

Market Street School

7:00 p.m.

August 26, 2002

The New Richmond Exempted Village Board of Education met in [regular](#) session on [August 26, 2002, 7:00 p.m.](#) at Market Street School, 212 Market Street, New Richmond, Ohio 45157, with the following members present:

Fred Heflin, President
David Hawkins, Vice-President
Ralph Shepherd
Mark Adamson
Paul Zimmerman

Also present were: Mr. Loren Wilson, Superintendent; and Teresa Napier, Chief Financial Officer.

Recognitions

The Board recognized Mr. Jack Horn, New Richmond High School teacher, for the publishing of his article in the Spring 2002 issue of the *Ohio Journal of the English Language Arts* titled “Revising Shakespeare, Hamlet – Yours or His.”

The Board recognized Mrs. Bridget Bell, representative to the district’s CARE team, for being selected to travel on October 16, 2002 with two students to Washington D.C. to deliver pledges for Drug Free Schools’ Red Ribbon Week to the DEA. This is an all-expense paid (air/hotel/meals) trip.

Mr. Wilson presented the following additions, deletions, and corrections to the agenda:

Add: 6. Communications

- Dr. James Mahoney, Battelle for Kids

Change: 17. Employment of Personnel

1. Classified Employees (2002/2003 School Year)

- Karla Painter, add effective August 19, 2002
- Karen Strickmeyer, add effective August 19, 2002
- Chastity Zimmer, add effective August 19, 2002
- Bonnie Becklehymmer, add effective August 19, 2002
- Melissa Sandlin, add effective August 19, 2002
- Toni Johnson, add effective August 19, 2002

2. Certified Substitutes (2002/2003 School Year)

Douglas Ashworth	Debbie Kinnett
Elena Baca	Jeanine Leder
Timothy Bennett	Nicole Littleton
Ruth Bramsen	William Lockwood
Michele Briggs	Richard Mahan
Traci Brooking	Jean Ann Marochak
Elizabeth Buckingham	Joseph Middeler, Jr.
Brian Cheek	Karen Middleton

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Linda Curless	JoAnn Miller
Bonnie Dannenberg	William Anthony Montague
Carl Dannenberg	Kay Newby
Sue Denedy	Carolyn O'Brien
Samantha Drusso	Sue Patrick
Jill Fankhauser	Francis Paulin
Sandra Farmer	Dale Poling
Erin Fritz	Ann Rich
John Gillespie	Pamela Schuck
Ellen Gilligan	Dama Schultz
Jamie Greeson	Kimberly Slade
Amy Hall	Betty Smith
Jennifer Lynn Hall	Margaret Snyder
Richard Hilt	Jennifer Tarvin
Danny Hinson	Cynthia Thomas
Teresa Holman	Carlos J. Torres
Johnanna Huddleston	Garland Turner
Emily Hugenberg	Bonnie Walmsley
Lisa Imbus	Marcie Ware
Jamie Jeffers	Mary Weatherspoon
Donald Niemeier	Roberta Windle
Meloday Keeton	Deborah Wiseman
Pamela Kelsch	Susan Weiland
Linda Kersey	Paul Williams
Grace Ann Kilgore	Roger Yeardley

3. Classified Substitutes (2002/2003 School Year)

James Abbott	Charlene Hunt
Randy Abbott	Larry Hunt
Anna Abercrombie	Linda Johansen
Patty Allphin	Gary Johnson
Donna Barger	Toni Johnson
Frances Barger	Helen Jones
Carol Basham	Judy Jones
Cristy Behler	Vicki Kapitula
Angela Biesenbender	Debra Klinker
Judy Bird	Kathyrn Lavin
Peggy Blanchard	Lynette Lindsey
Voeun Blevins	Sherry Long
Ronald Block	Judy Luck
Alma Boggs	Lisa Manning
Martin Borchers	Ruth Manning
Deborah Bowling	John McClosky
Rob Brock	Robert McInturf
Karen Calhoun	Robert Meyer
Beverly Caudill	R. Gary Miller
Ralph Childers	Karen Nelcamp
Jill Cochran	Pamela Ollendick

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Willard Cole
Cheryl Conley
Renee Cox
Diana Cunningham
Susan Curfman
William Darnell
Roxanne Davis
Tammy Dodson
Amanda Duty
Kathy Edwards
Dianne Emmich
Thomas Evans
Cheryl Fader
Julie Fritz
Jacquie Galea
Lana Gilday
Cynthia Gorth
Kimberly Greene
Cheryl Gross
Patricia Harrmann
David Hartness
Lisa Heflin
Karen Hensley
Dottie Hile
Tim Hoess

Thomas Patterson
Tami Pinkard
Anne Powers
John Ratliff
Phyllis Roberts
Tina Roehm
Rick Rowland
Melissa Sandlin
Christine Senters
Cathy Shivener
Michael Shelton
Michael Kent Simpson, Jr.
Judith Snider
Judy Stevens
Noel Thacker
Jana Theaderman
Joan Thompson
Tonya Trimble
Stephanie Wagner
Diane Wander
Teresa Warren
Felicia Watson
Sherry Webb
Brenda Wingo
Sandy Wolf

Delete: 4. Payment of \$100 Stipend for Attending Overnight Seminar on August 5, 2002

Toni Johnson
Teresa Berkely

Add: 18. STUDENT AND STAFF MEMBERS TRAVEL PARTICIPATION

It is recommended that the Board of Education approve two students and one staff member from NRE to participate in travel related to *Red Ribbon to Washington D.C.* as presented.

2003-25 Moved by Mr. Shepherd, seconded by Mr. Adamson, to approve the agenda as amended. Roll call: Mr. Zimmerman, yea; Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Adamson, yea; Mr. Shepherd, yea. Motion carried.

Presentations

Mrs. Richardson presented an update on the State Report Card.

Mrs. Sharon Stark, Transportation Director, presented the video of the safety exercise for the drivers and community emergency departments.

Mrs. McLaughlin, Technology Specialist, reported on the various technology plans for the district.

Public Participation

Mrs. Alexander addressed the board regarding the plans for the landscaping of the transportation building.

2003-26 Moved by Mr. Zimmerman, seconded by Mr. Shepherd, to enter into executive session for the purpose of considering the appointment, employment, dismissal, promotion, demotion or compensation of a public employee and the purpose of attorney conference(s) in accordance with Ohio Revised code 121.22. Roll call: Mr. Adamson, yea; Mr. Hawkins, yea; Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Zimmerman, yea. Motion carried.

Mr. Heflin declared the [regular](#) meeting moved into executive session at 7:56 p.m.

Mr. Heflin declared the executive session adjourned and the [regular](#) meeting reconvened at 9:40 p.m.

Mr. Hawkins excused himself from the meeting at 9:40 p.m.

2003-27 Moved by Mr. Shepherd, seconded by Mr. Adamson, to approve the minutes of the July 6, 2002 Board of Education Retreat and the July 15, 2002 Regular Meeting. Roll call: Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Adamson, yea; Mr. Shepherd, yea. Motion carried.

2003-28 Moved by Mr. Adamson, seconded by Mr. Shepherd, to approve the financial report for the month ending July 31, 2002:

- Receipts
- Cash Position
- Expenditures
- Investments
-

Roll call: Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Adamson, yea. Motion carried.

2003-29 Moved by Mr. Heflin, seconded by Mr. Shepherd, to approve the community survey to be conducted by RDI Marketing Services at a cost of \$10,100.00. Roll call: Mr. Zimmerman, yea; Mr. Adamson, yea; Mr. Shepherd, yea; Mr. Heflin, yea. Motion carried.

2003-30 Moved by Mr. Shepherd, seconded by Mr. Adamson, to approve the tentative agreement between the Ohio Association of Public School Employees AFSCME, AFL-CIO and its Local #267 and the New Richmond Exempted Village School District Board of Education, effective July 1, 2002 and ending June 30, 2005:

CONTRACT

This Agreement made and entered into this 26th day of August, 2002 by and between the Board of Education of the New Richmond Exempted Village School District, hereinafter referred to as the "Board", and the Ohio Association of Public School Employees, Local #267, hereinafter referred to as the "Union".

ARTICLE 1 - TERMS

- 1.1 This Contract shall be effective for the period beginning on the date executed, except as otherwise provided herein, and ending June 30, 2005.

ARTICLE 2 - RECOGNITION

- 2.1 The Board hereby recognizes the Union as the sole and exclusive bargaining representative for all employees now employed or to be employed in the following described unit:

- 2.2 The bargaining unit includes all full-time and regular short-hour employees in the following positions or classifications, which are regularly assigned to a work schedule:

Assistants	Head Custodians
Bus Drivers	Custodians
Head Cooks	Head Maintenance
Cooks	Maintenance
Clerks	Mechanic

- 2.3 For the purpose of this Agreement, the following are excluded from the bargaining unit:

- Administrators
 - Chief Mechanic - Transportation
 - Superintendent's Secretary
 - Assistant Superintendent's Secretary
 - Assistants to the Treasurer
 - Secretaries

- 2.4 Definitions

- A. Bargaining unit employees: Employees included in the bargaining unit are those employees employed in a job classification listed in Section 2.2 who are employed under an employment contract approved by the Board to work nine to twelve months a year.

ARTICLE 3 - PRINCIPLES

- 3.1 Bargaining unit employees have the right to join in, participate in, and assist the Union and the right to refrain from such; but membership shall not be a prerequisite for employment or continuation of employment of any employee.

- 3.2 The Board and the Union shall comply with all the laws and regulations of the State of Ohio.

ARTICLE 4 - BOARD (MANAGEMENT) RIGHTS

- 4.1 The Union recognizes that the Board is vested by law with the authority and responsibility of making the rules and regulations by which the New Richmond Exempted Village School District will be operated and governed. The Union agrees that, unless such authority is specifically limited by a specific provision of this agreement, the Board has and retains all of its rights and authority to manage and control the School District, which the Board possesses under Ohio law.

