ARTICLE 3.00 – RECOGNITION

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3.03 Recognition of the Association

- 3.03.1 The Board recognizes the Association as the sole and exclusive bargaining representative for certified regular teaching personnel. Included in the category are:
 - 1. **Certified teaching staff, excluding nurses,** Classroom teachers, both full and part-time;
 - 2. Long-term substitute teachers who work one hundred twenty (120) consecutive days or more each school year;
 - 3. Special program teachers;
 - 4. Guidance counselors;
 - 5. Librarians; and
 - 6. Nurses;
 - 7. Intervention tutors; and
 - 8. Social workers.

ARTICLE 4.00 – NEGOTIATIONS PROCEDURE

4.01 Request to Negotiate

- 4.01.1 The request for annual negotiations may be submitted by the initiating party after ninety (90) days prior to the expiration of the Agreement. All requests to negotiate shall be made in writing by the President of the Association to the SERB, the Superintendent and the Board or by the Board to SERB and the President of the Association.
- 4.01.2 Negotiations shall commence by the parties exchanging complete written proposals on all items to be negotiated ten (10) days before the initial negotiations meeting. The first meeting shall be held fifteen (15) days after the initial request to bargain unless a later date is established by mutual agreement. *[Clean up]*

4.02 Negotiation Personnel

The Board of Education and the Association shall be represented at all negotiation meetings by a team of negotiators not to exceed **four (4)** three (3) members each. Each party shall designate, in writing, its official team members and two (2) alternates at the beginning of negotiations. The membership of the teams may vary from meeting to meeting but shall remain constant at any one meeting and shall be drawn from the regular team members and their alternates. In addition, each party may use consultants as resource persons who may speak to the negotiating parties. Either or both parties may also have a recorder present to take notes of the meeting. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

ARTICLE 8.00 – CONTRACTUAL STATUS, NONRENEWAL & TERMINATION

8.01 Types of Contracts

- 8.01.1 Teachers shall receive three (3) one year contracts, if doing satisfactory work.
- 8.01.2 Additional contracts beyond the three (3) years, including continuing contracts, will be issued in accordance with Ohio law.
- 8.01.3 All Teachers assigned additional responsibilities beyond their teaching duties shall be given a written supplemental contract for additional compensation. that is in addition to their regular teaching contract. Teachers shall not be assigned additional duties on a regular daily basis beyond the regular school day unless it is a part of the supplemental salary schedule. Such supplemental contract shall include the following information: job statement of title and , complete job description, including duties, responsibilities, of responsibility and compensation to be provided.
- 8.02 New teachers to the system or teachers changing contract status will receive an individual written contract. This Master Agreement shall be the contract for all other teachers. Each teacher who will have a change in grade or subjects, and/or school building to which he/she will be assigned will be notified prior to the end of the school year. Salary notices shall be issued upon request. [Clean up]

ARTICLE 12.00 – PROTECTION OF TEACHERS

12.03 Complaints Against a Certificated/Licensed Staff Member

12.03.1 When a parent or student has a complaint against a teacher, if a decision is made by the Principal or Superintendent/designee that a meeting involving the staff member and complainant is justified, the administration Principal will ensure that any appointments made involving the teacher will occur at a time that will not interfere with the teacher's class periods. If such conferences fail to resolve the problem or problems, the Principal shall be called upon to confer with the parent and/or student and teacher.

12.03.2 If such conferences still do not resolve the problem, the complainant **may** should submit his/her signed complaint in writing to the Principal. If a complaint is filed, the The Principal shall forward a written copy of such complaint to the Superintendent and the teacher on the same day.

ARTICLE 14 – SCHOOL YEAR AND SCHOOL DAY

14.01 School Year

The school calendar shall adhere as closely as possible to the following guidelines:

14.01.1 The school calendar is to be based upon a maximum of one hundred eighty-six (186) days. For the 2022-23 school year, these days shall include the one hundred seventy-eight (178) student days, four (4) teacher inservice days, and one (1) teacher records day at the end of the school year. The four (4) teacher inservice days will each consist of a half (0.5) day of inservice and a half (0.5) day of the teacher performing self-directed work in the elassroom.

In addition, each teacher shall be required to participate in two (2) teacher orientation days prior to the opening of school and five (5) hours to be used to do records. [Clean up]

Beginning with the 2023-24 school year, these days shall include the one hundred eighty (180) student days, two (2) teacher orientation/inservice days prior to the opening of school, and one (1) teacher records day at the end of the school year.

In addition, each teacher shall be required to participate in two (2) teacher inservice days with input from the Association and five (5) hours to be used to do records.

14.01.2 The school calendar is to be divided into grading periods as nearly equal as possible in length.

14.02 School Day

14.02.1 The Board agrees to provide at least sixty (60) days' advance notice prior to implementing a change in the teacher day under the guidelines prescribed in 14.01.1 and 14.02.2 below above. During this sixty (60) day

period, the Board and Administration agree to meet and confer with the Association on the effects of the change on bargaining unit members. *[Clean up]*

* * *

14.02.6 Building faculty meetings which extend the school day by not more than thirty (30) minutes may be called semi-monthly. Meetings which may extend the school day by not more than one (1) hour may be called not to exceed four (4) meetings annually. Teachers may be required to attend as many as two (2) evening meetings per school year. Staff members are strongly encouraged to attend building extracurricular activities, but attendance at Open House shall be mandatory. (Meetings required for individual and/or group formal evaluations are not governed by this section. Times for such meetings shall be arranged by mutual consent.)

