

**COLLECTIVE BARGAINING  
AGREEMENT**

**between the**

**Gahanna Jefferson City School District  
Board of Education**

**and the**

**Gahanna Jefferson Education  
Association**

**July 1, 2021 through June 30, 2024**

# TABLE OF CONTENTS

<u>ARTICLE</u>	<u>DESCRIPTION</u> .....	<u>PAGE</u>
	Index .....	5
	Preamble .....	7
I	Recognition .....	7
II	Bargaining Procedure .....	7
III	Association Rights .....	8
IV	Board Rights .....	11
V	Administration/Association Communications .....	12
VI	Grievance Procedure .....	12
VII	Employee Rights .....	15
	A. Personnel Files .....	15
	B. Job Posting and Transfer .....	16
	C. Seniority .....	17
	D. Continuing Contract Procedure.....	19
	E. Length of Contract, Non-Renewal, RIF, Evaluation Procedure .....	19
	F. Complaint Procedure .....	34
	G. Discipline .....	34
	H. Implementation of the Board adopted Anti- Racist Resolution .....	35
VIII	Employee Working Conditions .....	35
	A. Work Day and Year .....	35

	B.	Paid Leaves of Absence .....	40
	C.	Unpaid Leaves of Absence .....	48
	D.	Planning Time .....	51
	E.	Class Size/Extra Classes .....	51
	F.	Private Tutoring .....	52
	G.	Return to Work Expectations.....	52
	H.	Packing/Unpacking .....	52
IX		Employee Salary and Benefits .....	53
	A.	Salary and Procedures .....	53
	B.	Salary Notices or Limited Contracts .....	60
	C.	Insurance .....	60
	D.	Severance Pay .....	62
	E.	Background Check Fees .....	64
X		Committees .....	64
	A.	Fee Waiver/Tuition Reimbursement .....	64
	B.	Addendum Review .....	64
	C.	Non-Addendum .....	65
	D.	Insurance .....	65
	E.	LPDC .....	66
	F.	Professional Staff/Administration Relations .....	66
	G.	Report Card .....	66
	H.	Professional Development Advisory Committee.....	66
XI		Occupational Safety and Health .....	67

XII	Criminal Records Check .....	67
XIII	Forms .....	68
XIV	Other Provisions .....	68
	A. Implementation and Duration .....	68
	B. No Strikes .....	68
	C. Conflict with Law .....	69
	D. Waiver of Negotiations .....	69
	E. Duration .....	69
	F. Printing and Distribution .....	69
	Signature Page .....	9
	Memorandum of Understanding (Retirees) .....	71
	Appendices	
	A. Salary Schedules .....	73
	B. Addendum Salary Schedules .....	81
	C. Classification of Addendum Groups .....	85
	D. Medical Plans.....	91
	E. Fair Share Fee Language .....	92
	F. Addendum Review Committee.....	94
	G. COVID-19.....	96
	H. Ohio Teacher Evaluation System (OTES).....	105

# INDEX

Addendum Review Committee .....	64
Addendum Groups .....	85
Addendum Salary Schedules .....	81
Advancement of Sick Leave .....	40
Adoption Leave .....	41, 48
Arbitration .....	14
Assault Leave .....	44
Association Officer's Compensation .....	10
Association Rights .....	8
BCII .....	71
Board Rights .....	11
Building Staff Meetings .....	9, 36
Calendar .....	38
CEU's .....	56
Class Grievance .....	12
Class Size .....	51
Complaint Procedure .....	34
Continuing Contract .....	18
Court Appearance .....	46
Criminal Records Check .....	67
Direct Deposit .....	59
Discipline .....	34
Dues Deduction .....	8
Experience Credit .....	55
Fair Share .....	92
Fee Waivers .....	64
FMLA .....	50
Forms .....	68
Grades and Grading .....	38
Grievance Procedure .....	12
Hourly Pay .....	60
IEP Conference Pay .....	39
Immediate Family .....	41, 43
Induction Program .....	37
Insurance .....	65
Insurance Committee .....	65
Job Posting and Transfers .....	16
Job Sharing .....	36
Jury Duty .....	46
Limited Contracts .....	19, 66
LPDC .....	66
Military Experience .....	55
Non-Addendum Committee .....	65
Non-Renewal .....	19

OSHA .....	67
OTES.....	105
Parental Leave .....	48
Pay Increase .....	60
Pay Periods .....	57
Payroll Deductions .....	58
Peer Assistance Program .....	11
Personal Leave .....	45
Personal Leave Incentive .....	46
Personnel Files .....	15
Planning Time .....	51
Presidential Release .....	10
Professional Leave .....	47
Professional Staff/Admin Relations Comm. ....	66
Recognition .....	7
Religious Leave .....	46
Reduction in Force (RIF) .....	19
Report Card .....	66
Salary Column Explanation .....	54
Salary Procedures .....	54
Salary Notices .....	60
Seniority .....	17
Severance Pay .....	62
Sequence of Limited Contracts .....	20
Sick Leave .....	40
Sick Leave Advancement .....	40
Sick Leave Bank .....	43
Special Education .....	38
Transfers .....	16
Tuition Reimbursement .....	64
Tutors .....	54
Unpaid Leaves .....	48
Work Day .....	35
Work Year .....	36

## **PREAMBLE**

This collective bargaining agreement (the "Agreement") is entered into by the Board of Education of the Gahanna-Jefferson City School District (the "Board") and the Gahanna Jefferson Education Association/Ohio Education Association/National Education Association (GJEA/OEA/NEA) (the "Association").

## **ARTICLE I RECOGNITION**

The Board recognizes the Association as the sole and exclusive representative for all full-time and regular part-time certificated Employees employed by the Board under regular teaching contracts. For purposes of this Agreement, an "Employee" is defined as a Bargaining Unit Member. The Superintendent; assistant superintendent(s); directors; supervisors; coordinators; Treasurer; principals; assistant principals; non-teaching athletic director; Safe and Drug-Free Schools Coordinator; auxiliary services personnel; tutors who work fewer than 1,295 hours per year; substitutes who work fewer than one hundred twenty (120) consecutive work days in the same position; and any other part-time, seasonal, student, confidential, supervisory or management-level employees as defined in Section 4117.01 of the Ohio Revised Code are excluded from the bargaining unit and are not subject to the terms of this Agreement.

## **ARTICLE II BARGAINING PROCEDURE**

- A. The following mutually agreed upon bargaining and dispute resolution procedures supersede the procedures in Section 4117.14(C)(2)-(6) of the Ohio Revised Code and any other procedures to the contrary. The parties will bargain in accordance with the provisions of Chapter 4117 of the Ohio Revised Code, except where specified to the contrary in this Agreement.
- B. If either party wishes to terminate, modify, or negotiate a successor Agreement, it must serve written notice of that intention upon the other party not less than one hundred twenty (120) nor more than one hundred eighty (180) days prior to the expiration of this Agreement. Upon timely service of such notice, the parties shall collectively bargain in good faith to reach a successor Agreement. At the first session both parties shall submit their complete initial proposals for a successor Agreement. Neither party may submit additional proposals unless the other party agrees.
- C. If no Agreement is reached by the thirty (30) calendar day preceding expiration of this Agreement, or some other mutually agreed date, both parties shall request the services of the Federal Mediation and Conciliation Service (FMCS). The mediator shall have the authority to hold bargaining sessions or conferences with representatives of the parties. Nothing herein shall be construed to prohibit the parties from mutually and voluntarily agreeing to submit any and all issues in dispute to any alternative dispute resolution procedure.