- 4.2 The Union agrees, notwithstanding any provision of R.C. 4117.08, that the Board may exercise any right or authority retained by it, which is not specifically limited by the terms of this agreement, without bargaining with the Union with respect to the exercise of such right or authority, except that the Board shall bargain with respect to the effect of such exercise of authority on wages, hours and working conditions.
- 4.3 In the event a dispute arises during the term of this agreement over whether the Board has a duty to bargain the exercise of a management right either permitted by the terms of this agreement or retained as a result of the provisions of this article, the grievance procedure established in this agreement shall be the sole and exclusive procedure for resolving such a dispute.

ARTICLE 5 - PROCEDURES FOR CONDUCTING NEGOTIATIONS

- 5.1 The Board or the designated representative(s) of the Board will meet with representatives designated by the Union for the purpose of discussing and reaching agreements. All negotiations shall be conducted exclusively between said teams. The Board's negotiating team and the Union's negotiating team will consist of no fewer than three (3), nor more than six (6) duly appointed members. Neither party shall have control over the selection of the other party's team members. While no final agreement shall be executed without ratification by the Union and adoption by the Board, the negotiating teams will have the authority to make proposals, consider proposals and determine items acceptable to both parties involved in negotiations.
- 5.2 A consultant may be used by each of the parties in any of the negotiation meetings in an advisory capacity. The consultant will not be permitted to enter into discussions unless both parties agree to permit them to address the teams.
- 5.3 The expense of such consultant shall be borne by the party requesting or hiring him.
- 5.4 Necessary clerical assistance may be provided if both parties agree and, if such is the case, the cost will be shared equally by the Board and the Union.

ARTICLE 6 - EXCHANGE OF INFORMATION

- 6.1 Prior to and during the period of negotiations, or impasse provision, the Board and the Union agree to provide to each other, upon request, all regularly and routinely prepared information concerning the issue(s) under consideration.

ARTICLE 7 - REQUEST FOR MEETING

- 7.1 Upon receipt of the written request for a meeting, the receiving party will have ten (10) days to reply to the request. A meeting date shall be agreed to within twenty (20) days of the original request. All days referred to in this Section shall be working days.

ARTICLE 8 - SUBMISSION OF ISSUES

- 8.1 All issues for negotiations by the Union shall be submitted in writing at the first meeting, and the Board shall submit in writing to the Union all of its issues for negotiations no later than the second meeting. No additional issues shall be

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submitted by either party following the designated meeting, unless agreed to by both parties.

ARTICLE 9 - NEGOTIATIONS PROCEDURES

- 9.1 Length of meetings as well as times and places of the following meetings shall be agreed upon prior to the adjournment of each session. All negotiations shall be conducted in committee sessions consisting of those team members designated in Sections 5.1 and 5.2.

ARTICLE 10 - CAUCUS

- 10.1 Upon request of either party, the negotiation meeting shall be recessed to permit the requesting party a period of time within which to caucus in privacy. Caucus sessions will not exceed thirty (30) minutes unless a longer period of time is mutually agreed to by both parties.

ARTICLE 11 - PROGRESS REPORTS

- 11.1 Interim reports may be made to the Union by its representatives and to the Board by its representatives during negotiations. Each party will be responsible for requesting that the information from such reports be regarded as only proposals and shall be confidential information within the organization concerned.

ARTICLE 12 - NEWS RELEASE

- 12.1 News releases, either during negotiations or at the conclusion of negotiations, shall be made only by mutual agreement.

ARTICLE 13 - PROTOCOL

- 13.1 No action to coerce, censor or penalize any participant in negotiations shall be made or implied by any other negotiator or member of either party so represented. Both sides agree to conduct themselves in a professional and non-personal manner.

ARTICLE 14 - ITEM AGREEMENT

- 14.1 As tentative agreement is reached on an item, it shall be reduced to writing and so noted and initialed by each party. It is recognized that a tentative agreement is not effective unless and until final agreement on all items is reached by the Union and the Board.

ARTICLE 15 - AGREEMENT

- 15.1 When an agreement is reached by the parties on all items submitted for negotiation, such agreement shall promptly be reduced to writing and furnished to the Union and to the Board. The Union shall vote on the tentative agreement within ten (10) work days of the conclusion of negotiations and the Board shall vote on the tentative agreement within ten (10) work days of the Superintendent's receipt of written confirmation from the Union President that the Union approved the tentative agreement.

ARTICLE 16 - INTENT TO RECOMMEND

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- 16.1 Prior to the negotiated agreement being presented to the Union and to the Board, each member of both negotiating teams shall pledge to recommend adoption of the tentative agreement.

ARTICLE 17 - DISAGREEMENT

- 17.1 If an agreement has not been reached within sixty (60) days of the receipt of the Notice to Negotiate, either party shall have the option to declare that an impasse exists.

- 17.2 If an impasse is declared after the sixty (60) day period the parties shall accept the appointment of a mediator from the Federal Mediation and Conciliation Service.

If an agreement has not been reached through mediation, the Union agrees that it shall submit the Board's final offer to the bargaining unit for a vote. If the final offer of the Board is not rejected by a three-fifth's (3/5) vote of the full membership of the Union, then it shall be deemed accepted by the Union and included in any contract between the parties.

- 17.3 The Board of Education and the Union agree that the aforementioned process shall replace all other dispute settlement procedures contained in Chapter 4117 of the Ohio Revised Code.

ARTICLE 18 - OVERTIME

- 18.1 All hours which an employee is directed/assigned to work in advance in excess of forty (40) actual work hours in a work week shall be paid at the rate of time and one-half.

- 18.2 For the purposes of this Section, vacation days, holidays and calamity days which the employee does not work, but for which he/she is compensated by the Board, shall constitute hours worked when determining if an employee is eligible for overtime in a work week.

- 18.3 An employee not regularly scheduled to work on Saturday or Sunday who is called to work on either day shall be guaranteed a minimum of two (2) hours work at the applicable rate.

- 18.4 Any custodian or maintenance employee in the bargaining unit whose assigned work shift commences on or after 3:00 p.m. shall receive a second shift differential, and whose assigned work shift commences on or after 11:00 p.m. shall receive a third shift differential as shown on the attached wage schedule. Any employee who works a split shift will be paid at the shift differential for which he/she works the majority of his/her hours.

ARTICLE 19 - PAYROLL DEDUCTION

- 19.1 The Board of Education will deduct from the pay of an employee, dues for the Ohio Association of Public School Employees and the Local when so authorized in writing by an employee, without cost to the employee or the Union. Dues shall be deducted in twenty-four (24) equal deductions, beginning with the month of September. Dues deducted shall be forwarded to the State Association with a list of employees.

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- 19.2 Dues deduction authorization shall remain in effect until revoked in writing by the employee to the OAPSE State Office Columbus and Treasurer of the Board, between August 21st and August 31st.
- 19.3 Authorization cards for the deduction of dues of personnel employed by the Board after the beginning of the school year shall be submitted to the Treasurer of the Board within thirty (30) days from the date of employment in order for dues deduction to be available to the newly-hired employees.
- 19.4 The Board agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Board and the Union. The Board agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made in the amount deducted during the period covered by the remittance.

ARTICLE 20 - GRIEVANCE PROCEDURE

- 20.1 Definitions:
- A. Grievance: A grievance shall mean an alleged violation, misinterpretation, or misapplication of the terms and provisions of this agreement.
 - B. Grievant: An employee, a group of employees, or the OAPSE Union in its role as sole and exclusive bargaining representative of the classified staff.
 - C. Day: Shall be defined as a calendar day.
 - D. Immediate Supervisor: Shall be defined as the administrative employee directly in charge of the grievant as per the next chain of authority.
 - E. Representative: Regular classified employee of the New Richmond Board of Education, or a union representative(s) present at a grievance hearing to assist, support, aid, and represent the grievant in the presentation of the grievance.
 - F. Administrator: The Superintendent or designee.

Step One - If a grievant believes there is a basis for a grievance, the grievant may, within fifteen (15) days after the grievant knows or should have known of an event or condition that the grievant considers a grievance, present the alleged grievance to the grievant's immediate supervisor by conference in an effort to resolve the alleged grievance informally. The Step One grievance meeting shall be held prior to or after the grievant's work day. If the grievant does not present the alleged grievance to the grievant's immediate supervisor within ten (10) days after the grievant knew or should have known the act or condition on which the alleged grievance is based, the alleged grievance shall be considered waived. A notation shall be signed and dated by both parties of interest that a conference regarding the alleged grievance was held. Copies shall go to each person involved. Within five (5) days after presentation of the alleged grievance, the immediate supervisor shall give his/her disposition orally to the grievant in a private conference.

Step Two - If the discussion does not resolve the complaint to the satisfaction of the grievant, the grievant shall have the right to lodge a written grievance with the

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grievant's immediate supervisor. Such written grievance shall be lodged within five (5) days following the disposition given orally by the immediate supervisor.

Within five (5) days after the presentation of the grievance, the supervisor shall give an answer in writing to the grievant.

Step Three - If the grievance is not resolved in Step Two, the grievant may, within five (5) days of receipt of the supervisor's written answer, submit to the Superintendent, or his designee, the answer at Step Two with the original grievance statement. The Superintendent or designee will meet with the grievant or the union representative no later than five (5) days after receipt of the written grievance. The Superintendent or designee shall give the grievant or the union representative an answer in writing no later than five (5) days after the Step Three meeting.