* * *

14.03 Parent-Teacher Conferences

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14.03.4 The Association and the Administration shall jointly schedule a day within the school calendar when teachers shall not be required to report to work. This day shall also be included in the district's calendar. [Repetitive]

14.04 Calamity Day/Emergency Closings

- 14.04.1 Except as set forth in 14.04.6, any days schools are closed by the Administration due to a declaration of a public calamity, employees shall not be required to report to their buildings except in emergency situations.
- 14.04.2 When the Administration determines that a delay in school starting time is necessary, employees shall report according to the delay schedule.-no later than times listed in 14.02.2. [Clean up]
- 14.04.3 In the event of early dismissal of students due to a declaration of a public calamity, employees shall not be required to remain in the building longer than current contract language requires following the dismissal of students.

- 14.04.4 Should schools be closed during an approved leave day or holiday for the employee, said employee shall not be charged with the leave.
- 14.04.5 Should the Board determine that a make-up day should be scheduled, teachers will not receive additional compensation for working the make-up day. No teacher will be asked to work more than the contractual number of one hundred eighty-six days without receiving additional compensation.
- 14.04.6 After the District has designated five (5) school days as calamity days, as long as permitted by Ohio law, the next three (3) calamity days will be utilized as **Online** E-Learning Days to be established in accordance with **Ohio law**. Any additional calamity days in that school year will be made up as determined by the administration. virtual learning days. Teachers will report to work according to their building's two-hour delay schedule. If the Mercer County Sheriff declares a Level 2 or 3 weather emergency, then teachers should work remotely. *[Clean up]*

ARTICLE 16.00 – TEACHER ASSIGNMENT

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- 16.02 The Superintendent and Board agree that the following concepts are desirable for the smooth functioning of the school system:
 - 16.02.1 Each teacher grades seven (7) through twelve (12) will have at least one (1) unassigned period for planning purposes. All elementary teachers will have two hundred (200) minutes per week of planning time. Incidental time (time less than a period of ten (10) minutes and time before and after school) will not count as planning time.
 - 16.02.2 K-6 elementary teachers will be unassigned to students during recess and lunch periods allowing for teacher directed intervention, TBT's, collaboration, parent communication, and remediation as needed. Each regular classroom teacher will be assigned on a rotation basis to monitor classrooms during emergency (i.e., inclement weather). This duty will not exceed thirty-six (36) recess periods per year. All teachers are responsible for student supervision in the hallways and restrooms.
 - 16.02.3 Regular classroom teachers will not be assigned outside the scope of their fields of certification/licensure.
 - 16.02.4 Teaching personnel in grades seven (7) through twelve (12) will teach seven (7) periods in an eight (8) period day or eight (8) periods in a nine (9) period day. Any deviation from the above will be agreed to in writing by the instructor.
 - 16.02.5 Classroom teachers (7-12) with more than four (4) preparations in an academic area (science, math, language arts, social studies) will not be assigned more than six (6) periods during an eight (8) period day or seven (7) in a nine (9) period day. Any deviation from the above will be agreed to in writing by the instructor.

ARTICLE 17.00 – CLASS SIZE

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17.02 Labor Management Committee Employee Council

- 17.02.1 The Celina City School District shall have a Labor Management Committee. an Employee Council. The purpose of the Labor Management Committee Employee Council shall be to facilitate communications about the operation of the school district and to involve employees in communicating ideas/solutions about day-to-day operational activities, problems, or concerns. This will also provide an opportunity for information exchange between the buildings, members and administration-
- 17.02.2 The Labor Management Committee Employee Council shall meet up to three times per year. The agenda shall be a cooperative effort between the Superintendent and the President of the Association with both sharing in the operation of the meeting. The meeting shall be scheduled at a mutually agreed upon time. The Labor Management Committee Employee Council shall consist of up to five members from the Association and up to five members from the Administration. one representative per 50 members per building or fraction thereof, one high school and one elementary administrator representative, in addition to the Superintendent and Association President.
- 17.02.3 The Labor Management Committee Employee Council representatives are to solicit input from their respective membership and to report these items at the Labor Management Committee. Employee Council. Representatives are responsible to provide their building a written report of the meeting. The Association President is responsible to provide the Executive Committee a report of each meeting.

ARTICLE 18.00 – PROMOTIONS, VACANCIES, & TRANSFERS

- 18.01 A promotional position is one which pays a salary differential and/or is a position on the special, supervisory, or administrative level.
- 18.02 All openings for promotion, new positions or vacated positions in the Celina City School District **that the Superintendent intends to fill** shall be made known to employees through appropriate posting in school buildings and/or by announcement through the media. and summer posting in checks. *[Clean up]* Written notice of vacancies shall be given to the Association President **via e-mail**. With the exception of the time period between August 1 and the start of each school year, interviews for a posted position shall not be held before at least ten (10) calendar days after the initial posting.

ARTICLE 19.00 – REDUCTION IN STAFF

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19.09 **Except to fulfill technology requirements as determined by the District,** bargaining unit positions and employees shall not be reduced or eliminated and be replaced with non-bargaining unit employees.

ARTICLE 20.00 – LEAVES

20.01 Assault Leave

- 20.01.1 All certificated/licensed employees of the Board shall be paid regular compensation for the time up to sixty (60) workdays lost due to a physical assault that occurs during school hours or after hours as a result of a school related incident or activity.
- 20.01.2 The sixty (60) days of Assault Leave shall not be charged to sick leave and shall be considered a separate type of leave.
- 20.01.3 Any lost time shall be reported **electronically** on the absence form when the employee **is physically able.** returns to work.
- 20.01.4 If an "emergency day" or holiday called by the Superintendent during which the schools are closed, occurs during an assault leave period, the teacher will be paid if the rest of the staff is paid.
- 20.01.5 To be eligible for assault leave, an employee must file a criminal complaint with law enforcement and provide such cooperation, testimony, and evidence as is necessary to prosecute the individual responsible for the assault.

