, shall be allowed for each member who comes from other states, when such sick leave has accumulated under the laws of that state, and is certified by the proper school official. In no event shall sick leave accumulate at a faster rate than that allowed by Ohio law be granted. Members with less than full time employment shall earn sick leave on a prorated basis.

B. Maximum sick leave accumulation will be unlimited. Severance not to exceed 75 days.

C. At the beginning of each school year, each member who has no accumulated sick leave shall be credited with five (5) days of sick leave. At the completion of the fifth month of service and the completion of each month of service thereafter, 1-1/4 sick leave days shall be credited to the sick leave account of the member for the actual number of months of service rendered and for which the member was paid.

D. Members who have reached the maximum accumulation at the beginning of the school year are entitled to use fifteen days of sick leave before any sick leave is subtracted from his/her accumulation. Such shall be calculated at the end of the school year.

E. If a member exhausts his/her sick leave, the Board shall advance up to five (5) days within a school year.

F. The same monthly accrual of 1-1/4 days per month shall continue during the use of the sick leave, provided the member has not been officially separated from the present payroll.

G. Sick leave shall be allowed members for the periods not to exceed their accumulated sick leave account, but with the limitations hereinafter stipulated, and for the following causes:

1. Personal illness or injury;

2. Exposure to contagious disease until quarantine is lifted or danger is removed;

3. Death of parent, parent-in-law, spouse, child, sibling, grandparent, grandchild, stepparent, other person who has assumed a similar relationship with the member, or person who lives continuously with the member – reasonable number of days for such death;

4. Death of aunt, uncle, distant relative, neighbor, or close friend – up to three (3) days per incident unless request is made to the Superintendent because of unusual circumstances. (Refer to 9.08 I);

5. Serious illness in the member's household;

*6. Serious illness of parents, sibling, children living in a separate household, aunt, uncle, grandchild, grandparent, or close friend – up to three (3) days per incident unless request is made to the Superintendent because of unusual circumstances. (Refer to 9.08 I);

7. If accrued, a member may take up to four (4) weeks of sick leave to care for a newly adopted child. A member may take up to four (4) weeks of sick leave to care for their spouse or partner's newborn infant or newly adopted child. If accrued, and notwithstanding medical verification, a female teacher may take up to six (6) weeks of sick leave immediately following natural childbirth. If accrued, and notwithstanding medical verification, a female teacher may take up to eight (8) weeks of sick leave immediately following a cesarean childbirth. Both of these leaves shall run continuously from the date of childbirth, unless verified to be lengthened for other medical reasons by a physician;

*The illness must be of such a serious nature as to necessitate the member's personal presence and attention.

H. Members will find the total number of days of accumulated sick leave on the sign-in sheet in the principal's office;

I. The member may request and the Superintendent is authorized to grant additional sick leave because of extreme hardship, unusual distance or other extenuating circumstances;

J. The days of absence beyond the sick leave balance for any month will be deducted from the member's pay. Calculations will be based on the member's daily rate of pay;

K. Verification for use of sick leave in excess of six (6) consecutive weeks shall be required at six (6) week intervals, including usage for pregnancy.

9.10 Sick Leave Bank (S.L.B.)

A. Purpose

To loan additional days of sick leave to certificated employees who experience personal accidental injury, surgery or serious illness and have used up all personal sick leave days.

B. Provisions of Eligibility

1. All certificated employees shall be eligible to be members of the S.L.B.

2. After the start of each school year, each certificated employee will receive a written notice of the open enrollment period which will provide an opportunity to enroll in the bank between September 1 and October 1. Initial membership will consist of one (1) day sick leave, to be deducted from the certificated employee's sick leave accumulation and transferred to the S.L.B. prior to October 1. Each certificated employee will receive a notice of receipt indicating his/her participation in the program.

3. Membership shall be continuous unless canceled, in writing, to the Treasurer's office during the period of September 1 through October 1.

4. If 50 participants are not enrolled by October 1, the bank will not be established for that school year.

C. Operational Procedures

1. Loans will be limited to participating certificated employees for use only in cases of the certificated employee's own, the certificated employee's spouse or depended child's personal illness, injury or non-elective surgery occurring under unusual, severe or emergency conditions, as determined by the S.L.B. Board. Normal pregnancy is not an unusual, severe or emergency condition.

2. Applications for loans from the Sick Leave Bank must be made on the Employee Application for Sick Leave Bank Form. A Physician's Statement is required with each application in order to be considered for a loan.

3. A loan will be considered only after the individual has used all of his/her accumulated sick leave days, has used all possible advances of sick leave days and has not been approved for disability leave under the Ohio State Teacher Retirement System.

D. Sick Leave Bank Board

The Sick Leave Loan Bank is to be regulated by a Board consisting of two (2) teachers to be selected by the Association, one of whom will be co-chairman and a continuing member during the life of the Contract; and two (2) administrators to be selected by the Superintendent, one of whom shall be a co-chairman and a continuing member during the life of the Contract. A physician shall be asked to volunteer as an advisor to the Board, as needed.

E. Loan and Payback Procedures

1. The maximum number of days that a member may borrow is ten percent (10%) of the total days in the bank at the end of the enrollment period (October 1).

2. The member who borrows days will pay back the days at the rate of fifty percent (50%) of his/her annual accumulated sick leave at the end of the salary Contract year, each year until the total number of days borrowed has been restored to the bank. In the event a member who owes days to the bank ceases for any reason to earn sick leave days (i.e., retirement, resignation, permanent disability or death), any days of sick leave at that time to the credit of such member after first repaying days advanced shall be used to repay the bank before any sick leave days are cashed in for severance pay purposes.

F. Policy Procedures:

1. In consideration of the benefits of participating in the S.L.B., each applicant for membership in the Bank and for benefits from the Bank shall, as a condition to such application, agree in writing as follows. "I specifically acknowledged and agree that the granting of days from the S.L.B. shall be at the sole discretion of the S.L.B. Board. All decisions of the S.L.B. Board will be final and binding but not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the Carlisle Local School District, the Carlisle Teachers Association, the S.L.B. Board, and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against any of them with respect to a decision made by any of them concerning this application."

2. Application for the S.L.B. days must be made to the Superintendent.

3. The S.L.B. Board shall meet and render a decision within ten (10) days of receipt of request.

4. Unused requested days shall be returned to the S.L.B.

5. The S.L.B. will begin with one (1) day from each contributing certificated employee. When the fund is depleted below fifty (50) days, each member will be assessed one (1) additional day. The S.L.B. Board shall be responsible for notifying certificated employees of each assessment period.