Step Four - In the event that the grievance is not satisfactorily resolved at Step Three, the parties may, by mutual agreement, submit the grievance to arbitration by requesting from the Federal Mediation and Conciliation Service the service of a mediator. The parties shall select a mutually agreeable date for the mediation. If the parties cannot agree upon a date, the mediator shall select the date, and both parties will abide by this selection. The mediation hearing shall be informal, with no briefs, transcripts or formal rules of evidence. Each party shall present its case to the mediator, who shall attempt to mediate the grievance after hearing the facts from both parties. Any settlement reached through this process shall be non-precedent setting. If the parties cannot agree on any resolution, the mediator shall provide an advisory opinion to the parties at the conclusion of the hearing. The mediator's advisory opinion shall be based on facts developed by the parties that were submitted

at the hearing and shall in no way modify or change this agreement. The advisory opinion shall not be used as a precedent or as evidence in an arbitration proceeding. The acceptance or rejection of the mediator's advisory opinion is voluntary for both parties. The parties shall determine whether or not to accept the advisory opinion within three (3) days of its receipt.

Step Five - In the event that the grievance is not satisfactorily resolved at Step Three or Four, the Union may submit the grievance to arbitration. The request for arbitration shall be made with ten (10) days of the one of the following: the conclusion of the mediation or the receipt of the Board's decision not to participate in mediation. The Board's representative and the grievant's representative shall then immediately meet to attempt to select a mutually acceptable arbitrator from the lists of the American Arbitration Association. If the parties are unable to agree upon an arbitrator within ten (10) days of the request for arbitration, the matter will be submitted to the American Arbitration Association and an arbitrator shall be determined in accordance with their rules. The arbitrator shall have the authority to hold hearings and to confer with any person deemed advisable in arriving at his/her decision on the grievance. The arbitrator shall report his/her decision to the grievant, the Union, and the Board in accordance with the rules and regulations of the American Arbitration Association. It is agreed by the parties that the decision of the arbitrator shall be final and binding. Each party shall pay one-half (1/2) of the cost of the arbitration.

- A. Any grievance must be filed on the authorized grievance form agreed to between the parties to this Agreement.
- B. Such forms must provide for naming of the alleged violation and shall state the contention of the employee or the Union, and shall indicate the relief requested.
- C. The agreed to grievance form shall be made available to any employee requesting such either through his/her supervisor or Union representative.

20.3 Time Limit

- A. Any grievance not advanced to the next step by the Union within the time limit in that step shall be deemed resolved by the Administration's last answer.
- B. Any grievance not answered by the Administration within the time limit in that step shall be considered appealed to the next step of the grievance procedure.
- C. Time limits may be extended by the Administration and the Union in writing; the new date shall then prevail.
- D. If the grievance is withdrawn or cancelled after a request for arbitration has been made by the Association, and the withdrawal is not pursuant to a settlement between the Board and the Association, the Association shall bear all costs for said withdrawal or cancellation.

ARTICLE 21 - DISCIPLINE

21.1 An employee may be disciplined, including suspended and/or terminated, for just cause, including for one or more of the reasons described in Section 3319.081 of the Ohio Revised Code.

21.2 Progressive discipline will ordinarily be followed, except in cases where the presence of the employee on the job or at their work location shall pose a threat to the health and safety of the employee or others or the employee commits an act which is serious enough to warrant suspension or dismissal as determined by the Superintendent. Discipline steps will include the following:

- 1. Verbal reprimand with a notation placed in the employee's personnel file.
- 2. Written reprimand given to the employee with a copy placed in the employee's personnel file.
- 3. Short-term disciplinary suspension without pay for a period up to five (5) work days.
- 4. Long-term disciplinary suspension without pay for a period in excess of five (5) work days.
- 5. Demotion in pay and/or classification.
- 6. Employment termination.

While most rules violations would result in progressive discipline, some rules violations are so serious that they may result in immediate contract termination. Those violations include but are not limited to:

1. Insubordination (refusal to comply with expressed, written, or oral instructions).
2. Threatening, using abusive language toward, or striking a supervisor or a member of the citizenry.
3. Fighting with, or physically assaulting a co-worker.
4. Falsification or altering of any employment or other public record, lying or submitting false reports (includes reporting false reasons for absence or tardiness, falsifying time records, giving false information for employment).
5. Reporting to work under the influence of alcohol or any controlled substance unless prescribed by a physician.
6. Consumption of any alcoholic beverage during work hours (including lunch).
7. Use of a controlled substance without prescription during work hours.
8. Possession of any controlled substance (unless legally prescribed) or alcoholic beverage during work hours.
9. Solicitation to purchase or sell any controlled substance or alcohol during work hours.
10. Attempted or accomplished theft.
11. Serious neglect of duty or other serious acts of nonfeasance, malfeasance, or misfeasance in the performance of duties.
12. More than two (2) accidents in a District vehicle resulting in a citation or determination of fault by the District's insurance carrier within any thirty-six (36) month period.

Misconduct which would ordinarily result in progressive discipline includes but is not limited to:

1. Intimidating, or use of obscene language toward another employee, the Board of Education, a member of the public, or a student.
2. Sleeping on the job.
3. Conduct unbecoming an employee or the District (including the use of profane or vulgar language).
4. Solicitation of any kind during work hours.
5. Excessive or habitual tardiness or absenteeism.
6. Failure to follow prescribed safety rules.
7. Failure to wear required personal protective equipment.
8. Failure to follow required appearance standards.

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9. Neglect of duty (any failure to comply with any standard or policy as provided to the employee orally or in writing; a failure of satisfactory performance; causing any loss of time or injury to persons or damage to property); acts of nonfeasance, malfeasance or misfeasance of the duties of the position, not resulting in termination.

Notwithstanding the above, the superintendent may accelerate disciplinary measures to any step if the gravity of the offense warrants such action,

- 21.3 An employee will be entitled to union representation at any meeting which may result in discipline being imposed or at which discipline is imposed.
- 21.4 Before a suspension or termination of an employee becomes effective, the employee shall be notified in writing of the reason for the proposed disciplinary action and provided a hearing at which the employee may respond to the proposed disciplinary action. In the case of suspension, the hearing shall be before the Superintendent. In the case of termination, the hearing will be before the Board of Education. The employee shall be entitled to union representation at the hearing. This hearing will be held no later than three (3) working days after receipt of the notice of the proposed disciplinary action. At the superintendent's discretion, the employee may be taken out of service, without pay, until the hearing provided for herein is held.
- 21.5 Records of discipline or suspension shall be expunged from an employee's file if no similar offense occurs within a three (3) year period of time, provided, however, that any offense related to sexual harassment and/or to improper sexual conduct with students shall not be expunged.
- 21.6 Discipline, suspension and termination will be subject solely to the grievance procedure.
- 21.7 The terms of this Article supersede and replace the provisions of ORC 3319.081.

ARTICLE 22 - JOB DESCRIPTIONS

- 22.1 The Union shall be furnished with a copy of the job description of each classification covered under the terms of this Agreement.
- 22.2 Prior to any change in any job description covered under this Agreement, the Union shall be notified of such changes anticipated and the effective date of such change.
- 22.3 All employees in the bargaining unit shall be provided with a copy of their job description.
- 22.4 When a new position is created, prior to posting the position, the Board shall provide to the Association President a copy of the job description, wages and benefits for the position, if applicable. This does not create an obligation on the part of the Board to negotiate the terms and conditions of employment of the positions. The Association will retain its right to petition the State Employment Relations Board for the inclusion of the position within the bargaining unit if the Association believes the newly created position falls under Article 2.2 of this Agreement.

ARTICLE 23 - WORK PLACE SAFETY

- 23.1 The Board or its designee agrees to recognize an OAPSE Labor-Management Safety Committee and will meet with said committee on a bi-monthly basis or at the request of either party.
- 23.2 The committee will consist of at least one representative from each classification recognized in this agreement. The committee will be limited to investigating and recommending changes to the Administration or the Board as it may affect working conditions or procedures.
- 23.3 Meetings will be held at times and places agreed to in advance after at least a five day notification or request for a meeting. Minutes of these meetings will be published within 5 working days after said meeting.
- 23.4 Employees will bring safety issues and concerns to the attention of immediate supervisors/administrators as they become known.

ARTICLE 24 - WORKERS' COMPENSATION

- 24.1 All employees covered under this Agreement are protected under the State Workers' Compensation Act of Ohio, in cases of injury or death incurred in the course of or arising out of their employment.
- 24.2 All on the job injuries/accidents shall be reported within 24 hours of the injury/accident by the injured employee to the employee's immediate supervisor. Information regarding filing a claim under Ohio Workers' Compensation Law shall be maintained at the Treasurer's office, and an employee injured on the job may obtain such workers' compensation information from the Treasurer's office.
- 24.3 Employees off work due to a work related injury who are not using sick leave may have their insurance benefits continued for up to 12 weeks in accordance with the Family Medical Leave Act.

ARTICLE 25 - OAPSE LEAVE

- 25.1 The Board agrees to permit duly elected delegates of OAPSE Local 267 leave of three (3) days to attend the OAPSE Annual Delegate Conference with continuity of salary not to exceed two employees.
- 25.2 In addition to those personal days previously provided for in this Contract, the President and Vice-President of the Union are to have a collective total of seven (7) days excused, non-paid time for OAPSE business. These days may be used by employees who are district and/or state officers of the Union, to attend the Annual Delegate Conference. For purposes of this paragraph, the definition of days shall be normal scheduled days or any portion thereof.

ARTICLE 26 - LAYOFF/RECALL

- 26.1 If it becomes necessary to reduce the number of employees in a job classification due to abolishment of positions, lack of funds or lack of work, the following procedure shall govern such layoff:

- A. The number of people affected by reduction in force will be kept to a minimum by not employing replacements insofar as practical of employees who resign, retire or otherwise vacate a position.

- B. Whenever it becomes necessary to layoff employees by reasons as stated above, affected employees shall be laid off according to seniority within the classification, with the least senior employee laid off first. Seniority shall be defined as the uninterrupted length of continuous service with the Board in a particular job classification computed from the latest date of hire or appointment to the present classification. Authorized leaves of absence do not constitute an interruption in continuous service. In the case of identical seniority, the Administration and the Union shall meet to determine a fair and equitable means of deciding which employee shall be laid off first.