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20.03 Court Duty/Jury Duty Leave

- 20.03.1 In case of absence from duty in response to a subpoena in a case in court, or in an administrative hearing in which the employee is not a party, there shall be deducted from the salary of the employee the amount and only the amount of any witness fee or other compensation, exclusive of any reimbursement paid specifically for expenses incurred by reason of such subpoena. A certificate signed by the employee and stating the amount of such fee or other compensation, if any, must be submitted by the employee or the full salary for the period of absence shall be deducted.
- 20.03.2 In case of absence from duty in response to a jury summons, there shall be deducted from the salary of the employee the amount and only the amount of any jury fee or other compensation shall be paid to the Board. The employee will receive their regular pay for the duty. , exclusive of any reimbursement paid for expenses.

20.04 Family and Medical Leave Act (FMLA)

20.04.1 The provisions of the Family and Medical Leave Act (FMLA) shall apply to all **qualified** bargaining unit members.

20.04.2 The use of the FMLA will not count against any other existing leave within the Master Agreement. [Clean up]

20.04.3 Employees absent for the six (6) weeks of normal maternity leave or the eight (8) weeks for maternity leave with complications, do not delay the designaton of FMLA-qualifying leave and cannot designate more than twelve (12) weeks of FMLA leave. According to the Department of Labor, an employer may not delay designating FMLA-Qualifying leave as FMLA leave.

20.05 Funeral Leave

Funeral leave without loss of pay or deduction from sick leave shall be available to attend and to plan funerals that occur on days school is in session shall be granted to a teacher upon request to the Superintendent as follows:

- 20.05.1 Immediate family up to three (3) days. Immediate family shall include spouse, children, stepchildren, parents, stepparents, grandparents, grandchildren, brothers, sisters, stepsiblings, and spouse's parents, **aunt**, **uncle**, and any other person (not renters) residing within the immediate household. An additional two (2) days can be supplemented by using personal and/or sick leave days.
- 20.05.2 Other Relatives
 - a. One (1) day if within one (1) day driving range (8 hours roundtrip) from Celina as determined by the Superintendent. An additional two (2) days can be supplemented by using personal and/or sick leave days. Any days off due to a funeral shall be reported electronically within one (1) day of the absence.

20.08 Personal Leave

- 20.08.1 Each teacher is entitled to three (3) unrestricted **paid** personal leave days each work year upon notification to the Principal. Such days shall be without loss of pay or deduction from sick leave. Any teacher not using personal leave will be compensated for each day at the **starting** substitute rate per day up to a maximum of two (2) days. Said stipend compensation shall be provided to the teacher during the last pay period in the yearly contract. **Personal leave absences must be submitted electronically within one (1) day of the absence.**
 - a. The Superintendent may approve additional days as warranted by emergency upon the written request, including reasons therefore by any teacher who has exhausted the personal leave provided herein.
 - b. The Superintendent may approve up to two (2) unpaid personal days for non-emergency use. Such request shall be made to the Superintendent in advance of the days being requested. Before a teacher may apply for the two (2) unpaid personal days, they must exhaust all paid personal leave.
- 20.08.2 No personal leave may be taken on the day immediately preceding or following a school holiday or on the first day or last two (2) weeks of the teacher work year unless approved by the Superintendent or designee. Requests made for exception to this regulation must be made in writing to the building Principal clearly defining the emergency.
- 20.08.3 Leave taken for personal reasons with a corresponding loss of pay are in violation of an individual contract. Waiver of contractual obligation is only possible upon the approval of the Board.
- 20.08.4 A teacher may carry over one (1) day or cash out at the **starting** substitute rate. A teacher shall have no more than four (4) **paid** personal days. The certified staff member must inform the Treasurer in writing of his/her decision about whether to carry over a day or cash out day(s) by the teacher work day at the end of the school year. If the staff member fails to notify the Treasurer by that date, then one personal day will be carried over to the next school year and any other unused personal days will be cashed out.

20.09 Professional Leave

- 20.09.1 Professional staff members may, upon approval by the Board and/or Superintendent, attend professional meetings, conferences or visitations which provide the opportunity to advance professionally, or complete the Resident Educator Summative Assessment or any other State mandated equivalent. Professional leave days granted for completion of the Resident Educator Summative Assessment or any other state mandated equivalent shall not count towards days granted in Section 20.09.5.
- 20.09.2 Such approved leave shall be paid leave and shall not be deducted from sick leave or personal leave.
- 20.09.3 If possible, requests for professional leave shall be filed in the Superintendent's office on the appropriate form far enough in advance to ensure approval/disapproval prior to leaving. The professional staff member shall receive written notice of approval/disapproval of professional leave. Professional leave must be submitted electronically within one (1) day of attending the event.
- 20.09.4 Request forms must be fully completed. Incomplete forms will be returned to the staff member and will not be considered until they are properly completed and resubmitted.
- 20.09.5 Employees governed by this Agreement shall be normally limited to no more than two (2) employee initiated professional leave days which occur during assigned teaching time. Any administratively mandated professional leaves will not be considered as employee initiated professional leave days.
- 20.09.6 **Celina City Schools h**ead coaches and department chairpersons may request one (1) additional day each year for clinics or conferences in their area of responsibility.
- 20.09.7 Teacher delegates or board members of W.O.E.A., O.E.A. or N.E.A., the number to be based upon teacher allotments of the O.E.A., will be released from regular duties without loss of pay to attend W.O.E.A., O.E.A., and N.E.A. meetings. All staff members will file requests to attend these meetings in the Superintendent's office prior to leaving.

20.11 Sick Leave

Sick leave is a form of insurance and not a form of compensation. The purpose of sick leave is to protect the teacher and the children (from potential illness) when a teacher becomes ill. Any lost time due to sickness shall be reported electronically within one (1) day of the absence. Such leave can and should be administered uniformly.