- D. When tentative agreement on a successor Agreement is reached, it shall be submitted to the Association within ten (10) days for ratification. The tentative Agreement then will be submitted to the Board for approval within ten (10) days after Association ratification. Either or both such ten (10) day restrictions may be extended by mutual agreement. When ratified by the Association and adopted by the Board, the tentative Agreement shall be executed by representatives of the parties.

### **ARTICLE III ASSOCIATION RIGHTS**

- A. The Association may use school facilities for meetings at no cost, provided such meetings do not interfere with school business and provided the appropriate administrator has approved the use in advance. Association office space will be provided in a district school building.
- B. Association representatives may transact official business on school property during the non-working hours of the Employees involved, provided the premises are not being used for school business. For purposes of this provision, "nonworking hours" means time outside the work day defined in Article VII, Section A, Paragraph 1 of this Agreement, an Employee's duty-free meal period, and an Employee's other unassigned time. In no event shall Association meetings be scheduled within the work day defined in Article VII, Section A, Paragraph 1; nor shall the transaction of Association business in any way interfere with student-Employee, parent-Employee, or administrator-Employee conferences or other school functions or activities.
- C. Association representatives may use school duplication equipment with the prior approval of the appropriate administrator, provided the equipment is not being used for official school business and provided the Association pays the cost of such use.
- D. The Association may use bulletin boards currently designated for Association use. Reasonable space will be designated for this purpose in each District school in the staff lounge or such other appropriate site as is mutually agreed upon bulletin boards may not be used to post partisan political material.
- E. The Association may use Employee mailboxes for the distribution of materials to bargaining unit members. Mailboxes may not be used to distribute partisan political material.
- F. Association membership is annual with the membership year being September 1 through August 31. Once a member enrolls, such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels his/her membership. Dues deduction authorizations shall be submitted to the Board Treasurer no later than October 20 each year. An Employee hired by the District subsequent to October 1 of a given school year who chooses to join the Association may authorize dues deduction within the thirty (30) day period immediately following the date of hire. Employees may revoke payroll deduction of Association dues, initiation fees and assessments by written submission to the



Treasurer during the period of August 1 to August 31 of each year. Unless revoked, a written authorization will continue in effect from year to year. Once revoked, an Employee may not reauthorize payroll deduction until the following year. The Treasurer shall forward a copy of any written revocation to the Association President. If an Employee who has authorized payroll deduction terminates his/her employment, the unpaid balance will be deducted from his/her final payroll check.

The Association will defend and hold the Board and its administrators harmless against any and all claims by Employees for damages, refunds or fees, or amounts paid, or any other claim related in any way to operation of this Section. The claim against the Board must be a direct consequence of the Board's good-faith compliance with this Section; provided, however, that there shall be no indemnification if the Board intentionally or willfully fails to apply (except due to a court order) or misapplies this Section. It is mutually understood under this provision that the Association has the right to designate counsel to represent and defend the Board.

- G.**
  - 1. The Association President (or designee) shall be permitted to be placed on the agenda to address the Board at regular Board meetings on issues of concern to the Association.
  - 2. The Board shall give the Association President at least twenty-four (24) hours advance notice of special Board meetings. In the event of an emergency meeting, advance notice will be given as soon as practicable under the circumstances.
  - 3. A preview copy of the agenda for a regular Board meeting will be emailed to the Association President at the time copies are distributed to Board members.
  
- H.** At building staff meetings, Association representatives may make announcements pertaining to Association business and shall have the right to hold Association meetings at the conclusion of the building staff meetings.
  
- I.** If requested in connection with collective bargaining provided for in Article II, the Association President (or designee) shall be provided copies of the following information/data if available:
  - 1. A complete copy of the Board's Official Annual Appropriations Resolution adopted by the Board (both temporary and permanent).
  - 2. A copy of the Official Certificate of Estimated Resources and any amendments thereto when received by the Board Treasurer.
  - 3. A copy of the Official Tax Budget adopted by the Board.
  - 4. A complete copy of the Board Treasurer's Year-end Financial Report to the Board showing all income from each source and expenditures to the various specific General Fund categories for the previous calendar year.

5. A copy of training and experience grids for:
  - a. Employees paid from the regular Teachers' Salary Schedule; and
  - b. Employees paid from the Supplemental Salary Schedule.

Likewise, the Association shall, upon request, provide the Board's designated representative with available information relevant to the issues being bargained. Neither party shall be required to compile data or to supply information in other than its existing form. If information is not available, and the party from whom it is requested agrees to compile it, the party requesting the information shall pay the actual cost for compilation and production.

- J. A copy of the Board agenda and previous meetings' minutes shall be provided to the Association president as soon as it is distributed to the building principals.
- K. The Association President (or designee), who shall be an Employee, shall have the opportunity to make brief positive welcoming remarks concerning the school system appropriate to the District-wide staff opening day program, and be introduced at the new Employees' orientation program. Additionally, the Association shall have the opportunity to meet with new Employees during the orientation program for a minimum of sixty (60) minutes.
- L. Upon request, the Association shall be provided at its cost with a copy of any document which is a public record.
- M. Two (2) parking spaces will be reserved for Association use.
- N. Upon request, Employees elected as delegates may take one (1) day of professional leave to attend the OEA Delegate Assembly; however, that in no event shall the number of delegates exceed one (1) for each fifty (50) Employees employed by the Board or major fraction thereof.
- O. The Association President will be released one-half (1/2) of each day but will still be considered a full-time employee. If the President is a high school classroom teacher, s/he would be assigned three (3) classes and receive one (1) conference period under this provision. If the President is other than a high school classroom teacher, s/he will receive comparable release time. When the Association President is assigned to teach three (3) classes, regardless of building assignment, the President shall not be assigned a duty. The Association will reimburse the Board at a rate of one-half (1/2) the salary of a teacher placed at Step 10 under the Masters column of the teachers' salary schedule (exclusive of any supplemental pay). The District must bill the Association no later than June 30th of the fiscal year for any money due the District for this reimbursement. Additionally, the President or designee may be released from duty for Association business up to eleven (11) days per school year. It is mutually understood that, if the President is not a high school

classroom teacher, the Board may transfer the person to a position for which s/he is qualified that better accommodates a half-day work schedule.

Any Employee elected/appointed or otherwise serving as a Director to the National Education Association (NEA) will be released up to eight (8) days per contract year in order to fulfill his/her responsibilities. These release days will be provided without loss in compensation.

