

Memorandum of Understanding
between the
Galion City School District Board of Education
And
OAPSE and Its Local #370

This Memorandum of Understanding (“MOU”) is entered into by and between the Galion City School District Board of Education (“the Board”) and the Galion Local #370 Ohio Association of Public School Employees (“OAPSE”) for the purpose of documenting the parties’ joint agreement with respect to changes to certain secretary titles, number of contract days, and pay grades within the secretaries classification in the OAPSE bargaining unit.

WHEREAS, the Board is party to a Collective Bargaining Agreement with OAPSE, effective July 1, 2019 through June 30, 2022 (“Agreement”); and

WHEREAS, pursuant to Section 1 of the Agreement, the classification of secretaries is recognized within the OAPSE bargaining unit; and

WHEREAS, Article 38, Section IV A, Salary Schedule: Secretarial, of the Agreement specifies that Secretary I is a twelve month (260 days) contract position and Secretary II is a 201 days contract position; and

WHEREAS, Article 38, Section IV A, Salary Schedule: Secretarial, of the Agreement also specifies that High School Principal’s Personal Secretary and Middle School Secretary are Secretary I classification positions and the two Elementary School Secretaries are Secretary II classification positions; and

WHEREAS, Article 11 of the Agreement permits changes to the Agreement at any time by mutual consent of the Board and OAPSE (“Parties”); and

WHEREAS, the Superintendent has determined there is a need for a centralized student registration process in the District that requires additional secretarial support during the summer months, while the building workloads have declined; and

WHEREAS, the Superintendent has reviewed this determination with official representatives of the OAPSE bargaining unit, and the Parties have mutually agreed to allow voluntary reduction of the current High School Principal's Personal Secretary work days to adjust for work year requirements, in lieu of implementing any reductions in force within the OAPSE bargaining unit; and

WHEREAS, the Parties have also mutually agreed that the current building Secretary I title should change to Lead Building Secretary; and

WHEREAS, the Parties have also mutually agreed that all Lead Building Secretary positions should be Secretary I classification positions or purposes of compensation; and

NOW, THEREFORE, THE PARTIES JOINTLY AGREE TO THE FOLLOWING TERMS OF THIS MEMORANDUM OF UNDERSTANDING:

1. Effective July 1, 2020, the titles of the current positions of High School Principal's Personal Secretary, Middle School Secretary, and two Elementary School Secretaries will all change to Lead Building Secretary in each building;
2. Effective July 1, 2020,;
3. Effective July 1, 2020, Article 38 Section IV A (Secretarial) will be amended as follows:

- A. all Lead Building Secretary positions will be compensated as Secretary I positions under the salary schedule contained in the Agreement;
 - B. the High School Lead Building Secretary will be voluntarily reduced to a 201 work contract day position effective July 1, 2020 under the Agreement;
 - C. the two Elementary Lead Building Secretaries will remain 201 work day contract positions;
 - C. the Middle School Lead Building Secretary will remain a 260 work day contract position, consisting of 211 contractual work days at the Middle School and the remaining 49 contractual work days under the direction of central office administration to perform student registration work during the summer. The summer hours will be split between registration and Middle School Tasks;
- 4. The Superintendent will develop a job description for the modified Middle School Lead Building Secretary position accordingly and will review said job description with OAPSE;
 - 5. The Parties acknowledge and agree that none of the terms of this MOU impact the recognition of the secretary classification in the OAPSE bargaining unit per Section 1 of the Agreement;
- 5. This Memorandum of Understanding is a one-time agreement only and shall not constitute any form of precedent, past practice, or binding effect on any other aspect of the Agreement;

6. This Memorandum of Understanding shall not impact the Agreement between the parties in any other way; and

7. This Memorandum of Understanding is effective upon execution and shall remain in effect until June 30, 2022.

IN WITNESS WHEREOF this Memorandum of Understanding is entered into voluntarily by its parties on this the 19 day of May, 2020.

GALION CITY SCHOOL DISTRICT BOARD OF EDUCATION

OAPSE AND ITS LOCAL #370