- 20.11.1 All full-time employees of the Board shall be paid regular compensation for time lost due to illness or injury.
- 20.11.2 Full-time certificated/licensed employees accumulate sick leave credit up to fifteen (15) days/year (one and one-fourth (1 ¼) days/month).
- 20.11.3 Teachers may use sick leave due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness or injury of the employee's immediate family. (Immediate family as defined in section 20.05.1).
- 20.11.4 Unused sick leave shall be cumulative to **one hundred eighty-six (186)** one hundred sixty (160) days limit.
- 20.11.5 The previously accumulated sick leave of a regular teacher who has been separated from the school system shall be placed to his/her credit upon his/her re-employment, and any regular teacher who transfers from one school system to another in Ohio shall be credited with the unused balance of his/her accumulated sick leave, provided it does not exceed the maximum available at the time of transfer.
- 20.11.6 Employees are to be notified of their cumulative sick leave total during the month of September each year or upon request at other times.
- 20.11.7 The Board will grant once to each employee **up to five (5)** as much as ten (10) additional sick leave days without loss of pay to a teacher who has exhausted his/her accumulated sick leave under the provisions of Section **3319.141** 3313.19 of the O.R.C. In the event that this additional sick leave is utilized and the teacher returns to the employment of the Board, it shall be repaid at the rate of one and one-fourth (1 ¹/₄) days for each month the teacher is under contract. In the event the teacher leaves the employment of the Board, a deduction for the additional sick leave shall be made from the teacher's final pay.

- 20.11.8 The teacher shall notify the Principal the evening before that he/she will be absent the next day. If this is not possible, the notification shall be given the next morning between 6:30-7:00. The day before the teacher is to return to class, he/she shall call the Principal's office before 3:00 P.M. if possible.
- 20.11.9 If an "emergency day" or holiday is called by the Superintendent on which the schools are closed occurs during a sick leave period, the teacher will not be charged with a sick leave day.
- 20.11.10 Any teacher whose personal illness extends beyond the termination of his/her accumulated sick leave shall, at his/her written request, be granted a leave of absence without pay for the duration of such illness, but not to exceed two (2) years. Section 3319.13 of the Revised Code shall prevail.
- 20.11.11 The provisions of this sick leave policy shall apply to all certificated/licensed employees of the Celina City Schools.

ARTICLE 21.00 – PAY PERIODS AND DEDUCTIONS

21.01 <u>Paydays</u>

- 21.01.1 Salaries will be paid on the basis of twenty-four (24) equal installments paid on the 10th and 25th of each month.
- 21.01.2 If a payday falls on a day that **banks** schools are scheduled to be closed (i.e., holiday or weekend), checks will be electronically deposited the business day prior to the day **the banks** that schools are scheduled to be closed.
- 21.01.3 Hourly earnings submitted to the Treasurer's Office during the current pay period will be included in the following pay period.
- 21.01.4 Mandatory direct deposit of employee paychecks to the financial institution of the employee's choice shall be administered. All notifications of direct deposit shall be by electronic notification to an employee's school e-mail account. Notice of vacancies shall be made electronically to the same e-mail address at the time of the vacancy. The Board shall provide each employee with Web-based access to that e-mail account. *[Clean up]*
- 21.02 The first six (6) pay periods shall contain no deductions for Association dues. The amount of deduction for Association dues shall be divided among the remaining eighteen (18) pay periods. Direct bank deposit of pay by electronic means shall be mandatory for all teachers. Simultaneously with the deposit, teachers shall receive notice of the deposit, including the amount and all deductions. There will be twenty-four (24) deductions for insurance. When a regular pay day occurs within a vacation period during the school year, the pay day shall be advanced to the last day prior to the beginning of said vacation period, provided that not more than one pay period shall be advanced with respect to any vacation period.
- 21.03 Retiring teachers shall receive the balance of their pay on the first payday following retirement and shall not be eligible for District insurance benefits after their effective day of retirement with STRS. In lieu of insurance coverage, retirees shall receive a one-time lump sum payment equal to three (3) times the retiree's monthly cost for single coverage with STRS.
- 21.04 Teachers shall have the right to have their membership dues deducted for the Celina Education Association, Western Ohio Education Association, Ohio Education Association, and National Education Association. Annual dues for membership in

> any of these organizations shall be deducted according to a plan agreed upon by the Board and the Association. Dues deduction requests shall be made in writing to the Treasurer of the Board between the fourth and fifth pay period. Payroll deduction authorization forms will be used.

21.05 All payroll deductions except Association dues and community charities must be filed at least nine (9) days prior to the first payroll period of the school year or at least nine (9) days prior to the first payroll after January 1. Deductions will be as equal as possible over the twenty-four (24) pay periods. Tax sheltered annuities and/or deposits at credit unions, banks, etc., must have enrollment procedures completed and submitted to the Treasurer at least one (1) week prior to the first payroll of the contract year.

ARTICLE 23.00 – SALARY PLACEMENT AND RELATED PAY

23.01 **Proof of Training Level**

College training level and degree shall be substantiated by a transcript from an accredited college or university, or temporarily by an official grade report. **Requests for a**dvancement from one training level to another **are to be provided to the Treasurer's office by September 15 and February 15** shall be made at any time up to February 15 of the current school year. , effective at the time qualifications are filed. It is the obligation of each teacher to promptly submit evidence of additional training. Upon application and submission of evidence, the teacher will be advanced effective no later than the second pay following receipt.

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23.07 National Board Certified Teachers

Teachers shall receive a one (1) time lump sum cash payment of Five Hundred Dollar (\$500.00) within thirty (30) days after the end of the school year in which they attained National Board Certification status if they have remained employed for the entire school year.

23.08 Classroom Performance/Project Award

If student performance in a classroom is significantly enhanced, the Superintendent, with Board approval, shall have the unilateral authority to grant up to ten (10) awards of up to One Thousand Dollars (\$1,000.00) each. Prior to receiving a Classroom Performance/Project Award, teachers must apply in writing, must document enhanced student performance, and must include their Principal's written endorsement with the application.