- P.** No employee is required to become a member of the Association as a condition for securing or retaining employment by the Board.
- Q.** The Board's current Peer Assistance program will not be altered except by mutual agreement of the Board and Association.
- R.** The officers, agent, and members of the Gahanna Jefferson Education Association shall be free from penalty, restraint or retaliation for their participation in any/all activities that secured this, and any prior, Collective Bargaining Agreement. This provision does not apply to assignment of position. The Negotiated Agreement provisions related to assignment apply. This provision expires automatically on June 30, 2022.

The officers, agent, and members of the Gahanna Jefferson Education Association shall not be nonrenewed or terminated for their participation in any/all activities that secured this, and any prior, collective bargaining agreement. This provision expires automatically on June 30, 2027.

#### **ARTICLE IV BOARD RIGHTS**

- A.** Except as specifically abridged, delegated, granted or modified by a specific and express term of this Agreement, the Board hereby retains its legal authority which shall include, but not be limited to, the right to: determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the Board, standards of services, its overall budget, utilization of technology and organizational structure; direct, supervise, evaluate and hire Employees; maintain and improve the efficiency and effectiveness of school operations; determine the overall methods, process, means or personnel by which school operations are to be conducted; suspend, discipline, demote or discharge for just cause, or lay off, non-renew, transfer, assign, schedule, promote or retain Employees; determine the adequacy of the work force; determine the overall mission of the District as an education Unit; effectively manage the work force; take actions to carry out the missions of the school District; and the Superintendent's right to direct, assign, supervise, evaluate, schedule and transfer Employees. The Board's and the Superintendent's exercise of the foregoing management rights requires neither prior bargaining with nor agreement of the Association.
- B.** Board policy books shall be accessible to all Employees on-line at a website on the Internet.

**ARTICLE V**  
**ADMINISTRATION/ASSOCIATION COMMUNICATIONS**

- A. The Superintendent and Association President shall meet bi-monthly during the school year for a total of no fewer than five (5) such meetings. Additional meetings may be scheduled by mutual agreement at the request of either party.
- B. The meetings shall provide an arena for either or both parties to raise problems and concerns for the purposes of establishing and maintaining a spirit of labor-management cooperation, for improvement of internal and external public relations, and to work cooperatively for the general improvement of the welfare of the school system.
- C. Depending on the anticipated agenda for such meeting, it may be advisable for the parties to include others with particular areas of expertise and experience. In such cases, the party intending inclusion of other individuals should notify the other party at least three (3) working days in advance of the meeting so that both parties may be fully prepared to deal most effectively and expeditiously with the matter at hand.

**ARTICLE VI**  
**GRIEVANCE PROCEDURE**

**A. Purpose**

- 1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as possible at each given level of the procedure.
- 2. Nothing contained herein will be construed as limiting the right of any Employee having a grievance to discuss the matter informally with any appropriate Administrator and resolving the problem without initiating a formal grievance, provided the resolution is not inconsistent with the terms of this Agreement.

**B. Definitions and General Provisions**

- 1. The word "day" or "days" means regularly scheduled work days during the regular school year. During the summer and Winter Break and Spring Break, it shall mean weekdays, exclusive of State or federal holidays.
- 2. A "grievance" is a claim by an Employee that the Board or an administrator has violated, misinterpreted or misapplied a specific and express term of this Agreement. Where more than five (5) Employees are identically circumstanced, the claim will be processed as a class grievance; in such a case, at least one (1) such Employee shall sign the grievance and a clear description of the affected class shall be specified. If the claim pertains to an institutional interest of the Association (such as an alleged violation of Articles I through III), as opposed to an individual claim,

the Association President may file the grievance on behalf of the Association. With respect to an individual claim that an Employee chooses not to grieve or pursue, the Association President is not precluded from informing the Superintendent in writing that the Association does not acquiesce to any future assertion of past practice based on the Employee's decision not to proceed.

3. "Immediate supervisor" means the principal or other administrator having immediate responsibility over the grievant.
4. If an Employee fails to file a written grievance or to appeal a grievance to the next step by the stated deadlines, the grievance shall be considered waived.
5. If an administrator fails to hold a meeting or to respond to a grievance by the stated deadline, the Employee is entitled to an appeal to the next step.
6. An Employee may be accompanied at any formal step (Steps Two through Four) of the grievance procedure by an Association representative who may speak on the Employee's behalf.
7. An Employee may present grievances and have them adjusted, without the intervention of the Association, as long as the adjustment is not inconsistent with the terms of this Agreement and as long as an Association representative has the opportunity to be present at the adjustment. The Association must agree in writing with any grievance adjustment in order for it to be implemented.
8. Resolution of a grievance at any level shall apply only to the stated grievance and shall in no way infringe on the statutory obligations or other policies of the Board.
9. This procedure shall be the sole and exclusive method for resolving disputes under this Agreement.
10. The number of days indicated at each step shall be the maximum. However, the time limits may be extended by the written agreement of the grievant and the appropriate administrator.
11. No reprisals shall be taken against any Employee for filing or pursuing any grievance or for seeking Association assistance. Any dispute over whether such a reprisal has occurred shall be resolved exclusively under the procedure appearing in this Article.

### **C. Procedure**

1. Step One: An Employee must first informally attempt to resolve the grievance by discussing it with his/her immediate supervisor. A grievance must be presented informally within fifteen (15) days of the occurrence of the conduct or condition on which the grievance is based.

2. Step Two: If the Employee is not satisfied with the informal attempt to resolve the grievance, he/she must submit the grievance in writing on an appropriate grievance form to the immediate supervisor. The written grievance must state the name of the grievant, the specific condition or occurrence on which the grievance is based, the date or dates of the occurrence or condition, the particular article and section of this Agreement which the grievant claims has been violated, and the specific relief sought. The written grievance must be filed with the immediate supervisor within twenty (20) days from the occurrence of the conduct or condition on which the grievance is based. The immediate supervisor shall respond to the grievance in writing within five (5) days of its receipt.
  
3. Step Three: If the Employee is not satisfied with the immediate supervisor's disposition of the grievance, the Employee may appeal to the Superintendent by filing a written appeal of the grievance within ten (10) days of the Employee's receipt of the immediate supervisor's response. The Superintendent shall hold a meeting with the Employee to discuss the grievance within ten (10) days of submission of the notice of appeal. The Superintendent shall make his/her written response to the appeal within five (5) days of the meeting.
  
4. Step Four: If the Employee is not satisfied with the disposition in Step Three, he/she may request, but only with the concurrence of the Association, a hearing before an arbitrator within ten (10) days after disposition at Step Three. The Association's request for arbitration shall be by certified mail with return receipt requested to the Superintendent. Within five (5) days following receipt of the request, the Association President (or designee) and the Superintendent (or designee) shall mutually petition the American Arbitration Association (AAA) for a panel of arbitrators. Selection of the arbitrator and conduct of the arbitration hearing will be governed by the AAA's Labor Arbitration Rules. The AAA's administrative fee shall be borne by the parties in equal shares.