6. Extension of additional days may be applied for in the same manner as original application.

7. When a certificated employee donates days to the Bank, he/she agrees to the above-stated rules for administration of the Bank and agrees to abide by the stated rules.

8. All decisions of the S.L.B. Board shall be final and binding, but are not subject to the grievance/arbitration provisions of this Contract.

9. These guidelines will be reviewed annually by the Sick Leave Bank Board if requested by either party.

ARTICLE X – SALARY AND BENEFIT PROVISIONS

10.01 Attendance of Member's Children

A member who resides anywhere outside of the District shall have the right to enroll his/her children K-12 tuition-free in the District based upon the following procedures and rules:

A. A member shall apply for enrollment of their child(ren) on the District's open enrollment forms. An application for a member's child shall be submitted to the Superintendent between May 1st and May 31st. Applications will be acted upon by June 15th. Member must confirm acceptance of enrollment by June 30th. Exceptions may be made for extenuating circumstances with the approval of the Superintendent.

B. Member's children will be accepted provided there is space available and no additional staff is required.

C. Placement of a member's child shall be made prior to the assignment of other children residing outside the District.

D. The determination to assign a member's child to an opening shall be based:

   1. on previous attendance in the District, then by

   2. if a sibling is a student in the District, then by

   3. the date the parents returned the completed application forms to the District.

E. Once accepted, enrollment is guaranteed through graduation; however, a member is required to complete enrollment forms for each child on an annual basis.

F. All applicable Board interdistrict open-enrollment policies and procedures not addressed in this Section shall apply to the attendance of a member's child. If the District chooses to end open enrollment, the children of members shall be grandfathered under the provisions of this section.

10.02 College Course Reimbursement

A. Each member shall be paid one hundred twenty ($120) dollars per semester hour or two-thirds of this amount per quarter hour for courses taken at any accredited college

or university.

B. The maximum number of hours to be included for payment shall be nine (9) semester hours or twelve (12) quarter hours of credit from September 1 to August 31.

C. All courses taken must be graduate level and approved in advance by the Superintendent. Courses must be applicable to the member's area of certification/license, or to obtain additional certification/license or upgrade certification/license or for courses in a specified field that would directly benefit the school educational program.

D. The member must work in the District the Contract year following receipt of the credit in order to be paid under this provision.

E. The member must present proof of payment and proof of credit (transcript or grade card), with a grade of "C" or better.

F. Payment will be made within sixty (60) days after submission and confirmation of the documentation.

G. A member reimbursed who does not comply with D above shall have the same deducted from his/her final paycheck.

10.03 Insurances

A. Enrollment

1. Upon employment, all new members may elect to enroll in the hospitalization, surgical and major medical and dental programs within thirty (30) days of his/her first workday.

2. New members who do not elect coverage at the time of employment may enroll only during the "open enrollment" period.

3. Current employees not participating in the insurance programs may elect to enroll during the "open enrollment" period only.

4. The "open enrollment" period for health insurances shall be determined by the EPC. Members shall be notified of the "open enrollment" period by the District treasurer at least one (1) month prior to the "open enrollment" period beginning. The effective date of coverage for a member enrolling during the "open enrollment" period shall be October 1.

5. Exceptions to the "open enrollment" period shall be:

   a. for a member who elects to enroll due to a hardship as defined by the insurance carrier;

   b. for a member whose employment status is changed (i.e. part-time to full-time).

Filing for such situations must occur within thirty (30) days of known hardship or

change in employment status.

6. In the event a member desires to change from one type of coverage to a different type of coverage (e.g. single to dependent), the member must file a new application with the Treasurer. For the changed coverage to be effective on the date of the change of marital status of the member, the new application must be on file with the Treasurer before the effective date of the change of marital status. The effective date of changed coverage for application received after the date of change of marital status will be the date such application is received at the office of the insurance carrier.

B. Part-Time Member Benefits

Part-time and/or hourly members shall be allowed to buy into the group insurance programs. It would be the sole responsibility of the member to arrange for the monthly premium payments to be received by the Treasurer in a timely manner. Default in making the payment will result in the insurance coverage being dropped by the District.

The Board shall contribute to part-time and/or hourly member's fringe benefits on the following schedule for hospitalization and dental.

Coverage: % OF INSTRUCTIONAL HOURS WORKED	% OF BOARD'S CONTRIBUTION
50%+	50%
66%+	75%
83%+	90% Family/95% Single (Hospitalization)
83%+	100% Dental

C. Hospitalization, Surgical and Major Medical

1. The Board shall pay 95% of the single policy and 90% of the family policy.

3. The member's share of the monthly premium cost shall be processed through a Section 125 - IRS plan.

D. Dental Insurance

1. The Board shall purchase, from an insurance carrier licensed by the State of Ohio, dental coverage which shall not be less than that presently in effect in the District.

2. The Board shall pay 100% of the cost of said policy and any and all increases thereto.

E. Term Life Insurance

Effective July 1, 2017 the Board shall purchase from a carrier, licensed by the State of Ohio, group term life insurance, for each member in the amount of $50,000. Such insurance shall include provisions for double indemnity in the case of accidental death or dismemberment, disability coverage benefits and conversion privilege, as well as guaranteed insurability.

F. Vision Reimbursement

The Board shall provide and pay 100% of the premium for vision insurance through Eyemed with coverage as approved May 31, 2006.

G. Insurance Committee

An insurance committee shall be formed whose purpose shall include, but not be limited to, reviewing insurance costs, exploring program additions and/or modifications, examining utilization patterns and cost containment options, and reviewing program design such as self-funding and/or insurance carriers.

The committee shall consist of up to two (2) representatives from each building selected by the Association and up to four (4) representatives selected by the Board. Either party may have a consultant of its choice attend any meeting provided that advance notice is provided to the other party. In addition, the committee shall be authorized to utilize the services of any consultant/advisor, subject to prior approval from the Board for any associated costs.

The committee shall annually elect a chairperson and recording secretary. The secretary shall record minutes of all meetings, providing copies to all representatives on the committee.

The committee shall meet monthly or as otherwise mutually agreed by the committee members or upon written request of either the Superintendent or Association President.

All decisions of the committee shall be achieved through consensus. The committee shall be provided with insurance data, including enrollment levels, claims paid versus premiums and such other data as deemed necessary to facilitate the committee's decisions.

Information regarding an individual member's claim shall be considered confidential and disclosure of the member's name is strictly prohibited.