- C. The following classifications shall be used for the purpose of defining classification seniority in the event of layoff:

Head Custodians	Head Maintenance
Custodians	Maintenance
Head Cooks	Mechanic
Cooks	Assistants
Bus Drivers	Bus Assistants

- 26.2 The Board shall determine in which classification the layoff should occur and the number of employees to be laid off. In the classifications of layoff, employees on probation and limited contracts shall be laid off before any employee in that classification employed under a continuing contract is laid off.

- 26.3 Twenty (20) days prior to the effective date of layoff, a list shall be prepared by the Board containing the names, seniority dates and classifications and indicate which employees are to be laid off and given to the President of OAPSE Local #267. Each employee to be laid off shall be individually notified in writing of the anticipated reduction in staff for his/her classification. Each notice of layoff shall state the following:
 - A. Reasons for the layoff or reduction.
 - B. The effective date of layoff.
 - C. A statement advising the employee of his/her rights of reinstatement from the layoff.

- 26.4 Reinstatement shall be made from this list in reverse order before any new employees are hired in that classification or any employee is reinstated from the limited contract list.

- 26.5 Vacancies which occur in the classification of layoff shall be offered to or declined in writing by the employee standing highest on the layoff list before the next person on the list may be considered. Employees must respond in writing within five (5)

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working days of receipt of the offer of reinstatement. Any employee who fails to respond within five (5) working days or declines reinstatement shall be removed from the reinstatement list.

- 26.6 The employee's name shall remain on the appropriate list for a period of twenty-four (24) months from the effective date of layoff. If reinstated from layoff during this period, such employee shall retain all previous accumulated seniority and a notice of reinstatement shall be made by certified mail.
- 26.7 In the event of a layoff, the Board agrees that non-bargaining unit employees will not be used to replace laid off bargaining unit employees.
- 26.8 The provisions of this Article supersede and replace the provisions of ORC 3319.081.

ARTICLE 27 - BID PROCEDURE

- 27.1 When a vacancy occurs in a classification or a location assignment, it shall be posted in a conspicuous place for a period of five (5) work days. In selecting the employee to fill the vacancy, the Board shall apply the following formula:
 - A. Employees within the department or classification of the position will be considered first for the vacant position.
 - B. If more than one employee within the same department or classification requests the position in writing, the employee with the highest seniority will be considered first for the position.
 - C. The highest seniority will be determined by the employee's last date of hire by the Board.
 - D. If the position is not filled by an employee within the vacant classification or position, other employees with similar seniority qualifications with the Board within the bargaining unit classification shall be considered.
 - E. If an employee is not selected after using this procedure, the Board may fill the position with a newly hired employee.
 - F. All regularly run routes, including midday routes, shall be bid annually at least two (2) weeks prior to the start of school. Mid-day routes shall be considered as regular routes for bidding and all other purposes. The morning and afternoon runs on the same route shall be considered one route. Route packages will be placed in drivers' school mailboxes one (1) week prior to the bidding procedure. On a date selected by the transportation supervisor, drivers will bid on the routes starting with the most senior driver, and continuing in order through the seniority list to the least senior driver.
 - G. If a vacancy occurs after the start of the school year, the vacancy may be filled by a substitute or a new employee, and the route shall not be posted until the following summer.

ARTICLE 28 - SICK LEAVE

- 28.1 Each member of the bargaining unit shall be granted sick leave at the rate of 1.25 days per month of completed service to a maximum of fifteen (15) days per year. Unused sick leave may accumulate to a maximum of 245 days.
- 28.2 Sick leave will be granted for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family.
- A. For the purpose of using sick leave due to an illness or injury to an employee's immediate family, an employee's immediate family shall include father, mother, husband, wife, child (including step-child) or other relatives who are making their home in the employee's immediate household.
- B. For purposes of using sick leave for the death of an employee's immediate family, the employee's immediate family shall include father, mother, brother, sister, husband, wife, child (including step-child), grandchild, in-laws and other relatives who are making their home in the employee's immediate household. An employee may use up to five days sick leave for purposes of death in the employee's immediate family, or any additional time authorized by the Superintendent in his sole discretion.
- 28.3 The Superintendent reserves the right to request an employee to furnish a physician's statement confirming and justifying the employee's need for sick leave in the event there is some question as to whether or not sick leave benefits are justified.
- 28.4 In the event a member claims a need to be on sick leave for more than five (5) consecutive days in any school year, the Board shall have the right to require the member to submit to a medical examination by a physician of the Board's choice. In such event, the Board shall pay the full cost of the examination.

ARTICLE 29 - PERSONAL LEAVE

- 29.1 Employees covered by this agreement shall be provided two (2) unrestricted personal days per school year in accordance with the following provision. Personal leave may not be used in lieu of sick leave or to extend a vacation; it may not be taken one (1) work day before or after holidays, Christmas or spring break; it may not be taken on scheduled work days when students are not in attendance; and it may not be taken by school year employees within twenty (20) work days of the start or end of the school year.
- If any emergency occurs on a prohibited day, the employee having an emergency may request personal leave and the request shall state the specific reasons for personal leave. The leave request shall be filed and approved by the employee's immediate supervisor before it can be taken.
- 29.2 An employee requesting to use personal leave shall submit a personal leave request to the employee's immediate supervisor at least five (5) days prior to the date for which personal leave is being requested, except in an emergency situation.

- 29.3 During the school year a maximum of 20% of the employees covered by this agreement in any one building, or in the transportation and maintenance departments, may be on personal leave on the same day. This provision may be waived by an employee's immediate supervisor in the event of an emergency situation.
- 29.4 At the end of each school year, each employee will be entitled to convert any unused personal leave to sick leave.

ARTICLE 30 - LEAVE OF ABSENCE (ORC 3319.13)

- 30.1 Upon a written request, the Board may grant a leave of absence without pay for a period of not more than two (2) years for educational or professional or other purposes and shall grant such leave where illness or other disability is the reason for the request.
- 30.2 The employee shall provide a written notice of intent to return on or before April 1 of the year in which the leave is taken, except in the case of medical leave.
- 30.3 If, after the return of the employee from leave, the person employed for the purpose of replacing an employee on leave is continued in employment as a regular employee or if he/she is hired by the Board as a regular employee within a year after the employment as a replacement, he/she shall receive credit for the length of service with the Board during such replacement period.
- 30.4 Any credit awarded to an employee mentioned above shall be in compliance with 3319.13 of the Ohio Revised Code.
- 30.5 If an employee on leave of absence for other than medical reasons pursuant to this provision wishes to purchase retirement credit for the period of time he/she is on this unpaid leave, he/she shall pay his/her portion of the retirement contribution as well as the Board's portion of the retirement contribution.
- 30.6 The Board agrees to indemnify and hold the Association harmless against any and all claims that may arise out of or are in any way related to Section 30.5 of this Agreement.

ARTICLE 31 - JURY DUTY

- 31.1 Employees covered by this agreement will be released from work with full pay for jury service

ARTICLE 32 - CALAMITY DAYS

- 32.1 Bargaining unit employees who are not required to report to work on days when schools are closed due to weather conditions or other unexpected reasons shall not suffer any loss of pay as a result of schools being closed. If such days are made up, bargaining unit employees who are not required to work on such days shall be required to work on said make-up days without additional compensation.
- 32.2 Bargaining unit employees required to report to work on days when schools are closed due to inclement weather or for some other unexpected reason will report to work at their regularly scheduled starting time unless directed to report earlier or later than their regular starting time.

ARTICLE 33 - CALENDAR COMMITTEE

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- 33.1 The Superintendent shall present the Union President with a copy of the school calendar alternatives he/she is considering for the following school year at least two (2) weeks prior to presenting same to the Board. The Union may provide its input to the Superintendent with regard to its preference on the calendar alternatives or any other suggested calendars which were not presented to it by the Superintendent.

ARTICLE 34 - UNION RIGHTS

- 34.1 The Union may use the school mail system to transmit union communications.
- 34.2 If not in use for school purposes and if approved by the appropriate building administrator, the Union may use school buildings for lawful activities.
- 34.3 The Principal will designate a portion of the bulletin board for union use.
- 34.4 Agendas of board meetings shall be sent to the OAPSE Local President immediately prior to any board meeting.
- 34.5 The Union President will be provided a current copy of board policy and amendments thereto.
- 34.6 The Union will have the right of release time for all grievances and meetings called by the Superintendent or his/her designee during an employee's work time.
- 34.7 Shortly after the start of the year, the Board shall prepare a seniority list for each job classification, showing each employee's most recent date of hire by the board. The seniority lists shall be made available to the Union.
- 34.8 The Union Local Representative shall be permitted to confer with employees during the employee's break or lunch periods, provided the Local Representative is not on Board paid working time. The Representative will, upon entering a building owned by the Board, immediately notify the building principal of his/her presence in the building.
- 34.9 A copy of this agreement shall be distributed to all employees covered by the agreement through their school mailboxes within thirty (30) calendar days after the agreement is signed by the parties hereto or at the time of hire of all new classified employees. The cost of copying shall be shared by the Board and the Union.

ARTICLE 35 - DRESS CODE

- 35.1 Employees shall be required to dress appropriately for their position and if a uniform is required, the Board will provide the uniforms and pay the cost of the uniforms.

ARTICLE 36 - NO STRIKE

- 36.1 It is agreed that during the life of this agreement there shall be no lockout on the part of the administration, nor any strike, work stoppage, slowdown or any other interruption of work for any cause whatsoever by the employees or the Union. It is understood that any closing of schools necessitated by economic conditions existing in the school district or mandated or directed by the Board shall not be deemed a lockout pursuant to the provisions of this section.

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- 36.2 The Union agrees that it will not encourage, sanction or approve any strike, work stoppage, slowdown or other interruptions of work during the life of this agreement. On the contrary, the Union will actively discourage and denounce any strike, work stoppage, slowdown or other interruption of work in violation of this agreement.