The arbitrator shall hold the hearing promptly. The decision shall be in writing and a copy sent to all parties present at the hearing. The decision of the arbitrator shall be binding.

The arbitrator shall not have the authority to add to, subtract from, or modify any of the provisions of this Agreement, nor add to, detract from or modify the language therein in arriving at his/her decision concerning any issue presented that is proper within the limitations expressed herein. The arbitrator shall not have any authority to rule contrary to the law of the State of Ohio. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching his/her decision.

The arbitrator shall not interfere with management prerogatives involving the

Board's discretion. He/she shall not limit or interfere with the powers, duties and responsibilities of the Board under Article IV of this Agreement, applicable law, and State and federal regulations having the force and effect of law.

The cost of the arbitrator, including his/her per diem fee and expenses, shall be borne by the losing party. If a losing party is not clearly identified by the arbitrator, the cost shall be equally shared between the parties.

## **ARTICLE VII EMPLOYEE RIGHTS**

### **A. Personnel Files**

1. This Article shall supersede Chapter 1347 of the Ohio Revised Code and any other contrary provisions of law.
2. An official confidential personnel file for each Employee shall be maintained in the Board office. This provision does not preclude a principal from maintaining personal notes or records relevant to an Employee; however, it is mutually understood and agreed that no discipline of an Employee may be influenced by such Employee's prior discipline of record unless such prior discipline appears in the Employee's official personnel file.
3. Employees and/or their authorized representatives shall have access to their personnel files upon reasonable request. Personnel files shall be reviewed in the presence of an appropriate administrator. At the time of such review, the Employee shall be entitled to copies of any materials in his/her file at his/her expense.
4. Except as may otherwise be required by law, access to Employee's personnel file shall be limited to the Board, the Superintendent, the Treasurer, the building principal(s), other administrators who are or may be directly supervising that Employee, central office Administrators and Board counsel.
5. An Employee may attach a written statement of reply to any item placed in his/her file. All material to be placed in an Employee's personnel file shall be signed by the employee and dated with the date of origination or, if the material has no date of origination, the date of placement in the file, and, if applicable, shall include the name(s) of those who are the source of any material.
6. A copy of any material evaluative of an Employee shall be provided to the Employee who shall sign it to acknowledge receipt. Such signature does not indicate the Employee's agreement with the content of the document. One (1) signed copy of the document shall be placed in the Employee's file.
7. If an Employee disputes the accuracy, relevance, timeliness or completeness of material in his/her file, he/she may file a written complaint with the Superintendent

who shall conduct an investigation. The complaint shall specify the reasons why the Employee believes the material lacks one (1) or more of these qualities. If the Superintendent determines the material lacks one (1) or more of these qualities, it shall be modified or removed from the Employee's file.

8. Material in a personnel file may also be removed upon written mutual agreement of the Employee and the administrator who made the entry or the Director of Human Resources.
9. If the Employee elects to submit the dispute to Step Four of the grievance procedure after receiving the Superintendent's decision, the arbitrator may not order material removed from the Employee's personnel file unless the Employee demonstrates that the material is factually inaccurate, irrelevant, untimely or incomplete. No grievance or aspect of any grievance that concerns an Administrator's exercise of his/her professional judgment in matters such as evaluation and observation may be taken to Step Four. Moreover, an arbitrator is specifically prohibited from substituting his/her judgment for that of an administrator in matters of professional judgment.

## **B. Job Posting and Transfers**

1. A vacancy is a position that the Board decides to fill, that is created by the death, resignation, retirement, transfer, non-renewal, or termination of a certificated/licensed Employee formerly filling such position, a new position created by the Board, or an opening that occurs as a result of middle school/high school course registration each year.

During the school year and through June, bargaining unit or promotional vacancies shall be posted or announced for a period of five (5) work days, inclusive of the initial date of posting or for a period of three (3) days if the opening is posted during the month of July preceding the start of a school year. In the month of August, vacancies shall be posted, but the Board is not precluded from considering, interviewing or hiring outside candidates immediately upon posting. If a vacancy exists, the Superintendent shall determine when it shall be filled and how it shall be filled. Regular teaching positions which become available after the first Employee work day of the school year are not required to be posted and can be filled with interim persons; however, if filled with an interim person, the position shall be posted by the end of the school year. The interim Employee's employment shall expire automatically at the end of the school year without action by or notice from the Board.

2. Employees who have applied for a certificated/addendum vacancy shall be considered for the available position, and those Employees who possess the desired qualifications for a position will be granted an interview. If an employee is not initially selected, then other candidates from outside the district who have applied for the position may be granted an interview. All internal candidates shall be



interviewed before any external candidate. All tentatively scheduled interviews of any external candidate will be cancelled if an internal candidate is initially selected.

3. During the school year, vacancies and application procedures will be posted in designated areas in each school, at Central Office, and on the District's website. During the summer recess, such information will be posted only at Central Office and on the District's website.
4. Voluntary transfers will be handled as follows: Employees may express interest in being considered for a transfer if and when a position becomes available, or they may apply for and be considered for any posted position.
5. The Superintendent retains the right to assign personnel. However, any Employee who is involuntarily transferred may request a written statement of the reasons for the transfer. The Employee may attach a written rebuttal to such statement. The written statement and/or rebuttal become part of the Employee's personnel file. The reasons for a transfer as well as the Superintendent's decision to transfer are not grievable.
6. For an elementary or middle school vacancy that occurs due to a fluctuation in enrollment and for which additional employees are not required, the superintendent may transfer an employee within his/her building two (2) grade levels or less without posting the position. All other vacancies must be posted. If an employee is forced to change teaching assignments due to a change in enrollment, the superintendent shall assign the employee to a position for which he/she is qualified which is within two (2) grade levels or to one for which the employee has applied. This policy does not affect high school transfers within departments. If the fluctuation in enrollment necessitates a Reduction in Force, then section D, paragraph 5 of this article supersedes this paragraph.

### **C. Seniority**

1. Seniority means length of continuous employment in a bargaining unit position as follows:
  - a. Seniority accrues from the first day worked in a bargaining unit position.
  - b. Seniority accrues for all time an Employee is on active pay status, is on military leave, is receiving Worker's Compensation benefits, or is on approved leave under the federal Family and Medical Leave Act (FMLA).
  - c. Time on inactive pay status (e.g. layoff under a reduction in force, unpaid leave) and time during which the Employee is employed in a non-bargaining unit position shall not count toward the accrual of seniority but shall not constitute a break in seniority.