The insurance coverage in effect as of November 1, 2007, shall remain the same as specified in the Plan Document, which is attached. Any changes or modification in said coverage and program design shall not be implemented until recommended by the insurance committee and approved by the Association membership and the Board.

H. High Deductible Plan Option

1. In addition to the PPO Plan the Board will provide an additional health insurance option of a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The deductible will be $2,000 for a single plan and $4,000 for a family plan. The Board will contribute fifty percent (50%) of the deductible into a teacher's HAS each year. In no case shall a teacher be required to select a HDHP.

2. The Board will contract with a financial institution for the HSA account which will include a debit card with no fees to members.

3. The Board's contribution shall be made in two (2) payments. The first payment

contribution shall be by the first payroll in January. The second payment shall be by the first payroll in July.

4. Members may elect to contribute to their deductible through payroll deduction or lump sum as designated by the member.

5. The Board agrees to advance up to the full amount of the member's deductible as a loan to the member if the member can demonstrate through documentation extreme hardship or exigent circumstances. A member shall be required to provide a written request for a hardship application/advancement to the Superintendent and the Treasurer.

   A member shall be required to reimburse the Board the amount of advancement that was the member's share of the deductible through payroll deduction or alternative means within twelve (12) months of receipt by the member of the advanced funds. A decision by the Superintendent/Treasurer to deny a request for advancement shall be final and not subject to challenge through the grievance process contained in this agreement.

6. In-network preventative services as identified by the member's service provider shall be covered at one hundred percent (100%) and not subject to the deductible stated above.

7. Once the deductible is reached, all in-network insurance claims, including prescriptions will be paid at one hundred percent (100%) for the duration of the plan year subject to the lifetime maximum.

8. If a member leaves the employment with the Board prior to the end of any calendar year (December 31), he/she will be required to reimburse the Board a pro-rata share of the Board's contribution towards his/her deductible/Health Savings Account. If a member is aware that he/she may be leaving prior to December 31 of any year, he/she can make arrangements with the Treasurer's office to provide a pro-rata contribution towards his/her deductible.

   Additional pre-rata reimbursement to the Board may be necessary if a member alters his/her plan during the calendar year, such as changing from family to single coverage, altering working hours to less than full-time or increasing working hours.

   The Board's contribution will be adjusted, on a pro-rata basis, should a member alter his/her plan during the calendar year, such as changing from a single to family coverage or increasing working hours to full-time.

10.04 Mileage Reimbursement

A member required to use his/her personal auto as part of his/her duties, shall be reimbursed monthly at the rate established by the IRS.

10.05 National Board Certification

The attainment of National Board Certification is encouraged, and compensation for this certification shall be based upon five hundredths (.05) being added to the member's

indexed salary amount.

10.06 Payroll and Payroll Deductions

A. The salary to which a member is entitled under the individual Contract will be paid in twenty-four (24) equal installments, according to the salary schedules. Payroll shall be transmitted on the 15th and last day of the month. If the 15th falls on a weekend or holiday, payroll shall be transmitted the previous Friday. Likewise, if the last day of the month falls on a weekend or holiday, payroll shall be transmitted on the previous Friday. All employees will have direct deposit of their paychecks.

B. The following payroll deductions will be provided at no cost to the member:

1. United Education Profession Dues

2. Payroll deduction for Credit Union will be provided by the Board for all members eligible to participate.

3. Payroll deduction for Educator's Mutual, American United Life, Colonial Income Protection Insurance will be provided by the Board for all members who hold such insurance.

4. The Board will provide a payroll deduction through amendment of Contract salary for all members wishing to participate in a tax sheltered annuity program from any company qualifying under ORC §9.91. New employees may continue their existing Tax Sheltered Annuity from previous employment. A new TSA company may be approved with three (3) or more registered employees. The Treasurer will establish criteria for companies wishing to do business in the District.

5. The Board will provide payroll deduction for all members if six (6) or more Board employees elect to participate in United Way or other charitable organizations.

6. The Board will provide deduction for any member who makes a voluntary contribution to a political organization, party candidate or non-partisan issue.

7. The Board will provide payroll deduction for any insurance premium due for insurance secured through the Board.

C. 1. State Teachers Retirement contributions shall be deducted equally over a nine (9) month period.

2. United Education Profession Dues shall be deducted equally over a nine (9) month period.

3. Health Insurance Premiums and all other deductions except those listed above shall be deducted equally over a twelve (12) month period.

10.07 Reimbursable Expenses

Proper receipts are to be submitted for all items which are to be reimbursed. Payment will be made within thirty (30) days after submission and confirmation of the

documentation.

10.08 Salary

Salary shall be paid pursuant to the following schedules.

A. Effective at the start of the 2026-2027 school year the base salary shall be increased 3.0% to $47,563.

B. Effective at the start of the 2027-2028 school year the base salary shall be increased 3.0% to $48,990.

C. Effective at the start of the 2028-2029 school year the base salary shall be increased 3% to $50,460.

10.09 Salary Placement

A. The Superintendent shall have the right to place an individual newly hired by the Board on the salary schedule between Step 0 and Step 10 at the individual's appropriate education attainment column regardless of previous teaching experience. Written acceptance of the salary placement shall be required by the newly hired individual. This provision shall supersede the service credit provision contained in Ohio Revised Code 3317.13.

B. Members who have been on paid status for a minimum of one hundred twenty (120) days in a school year shall be credited with one step on the salary schedule the following school year.

10.10 Dual Credit Assignment/CCP INstruction

A. member who teaches a class where dual credit is provided for students shall be paid the hourly rate (BA, Step 0) for all time spent for required training and/or meetings that extend beyond the regular school day or school year,

B. Bargaining Unit Members who are assigned to teach CCP courses in person shall be paid a stipend of seven hundred and fifty dollars ($750) per prep on the first pay of January and/or June.