ARTICLE 26.00 – ENTRY YEAR

26.01 Resident Educator Program

Purpose: The purpose of the Resident Educator Program is to provide a program of positive formal support including mentoring to foster professional growth of the individual and assessment of the performance of a teacher with a four-year provisional license. The Resident Educator Program and assessment examination does not replace the employment evaluation and is used exclusively for licensure determination. Failure to complete the Resident Educator Program within the timelines specified by the ODE will result in the employee's automatic termination from employment. The Resident Educator Program is a contracted service provided by the Mercer County ESC and will be implemented under their direction.

26.02 Resident Educator Committee Structure

- 26.02.1 The Resident Educator Committee shall be comprised of representative district teachers (maximum of twelve [12]); district administrators (maximum [4]); and the Curriculum Director. The Association shall select its representatives to their committee, and the superintendent shall designate the administrative representatives. A board-based support system shall be established for Resident Educators.
- 26.02.2 The Resident Educator Committee shall determine when, where and the number of meetings necessary to fulfill its purpose.
- 26.02.3 The Resident Educator Committee shall operate in accordance with the Teacher Education and Licensure Standards; Ohio Department of Education guidelines; all applicable laws and rules; and the present Celina Resident Educator Program until such time when the Ohio Department of Education requires individual districts to establish independent Resident Educator Programs.

26.03 Release Time/Compensation

A Two Hundred Dollar (\$200) stipend shall be awarded to each member of the Resident Educator Committee per school year.

26.04 Mentors

A teacher desiring to serve as a mentor for the Resident Educator Program shall have been employed in the district for a minimum of five (5) years. Final selection and assignment of the Resident Educator mentors shall be decided by the Resident Educator Committee.

26.04.1 Resident Educator Mentors and Alternate Mentors will be paid as follows based on the year of the program of the teacher they mentor:

Resident Educator year 1 mentors will be paid \$1,000. Resident Educator year 2 mentors will be paid \$500. Resident Educator year 3 mentors will be paid \$250. Resident Educator year 4 mentors will be paid \$250. Alternate mentors will be paid \$200.

- 26.04.2 The Resident Educator Committee members shall establish the criteria for determining the most appropriate assignment of mentors to "mentees."
- 26.04.3 The Resident Educator Committee shall determine the process by which the mentor or "mentee" may request a change in assignment.

26.05 Training and Release Time – Mentors and Resident Educators

26.05.1 The employer shall provide and finance the committee members and mentors with the opportunity to attend Resident Educator Program training in order to establish and maintain an effective Resident Educator Program.

26.04.2

26.05.2 Required ODE mentor training will be funded by the employer.

26.06 Confidentiality

Mentors shall communicate directly with assigned Resident Educators "mentees" and shall hold all information in strict confidence. All interaction – written or verbal – between the mentor teacher and the Resident Educator "mentee" shall be confidential.*

26.06.1 No mentor shall participate in any informal or formal contractual evaluation of a Resident Educator.

- 26.06.2 No mentor shall be directed, required or requested to make any recommendation regarding the employment of a Resident Educator "mentee."
- 26.06.3 *Assigned mentors shall be required to submit the appropriate documentation as defined within the requirements of the Celina Resident Educator Program (i.e., Mentor Application Form).

26.07 Resident Educator Program Content

The Resident Educator Committee shall oversee the development and implementation of the Mentor Programs.

- 26.07.1 <u>Resident Educator Program</u>: Resident Educator Program Teacher Committee members and mentors must attend required ODE mentor training. Mentees must successfully complete ODE requirements leading to the acquisition of their professional license.
- 26.07.2 <u>Alternate Mentor Program</u>: Alternative Mentor Program (AMP) is for certified licensed staff assigned in a new level, building, new content area or experienced staff new to the District. The Resident Educator Committee will make recommendations as to which staff members are eligible for an AMP Mentor and the staff member who will serve as the AMP Mentor. The final decision to grant a staff member an AMP Mentor is at the discretion of the Superintendent.
- 26.07.3 <u>Contract Evaluation</u>: Unless the criteria set forth in Article 11.07(F)(3) are met, evaluation of the Resident Educators shall be conducted in accordance with the provisions of the evaluation procedure contained in Article XI of this collective bargaining agreement and per applicable state laws.

26.08 Length of the Program

The Resident Educator Program shall be per state guidelines.

26.09 Workload

The Mercer County ESC Resident Educator Supervisor Curriculum Director and the affected building principals shall determine the appropriate number of release days that the assigned mentor shall be granted to work individually with Resident

Educators in designated professional areas. The assigned mentor shall be responsible to make appropriate substitute teacher arrangements.

26.10 Conflict Resolution

If a conflict situation arises between a mentor and a Resident Educator and is not resolved between themselves, either party may make a request to the **Mercer County ESC Resident Educator Supervisor** Curriculum Director for reassignment. The **Mercer County ESC Resident Educator Supervisor** Curriculum Director and the building principal will then work cooperatively to make another appropriate assignment.

MENTOR REQUIREMENT CHART

Program	Resident Educator Year 1	Resident Educator Year 2	Resident Educator Ycar 3	Resident Educator Ycar 4	Alternate Mentorship
Contact Time	40 hours	30 hours	20 hours	20 hours	20 hours
Observation	2 each total of 4	2 each total of 4	1 each total of 2	1 cach, total of 2	1 each, total of 2
Meeting with Lead Mentor	3	2	2	2	2
Stipend per Mentee	\$1,000	\$500	\$250	\$250	\$200
Maximum Number of Mentees	1	2	4	4	2

Summary of Differences between years of the mentorship programs:

Mentors of first and second year Resident Educators must receive Resident Educator and Instructional Mentor training.

Mentors of third year Resident Educators must receive Resident Educator and Instructional Mentoring training in addition to Resident Educator Summative Assessment Facilitator training.