- d. A full-time Employee accrues one (1) year of seniority for each year school year worked (e.g., the Employee is on active pay status for at least one hundred twenty (120) days during that school year; otherwise, no seniority will be accrued for that school year). In no event shall any Employee accrue more than one (1) year of seniority in any school year. An Employee is deemed to be "full-time" if employed for the regular work day and work year identified in Article VIII, Sections A(1) and (2) of this Agreement.
  - e. Seniority for a part-time Employee shall accrue as follows:
    - i. A school year in which the Employee is scheduled to work less than half-time shall not count toward seniority.
    - ii. If an Employee is scheduled to work at least half-time but less than full-time, the Employee shall accrue a prorated year of seniority credit (e.g., a .7-time Employee would receive .7 year) if the Employee is on active pay status for at least sixty-five percent (65%) of the days upon which he/she is scheduled to work during that school year.
2. Ties in seniority shall be broken by application of the following factors in order to determine the most senior Employee:
    - a. The Employee with the first day worked; then
    - b. The Employee with the earliest date of hire; then
    - c. By lottery, implemented in the presence of a designated Association representative.
  3. For reduction in force purposes only, in all applicable areas of certification/licensure an Employee under a continuing contract shall be deemed to have greater seniority than any Employee employed under a limited contract.
  4. Seniority shall be broken when an Employee resigns, retires, is terminated, is non-renewed, or otherwise severs employment with the Board. However, a non-renewal shall not be deemed to have occurred if, following the Board's action to non-renew, the Employee is re-employed for the next succeeding school year without an actual break in service.
  5. A seniority list shall be posted online annually no later than January 31. A copy of the list will be provided to the Association President on or before the date of posting.
    - a. Names of on the list shall appear in area of certification/licensure in seniority order, with the most senior Employee appearing first and least

senior Employee appearing last. An Employee who is certificated/licensed in more than one (1) area shall be included on the list in all of his/her areas of certification/licensure.

- b. The names of part-time Employees shall be separate from the names of full-time Employees.

An Employee shall have until the end of February in which to advise the District Executive Director of Human Resources of any inaccuracy that affects his/her seniority. The Executive Director will investigate any alleged inaccuracy, make any adjustment that may be in order, and immediately post a corrected list. No allegation of inaccuracy shall be considered if received after the end of February, and the list shall then be considered as final until the next year's posting.

#### **D. Continuing Contract Procedure**

By January 15 of each year, the Human Resources Director will email Employees who do not hold a continuing contract a reminder along with a checklist regarding continuing contract eligibility and criteria. An Employee who believes s/he is eligible for a continuing contract must email the Director of Human Resources no later than March 1 informing him/her. The request will be considered by the Board at the regular May meeting. If the Board grants the continuing contract request, the continuing contract will be effective on July 1 after Board approval.

#### **E. Length of Contracts, Non-Renewal, RIF, Evaluation Procedure**

##### **1. Applicability**

- a. This Section governs non-renewal of regular teaching contracts of Employees and, except as otherwise stated in Subparagraph (a) of Paragraph 4 of this section only, completely supersedes and replaces Section 3319.11(G) of the Ohio Revised Code in its entirety (which is the procedure after a limited contract Employee is non-renewed and which does not apply to continuing contract Employees).
- b. This Section governs the length of limited contracts for Employees who are not eligible for a continuing contract. All contracts of less than full-time Employees shall be one-year limited contracts only, except that a full-time Employee with a continuing contract who goes to part-time status will not thereby lose his/her continuing contract. Employees who wish to go to part-time status may do so only with the Board's approval.
- c. This Section, except for Paragraph 5 (pertaining to a reduction in force), does not apply to Employees who are on continuing contracts. Continuing contract Employees have the protections against termination provided by the Ohio Revised Code.

- d. An Employee shall be given the opportunity to resign at any time after being notified of a pending non-renewal or termination.

## 2. Length and Sequence of Limited Contract

- a. Employees shall be issued a one-year limited contract upon their initial employment (or re-employment if the Employee was separated from the Board's employment in some year prior to the one immediately preceding the one for which the Employee is being employed), and if re-employed at the end of that one-year contract, shall be issued another one-year contract.
- b. An Employee who is re-employed after two (2) one-year contracts shall be eligible for a two-year limited contract and, if re-employed at the expiration of that two-year contract, shall be eligible for another two (2) year limited contract.
- c.
  - i. An Employee who is re-employed after two (2) two-year limited contracts shall be eligible for a three-year limited contract and, if re-employed at the expiration of that contract or any other three-year contract, shall be eligible for another three-year limited contract.
  - ii. If a limited contract Employee is on paid status for fewer than one hundred twenty (120) days during any particular school year, that school year shall not count for purposes of this Paragraph. If employed under a one-year contract, and re-employed, the new contract shall be for one (1) year to make up for the year not counted; if employed under a multiple-year contract, the contract, unless the Employee is non-renewed, shall be extended automatically for one year to make up for the year not counted. In addition, if, during the last year of an Employee's limited contract, the Employee is absent for any reason for more than twenty percent (20%) of his/her scheduled work days (exclusive of any extended time) during either evaluation period, the length of the Employee's limited contract shall be extended automatically for one (1) year. For this purpose, "evaluation period" means (A) the Employee's scheduled work days prior to January 16, and (B) the Employee's scheduled work days between February 10 and April 1, inclusive.

## 3. Grounds for Non-Renewal

Limited contract Employees who have been employed by the Board for their seventh (7th) consecutive year of full-time service under a regular teaching contract may be non-renewed only:

- a. Pursuant to Subparagraph (g) of Paragraph 5 of this Section; or

- b. For conduct inappropriate to the teaching profession or unsatisfactory performance as determined by the Administration. The Administration's determination that an Employee has conducted himself/herself inappropriately or has performed unsatisfactorily must be made in good faith, must not be arbitrary or capricious, and must be reflected in written evaluation(s) or administrative reprimand(s) in the Employee's file. Reasons for the non-renewal shall be clearly stated and shall set forth the substantive basis for the non-renewal.

#### 4. Grievances

A limited contract Employee who has been re-employed for his/her seventh consecutive year of full-time service under a regular contract with the Board and who is non-renewed under Subparagraph (b) of Paragraph 3 above may file a grievance challenging his/her non-renewal at Step Three with the Superintendent under the Grievance Procedure of Article VI, Section A of this Agreement within ten (10) calendar days of the Board mailing notice of non-renewal to the Employee. If the Employee also challenges the Board or Administration's compliance with Paragraph 6 of this Article, such challenge must be made in the same grievance that challenges the non-renewal. The grievance, if timely filed, shall then be determined pursuant to the procedure of Article VI, Section A of this Agreement, and Section 3319.11(G) of the Ohio Revised Code has no application.

- a. After the third (3rd) year of full-time consecutive service under regular contract but who has not reached the seventh (7th) year of service under consecutive regular teaching contracts shall be non-renewed in accordance with Section 3319.11 of the Ohio Revised Code and any challenge to the non-renewal shall be made pursuant to paragraph (G) of that statute.
- b. A part-time Employee or a full-time limited contract Employee who is non-renewed at the conclusion of one (1) or two (2) years of service under consecutive regular teaching contracts may not challenge his/her non-renewal pursuant Article VI, Section A of this Agreement or pursuant to Section 3319.11(G) of the Ohio Revised Code.