CARLISLE LOCAL SCHOOLS

CERTIFIED SALARY SCHEDULE

2026- 2027

$47,563

STEP	BA	150 HRS.	MA	MA +20	MA +30
0	47,563	49,704	51,963	54,379	
	1	1.045	1.0925	1.1475	
1	49,704	51,963	54,379	57,314	
	1.045	1.0925	1.1475	1.205	
2	51,344	54,222	57,195	60,049	
	1.09	1.14	1.2025	1.2625	
3	53,984	56,481	59,311	62,784	
	1.135	1.1875	1.2575	1.32	
4	56,125	58,741	62,427	65,519	
	1.18	1.235	1.3125	1.3775	
5	58,265	61,000	65,043	68,253	
	1.225	1.2825	1.3675	1.435	
6	60,405	63,259	67,659	70,988	
	1.27	1.33	1.4225	1.4925	
7	62,546	65,519	70,275	73,723	
	1.315	1.3775	1.4775	1.55	
8	64,686	67,776	72,891	76,458	
	1.36	1.425	1.5325	1.6075	
9	66,826	70,037	75,507	79,193	
	1.405	1.4725	1.5875	1.665	
10	68,967	72,296	78,123	81,928	
	1.45	1.52	1.6425	1.7225	
11	71,107	74,556	80,739	84,663	
	1.495	1.5675	1.6975	1.78	
12	73,248	76,815	83,355	87,398	
	1.54	1.615	1.7525	1.8375	
15	75,388	79,074	85,971	90,133	91,203
	1.585	1.6625	1.8075	1.895	1.9175
19	77,528	81,333	88,587	92,867	94,037
	1.63	1.71	1.8625	1.9525	1.9775
23	79,669	83,593	91,203	95,602	96,910
	1.675	1.7575	1.9175	2.01	2.0375
27	81,809	85,852	93,819	98,337	99,784
	1.72	1.805	1.9725	2.0675	2.0975
30	83,948	88,111	96,435	101,072	102,618
	1.765	1.8525	2.0275	2.125	2.1575

National Board Certification

The attainment of National Board Certification is encouraged and compensation for this certification shall be based upon five hundredths (.05) being added to the member's indexed salary amount

CARLISLE LOCAL SCHOOLS

CERTIFIED SALARY SCHEDULE

2027- 2028

$48,990

STEP	BA	150 HRS.	MA	MA +20	MA +30
0	48,990	51,194	53,521	56,216	
	1	1.045	1.0925	1.1475	
1	51,194	53,521	56,216	59,034	
	1.045	1.0925	1.1475	1.205	
2	53,399	55,848	58,910	61,850	
	1.09	1.14	1.2025	1.2625	
3	55,604	58,175	61,605	64,667	
	1.135	1.1875	1.2575	1.32	
4	57,808	60,503	64,299	67,484	
	1.18	1.235	1.3125	1.3775	
5	60,013	62,830	66,994	70,300	
	1.225	1.2825	1.3675	1.435	
6	62,217	65,157	69,688	73,117	
	1.27	1.33	1.4225	1.4925	
7	64,422	67,484	72,383	75,934	
	1.315	1.3775	1.4775	1.55	
8	66,626	69,811	75,077	78,751	
	1.36	1.425	1.5325	1.6075	
9	68,831	72,138	77,771	81,568	
	1.405	1.4725	1.5875	1.665	
10	71,035	74,465	80,466	84,385	
	1.45	1.52	1.6425	1.7225	
11	73,240	76,792	83,160	87,202	
	1.495	1.5675	1.6975	1.78	
12	75,444	79,119	85,855	90,019	
	1.54	1.615	1.7525	1.8375	
15	77,649	81,446	88,549	92,836	93,938
	1.585	1.6625	1.8075	1.895	1.9175
19	79,854	83,773	91,244	95,653	96,878
	1.63	1.71	1.8625	1.9525	1.9775
23	82,058	86,100	93,938	98,470	99,817
	1.675	1.7575	1.9175	2.01	2.0375
27	84,263	88,427	96,633	101,287	102,756
	1.72	1.805	1.9725	2.0675	2.0975
30	86,467	90,754	99,327	104,104	105,696
	1.765	1.8525	2.0275	2.125	2.1575

National Board Certification

The attainment of National Board Certification is encouraged and compensation for this certification shall be based upon five hundredths (.05) being added to the member's indexed salary amount.

CARLISLE LOCAL SCHOOLS

CERTIFIED SALARY SCHEDULE

2028-2029

$50,460

STEP	BA	150 HRS.	MA	MA +20	MA +30
0	50,460	52,730	55,127	57,903	
	1	1.045	1.0925	1.1475	
1	52,750	55,127	57,903	60,804	
	1.045	1.0925	1.1475	1.205	
2	53,001	57,524	60,678	63,705	
	1.09	1.14	1.2025	1.2625	
3	57,272	59,921	63,453	66,607	
	1.135	1.1875	1.2575	1.32	
4	59,542	62,318	66,228	69,508	
	1.18	1.235	1.3125	1.3775	
5	61,813	64,715	69,004	72,410	
	1.225	1.2825	1.3675	1.435	
6	64,084	67,111	71,779	75,311	
	1.27	1.33	1.4225	1.4925	
7	66,355	69,508	74,554	78,213	
	1.315	1.3775	1.4775	1.55	
8	68,625	71,903	77,329	81,114	
	1.36	1.425	1.5325	1.6075	
9	70,896	74,302	80,105	84,015	
	1.405	1.4725	1.5875	1.665	
10	73,167	76,699	82,880	86,917	
	1.45	1.52	1.6425	1.7225	
11	75,437	79,096	85,655	89,818	
	1.495	1.5675	1.6975	1.78	
12	77,708	81,492	88,431	92,720	
	1.54	1.615	1.7525	1.8375	
15	79,979	83,889	91,206	95,621	96,726
	1.585	1.6625	1.8075	1.895	1.9175
19	82,249	86,286	93,981	98,523	99,754
	1.63	1.71	1.8625	1.9525	1.9775
23	84,520	88,693	96,756	101,424	102,812
	1.675	1.7575	1.9175	2.01	2.0375
27	86,791	91,080	99,532	104,325	105,899
	1.72	1.805	1.9725	2.0675	2.0975
30	89,061	93,477	102,307	107,227	108,867
	1.765	1.8525	2.0275	2.125	2.1575

National Board Certification

The attainment of National Board Certification is encouraged and compensation for this certification shall be based upon five hundredths (.05) being added to the member's indexed salary amount.

10.11 Severance Pay

A. A member who is employed in the District and, upon leaving the employ of the District, retires and participates in the State Teachers Retirement System, State of Ohio, shall receive severance pay in an amount equal to 1/4 of the member's accumulated but unused sick leave up to 300 days(1/4 of maximum 300 days).

1. If eligible, severance pay will be made in the second pay in January of the year immediately following the year of retirement. If the treasurer is unable to distribute severance payments as scheduled, severance payment will be made no later than the second pay in February, and the retiree will be additionally compensated as follows, whichever is larger:

    - ½ day's pay at the same rate
    - 30 days accrued interest calculated at prime rate.

    The additional compensation will be paid at the same time as severance.

2. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the member at that time.

3. Retirement is defined as disability or service retirement under any state or municipal retirement in the State of Ohio.