Mentors of 4th year Resident Educators must receive Resident Educator and Instructional Mentoring training in addition to any additional training offered by ODE.

ARTICLE 27.00 INSURANCE

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27.02 Selection of Insurance Coverage

The District will offer the an HDHP/HSA Plan offered by the Mercer-Auglaize Area Schools Employee Welfare Benefits Trust ("MABT"). The employee monthly premium contribution for the HDHP/HSA Plan shall be ten percent (10%) nine percent (9%) effective January 1, 2025, 2023, and ten percent (10%) nine percent (9%) effective January 1, 2026, and ten percent (10%) effective January 1, 2027. 2024.

The Board will contribute One Thousand Dollars (\$1,000.00) for a single plan and Two Thousand Dollars (\$2,000.00) for a family plan to each employee's HSA effective January 1, 2025, 2023, and effective January 1, 2026, and effective January 1, 2027, 2024, with no match required by the employee. For each year, half of the contribution will be deposited into the employee's account on the first pay in January, and the other half to be provided the earlier of the first pay in July or once the employee has used all of the funds deposited by the Board.

For a teacher newly hired in the District during the 2022-23 or 2023-24 school year, the Board shall contribute \$1,225 for a single plan and \$2,450 for a family plan during the teacher's first year of employment. If the teacher is newly hired during the 2022-23 school year, the Board shall contribute \$1,000 for a single plan and \$2,000 for a family plan during the 2023-24 school year.

During each open enrollment period every member of the employee group will be required to complete re-enrollment forms to maintain, change or decline the benefit plan(s). Selection will be required for medical/prescription, dental and vision coverage.

* * *

27.05 Medical Insurance Opt-Out Provision

The Board will pay an employee within the bargaining unit Three Thousand Dollars (\$3,000) of the Board's annual contribution toward the Preferred Provider Plan of the medical benefit plan at the rate in effect when no insurance was selected during the November open-enrollment period. The Board will not provide an opt-out payment to either spouse if both are employed within the bargaining unit and either is enrolled in a medical benefits plan.

> The payment will be made during the following October prior to the next open enrollment period if the employee maintains his/her employment status with the district and the employee remains without the benefit plan until October 1. If an employee retires prior to October 1, the payment shall be prorated.

> Part time employees are eligible but the payment will be calculated based upon the percent of time under contract.

ARTICLE 28.00 – FRINGE BENEFITS

* * *

28.02 Severance Pay

28.02.1 The intent of the severance pay is to reward employees for accumulation of sick leave days. It is inherent in this plan that each sick day that is used by an employee while employed in the Celina City Schools will result in loss of revenues at rates of 25%, 20% and/or 15% of the employee's daily rate of pay at retirement. For the purpose of severance calculation for employees hired before September 1, 2024, sick leave accumulation will be unlimited. For employees hired on or after September 1, 2024, sick leave for purposes of severance shall be limited to two hundred forty (240) days.

ARTICLE 30.00 – REGULAR AND SUPPLEMENTAL SALARIES

* * *

30.03 Fair Share Fee

This Article is subject to automatic amendment, based upon any decision by U.S. Supreme Court, or the Supreme Court of Ohio, affecting the legality of "fair share fee".

The Celina Board agrees to automatic payroll deduction, as a condition of employment, of an amount equal to the dues of the United Education Profession from the pay of all bargaining unit members who elect not to become members of the United Education Profession or who elect not to remain members.

- 30.03.1 The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the check off 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 membership dues less the amount previously paid through payroll deduction.
- 30.03.2 Payroll deduction of such fair share fees shall begin in the second paycheck in January.
- 30.03.3 Dues rates and fair share fee rates shall be transmitted by the Association to the treasurer of the Board for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.
- 30.03.4 The Board further agrees to accompany each such transmittal with a list of the names of bargaining unit member for whom all such deductions were made, the period covered, and the amounts deducted for each.
- 30.03.5 Upon timely demand, non-members may appeal to the Association the payment of the fair share fee pursuant to the internal procedure adopted by the Association, or such non-members may submit such appeals as provided by law.
- 30.03.6 Nevertheless, the amount to be deducted from the pay of all non-Association members shall be the full dues of the United Education Profession, unless the Association notifies the treasurer of the Board to the contrary, and such deductions shall continue through the remaining

number of payroll periods over which Association membership dues are deducted.

- 30.03.7 The Association agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:
- 30.03.8 The Board shall give a ten (10) day written notice for any claim made or action filed against the employer by a non-member for which indemnification may be claimed;
- 30.03.9 The Association shall reserve the right to designate counsel to represent and defend the employer. The Board may designate its own counsel at its own expense to assist in the defense. The Board may at any time elect to waive the right of indemnification and provide its own defense.
- 30.03.10 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 appease the Association or its affiliates' application to file briefs amicus curiae in the action.
- 30.03.11 The action brought against the Board must be a direct consequence of the Board's good faith compliance with the fair share fee provision of the collective bargaining agreement herein; 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.
- 30.03.12 The above fair share fee provision shall be an exclusive right of the Association not granted to any other employee organization seeking to represent employees in the bargaining unit represented by the Association.