#### 5. Reduction in Force

- a. The Board may suspend an Employee's contract in order to achieve a reduction in force due to financial reasons, program changes or elimination, or other reasons set forth in Section 3319.17 of the Ohio Revised Code. No bargaining unit member's contract shall be non-renewed in lieu of a Reduction in Force. In making such reductions, the Board shall suspend contracts in accordance with the recommendation of the Superintendent, who shall give preference to employees on continuing contracts within each teaching field affected. For purposes of this Section, "teaching field" means

an area of State certification/ licensure.

- b. When a reduction in force (RIF) becomes necessary the following procedure shall be followed:

First, the Board shall handle all staff reductions through normal attrition. If additional Employees need to be reduced, then the order shall be:

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

- i. Certification/Licensure within the affected teaching field
- ii. Comparable evaluations as defined below.
- iii. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field the first to be suspended.

Only when the necessary reduction of staff required exceeds the number of limited contract teachers in the affected field shall continuing contract teachers be reduced by utilizing the following order:

- i. Certification/licensure within the affected teaching field
- ii. Comparable evaluations as defined below.
- iii. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior continuing contract teacher in the affected teaching field the first to be suspended.

Comparable evaluations shall be defined as follows, using the previous school year's final evaluation rating of the Employee, or in the case of an Accomplished or Skilled Teacher who is exempt, the Employee's most recent evaluation rating. RIFs will be conducted in the following order:

- i. Ineffective evaluations.
- ii. Developing evaluations.
- iii. Skilled and accomplished evaluations.

An employee identified to be reduced may displace another unit member if:

- i. He/she possesses a valid and current license/certificate in another area;

- ii. He/she has earned a comparable or higher evaluation rating in the Employee's current assignment; and
  - iii. He/she has more seniority than the unit member he/she is going to displace.
- c. An Employee whose contract is suspended shall have the right to be recalled to active service where positions become available for which the Employee is certificated/licensed, giving preference first to continuing contract teachers, and then in reverse order of suspensions as identified in subparagraph (b) above. The length of time an Employee shall have such recall rights shall be three (3) years from the date on which the Board adopts the resolution to suspend the Employee's contract.
- d. An Employee shall be offered recall by written notice sent by certified mail. The Employee must provide the Board Treasurer in writing with his/her most recent address, which shall be used for recall. To accept recall, the Employee must give the Superintendent written acceptance within ten (10) work days of mailing the offer of recall.
- e. An Employee whose contract is suspended as part of a reduction in force may challenge the suspension by filing a grievance at Step Three of the grievance procedure appearing in Article VI, Section A of this Agreement within ten (10) calendar days of receipt of the notice of contract suspension. Only procedural compliance with this Section and not the reasons for a reduction in force shall be subject to the grievance procedure.
- f. In making a reduction in force, and in the exercise of any available displacement rights, no new area of certification/licensure acquired by an Employee after receipt of the Board's notice of intent to suspend the Employee's contract shall be considered. For purposes of recalling Employees whose contracts have been suspended, however, a new area of certification/licensure acquired prior to the Board's notice of recall will be considered in determining positions for which the Employee is certificated/licensed, provided the Employee has given the Board Treasurer written notice of such area of certification/licensure prior to such notice of recall.
- g. This Paragraph does not preclude the non-renewal of an Employee hired to fill the position of an Employee on a leave of absence, an Employee whose continued employment is contingent on the continued availability of adequate funding for the position, or an Employee hired after the start of the school year.
- h. The Board shall provide notice of contract suspension by hand delivery of a written notice signed by the Board President, Treasurer, or Superintendent

or by sending a copy of the notice of non-renewal in the U.S. by certified mail addressed to the Employee's residence address on the Treasurer's records.

## 6. Evaluation Procedure

### Purpose

The purpose of teacher evaluation is to use fair, objective, and reasonable practices:

1. To improve the quality of student's learning experiences and to help Employees improve their performance.
2. To inform instruction.
3. To assist Employees and administrators in identifying, implementing, and supporting best educational practices that will provide the greatest opportunity for student learning and growth.
4. To establish goals for professional development.
5. To provide information for recommendations regarding contract status.
6. To assess an Employee's work performance.
7. To support Employee growth.

### Definitions:

1. Evaluators
  - a. Evaluations will be conducted by the Employee's principal, assistant principal or immediate supervisor, except that by mutual agreement of the Superintendent and Association President an evaluation may be conducted by some other administrator who has evaluative authority under Section 3319.111 of the Ohio Revised Code.
  - b. An Employee whose work schedule involves travel between buildings will be evaluated by the principal or assistant principal of the building designated as the Employee's building for evaluation purposes in that school year.
2. Evaluation Cycle: The period from the establishment of a professional growth or improvement plan through the issuance of an evaluation rating, in the year in which an evaluation rating is required by this contract or Ohio



Revised Code.

3. Evaluation Factors: The walkthrough(s) observation(s), other components required by Ohio Revised Code to be used in the teacher evaluation process and other expectations communicated to employees as identified in the evaluation rubric.
4. Evaluation Framework: The document created and approved by ODE that establishes the Standards-Based evaluation of teachers in accordance with Ohio Revised Code 3319.111(A).
5. Evaluation Instruments: The forms used by the teacher's evaluator. The approved evaluation instructions are attached to this agreement as Appendix H.
6. Evaluation Procedure: The procedural requirements set forth in this agreement which conform with and provide specificity to the statutory obligations established by Ohio Revised Code 3319.111 and 3319.112, and the State Board of Education Framework.
7. Evaluation Rating: The final holistic evaluation level that is assigned to a teacher based on the holistic review of all Evaluation Factors observed during the Evaluation Cycle. The rating shall be "Accomplished", "Skilled", "Developing", or "Ineffective". An evaluator will not consider one performance area in isolation but will analyze it in relation to all other areas of performance.
8. Evidence: Information collected by the evaluator and/or information provided to the credentialed evaluator by the teacher, to support and inform the accurate reflection of the Evaluation Factors. Examples include, but are not limited to, student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, student portfolios, summative assessments, and student work samples.
9. High Quality Student Data (HQSD): Quantitative information, derived from instrument(s) rigorously reviewed and approved by locally determined education experts, which provides evidence of student learning that can be directly attributed to the teacher being evaluated.
10. Improvement Plan: A detailed, written plan developed by the evaluator, utilized solely when a teacher receives an Evaluation Rating of Ineffective. The approved form for the Improvement Plan is attached to this agreement as Appendix H.
11. Ohio Evaluation System (OhioES): The electronic system used by the District to report aggregate, holistic teacher evaluation ratings to the Ohio

Department of Education (ODE).