B. A member who dies while in active service of the District is eligible for severance pay. In this case, severance pay shall be provided within sixty (60) days of the employee's death to his/her estate in accordance with IRS Guidelines.

C. Retirement Bonus

1. Any teacher who is "first-time eligible" for retirement under the State Teachers Retirement System with unreduced benefits during the term of this collective bargaining agreement and, who retires-in-fact at the end of the same school year under the provisions of this Section, shall receive a one-time bonus of twenty thousand ($20,000) payable in a lump sum. Payment shall be made during the month of January in the calendar year following the date the teacher retires.

    To receive the bonus, teachers must provide notice of their intent to retire to the Treasurer's office on or before April 15th of the school year during which they're retiring. Teachers must have five years' experience with the Carlisle Local Schools in order to qualify for the retirement bonus.

2. For definitional purposes under this Section, "service" or "years of service" shall mean time that may be credited towards retirement by STRS. "Retirement-in-fact" shall mean the teacher's receipt of STRS benefits in the month following retirement. "Retirement-in-fact" shall not mean a teacher's eligibility for disability

retirement.

10.12 Rehired Retiree Rights

Individuals who have retired and are receiving benefits through the State Teachers Retirement System (STRS) are subject to the conditions set forth in this Section of this Agreement and only the conditions set forth in this Section shall apply to the employment of these individuals after their individual retirement incentive year, if applicable.

Teachers employed pursuant to this provision shall receive one-year limited contracts and shall not be eligible to receive continuing contracts regardless of their years of service or license held.

Each one-year contract shall automatically expire upon completion of the year and it is not necessary for the Board to conduct evaluations in accordance with ORC 3319.111 nor to take formal action to not re-employ the employee pursuant to ORC 3319.11 in order to terminate the employment relationship. The employment relationship shall end upon expiration of the contract in the same manner as a supplemental contract.

Initial salary placement shall be between Step 0 and Step 3 of the negotiated salary schedule at the individual's appropriate education column as recommended by the Superintendent in agreement with the teacher.

Re-employed persons are eligible for sick leave accumulation commencing with the first year of such reemployment.

Teachers employed pursuant to this provision are not entitled/or eligible to receive any severance benefits or participate in any retirement incentive program provided by any collective bargaining agreement in effect between the Board and the Association.

Teachers employed pursuant to this provision shall be eligible for any of the insurance plans offered by the Board.

In the event of a reduction in force, the re-employed teacher will not have bumping rights under Section 7.09 of this Agreement. Such reemployment will not jeopardize the continuation of existing programs nor result in the reduction of staff employed at the commencement of such reemployment contract.

Subject to the above provisions, returning retired teachers are part of the bargaining unit.

10.13 Supplemental Salaries

A. The supplemental salary schedule for the term of this Contract is reflected in Section 10.11 D of this Article. To compute the salary, multiply base salary times the supplemental index factor and add the longevity increments which is the number of years in the position in the District times the yearly increment.

B. Employees with extended time and year long supplemental contracts will be paid by separate check in three (3) installments payable concurrent with the first regular pay in the months of December, March, and June. Employees with seasonal

supplemental contracts will be paid for their supplemental contract in a separate paycheck after the confirmation of completion of their supplemental contracted duties. Employees may change their deduction for incremental and seasonal checks by filing one withholding form with the Treasurer's office. The withholding form will be in effect for each check with supplemental payment only until revoked by the employee.

C. Supplementals Contracts, by law, expire at the end of the Contract year. These supplemental Contracts shall be automatically renewed each year unless the member is provided written notice of non-renewal on or before June 1. Expiration of supplemental Contracts is automatic without Board action and the hire/rehire is Board action every year. Members who hold supplemental Contracts for yearlong, fall, or winter supplemental positions intending to resign their supplemental position should submit letters of resignation by April 15. Letters of resignation for spring supplemental positions should be submitted by the last teacher workday.

   The Board shall, at its August Board Meeting, approve a list of individuals to fill tutoring positions that may become available during the school year. The Board shall retain its right to add individuals to the approved list of tutors at any regularly scheduled Board Meeting.

D. There shall be an ad hoc supplemental committee comprised of administrators appointed by the Superintendent and members appointed by the Association President. The members on the committee shall represent the various grade levels in the district. The district treasurer shall chair the committee. The committee shall also include the Athletic Director and representatives of the district. The committee shall meet and make an initial recommendation on supplemental salaries for the duration of this agreement.

E. Supplemental Salary Schedule

SCALE	INDEX SCHEDULE	SCALE	INDEX SCHEDULE
0	.271 + (1-5 X $150)	6	.043
1	.161 + (1-5 X $150)	7	.039
2	.111 + (1-5 X $75)	8	.029
3	.086 + (1-5 X $75)	9	.0095
4	.064 + (1-5 X $75)	10	.0071
5	.052 + (1-5 X $75)	11	.0065
		12	.0040

*1 - RECEIVES THE SCALE 2 INDEX SALARY + (1-5 X $50 FOR YEAR OF EXPERIENCE)

*2 - ONLY IF THERE ARE AT LEAST 20+ TOTAL PROGRAM PARTICIPANTS

*3 - RECEIVES THE SCALE 4 INDEX SALARY + (1-5 X $50 FOR YEARS OF EXPERIENCE)

*4 - ONLY IF THERE ARE AT LEAST TWELVE (12)+ TOTAL PROGRAM PARTICIPANTS

*5 - RECEIVES THE SCALE 6 INDEX SALARY + (2-5 X $25 FOR YEAR OF EXPERIENCE + $40)