ARTICLE 37 - CONTINUING EDUCATION PROGRAM

- 37.1 The Board of Education will fund a continuing education program for members of the bargaining unit and compensate members of the bargaining unit at the rate of \$50.00 per quarter hour and \$75.00 per semester hour for hours taken in approved courses, provided the members successfully complete additional training. The maximum payment shall be for nine hours per year within a calendar year. The amount paid pursuant to this paragraph shall not exceed the total expenditure established by the Board of Education for this purpose each year. Only a course or courses related to the employee's assignment may be approved by the Superintendent.
- 37.2 Classes taken for non-credit which will improve the employee's skill/knowledge for their assigned responsibilities will qualify the employee for sixty-five percent (65%) reimbursement for the cost of tuition/registration and/or materials required to complete the class. The amount paid pursuant to this paragraph should not exceed \$2,000 per fiscal year.

Requirements for reimbursement:

- a. Submit request on appropriate form four (4) days prior to final registration date.
- b. Document satisfactory completion of class.
- c. Reimbursement will be made on a timely basis upon receipt of transcript or letter acknowledging successful completion of course work.

ARTICLE 38 - CONTINUING EDUCATION AND PROFICIENCY REQUIREMENT FOR SCHOOL BUS DRIVERS

- 38.1 It is understood that this program's purpose is to keep all bus drivers functioning at a high level of proficiency and enhance the training program.
- 38.2 The evaluation and contract recommendations of all bus drivers will continue to be based on the adopted evaluation document used by the Transportation Supervisor during the performance of evaluation duties.
- 38.3 It is agreed that the driver trainer will be paid his/her regular hourly rate while serving in the trainer capacity as assigned by the Transportation Supervisor.

ARTICLE 39 - PERSONNEL FILE

- 39.1 The personnel file of each employee shall be maintained at the Board's Central Administration Office.
- 39.2 Employees shall be provided with copies of any derogatory written material before it is placed in the employee's personnel file. The employee shall be given an opportunity

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to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.

- 39.3 An employee shall have the right to examine and/or obtain copies of any material in the employee's personnel file at a reasonable cost with the exception of material excluded by ORC Section 1347.08.
- 39.4 All personnel files shall be kept in confidence and shall be available for inspection only to other employees of the Board when actually necessary in the proper administration of the Board's affairs or the supervision of the employee.
- 39.5 Any person who places written materials, or drafts written materials for placement in an employee's file, shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.

ARTICLE 40 - NO SMOKING

- 40.1 No employee shall use tobacco products inside any building or vehicle owned or operated by the School District.

ARTICLE 41 - TRANSFERS

- 41.1 In the event it is necessary to transfer employees as the school district's staffing needs and the efficient operation of the school district's programs may require, the following guidelines will apply:
- a. Upon request, a transferred employee will be provided the reasons for the transfer. The reasons for the transfer will not be arbitrary or capricious.
 - b. An involuntarily transferred employee shall not suffer a reduction in his/her current rate of pay.
 - c. When the reason for the transfer is not related to a specific employee(s), and/or when qualifications are not a factor, volunteers will be solicited to accomplish the transfer.

ARTICLE 42 - DRUG AND ALCOHOL FREE WORKPLACE

- 42.1 The Board of Education will comply with all state and federal laws and regulations, including the Drug Free Workplace Act and the U.S. Department of Transportation regulations pertaining to drug and alcohol testing for employees in safety sensitive positions.
- 42.2 Any employee in the bargaining unit may voluntarily submit to drug testing when given the opportunity by the Board of Education. The Board of Education will pay the full cost of testing.
- 42.3 In addition to testing required by law, the Board of Education may require an employee to submit to drug or alcohol testing if just cause is established by observation of witnesses and the appearance of basic signs of drug or alcohol usage, or other reasons to believe that there is substance abuse. The Board of Education will pay the full cost of the testing required and the time for testing.

- 42.4 Employees who test positive for drug and/or alcohol use as a result of any of the tests described above may be disciplined in accordance with the discipline provisions of this Agreement, provided that any employee employed in a safety sensitive position who tests positive for drug and/or alcohol use shall be subject to immediate termination from the safety sensitive position.
- 42.5 In addition to the imposition of discipline pursuant to paragraph 4 above, an employee who tests positive for drug and/or alcohol use, and/or an employee who voluntarily acknowledges a drug or alcohol problem, may be referred to rehabilitation or counseling, and may be granted leave to attend (sick leave, if appropriate and available, may be used) a rehabilitation or counseling program; and may be required, as a condition of continued employment, to successfully complete a rehabilitation and/or counseling program. The Board shall not be responsible for the cost of such a rehabilitation or counseling program, except as the program may be covered by health insurance.

ARTICLE 43 - SHORT-HOUR CAFETERIA EMPLOYEES

- 43.1 When a regular-hour employee is absent, the position will be offered to short-hour employees working in the building where the absence occurred on a rotational basis.
- 43.2 The vacancy created by moving a short-hour employee into a regular-hour position as provided above, may be filled by a substitute.
- 43.3 If no short-hour person in the building wishes to fill the regular-hour vacancy, it may be filled by a substitute.
- 43.4 Employees working banquets and special activities after regular work hours will be compensated at the regular rate of pay.

ARTICLE 44 – BUS DRIVER WORK HOURS AND FIELD TRIPS

A. WORK ASSIGNMENTS

- 44.1 Drivers shall be paid at minimum of two hours total for morning routes, two hours total for afternoon routes, and one hour total for mid-day routes, plus thirty minutes for safety inspections and for fueling and cleaning their buses.

Drivers shall record daily the time they start (leave the bus parking area) and complete (return to the bus parking area) each route. In addition to the hourly minimum for each route a driver shall be paid for the time in excess of the hourly minimum that it takes to complete a route.

B. FIELD TRIPS

- 44.2 During the term of this Agreement the rate of pay for drivers assigned to field trips shall be \$9.50 per hour, except for overnight trips, for which the maximum pay shall be \$100.00 per day, plus expenses.
- 44.3 All drivers will be listed by seniority and assigned to drive field trips in rotating order. If the assigned driver declines the field trip, the field trip may be assigned to a substitute driver.

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- 44.4 Current rotation shall be posted in a place visible to all drivers.
- 44.5 Drivers shall not be assigned to field trips which conflict with their regular routes.
- 44.6 In the event the field trip is canceled after the driver reports to the point of departure, the driver will receive two hours pay at the field trip rate.

C. ROUTE SHEET PREPARATION COMPENSATION

- 44.7 Each bus driver will be paid for the time required to prepare their initial routing paperwork at the beginning of each school year. The route sheet must be completed and submitted to the Transportation Supervisor no later than October 1st. All work shall be completed while on the time clock, and shall be completed at the Transportation Offices.
- 44.8 Upon the prior written approval of the Transportation Supervisor, if a route needs to be adjusted by the driver outside of their regular work day, a driver will be paid for the time actually required to complete the adjustment. The driver will clock in/out during the time spent adjusting the route.

ARTICLE 45 - HOLIDAYS

- 45.1 The Board of Education shall grant eight (8) paid holidays annually to all eleven (11) and twelve (12) month employees. The holidays are: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Christmas Day and Independence Day.

The Board of Education shall grant six (6) paid holidays annually to all other classified personnel. The holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

The work calendar for all classified employees shall be established annually by the Board of Education.

- 45.2 Classified employees shall not be required to work on the following days:
 - A. The day after Thanksgiving.
 - B. Two days during the Christmas or spring recess, in addition to Christmas and New Year's Day.
 - C. Good Friday (without pay unless eleven or twelve month employee).

- 45.3 All custodians scheduled to work twelve months shall work 260 days during the twelve-month period, but may take the day off after Thanksgiving and Christmas without pay if they desire.

ARTICLE 46 - VACATIONS

- 46.1 Vacations shall be granted to the classified employees who qualify under the Ohio Revised Code as follows:

After completing one year of service through nine years of service - 2 weeks.

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After completing ten years of service through seventeen years of service - 3 weeks.
After completing eighteen years of service - 4 weeks.

Vacation days shall be approved by the employee's immediate supervisor.

Employees may carry over a maximum of five (5) vacation days from year to year.

ARTICLE 47 - SEVERANCE PAY

- 47.1 The Board shall provide severance pay to members of the bargaining unit upon their retirement from the District who meet the following conditions:
- A. Ten years of service in the New Richmond Exempted Village School District or with the state or any of its political subdivisions.
 - B. Participation in and receipt of benefits from SERS at the time of retirement from the District.
- 47.2 Employees entitled to severance pay under this Article shall receive as severance pay a sum equal to one-fourth of his/her accumulated but unused sick leave, to a maximum of 55 days. In the event the teachers negotiate an early retirement incentive buyout, the Board and the Union will meet to negotiate a buyout for the employees covered by this Agreement.
- 47.3 The Board will implement the annuitization of retirement deductions in line with requirements and specifications of the IRS/SERS.

ARTICLE 48 - SALARY

- 48.1 The Board of Education shall implement the salary schedule attached hereto and designated Exhibit 1 for the 2002-2003 school year, effective July 1, 2002. The salary schedules attached hereto and designated as Exhibit 2 shall be implemented effective July 1, 2003, and the salary schedule attached hereto and designated Exhibit 3 shall be implemented effective July 1, 2004.

ARTICLE 49 - SALARY SCHEDULE PLACEMENT

- 49.1 The Board of Education reserves the right to evaluate outside experience for each job classification. Employees without experience will begin at Step One (1). New employees with similar work experience for their job classification shall be evaluated by the Superintendent and placed on the respective salary schedule at a step no higher than one step for each three years of similar experience, to a maximum of no higher than the fourth step.
- 49.2 Any new employee who has worked one hundred twenty (120) days as a substitute New Richmond employee in the same classification within the two (2) years prior to date of hire will be placed on no lower than the second step and no higher than the fourth step of the respective hourly wage rate.