ARTICLE 31.00 – SALARY SCHEDULES

31.01 CELINA CITY SCHOOLS SALARY SCHEDULE BASE SALARY \$39,872

2024-2025					4.00%
Step	Non-Deg	BA	5 YEAR	MA	MA+30
0	\$34,688	\$39,872	\$42,463	\$45,055	\$47,646
	0.87	1	1.065	1.13	1.195
1	\$35,805	\$42,663	\$44,377	\$47,088	\$49,800
	0.898	1.07	1.113	1.181	1.249
2	\$36,921	\$43,859	\$46,291	\$49,122	\$51,953
	0.926	1.1	1.161	1.232	1.303
3	\$38,037	\$45,374	\$48,205	\$51,155	\$54,106
	0.954	1.138	1.209	1.283	1.357
4	\$39,154	\$47,208	\$50,119	\$53,189	\$56,259
	0.982	1.184	1.257	1.334	1.411
5	\$40,270	\$49,042	\$52,032	\$55,222	\$58,412
	1.01	1.23	1.305	1.385	1.465
6	\$41,387	\$50,876	\$53,946	\$57,256	\$60,565
	1.038	1.276	1.353	1.436	1.519
7	\$42,503	\$52,710	\$55,860	\$59,289	\$62,718
	1.066	1.322	1.401	1.487	1.573
8	\$43,619	\$54,544	\$57,774	\$61,322	\$64,871
	1.094	1.368	1.449	1.538	1.627
9	\$44,736	\$56,378	\$59,688	\$63,356	\$67,024
	1.122	1.414	1.497	1.589	1.681
10	\$45,852	\$58,212	\$61,601	\$65,389	\$69,177
	1.15	1.46	1.545	1.64	1.735
11	\$46,969	\$60,047	\$63,515	\$67,423	\$71,330
	1.178	1.506	1.593	1.691	1.789
12	\$46,969	\$61,881	\$65,429	\$69,456	\$73,483
	1.178	1.552	1.641	1.742	1.843
13	\$46,969	\$61,881	\$67,343	\$71,490	\$75,636
	1.178	1.552	1.689	1.793	1.897

16	\$46,969	\$61,881	\$69,257	\$73,523	\$77,789
	1.178	1.552	1.737	1.844	1.951
18	\$46,969	\$61,881	\$71,171	\$75,557	\$79,942
	1.178	1.552	1.785	1.895	2.005
20	\$46,969	\$61,881	\$73,084	\$77,590	\$82,095
	1.178	1.552	1.833	1.946	2.059

* Teachers new to the District shall receive an additional Three Hundred Dollars (\$300.00) in their first year for use in establishing a classroom environment.

** Plus an additional \$1,000 for educational specialist degree.

31.02 CELINA CITY SCHOOLS SALARY SCHEDULE BASE SALARY **\$41,068**

2025-2026					3.00%
Step	Non-Deg	BA	5 YEAR	MA	MA+30
0	\$35,729	\$41,068	\$43,737	\$46,406	\$49,076
	0.87	1	1.065	1.13	1.195
1	\$36,879	\$43,942	\$45,708	\$48,501	\$51,294
	0.898	1.07	1.113	1.181	1.249
2	\$38,029	\$45,174	\$47,680	\$50,595	\$53,511
	0.926	1.1	1.161	1.232	1.303
3	\$39,179	\$46,735	\$49,651	\$52,690	\$55,729
	0.954	1.138	1.209	1.283	1.357
4	\$40,328	\$48,624	\$51,622	\$54,784	\$57,946
	0.982	1.184	1.257	1.334	1.411
5	\$41,478	\$50,513	\$53,593	\$56,879	\$60,164
	1.01	1.23	1.305	1.385	1.465
6	\$42,628	\$52,402	\$55,565	\$58,973	\$62,382
	1.038	1.276	1.353	1.436	1.519
7	\$43,778	\$54,291	\$57,536	\$61,068	\$64,599
	1.066	1.322	1.401	1.487	1.573
8	\$44,928	\$56,181	\$59,507	\$63,162	\$66,817
	1.094	1.368	1.449	1.538	1.627
9	\$46,078	\$58,070	\$61,478	\$65,257	\$69,035
	1.122	1.414	1.497	1.589	1.681

10	\$47,228	\$59,959	\$63,450	\$67,351	\$71,252
	1.15	1.46	1.545	1.64	1.735
11	\$48,378	\$61,848	\$65,421	\$69,445	\$73,470
	1.178	1.506	1.593	1.691	1.789
12	\$48,378	\$63,737	\$67,392	\$71,540	\$75,688
	1.178	1.552	1.641	1.742	1.843
13	\$48,378	\$63,737	\$69,363	\$73,634	\$77,905
	1.178	1.552	1.689	1.793	1.897
16	\$48,378	\$63,737	\$71,335	\$75,729	\$80,123
	1.178	1.552	1.737	1.844	1.951
18	\$48,378	\$63,737	\$73,306	\$77,823	\$82,341
	1.178	1.552	1.785	1.895	2.005
20	\$48,378	\$63,737	\$75,277	\$79,918	\$84,558
	1.178	1.552	1.833	1.946	2.059

* Teachers new to the District shall receive an additional Three Hundred Dollars (\$300.00) in their first year for use in establishing a classroom environment.

** Plus an additional \$1,000 for educational specialist degree.

31.03 CELINA CITY SCHOOLS SALARY SCHEDULE BASE SALARY \$42,300

2026-2027					3.00%
Step	Non-Deg	BA	5 YEAR	MA	MA+30
0	\$36,801	\$42,300	\$45,049	\$47,799	\$50,548
	0.87	1	1.065	1.13	1.195
1	\$37,985	\$45,261	\$47,080	\$49,956	\$52,832
	0.898	1.07	1.113	1.181	1.249
2	\$39,170	\$46,530	\$49,110	\$52,113	\$55,117
	0.926	1.1	1.161	1.232	1.303
3	\$40,354	\$48,137	\$51,140	\$54,271	\$57,401
	0.954	1.138	1.209	1.283	1.357
4	\$41,538	\$50,083	\$53,171	\$56,428	\$59,685
	0.982	1.184	1.257	1.334	1.411
5	\$42,723	\$52,029	\$55,201	\$58,585	\$61,969