*6 - ONLY IF THERE ARE AT LEAST FIFTEEN (15)+ TOTAL PROGRAM PARTICIPANTS

*7 - ONLY IF THERE ARE AT LEAST SIXTY (60)+ TOTAL PROGRAM PARTICIPANTS

*8 - ONLY IF THERE ARE AT LEAST THIRTY-SIX (36)+ TOTAL PROGRAM PARTICIPANTS

*9 - ONLY IF THERE ARE AT LEAST TEN (10)+ TOTAL PROGRAM PARTICIPANTS

*10 - ONLY IF THERE ARE AT LEAST SIX (6)+ TOTAL PROGRAM PARTICIPANTS

POSITION	**SCALE**
Media Director	0
Gifted Coordinator(Spilt 2 ways with one K-6 receiving 60% and one 7-12 position receiving 40%)	0
Varsity Head Football Coach	1
Varsity Head Basketball Coach (B)	1
Varsity Head Basketball Coach (G)	1
Varsity Head Wrestling Coach	1
High School Cheerleader Advisor	1
Instrumental Music/Marching Band	1
Assistant Basketball Coach (B)	2
Junior Varsity Basketball Coach (B)	2
Junior Varsity Basketball Coach (G)	2
Assistant Basketball Coach (G)	2
Football Offensive Coordinator	2
Football Defensive Coordinator	2
Football Special Teams Coordinator	2
Varsity Assistant Wrestling Coach (H.S.)	2
Head Volleyball Coach	2
Varsity Baseball Coach	2
Varsity Softball Coach	2
Head Soccer Coach (B)	2
Head Soccer Coach (G).	2
Head Track Coach (B)	2
Head Track Coach (G)	2
Yearbook Advisor	2
High School Football Assistant Coach	3
High School Football Assistant Coach	3
High School Football Assistant Coach	3
High School Football Assistant Coach	3
Junior High Football Coach (7th)	3
Junior High Football Coach (8th)	3
Junior High Cheerleader Advisor	3
Project Serve	3
Drill Team & Flag Corp Instructor	3
Assistant Volleyball Coach	3
Freshman Basketball Coach (B)	3

Freshman Basketball Coach (G) 3
Volleyball Coach (J.H.) 7th 3
Volleyball Coach (J.H.) 8th 3
Basketball Coach (J.H.) (B) 8th 3
Basketball Coach (J.H.) (B) 7th 3
Basketball Coach (J.H.) (G) 8th 3
Basketball Coach (J.H.) (G) 7th 3
Wrestling Coach (J.H.) 3
Assistant Wrestling Coach (J.H.)*2 3
Junior Varsity Wrestling Coach*2 3
Assistant Varsity Track Coach (B)*2 3
Assistant Varsity Track Coach (G)*2 3
Junior Varsity Baseball Coach 3
Freshman Baseball Coach *8 3
Tennis (B) 3
Tennis (G) 3
Junior Varsity Assistant Softball Coach 3
Assistant Soccer (B) *6 3
Assistant Soccer (G) *6 3
Assistant Instrumental Music & Marching Band 3
Assistant #2 Instrumental Music & Marching Band *7 3
All Sports Equipment Manager 3
Lead Mentor 3
Varsity Swimming Coach*10 3
Assistant Varsity Cheerleader Advisor 3
Track Coach (J.H.) (B) 4
Track Coach (J.H.) (G) 4
Vocal Music*3 4
Cross Country Coach 4
Golf Coach 4
Thespian Advisor 4
Junior Varsity Tennis (G)*9 4
Junior Varsity Tennis (B)*9 4
Junior High Football Coach (7th) 5
Junior High Football Coach (8th) 5
Assistant Junior High Football Coach (7th) *2 5
Assistant Junior High Football Coach (8th) *2 5
Junior Class Advisor 5
Assistant Golf*4 5
LPDC Chair 5
Junior High Assistant Cheerleader Advisor 5
Assistant Junior High Track Coach *8 5
Winterguard*6 5
Chairperson of the Student Learning Objective (SLO) Committee 5
Musical Advisor 5
ELL Coordinator 6
Vocal Music Advisor (J.H.) 6
Lead Muse Advisor 6
Director Concert Band 6
War of Wits 6
School Newspaper 6
Student Council Advisor (H.S.) 6

Winter Drum Line Advisor*4 6
Director Spring Band 7
Assistant #2 Summer Band *7 7
Pep Band 7
Spanish Club Advisor 7
National Honor Society Advisor (H.S.) 7
National Honor Society Co-Advisor (J.H.) 7
Art Club Advisor 7
Science Olympiad Advisor (H.S.) 7
Spelling Bee Advisor 7
Spelling Bee Advisor (J.H.) 7
Science Olympiad Advisor (J.H.) 7
Oratorical Advisor – Elementary / Junior High 7
Student Council Advisor (J.H.) 7
Student Council Advisor (Int.) 7
Teen Counselor Advisor 7
Sophomore Class Advisor 7
Senior Class Advisor 7
Fall Weight Room Supervisor 7
Winter Weight Room Supervisor 7
Spring Weight Room Supervisor 7
French Club Advisor 7
Freshman Class Advisor 7
Envirothon 7
Muse Advisor*2 7
Muse Advisor*8 7
Teacher Leader Co-Chair ..... + $200
Teacher Leader 8
Mentor Teacher 7
Assistant Concert Band 8
Assistant Spring Band 8
Head Camp Counselor 9
Support Group/Facilitator 9
Support Group/Facilitator 9
Support Group/Facilitator 9

POSITION	PAY PER NIGHT
J.H. Camp Counselor - 4 nights	$45.00 Per Night
J.H. Camp Counselor - 4 nights	$45.00 Per Night
J.H. Camp Counselor - 4 nights	$45.00 Per Night
J.H. Camp Counselor - 2 nights	$45.00 Per Night
J.H. Camp Counselor - 2 nights	$45.00 Per Night
J.H. Camp Counselor - 2 nights	$45.00 Per Night
J.H. Camp Counselor - 2 nights	$45.00 Per Night

POSITION	EXTENDED TIME
Impact	1 week
Media Specialist	4 weeks
Band Director	3 weeks
Assistant Band Summer	1 week
Guidance (H.S.)	4 weeks
Guidance (H.S.)	4 weeks
Guidance (M.S.)	4 weeks
Guidance (K-5)	2 weeks
Computer Coordinator	4 weeks
Elementary/Media Specialist	2 weeks
Vocational Home Ec.	2 weeks
AV Coordinator	1 week

Technology Instructor
Saturday Morning Study Supervisor
Homebound Tutor
Tutor (In-School)
Drug Free School Coordinator
Pre-School Program Advisor
Parents As Partners (Grant)
Summer School Teacher
Study Table (72 Hours Maximum District-Wide)
LPDC Summer Stipend

All hourly positions go to base salary divided by 183 divided by 7 equals hourly rate

ARTICLE XI - DURATION

11.01 Contrary to Law Provisions

A. If any provisions of this contract shall be found to be contrary to law (after all appeals, if any, to a court of competent jurisdiction have been decided), then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect for the term of the contract.

B. Any section of the contract found to be unlawful (after all appeals, if any, to a court of competent jurisdiction have been decided) shall be renegotiated by the parties. Negotiations on such a section only shall commence within fifteen (15) days of the determination that the provision is unlawful. Negotiations shall be in accordance with the procedure outlined in Article III.