ARTICLE 50 - INSURANCE BENEFITS

- 50.1 The Board will continue to provide the current health, dental and drug insurance or their equivalent with the Board contributing 92.5% of the cost of the premium for said coverage with the employee contributing 7.5% of the cost of the premium for these benefits. In order to be eligible for these insurance benefits beginning June 30, 1999,

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employees must be regularly scheduled to work 30 hours per week, except those bus drivers and custodians employed by the Board on December 31, 1991 and who were receiving insurance benefits from the Board on that date, shall continue to be eligible for these benefits if working less than 30 hours per week as long as they are assigned a regular bus run or regular custodial duties. Any employee hired after September 1, 2002 shall be required to contribute 10% of the cost of the premium with the Board contributing 90%. All current employees hired prior to September 1, 2002 shall be grandfathered.

- 50.2 Employees regularly scheduled to work at least twenty (20) but less than thirty (30) hours a week will be eligible to receive health, dental and life insurances with the Board contributing an amount equal to the amount it pays for the single premium for said insurance.
- 50.3 Any employee on a medical leave without pay shall remain on the group insurance plans listed above, provided said employee pays to the Treasurer monthly in advance, the full premium due for the coverage he/she wishes to maintain.
- 50.4 Employees working less than twenty (20) hours per week will not be eligible for dental, health, and life insurance.
- 50.5 All employees hired after July 1, 1993, and all employees employed prior to July 1, 1993, but who were not eligible for a prescription drug card as of July 1, 1993, shall not be entitled to the prescription drug card benefit.
- 50.6 The Board of Education shall provide only one family plan for any insurance benefit set forth in this Contract where two members of the same immediate family are employed by the Board except for life insurance which shall be provided to each member of the bargaining unit.
- 50.7 The Board shall provide life insurance in the amount of \$27,500.00. Effective July 1, 1997 the Board agrees to purchase the said life insurance from O.E.L.I.T. provided the Clermont County Health Trust agrees to permit the Board to purchase life insurance from O.E.L.I.T.
- 50.8 Any employee who is eligible to take insurance benefits and who does not have any portion of his health, dental or drug insurance paid by the Board, and who is not on an unpaid leave of absence, shall receive a \$175.00 per month bonus if that person is eligible to receive a family plan or a \$100.00 per month bonus if that person is eligible to receive a single plan for each month he/she does not take insurance of any kind from the Board except life insurance.
- 50.9 Any employee receiving a bonus payment as provided above and who involuntarily loses other insurance coverage because of the unemployment of his/her spouse, death of his/her spouse or divorce from his/her spouse, shall be permitted to enroll in the Board insurance programs provided the insurance carrier agrees to accept them.
- 50.10 An employee wishing to enroll in an insurance program after electing to accept the bonus as provided above shall provide the Treasurer with a written request to be included under the Board insurance coverage and the Board's obligation to provide the bonus as set forth above shall cease effective with the employee's inclusion on the Board insurance coverage by the insurance carrier or the employee's coverage through a spouse's taking coverage through the Clermont County Health Trust.
- 50.11 Married couples within Clermont County Health Trust will accept two singles or one family policy with the School District paying 100% of the cost (no co-pay/payroll

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deduction) with the employee enrolling in the school district of their preference. However, any employee for whom the Board pays any portion of the coverage while covered through another district will not be eligible for the bonus payment in 50.8.

ARTICLE 51 - ATTENDANCE BONUS

51.1 The Board shall pay a quarterly attendance bonus to employees covered by this Agreement as follows:

- A. The four quarters shall be for the time period from: 9/1-11/30; 12/1-2/28(9); 3/1-5/31; 6/1-8/31.
- B. Nine month employees shall not be eligible for the bonus for the 6/1-8/31 quarter.
- C. The quarterly attendance bonus shall be \$70.00 per quarter, and shall be paid to an employee who does not use any sick leave or personal leave during a quarter.

ARTICLE 52 - ATTENDANCE BY CHILDREN OF CLASSIFIED EMPLOYEES

52.1 School aged children of employees covered by this agreement who are not residents of the School District shall be eligible to attend the New Richmond Schools without payment of tuition charges, provided the employee files an application with the superintendent by August 1 preceding each school year indicating that the employee wishes his/her children to attend New Richmond Schools and the superintendent determines that there is space available for the employee's child to attend the New Richmond Schools. In the event it is determined that this provision will require New Richmond to accept children requiring special education who would not otherwise be eligible to attend New Richmond Schools, then this provision shall be void and of no force and effect.

ARTICLE 53 - SUBCONTRACTING

53.1 The Board agrees, except as provided in paragraph B below, that from the date of the execution of this Agreement until May 31, 2002 it will not contract with a private or public entity to provide services or perform duties which are currently provided or performed by members of the bargaining unit.

53.2 The parties recognize and acknowledge that the Board currently contracts with private entities to perform work under such circumstances as when the Board's employees are not qualified to perform the work; or when the Board does not have sufficient employees or the proper equipment to perform the work. The Board reserves the right to continue to contract for such work, and the parties agree that the provisions of paragraph A above do not apply to the contracting described in this paragraph. Such contracting shall not result in a loss of any regular work hours for employees covered by this Agreement.

ARTICLE 54 - MISCELLANEOUS

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11	\$16.20	\$16.68	\$17.18
12	\$16.31	\$16.80	\$17.30
13	\$16.34	\$16.84	\$17.34
14	\$16.37	\$16.87	\$17.37
15	\$16.48	\$16.98	\$17.49
20	\$16.58	\$17.08	\$17.59

**Maintenance and
Mechanic**

FY 2003

FY 2004

FY2005

Year 1

Year 2

Year 3

1	\$12.79	\$13.17	\$13.57
2	\$13.01	\$13.40	\$13.81
3	\$13.24	\$13.64	\$14.05
4	\$13.47	\$13.87	\$14.29
5	\$13.70	\$14.11	\$14.54
6	\$13.98	\$14.40	\$14.83
7	\$14.21	\$14.63	\$15.07
8	\$14.44	\$14.87	\$15.31
9	\$14.66	\$15.10	\$15.55
10	\$14.89	\$15.34	\$15.79
11	\$15.12	\$15.57	\$16.04
12	\$15.23	\$15.69	\$16.16
13	\$15.26	\$15.72	\$16.19
14	\$15.29	\$15.75	\$16.23
15	\$15.52	\$15.99	\$16.47

Head Maintenance Stipend

\$1,350.00

\$1,350.00

\$1,350.00

All Assistants

FY 2003

FY 2004

FY2005

Year 1

Year 2

Year 3

1	\$9.93	\$10.23	\$10.54
2	\$10.11	\$10.41	\$10.72
3	\$10.27	\$10.58	\$10.90
4	\$10.45	\$10.76	\$11.09
5	\$10.62	\$10.94	\$11.27
6	\$10.79	\$11.11	\$11.45
7	\$10.96	\$11.29	\$11.63
8	\$11.13	\$11.46	\$11.81
9	\$11.30	\$11.64	\$11.99
10	\$11.47	\$11.81	\$12.17
11	\$11.53	\$11.88	\$12.23
12	\$11.58	\$11.93	\$12.29

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13	\$11.61	\$11.96	\$12.32
14	\$11.64	\$11.99	\$12.35
15	\$11.75	\$12.11	\$12.47
20	\$11.86	\$12.21	\$12.58

All Cafeteria Personnel

	FY 2003 Year 1	FY 2004 Year 2	FY2005 Year 3
1	\$9.94	\$10.24	\$10.55
2	\$10.12	\$10.42	\$10.74
3	\$10.29	\$10.60	\$10.92
4	\$10.46	\$10.77	\$11.10
5	\$10.63	\$10.95	\$11.28
6	\$10.80	\$11.12	\$11.46
7	\$10.97	\$11.30	\$11.64
8	\$11.20	\$11.54	\$11.88
9	\$11.43	\$11.77	\$12.12
10	\$11.65	\$12.00	\$12.39
11	\$11.88	\$12.24	\$12.60
12	\$11.94	\$12.30	\$12.67
13	\$11.97	\$12.33	\$12.70
14	\$12.00	\$12.36	\$12.73
15	\$12.16	\$12.53	\$12.91
20	\$12.27	\$12.64	\$13.01

Elementary & Middle Head Cooks	\$1,000.00	\$1,000.00	\$1,000.00
High School Head Cook	\$1,250.00	\$1,250.00	\$1,250.00

Custodians
Shift 1

	FY2003 Year 1	FY 2004 Year 2	FY2005 Year 3
1	\$11.24	\$11.58	\$11.93
2	\$11.47	\$11.81	\$12.17
3	\$11.70	\$12.05	\$12.41
4	\$11.92	\$12.28	\$12.65
5	\$12.15	\$12.51	\$12.89
6	\$12.39	\$12.76	\$13.14
7	\$12.61	\$12.99	\$13.38
8	\$12.84	\$13.22	\$13.62
9	\$13.07	\$13.46	\$13.86
10	\$13.29	\$13.69	\$14.10

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11	\$13.52	\$13.92	\$14.34
12	\$13.75	\$14.16	\$14.58
13	\$13.78	\$14.19	\$14.61
14	\$13.81	\$14.22	\$14.65
15	\$14.03	\$14.45	\$14.89
20	\$14.13	\$14.56	\$14.99

Shift 2	<u>Custodians</u>	FY 2003	FY 2004	FY2005
		Year 1	Year 2	Year 3
	1	\$11.31	\$11.65	\$12.00
	2	\$11.54	\$11.89	\$12.24
	3	\$11.77	\$12.12	\$12.48
	4	\$11.99	\$12.35	\$12.72
	5	\$12.22	\$12.59	\$12.96
	6	\$12.45	\$12.82	\$13.21
	7	\$12.67	\$13.05	\$13.45
	8	\$12.90	\$13.29	\$13.69
	9	\$13.13	\$13.52	\$13.93
	10	\$13.35	\$13.75	\$14.17
	11	\$13.58	\$13.99	\$14.41
	12	\$13.82	\$14.23	\$14.66
	13	\$13.85	\$14.26	\$14.69
	14	\$13.88	\$14.29	\$14.72
	15	\$14.10	\$14.53	\$14.96
	20	\$14.20	\$14.63	\$15.07

Shift 3	<u>Custodians</u>	FY 2003	FY 2004	FY2005
		Year 1	Year 2	Year 3
	1	\$11.38	\$11.72	\$12.07
	2	\$11.61	\$11.96	\$12.32
	3	\$11.84	\$12.19	\$12.56
	4	\$12.07	\$12.43	\$12.80
	5	\$12.29	\$12.66	\$13.04
	6	\$12.52	\$12.89	\$13.28
	7	\$12.75	\$13.13	\$13.52
	8	\$12.97	\$13.36	\$13.76
	9	\$13.20	\$13.60	\$14.00
	10	\$13.43	\$13.83	\$14.24
	11	\$13.65	\$14.06	\$14.48
	12	\$13.88	\$14.30	\$14.72
	13	\$13.91	\$14.33	\$14.76

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	14	\$13.94	\$14.36	\$14.79
	15	\$14.16	\$14.59	\$15.03
	20	\$14.27	\$14.69	\$15.13
Head Custodian Stipend		\$800.00	\$800.00	\$800.00

Roll call: Mr. Zimmerman, yea; Mr. Heflin, abstain; Mr. Adamson, yea; Mr. Shepherd, yea.