	1.01	1.23	1.305	1.385	1.465
6	\$43,907	\$53,974	\$57,231	\$60,742	\$64,253
	1.038	1.276	1.353	1.436	1.519
7	\$45,091	\$55,920	\$59,262	\$62,900	\$66,537
	1.066	1.322	1.401	1.487	1.573
8	\$46,276	\$57,866	\$61,292	\$65,057	\$68,822
	1.094	1.368	1.449	1.538	1.627
9	\$47,460	\$59,812	\$63,323	\$67,214	\$71,106
	1.122	1.414	1.497	1.589	1.681
10	\$48,645	\$61,758	\$65,353	\$69,372	\$73,390
	1.15	1.46	1.545	1.64	1.735
11	\$49,829	\$63,703	\$67,383	\$71,529	\$75,674
	1.178	1.506	1.593	1.691	1.789
12	\$49,829	\$65,649	\$69,414	\$73,686	\$77,958
	1.178	1.552	1.641	1.742	1.843
13	\$49,829	\$65,649	\$71,444	\$75,843	\$80,243
	1.178	1.552	1.689	1.793	1.897
16	\$49,829	\$65,649	\$73,475	\$78,001	\$82,527
	1.178	1.552	1.737	1.844	1.951
18	\$49,829	\$65,649	\$75,505	\$80,158	\$84,811
	1.178	1.552	1.785	1.895	2.005
20	\$49,829	\$65,649	\$77,535	\$82,315	\$87,095
	1.178	1.552	1.833	1.946	2.059

* Teachers new to the District shall receive an additional Three Hundred Dollars (\$300.00) in their first year for use in establishing a classroom environment.

ARTICLE 32.00 – SUPPLEMENTAL SALARY SCHEDULE/INDEX

A supplemental salary committee shall be created to audit supplementals to determine their need, and if new supplementals are needed, decisions regarding the need for a supplemental will be determined based on but not limited to District finances, number of participants or likely participants, and relevancy. The committee shall be comprised of the Superintendent, a representative from the Treasurer's office, Athletic Director, CEA President, and two members chosen by the CEA President. The recommendation of the committee must be ratified by both parties to become effective.

CELINA CITY SCHOOL DISTRICT EXTRA DUTY CLASSIFICATION SCHEDULE B

CLASS I

- 1. Head Varsity Football
- 2. Head Boys Varsity Basketball
- 3. Head Girls Varsity Basketball
- 4. Marching Band Director

CLASS II

- 1. Head Varsity Baseball
- 2. Head Varsity Softball
- 3. Head Varsity Track
- 4. Head Boys Soccer
- 5. Head Girls Soccer
- 6. Head Varsity Volleyball
- 7. Head Varsity Wrestling
- 8. High School Yearbook Advisor
- 9. Marching Band Director

CLASS III

- 1. Assistant Varsity Football
- 2. Assistant Boys Varsity Basketball
- 3. Assistant Girls Varsity Basketball
- 4. JV Boys Basketball
- 5. JV Girls Basketball
- 6. Head Cross Country
- 7. Weight Coordinator
- 8. Head Swimming

- 9. Head Junior Class Advisor
- 10. Head Instrumental Music
- 11. Scholastic Bowl Advisor
- 12. Head Boys Tennis
- 13. Head Girls Tennis
- 14. Instrumental Specialist
- 15. Varsity Cheerleader Advisor

CLASS IV

- 1. Head 9th Grade Football
- 2. Head 8th Grade Football
- 3. Head 7th Grade Football
- 4. Head 9th Grade Boys Basketball
- 5. Head 9th Grade Girls Basketball
- 6. Head 8th Grade Boys Basketball
- 7. Head 8th Grade Girls Basketball
- 8. Head 7th Grade Boys Basketball
- 9. Head 7th Grade Girls Basketball
- 10. Assistant Varsity Baseball
- 11. JV Baseball
- 12. Middle School Baseball
- 13. 9th Grade Baseball
- 14. Head Boys Golf
- 15. Head Girls Golf
- 16. Assistant Varsity Girls Softball
- 17. JV Girls Softball
- 18. Middle School Girls Softball
- 19. Assistant Varsity Track
- 20. Head Middle School Track
- 21. Middle School Cross Country
- 22. Assistant Boys Tennis
- 23. Assistant Girls Tennis
- 24. Assistant Boys Soccer
- 25. Assistant Girls Soccer
- 26. JV Boys Soccer
- 27. JV Girls Soccer
- 28. Assistant Varsity Volleyball
- 29. JV Volleyball
- 30. 9th Grade Volleyball
- 31. 8th Grade Volleyball
- 32. 7th Grade Volleyball

33.	Assistant Wrestling

- 34. Head Middle School Wrestling
- 35. Assistant Swimming
- 36. Varsity Cheerleader Advisor
- **36.**37. High School Student Council Advisor
- **37.**38. High School Musical
- **38.39.** Choral Music
- **39.**40. Assistant Marching Band
- 40.41. K-12 Choral Accompanist
- 41.42. Dance Team Advisor
- **42.**43. Spirit Squad
- **43.**44. Assistant High School Musical
- **44.45.** Head Boys Bowling
- 45.46. Head Girls Bowling

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CLASS VIII*

1.	Intervention Assistance Team Field	.0471
2.	Intervention Assistance Core	.050

- **Intervention Assistance Core** 2. 3.2. Tri Star Vocational Club
- 4.3.
- Grade Level Chairperson 5.4. Department Chairperson (A)
- Department Chairperson (B) 6.5.
- 7.6. Middle School Team Leader
- **8.**7. Grade Level Chairperson CIS Cluster Member
- 9.8. Special Education Building Coordinator
- District Leadership Team 10.9.

*Regardless of years' experience

ARTICLE 35.00 - TRI STAR TEACHERS

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35.09 A Tri Star teacher cannot bump a CEA member employed by the District if the program at Tri Star has been on probation. A CEA member not holding a Tri Star position may not bump a Tri Star teacher if their position is reduced in force.