11.02 Zipper Clause

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals on any subject within the scope of negotiations. The understandings and agreements arrived at

by both the parties after the exercise of the right and opportunity are set forth herein, and the parties agree that this agreement constitutes the entire contract between them and settles all demands and issues on all matter within the scope of negotiations.

11.03 This Agreement shall be effective as of July 1, 2023, and shall remain effective through June 30, 2026.

For the Board

Superintendent

Treasurer

For the Association

Jenn Shively, President

Lesley Miller, Vice President

CARLISLE TEACHERS ASSOCIATION

PRELIMINARY MEETING (Association Grievance ONLY)

1. Date:_____ Signature of Administrator: _____

2. Attach administrator's response to this form

3. Results of this meeting: _____

_____

_

_____

_

****

**

GRIEVANCE FORM

_____ _____ _____

Name of Grievant *Position* *Date submitted*

School: _____

Name of Administrator: _____

Grievant accompanied by: _____

Section for Grievant: Briefly state the problem, indicating the alleged violation, misinterpretation, or Misapplication of the negotiated Contract

What remedy is sought?

Is a hearing requested? _____ Yes _____ No

Grievant's Signature _____

ADMINISTRATOR'S RESPONSE ON BACK

SECTION FOR ADMINISTRATOR:

Date Received _____

A. In answer to grievance, include parts of the Contract which are the basis for decision.

B. Prepare four (4) copies of this form. Distribute as follows:

1. Original to school principal's file
2. Copy to Superintendent
3. Copy to Grievant
4. Copy to Association

Date _____ Administrator's Signature _____

****

APPEAL SECTION: I DESIRE TO APPEAL THE ABOVE DECISION.

Date _____ Signature of Grievant _____

Date _____ Signature of Chairperson _____
C.T.A. Grievance Committee/President

CARLISLE LOCAL SCHOOL DISTRICT
EVALUATION FORMS – TEACHERS/OTES

Optional Self-Assessment	Self-Assessment Summary Tool
Step 1: Professional Growth and Improvement Plans	Professional Growth Plan Improvement Plan Improvement Plan: Evaluation of Plan
Step 2: Formative Assessment / Examination of Artifacts	Pre-Conference Informal Observation Formal Observation / Performance Rubric Post-Conference Planning Project / Performance Rubric
Step 3: Student Growth Measures	SGM Ratings Worksheet
Step 4: Final Summative	Final Summative Rating
Walkthrough Form	
Off-Cycle Observation Report	

CARLISLE SCHOOL DISTRICT
OFF-CYCLE OBSERVATION REPORT

This form shall be used for those teachers who have received either an accomplished rating or a skilled rating and are on the "off-cycle" for purposes of a formal evaluation. This form shall be completed after the evaluator has conducted a thirty (30) minute observation and provided to the teacher at the post-observation conference.

EVALUATOR: _____ *TEACHER*: _____

DATE OF OBSERVATION: _____ *TIME OF OBSERVATION*: _____

OBSERVATION CHECKLIST
Check all areas listed below that were **DIRECTLY** observed during the observation

Classroom Environment

_____ Routines and procedures run smoothly

_____ Students assume age appropriate levels of responsibility

_____ Lesson transitions are efficient: whole class, small group, cooperative learning, and independent work

_____ Engages in two-way communication

_____ Classroom management is responsive to individual student needs

_____ Positive classroom culture is evident

_____ Notices when students are not engaged

_____ Applies consequences for lack of adherence to rules and procedures

Lesson Delivery

_____ Provides clear learning goals for each lesson

_____ Employs measurable goals for student achievement during lesson

_____ Explanations are clear and accurate

_____ Employs effective, purposeful questioning techniques during instruction

_____ Lesson is a balance between teacher-directed instruction and student-led learning

_____ Lesson supports the individual needs of students using a variety of strategies, materials, technologies, pacing

Content Knowledge

_____ Demonstrates content knowledge by re--explaining topics using a variety of learning styles

_____ Makes clear connections to student's prior knowledge

_____ Makes connections to real-world experiences and other disciplines

_____ Plans and sequences instruction to include key content, concepts, and processes aligned to state standards and district curricular priorities

Differentiation

_____ Understanding students' interests and background

_____ Communicating high expectations for students of all abilities

_____ Matches strategies, materials, and/or pacing to students' individual needs to make learning challenging for all.

EVALUATOR OBSERVATION COMMENTS:

_____

_____

_____

_____

_____

_____

_____

DATE OF POST-OBSERVATION CONFERENCE: _____

EVALUATOR POST-CONFERENCE COMMENTS:

_____

_____

_____

_____

_____

_____

TEACHER POST-CONFERENCE COMMENTS:

_____

_____

_____

_____

_____

_____

Evaluator's signature: _____ Date: _____

Teacher's signature: _____ Date: _____

Possible Collection Artifacts

This is a sample list of artifacts that can be included in the assessment process. Teachers can choose which ones will help them with their professional growth. This list is not intended to be all inclusive. There are other artifacts that teachers may have that are not on this list.

- Class schedules
- Seating charts
- Semester, quarter, and/or unit plans
- Daily plans
- Classroom rules and discipline procedures
- Discipline referrals
- Student Achievement data
- Copies of quizzes and tests
- Copies of grade book
- Copies of handouts and worksheets
- Examples of student work
- Student progress reports
- Examples of written feedback
- Student profiles/interest surveys
- Video and audio records of student performances
- Reading lists
- Diagrams and photographs of room
- Parent and student surveys (D3)
- Log of parent contacts (D3)
- Newsletters (D3)
- Parent conferences/open house (D3)
- Co-curricular activities and course participation (D4)
- Agendas/notes from professional meetings (D4):
    - Curriculum meetings
    - Team meetings
    - Faculty meetings
    - Committee meetings
- Ohio First activities (EYTs and mentors)
- Professional Correspondence (phone logs, emails, etc.)
- Administrator walk-throughs
- PDExpres transcript
- Teacher web page

CARLISLE LOCAL SCHOOL DISTRICT
EVALUATION FORMS
SCHOOL COUNSELORS
Based on OSCES Model

- Optional Self-Assessment Tool
- Optional – Demonstrate Positive Student Outcome
- Performance Rubric
- Professional Growth Plan
- Professional Improvement Plan
- Pre- & Post-Observation Resource Questions
- Informal Observation
- Post-Conference Planning
- Final Summative Rating

CARLISLE LOCAL SCHOOL DISTRICT

NURSE EVALUATION FORMS

SPEECH PATHOLOGIST EVALUATION FORMS

Your Anthem Benefits

Anthem.