2003-31 Moved by Mr. Zimmerman, seconded by Mr. Shepherd, to adopt the Resolution for OASBO 457 Deferred Compensation Plan:

BE IT RESOLVED THAT: Effective September 1, 2002 the Board of the New Richmond Exempted Village School District (herein referred to as the "Board") shall adopt a deferred compensation plan intended to meet the requirements of Section 457(b) of the Internal Revenue code of 1986, as amended, and the requirements of applicable state and/or local law, and the plan, as adopted by the Board, shall be know as the OASBO 457 Deferred Compensation Plan.

Roll call: Mr. Adamson, yea; Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Zimmerman, yea. Motion carried.

2003-32 Moved by Mr. Shepherd, seconded by Mr. Adamson, to dispose of the following:

- One Xerox 5028 Copier, Inventory Control No. 01218 from New Richmond High School
- One Xerox 5614 Copier, Inventory Control No. 01220 from New Richmond High School
- One 27" RCA TV, Serial No. 71Q211991 from Locust Corner Elementary

Roll call: Mr. Heflin, yea; Mr. Zimmerman, yea; Mr. Adamson, yea; Mr. Shepherd, yea. Motion carried.

2003-33 Moved by Mr. Adamson, seconded by Mr. Shepherd, to continue its policy for CRA tax abatement within the core area of the Village of New Richmond, 354 Hamilton Street specifically, as requested by the Village of New Richmond. Roll call: Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Shepherd, yea; Mr. Adamson, yea. Motion carried.

2003-34 Moved by Mr. Shepherd, seconded by Mr. Adamson, to enter into executive session for the purpose of considering the appointment, employment, dismissal, promotion, demotion or compensation of a public employee; preparing for, conducting or reviewing negotiations with employees regarding their compensation or other terms and conditions of their employment in accordance with O.R.C. 121.11. Roll call: Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Adamson, yea; Mr. Shepherd, yea. Motion carried.

Mr. Heflin declared the [regular](#) meeting moved into executive session at 10:15 p.m.

Mr. Heflin declared the executive session adjourned and the [regular](#) meeting reconvened at 11:04 p.m.

2003-35 Moved by Mr. Shepherd, seconded by Mr. Adamson, to approve the following:

Market Street School 7:00 p.m. August 26, 2002

A. Approve salary increases, vacation, holidays, and personal leave time for exempt employees effective July 1, 2002:

Superintendent's Secretary:

Step	FY 2003	FY 2004	FY 2005
1	\$12.62	\$13.00	\$13.39
2	\$13.08	\$13.47	\$13.88
3	\$13.55	\$13.96	\$14.38
4	\$14.03	\$14.45	\$14.88

Superintendent's Secretary (Cont'd):

Step	FY 2003	FY 2004	FY 2005
5	\$14.50	\$14.94	\$15.39
6	\$14.97	\$15.41	\$15.88
7	\$15.45	\$15.91	\$16.39
8	\$15.92	\$16.40	\$16.89
9	\$16.38	\$16.87	\$17.37
10	\$16.86	\$17.37	\$17.89
13	\$16.89	\$17.40	\$17.92
14	\$16.92	\$17.43	\$17.95
15	\$17.41	\$17.93	\$18.47
20	\$17.98	\$18.52	\$19.07

Treasurer's Assistant

Step	FY 2003	FY 2004	FY 2005
1	\$12.51	\$12.89	\$13.28
2	\$12.95	\$13.34	\$13.74
3	\$13.42	\$13.82	\$14.24
4	\$13.87	\$14.29	\$14.72
5	\$14.34	\$14.77	\$15.21
6	\$14.79	\$15.23	\$15.69
7	\$15.26	\$15.72	\$16.19
8	\$15.73	\$16.20	\$16.69
9	\$16.17	\$16.66	\$17.16
10	\$16.66	\$17.15	\$17.67
13	\$16.69	\$17.19	\$17.70
14	\$16.72	\$17.22	\$17.73
15	\$17.18	\$17.70	\$18.23
20	\$17.76	\$18.30	\$18.84

Building Secretary

Step	FY 2003	FY 2004	FY 2005
1	\$12.18	\$12.55	\$13.938
2	\$12.35	\$12.72	\$13.10
3	\$12.52	\$12.90	\$13.29
4	\$12.69	\$13.07	\$13.46
5	\$12.85	\$13.24	\$13.64
6	\$13.01	\$13.40	\$13.80
7	\$13.18	\$13.58	\$13.99
8	\$13.35	\$13.75	\$14.16

Building Secretary (Cont'd)

Step	FY 2003	FY 2004	FY 2005
9	\$13.51	\$13.92	\$14.34
10	\$13.69	\$14.10	\$14.52
13	\$13.72	\$14.13	\$14.55
14	\$13.75	\$14.16	\$15.59
15	\$13.91	\$14.33	\$14.76
20	\$14.17	\$14.59	\$15.03

Non-Administrative District Employees, 260 work days

Chris Evans	\$15.25 per hour
Tanya Carter	\$14.50 per hour

VACATIONS

Classified personnel will be eligible for vacation after the first full year of employment. Those employed for eleven (11) or more months will receive vacation with pay in accordance with state law or the negotiated agreement.

Paid vacations are granted to employees scheduled to work and who are in a pay status more than eleven (11) months in a school year.

After one (1) year of service 2 weeks

After ten (10) years of service 3 weeks

After eighteen (18) years of service 4 weeks

Vacation credit or eligibility is not granted to employees for the time spent in less than eleven (11) month service.

The amount of pay received during vacation days shall be based on the employee's regular hourly rate of pay at the time the vacation days are taken.

Service with the State of Ohio and/or any of its political subdivisions will be counted to determine total service for vacation purposes.

Holidays are not charged against an employee's vacation leave.

Vacation credits are earned on a July 1 through June 30th basis.

Employees are required to submit their request for vacation approval to their Supervisor unless otherwise waived by the appropriate Supervisor, at least two (2) weeks prior to the time the planned vacation is to start. Approval considerations include, but are not limited to, available substitutes, other approved vacation requests, and the requirements of the District. Employees are encouraged to take their vacations at times that will least disrupt operations.

When two (2) or more employees submit their vacation requests to their Supervisor on the same day for vacations that are for the same or similar time period, the Supervisor will give preference to the employee with the greatest amount of continuous service with the District.

Upon separation from employment, an employee shall receive compensation at his/her current rate of pay for any accrued and unused vacation leave to his/her credit at the time of separation. This is not to exceed the two (2) immediate preceding years and the prorated portion of unused accrued vacation leave for the current year. In case of death, such accrued and unused vacation leave shall be paid to the deceased employee's estate or to the following in the preferential order shown:

1. The surviving spouse.
2. Any one (1) or more of the deceased employee's children, eighteen (18) years of age or older.
3. The father or mother of the deceased employee.

HOLIDAYS

The following holidays have been established as paid holidays:

- | | |
|------------------------|--------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Veterans Day* |
| Presidents Day* | Thanksgiving Day |
| Good Friday | Days after Thanksgiving* |
| Memorial Day | Christmas Eve Day* |
| Independence Day* | Christmas Day |

*Available only to two hundred-sixty (260) day employees.

In the event any of the above listed holidays fall on a Saturday, the Friday immediately preceding the holiday shall be observed as the holiday. In the event any of the above listed holidays fall on a Sunday, the Monday immediately succeeding the holiday shall be observed as the holiday.

Not all employees receive all of the above days as holidays (Federal project employees receive only those holidays which are arranged under the project with the Director of Administrative Services), since it is a requirement to receive pay for these days that the employees be in a pay status on the work day immediately preceding the holiday and the work day immediately following the holiday. As used in this section, "work day" refers to a day when the District is open to conduct business, or the employee's scheduled work day.

When a regular full-time and regular part-time employee is required to work on the day the holiday is celebrated, those employees will receive his/her regular hourly rate of pay for the actual hours work in addition to his/her holiday pay.

PERSONAL LEAVE

Employees covered by this agreement shall be provided three (3) personal days per school year in accordance with the following provisions. Personal leave may not be used in lieu of sick leave or to extend a vacation period, and it may not be taken one work day before or after holidays, Christmas or spring break, or scheduled work days when students are not in attendance. If any emergency occurs on a prohibited day, the employee having an emergency may request personal leave and the request shall state the specific reasons for personal leave. The leave request shall be filed and approved by the employee's immediate supervisor before it can be taken.

Personal leave may be granted for, but not limited to, the following:

1. Accidents involving the employee, his/her immediate family or property of either.
2. Court appearances as litigant or witness.
3. Travel conditions which make reporting for work impossible.
4. Other similar emergencies that cannot be given attention outside the regular work day.
5. Observance of religious holiday requiring total absence from work.
6. Graduation exercises for the employee, spouse, or child.
7. Personal business that cannot be conducted outside the regular work day. Personal leave shall not be granted to seek employment or use as vacation days.
8. Employees will not use personal leave to attend meetings or conventions with his/her spouse or others.

Employee requesting to use personal leave shall submit a personal leave request to the employee's immediate supervisor at least five (5) days prior to the date for which personal leave is being requested, except in an emergency situation.

During the school year a maximum of 20% of the employees covered by this agreement in any one building, or in the transportation and maintenance departments, may be on personal leave on the same day. This provision may be waived by an employee's immediate supervisor in the event of an emergency situation.

- B. Approve salary increases for administrative employees effective August 1, 2002, 223 calendar work days:

EMPLOYEE	FY 2002	FY 2003	PERCENT
Joyce Richardson	\$82,163	\$84,628	3.00%
Greg Hackett	\$82,163	\$84,628	3.00%
Monti Mallow	\$80,225	\$82,632	3.00%
David Riel	\$78,750	\$81,113	3.00%
Charles Moore	\$78,750	\$81,113	3.00%

Administrative Employees (Cont'd)

EMPLOYEE	FY 2002	FY 2003	PERCENT
Diana Spinnati	\$77,000	\$79,310	3.00%
Mark Bailey	\$76,200	\$78,486	3.00%
Adam Bird	\$68,300	\$70,349	3.00%
Jodi Davidson	\$59,700	\$61,543	3.00%
Jack Horn	\$52,091	\$53,654	3.00%
Sharon Stark	\$42,000	\$43,260	3.00%
Janice Block	\$40,000	\$41,200	3.00%
Ladonna McLaughlin	\$35,000	\$60,000	71.43%
Matt Prichard	\$27,040	\$58,240	115.38%

C. Accept the resignation of Debra Hupp, *classified employee*, effective August 6, 2002.

D. Approve the job description for the position Lead Mentor and Posting of Position:

Title:	Lead Mentor Teacher
Reports To:	Director of Staff & Pupil Services
FLSA Status:	Exempt

QUALIFICATIONS:

1. Master's Degree.
2. Valid Ohio teaching certificate
3. Previous Ohio First and Pathwise Training
4. Must pass criminal background check

GENERAL DESCRIPTION:

Under administrative direction, provides a program of support and assistance through the use of mentors for the duration of the school year. Mentor activities will include coaching, observation and feedback, information and technical assistance, assistance with becoming acclimated to the school setting, and support and encouragement. Adequate assistance will be provided to both new teachers and their mentors.

ESSENTIAL FUNCTIONS:

Assures mentoring issues in the following areas are addressed:

1. Planning and Procedures
2. Facilities
3. Protocol and Etiquette
4. Communication with Families
5. Safe School Policies
6. Professional Rights and Responsibilities
7. Classroom Environment
8. Instruction
9. Special Needs Children
10. Assessment

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends inservices, workshops, seminars, and professional conferences.
2. Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: board policies and procedures; building policies and procedures; lesson plans; courses of study; textbooks; supplemental teaching materials; teaching techniques and strategies; motivational techniques; public relations; supervision; required reports; inventories; and requisitions.

Skill in: N/A

Ability to: interpret policies, procedures, and regulations; develop lesson plans; follow courses of study; interpret textbooks and supplemental teaching materials; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; and recognize individual differences.

EQUIPMENT OPERATED:

N/A

PERFORMANCE EVALUATION:

Per the New Richmond Exempted Village Board Policy Manual.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the Governing Board.

- E. Employ the following, pending certification, and submission of successful criminal background check, and a negative TB test.
1. Classified Employees
 - Julie Corwin, *Instructional/Technology Assistant*, New Richmond High School, 7 hours/day, current salary step, effective August 19, 2002
 - Esther Root, *Instructional/Technology Assistant*, New Richmond Middle School, 7 hours/day, current salary step, effective August 19, 2002
 - Jeri Weingartner, *Instructional/Technology Assistant*, Locust Corner Elementary, 7 hours/day, current salary step, effective August 19, 2002
 - Margie Howell, *Instructional/Technology Assistant*, New Richmond Elementary, 7 hours/day, current salary step, effective August 19, 2002
 - Pam Klein, *Instructional/Technology Assistant*, Monroe Elementary, 7 hours/day, current salary step, effective August 19, 2002
 - Karla Painter, *Instructional Assistant*, New Richmond Middle School, 7 hours/day, effective August 19, 2002, Salary Step 4
 - Karen Strickmeyer, *Instructional Assistant*, Locust Corner Elementary 5.5 hours/day, effective August 19, 2002, Salary Step 10
 - Chastity Zimmer, *Instructional Assistant*, Monroe Elementary, 3 hours/day, Salary Step 1

- Bonnie Beckelhymer, *Bus Assistant*, 2 hours/day, Salary Step Eight
- Melissa Sandlin, *Bus Assistant*, 4 hours/day, Salary Step Eight
- Toni Johnson, *Custodian-Transportation Building*, 3 hours/day, Second Shift Custodian, Salary Step Three

2. Certified Substitutes (2002/2003 School Year)

Douglas Ashworth	Debbie Kinnett
Elena Baca	Jeanine Leder
Timothy Bennett	Nicole Littleton
Ruth Bramsen	William Lockwood
Michele Briggs	Richard Mahan
Traci Brooking	Jean Ann Marochak
Elizabeth Buckingham	Joseph Middeler, Jr.
Brian Cheek	Karen Middleton
Linda Curless	JoAnn Miller
Bonnie Dannenberg	William Anthony Montague
Carl Dannenberg	Kay Newby
Sue Denedy	Carolyn O'Brien
Samantha Drusso	Sue Patrick
Jill Fankhauser	Francis Paulin
Sandra Farmer	Dale Poling
Erin Fritz	Ann Rich
John Gillespie	Pamela Schuck
Ellen Gilligan	Dama Schultz
Jamie Greeson	Kimberly Slade
Amy Hall	Betty Smith
Jennifer Lynn Hall	Margaret Snyder
Richard Hilt	Jennifer Tarvin
Danny Hinson	Cynthia Thomas
Teresa Holman	Carlos J. Torres
Johnanna Huddleston	Garland Turner
Emily Hugenberg	Bonnie Walmsley
Lisa Imbus	Marcie Ware
Jamie Jeffers	Mary Weatherspoon
Donald Niemeier	Roberta Windle
Meloday Keeton	Deborah Wiseman
Pamela Kelsch	Susan Weiland
Linda Kersey	Paul Williams
Grace Ann Kilgore	Roger Yeardley

3. Classified Substitutes (2002/2003 School Year)

James Abbott	Charlene Hunt
Randy Abbott	Larry Hunt
Anna Abercrombie	Linda Johansen
Patty Allphin	Gary Johnson
Donna Barger	Toni Johnson

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Frances Barger	Helen Jones
Carol Basham	Judy Jones
Cristy Behler	Vicki Kapitula
Angela Biesenbender	Debra Klinker
Judy Bird	Kathyrn Lavin
Peggy Blanchard	Lynette Lindsey
Voeun Blevins	Sherry Long
Ronald Block	Judy Luck
Alma Boggs	Lisa Manning
Martin Borchers	Ruth Manning
Deborah Bowling	John McClosky
Rob Brock	Robert McInturf
Karen Calhoun	Robert Meyer
Beverly Caudill	R. Gary Miller
Ralph Childers	Karen Nelcamp
Jill Cochran	Pamela Ollendick
Willard Cole	Thomas Patterson
Cheryl Conley	Tami Pinkard
Renee Cox	Anne Powers
Diana Cunningham	John Ratliff
Susan Curfman	Phyllis Roberts
William Darnell	Tina Roehm
Roxanne Davis	Rick Rowland
Tammy Dodson	Melissa Sandlin
Amanda Duty	Christine Senters
Kathy Edwards	Cathy Shivener
Dianne Emmich	Michael Shelton
Thomas Evans	Michael Kent Simpson, Jr.
Cheryl Fader	Judith Snider
Julie Fritz	Judy Stevens
Jacquie Galea	Noel Thacker
Lana Gilday	Jana Theaderman
Cynthia Gorth	Joan Thompson
Kimberly Greene	Tonya Trimble
Cheryl Gross	Stephanie Wagner
Patricia Harrmann	Diane Wander
David Hartness	Teresa Warren
Lisa Heflin	Felicia Watson
Karen Hensley	Sherry Webb
Dottie Hile	Brenda Wingo
Tim Hoess	Sandy Wolf

5. LPDC Committee Member Payment (2002/2003 School Year)
\$18 per hour, Not to Exceed \$650 perPerson
- Lori Hayes
 - Judy Vornholt
 - Michele Jackson

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6. Training for Teacher Student Partnerships: Bringing Baldrige Criteria into the Classroom - \$100/day upon submission of a timesheet, to be paid with Baldrige in Education Grant Funds

July 29, 30 & 31, 2001

- Kelly Gabriel, NRE
- Rebecca Meadors, NRMS
- Rhonda Glover, NRMS

August 5, 6, & 7, 2002

- Scott Steele, NRHS
- Elizabeth Taulbee, Monroe
- Kristen Hocz, Monroe
- Kristine Bruck, Monroe
- Elaine Ellis, LCE

- F. Approve two students and one staff member from New Richmond Elementary to participate in travel related to Red Ribbon to Washington D.C.

Roll call: Mr. Zimmerman, yea; Mr. Heflin, yea; Mr. Adamson, yea; Mr. Shepherd, yea.
Motion carried.

2003-36 Moved by Mr. Zimmerman, seconded by Mr. Heflin, to adjourn the [regular](#) meeting. Roll call: all yeas.

Mr. Heflin declared the [regular](#) meeting adjourned at 11:00 p.m.

Frederick R. Heflin, President

Teresa S. Napier, Chief Financial Officer