Educational Purchasing Council – Carlisle
Blue Access℠ (PPO)
Summary of Benefits, Effective October 1, 2007

Covered Benefits	Network	Non-Network
Deductible (Single/Family) (Applies only to percent (%) copayments)	$100/$300	$200/$400
Out-of-Pocket Maximum (Single/Family)	$750/$1,500	$1,500/$3,000
Physician Office Services Including Office Surgeries allergy serum and injections • Allergy testing	$15 Covered in full	20% 20%
Preventive Care Medical History Mammography[1] Pelvic Exams Pap testing and PSA tests Immunizations[1] Annual diabetic eye exam Annual Vision and Hearing exams	$15	20%
Outpatient Physical Medicine Therapies (Combined Network & Non-Network limits apply) Physical/Occupational therapy: 60 visit limit Spinal manipulations: 12 visit limit Speech therapy: 20 visit limit	Copayments based on place of service	Copayments based on place of service
Inpatient Services Unlimited days except for: 60 days Network/Non-Network combined for physical medicine/rehab 180 days Network/Non-Network combined for skilled nursing facility	Covered in full	20%
Outpatient Surgery Hospital/Alternative Care Facility	Covered in full	20%
Other Outpatient Services Hospital/Alternative Care Facility	Covered in full	20%
Inpatient and Outpatient Professional Charges	Covered in full	20%
Home Care Services 30 visits non-network limit for Home Care, excludes IV therapy	Covered in full	20%
Hospice Services	Covered in full	Covered in full
Emergency and Urgent Care: **Emergency Care in Emergency Room** (covers all services, copayment waived if admitted then inpatient copayment applies) **Urgent Care Facility**	$75 $35	$75 $35
Ambulance Services	Covered in full	Covered in full
Maternity Services	Covered in full	20%
Mental Health and Substance Abuse[2] (limits and Maximums apply) Inpatient: 30 Network days (includes inpatient mental health Non-Network) Outpatient: 50 Network visits 10 Non-Network mental health visits Inpatient and outpatient substance abuse $550 Non-Network (Substance abuse rehabilitation programs are limited to two per lifetime Network and Non-Network combined) Call 1-800-788-4003 for authorized referral	Covered in full Copayments based on place of service	20% Copayments based on place of service
Lifetime Maximum (Combined Network and Non-Network)	$5 million	$5 million

Covered Benefits	Network	Non-Network
Human Organ and Tissues Transplants Except Kidney and Cornea transplants[3] A separate $1 million lifetime maximum applies (Combined Network And Non-Network)	Covered in full	50%
Medical Supplies, Equipment and Appliances	20%	40%
Prescription Drug Options:** **Network Retail Pharmacies:** (30-day supply) **Anthem Rx Direct Mail Service:** (60-day supply)	Rx Formulary Applies $10 generic/ $20 brand/ $30 non-form Retail or Mail Order	 50% min $30* Not covered

Notes:

- All deductibles and copayments apply toward the Out-of-Pocket Maximum (except prescription drug, human organ and tissue transplants, excluding kidney and cornea, and flat dollar copayments for Preventive Care, Physician Office Services and Urgent Care).
- Deductible(s) apply only to covered services listed with a percentage (%) copayment excluding prescription drugs and allergy testing (Network). Deductible(s) do apply to allergy testing on Saver Plans.
- Network and Non-Network deductibles, copayments and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent age: to the end of the calendar year in which the child attains age 19; or to the end of the calendar year in which the child attains age 24 if the child qualifies as a Federal tax exemption.

1 These covered services are covered in full if you have a flat dollar copayment and if rendered without an office visit.

2 Mental health/substance abuse must be authorized by the mental heath administrator for services to be covered at the highest benefit level. Refer to Schedule of Benefits for limitations.

3 Kidney and Cornea are treated the same as any other illness and subject to the medical benefits and lifetime maximum.

* Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

** If applicable, all prescription drug expenses (Network/Non-Network, Retail/Mail service combined) apply to the per individual deductible. Once the deductible is met, the appropriate copayment applies.

Precertification:

- Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help avoid any unnecessary reduction in benefits for non-covered or non-medically necessary services.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract Certificate and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

MEMORANDUM OF AGREEMENT

This Agreement is made on this 25th day of April 2011, by and between the Board of Education of the Carlisle Local School District, Warren County, Ohio, hereinafter referred to as the "Board," and the Carlisle Teachers Association, Warren County, Ohio, hereinafter referred to as the "Association."

WHEREAS, said Board and Association have entered into a Contract that is effective from July 1, 2020 to June 30, 2026; and

WHEREAS, said Board and Association desire to resolve how Section 8.15 C of the Contract should be implemented;

NOW, THEREFORE, BE IT AGREED by and between the parties hereto as follows:

1. The principals of the High School and Middle School and the CTA President will calculate how many high school teachers have multiple preparations by determining how many high school teachers meet three (3) of the four (4) following criteria:

    a. having three or more courses with separate lesson plans;
    b. having three or more courses with separate tests;
    c. having three or more courses with separate texts;
    d. having three or more courses with curriculum compacting, resulting in additional material.

2. Teachers who meet the criteria set forth in number one above shall be scheduled one additional planning period during a rotational cycle equal to the number of qualifying teachers, utilizing only Tuesdays through Fridays. However, said rotational cycle shall not be greater than thirteen (13) days nor less than eight (8) days.

3. Said planning period shall be scheduled by releasing each qualifying teacher from his or her prime-time duties on his or her scheduled day and by securing a prime time supervisor(s) [teacher(s) or aides(s)] who will provide each qualifying teacher's students with prime time services on his or her scheduled day.

4. Prime time numbers shall be adjusted by the administration to provide for this release time without hiring additional staff beyond regular staffing needs of the building.

5. In the event that a change in the daily bell schedule at the high school allows for a different method of providing additional planning time for teachers with three (3) or more preps that is comparable to or better than 2-4 above, that plan would, with the agreement of both parties, supersede this agreement.

6. The Board and the Association acknowledge that this Memorandum of Agreement does not establish a precedent. The parties hereto further agree that the terms and conditions of this Memorandum of Agreement are binding on both parties and are subject to the Grievance Procedure in the Contract currently in effect between the parties.

7. All other provisions of the Contract currently in effect between the parties hereto not altered by this Memorandum of Agreement shall remain in full force and effect for the term of the Contract, and no other agreements shall serve to alter the provisions of the current Contract unless agreed to, in writing, between the parties hereto.

For the Board

Superintendent

Treasurer

For the Association

Jenn Shively, President

Lesley Miller, Vice President