12. Ohio Teacher Evaluation System (OTES): The teacher evaluation system required by Ohio Revised Code 3319.111 and 3319.112.
13. Professional Growth Plan: An annual written plan, self-directed or jointly developed between the teacher and evaluator, designed for the sole purpose of continuing teacher growth focused on areas identified in the teacher's observations and/or evaluation. The approved form for the Professional Growth Plan is attached to this agreement as Appendix H.
14. Teacher Performance: The assessment of a teacher which is based upon the educator professional standards and reported using the rubric contained in Appendix H of this Agreement.

#### Evaluation Committee

1. An evaluation policy committee composed of six (6) Association members appointed by the Association President and five (5) members appointed by the Superintendent will be established.
2. The Committee will review the evaluation policy and make recommendations to the Board of Education regarding the policy. The Committee is also responsible for reviewing and making recommendations to the Superintendent about procedures, process, evaluation instruments, and High Quality Student Data. Changes to process, instruments and High Quality Student Data will not be made mid-year unless approved by the Committee and also ratified by the Association and approved by the Board.
3. The Committee shall determine the length of terms and frequency, time and place of meetings and will operate by ground rules developed by its members.
4. The Committee shall be chaired jointly by a Committee member from the Association and a committee member from the Board.
5. Members of the committee will receive training in all aspects of OTES, the state adopted evaluation framework, and the standards for the teaching profession prior to beginning their work.
6. Committee members shall be paid consistent with Article IX(A)(8).
7. The Committee may establish sub-committees to assist with their work. Sub-committees will be jointly appointed by the Superintendent/designee and the Association President/ designee.

8. If the Committee discussion results in a recommendation by the Committee to change or revise the terms of this collective bargaining agreement, then said recommendation shall be subject to ratification by the Board and the Association or such changes may be made through a memorandum of understanding.

#### Evaluation Application

1. The teacher evaluation procedure contained in this Agreement applies to the following employees of the District:
  - a. Teachers working under a license issued under Ohio Revised Code 3319.22, 3319.26, 3319.222 or 3319.226 and who spend at least fifty percent (50%) of their time providing student instruction.
  - b. Teachers working under a professional or permanent certificate issued under section Ohio Revised Code 3319.222, as it existed prior to September 2003, and who spend at least fifty percent (50%) of their time providing student instruction.
2. Orientation
  - a. Within thirty (30) days of the first day worked within the bargaining unit, the Employee shall be informed in writing of the evaluator assigned to the Employee.
  - b. Employees shall be trained on OTES 2.0 prior to its implementation.
  - c. Orientation to the evaluation procedures will be provided to new teachers prior to the implementation of the evaluation procedure.
3. Evaluation Timelines
  - a. With the exception of the following, an Employee will be evaluated each year.
    1. Employees who have received a final holistic evaluation rating of Accomplished on the Employee's most recent evaluation conducted once every three school years, provided the teacher submits a self-directed Professional Growth Plan to the evaluator, and the evaluator determines the teacher is making progress on that plan.
    2. Employees who have received a final holistic evaluation rating of Skilled on the Employee's most recent evaluation conducted once every two school years, provided the teacher

and evaluator jointly develop a Professional Growth Plan for the teacher, and the evaluator determines the teacher is making progress on that plan.

3. Employees who were on leave for fifty percent (50%) or more of the school year, as calculated by the Board, unless the administration determines an evaluation is appropriate.
  4. Employees who have submitted notice of retirement by November 24 and that notice has been accepted by the Board not later than December 1 of that school year.
- b. Any Employee in a category defined in 6(d)(i)(aa)-(dd) above shall complete a Professional Growth Plan. Further, one formal holistic observation will be completed of at least thirty (30) consecutive minutes, and the evaluator shall complete an Observation Rubric Checklist. A post-observation conference shall be held within ten (10) work days of the observation. At the conference, a copy of the completed Observation Rubric Checklist will be given to the employee.
- c. All other Employees will be evaluated each year. Each evaluation will consist of one (1) formal holistic observation of the teacher at least thirty (30) consecutive minutes in duration, followed by a conference, one (1) formal focused observation of at least thirty (30) consecutive minutes in duration, at least two (2) periodic unscheduled classroom walkthroughs of at least five (5) consecutive minutes but no more than fifteen (15) consecutive minutes, as well as a final summative conference. Each teacher on a limited contract or an extended limited contract who is under consideration for non-renewal shall have at least three (3) formal observations. The first observation and classroom walkthrough will be completed by December 10; the second observation and walkthrough and any necessary third observation will be completed by May 1.
- i. A pre-observation conference shall occur unless waived by the Employee. The pre-observation conference must be held no more than four (4) work days prior to the observation. The pre-observation conference may occur the day of the observation upon teacher request. A post-observation conference shall be held after each observation within five (5) work days. Within ten (10) work days of the post-observation conference, the Employee shall receive the completed observation document.
  - ii. The first observation shall occur on or before December

10th, and the second observation shall occur on or after January 10th, and the third observation, if conducted, shall occur at least three (3) weeks after the second observation.

- iii. An evaluator and Employee may mutually agree to conduct an additional formal observation during the evaluation process.
- iv. No later than May 10, all written formal observation and evaluation reports shall be signed by the Employee; however, the Employee's signature shall not be construed as necessarily indicating agreement with the substance of the report. A signed and dated copy of the report will be furnished to the Employee immediately after signing. The Employee may, within five (5) work days of signing, attach a brief statement to any such report.
- v. The time limits appearing in this Section and Appendix D will be reasonably adjusted when unforeseen circumstances (for example, an unanticipated absence of an Employee or evaluator) make strict compliance impracticable.

#### 4. Criteria for Performance Assessment

- a. No Employee shall be evaluated on his or her work performance except based on the formal evaluation process with the Employee's assigned evaluator and the walkthroughs that are set forth in this agreement.
- b. Formal observations shall be conducted openly with the knowledge of the Employee. No performance information shall be collected by audio and/or video devices without the consent of the Employee.
- c. All results and conclusions of performance assessment must be supported by evidence.

#### Walkthroughs

- a. A walkthrough is a formative written assessment that focuses on any of the following components:
  - i. Teacher is consistent and effective in communicating appropriate, needs-based, differentiated learning goals;
  - ii. Instructional time is used effectively;

- iii. Teacher combines collaborative and whole class learning opportunities;
  - iv. Rapport and expectations for respectful, supportive and caring interactions with and among students and the teachers are evident;
  - v. Lesson makes clear and coherent connections with student prior and future learning;
  - vi. Teacher demonstrates content knowledge and uses content-specific language and strategies to engage students;
  - vii. Communication strategies and questioning techniques check for understanding and encourage higher-level thinking;
  - viii. Information is presented in multiple formats;
  - ix. Routines, procedures and transitions are consistent, effective and maximize instructional time;
  - x. Feedback is substantive, specific, timely and supports student learning;
  - xi. Teacher selects, develops and uses multiple assessments;
  - xii. Teacher uses differentiated instructional strategies and resources for groups of students.
- b. The evaluator will provide the Employee with a completed form no later than two work (2) days after the walkthrough to share observations.
  - c. At least one walkthrough shall be conducted during each semester.
  - d. An Employee may request an additional walkthrough.
6. High Quality Student Data (HQSD)
- a. Each evaluation shall contain two (2) measures of High Quality Student Data (HQSD). When applicable to the grade level or subject area taught by the teacher being evaluated, HQSD shall include the value-added progress dimension as one (1) source of HQSD.
  - b. When utilizing vendor assessments to construct HQSD, all affected staff shall be trained on utilization of the assessment program.
  - c. HQSD will be considered attributable to a teacher when the student is:

- i. assigned to the teacher who has proper certification and/or licensure to teach the subject/grade level for which the student is enrolled, or
  - ii. assigned to the teacher (e.g. an intervention specialist, English Language Learner collaboration teacher, or academic intervention teacher) who is responsible for a portion of the student's instructional time within a given subject/course.
- d. HQSD shall be used as evidence in any domain of the teacher performance evaluation rubric, which include:
  - i. Focus for Learning;
  - ii. Knowledge of Students;
  - iii. Lesson Delivery;
  - iv. Classroom Environment;
  - v. Assessment of Student Learning;
  - vi. Professional Responsibilities.
- f. HQSD shall not be aggregated to provide "shared attribution" among teachers in a District, building, grade, content area, or other group.
- g. If for any reason a teacher is personally not in agreement that a locally determined HQSD measure meets the required criteria [Aligns to learning standards, Measures what is intended to be measured, Does not offend or be driven by bias, Is attributable to a specific teacher for course(s) and grade level(s) taught, Demonstrates evidence of student learning (achievement and/or academic growth), Follows protocols for administration and scoring, and/or provides trustworthy result], the teacher must request an appeal in writing to the Evaluation Committee Co-Chairpersons. The Evaluation Committee Co-Chairpersons and the Employee will present the appeal to the appropriate members of the Curriculum team, based on the appealing Employee's grade band and subject area, for review. The teacher shall receive written notice of the decision which shall be final and shall not be subject to the grievance procedure.
- h. No Evaluation Factor shall be impacted by student performance on a test or tests.
  - i. HQSD shall not be aggregated to provide "shared attribution" among teachers in a District, building, grade, content area, or other group.

## 7. Improvement Plans

### a. Administrator Directed

- i. If deficiencies are observed in a formal observation, the evaluator shall promptly (within five (5) work days, subject to subparagraph (d)(iv) above) hold a post-observation conference with the Employee where deficiencies will be clearly identified as such.
- ii. A written improvement plan with actions to be taken and sources of evidence that will be examined shall be devised to address such deficiencies and will include the means and resources for following through on any recommendations. In such cases, it is strongly recommended that a program of peer assistance and review be instituted, in consultation with the Association President, as part of the improvement plan.
- iii. An Employee will receive a reasonable amount of time to remedy deficiencies; however, acute deficiencies (i.e. sudden gross negligence or an unexpected change in professional behavior and/or performance) that surface relatively late in the school year may result in contract non-renewal, and this provision is not intended to preclude the termination of an Employee's contract for cause in accordance with Section 3319.16 of the Ohio Revised Code.

### b. Per OTES

- i. Employees who receive an overall Ineffective rating will be placed on an improvement plan by their evaluator no later than September 30 of the following school year.
- ii. The improvement plan will include the means and resources for following through on any recommendations. In such cases, it is strongly recommended that a program of peer assistance and review be instituted, in consultation with the Association President, as part of the improvement plan.

## 8. Due Process

- a. A teacher shall be entitled to Association representation at any conference held during this procedure in which the teacher will be advised of an impending adverse personnel action.
- b. Until three (3) years of data has been collected and the three (3) evaluation cycles have been completed (2021-2022, 2022-2023, 2023-2024), no



decisions concerning retention, promotion and removal of poorly performing teachers shall be made based on the individual Employee's use of HQSD. Nothing in this subparagraph (b) shall preclude the Board from counseling and/or directing Employees regarding the use of HQSD or complying with other provisions of this Paragraph.

- c. Except in the case of an Employee whose limited contract is non-renewed under Paragraph 3 of this Section, the terms of this Paragraph are not subject to the provisions of Article VI, Section A of this Agreement.
9. The content of the District's evaluation forms shall be consistent with the terms of this Section and Appendix D and - except for modifications, applicable to school nurses, media specialists, related service providers, and instructional support coaches - will be uniform throughout the District. The aforementioned modified forms will be uniform within each category.
10. This Paragraph and Appendix D shall not apply to supplemental contracts.
11. Upon ratification of the negotiated agreement, the Board shall amend its evaluation policy to resolve any conflicts between the policy and the agreement so that the policy conforms to the terms of this agreement.

#### **F. Complaint Procedure**

If a complaint against an Employee is made by a parent or other member of the public to a Board member, Central Office administrator, principal, or other supervisor, the following procedure will be followed:

1. The person receiving the complaint will determine whether the complaint should be disregarded and whether the complaint should be referred to the appropriate supervisor of the Employee. If referred, or if the complaint is filed in the first instance with the appropriate supervisor, the supervisor will determine whether the complaint should be disregarded or brought on a timely basis to the attention of the Employee.
2. If the complaint is brought to the attention of the Employee, he/she will be afforded an opportunity to respond to the complaint. If not resolved informally, the Employee will receive a copy of any formal response by the supervisor. Whether the identity of the complainant is disclosed will be assessed case by case in light of all the surrounding circumstances. Except in unusual circumstances, identity of the complainant will be disclosed.
3. A complaint that was not brought to the attention of the Employee will not be used in a subsequent evaluation or other assessment of the Employee's job performance. Similarly, if the identity of the Complainant is not disclosed, the complaint will not

be used in a subsequent evaluation or other assessment of the Employee's job performance unless unusual circumstances make such disclosure inappropriate in which case a written explanation of the circumstances will be given.

4. Nothing in this procedure restricts the Board or Administration's authority to investigate professional misconduct and make determinations or take actions based on the result of such investigation.

## **G. Discipline**

1. Disciplinary conferences and reprimands will occur in private. If requested, the affected Employee may be accompanied by an Association representative. The conference will not be delayed more than one (1) school day if the representative is not immediately available.
2. The Board agrees to follow traditional principles of progressive discipline with the usual understanding that some or all preliminary levels may be bypassed case-by-case depending upon the seriousness of the offense and all relevant surrounding circumstances. The level of discipline will be identified in the written documentation. The normal progressive sequence is:
  - a. Documented warning;
  - b. Written reprimand;
  - c. Suspension without pay not to exceed ten (10) work days (by Superintendent/designee);
  - d. Termination (with or without a suspension pending the resolution of termination proceedings) in accordance with Section 3319.16 of the Ohio Revised Code and any related statutes.

Starting with the written reprimand level in the above sequence, discipline will be for just cause.

3. Any disciplinary action, except for documented warnings and termination proceedings under Section 3319.16 of the Ohio Revised Code, is subject to review under the grievance procedure appearing in Article VI of this Agreement.

## **H. Implementation of the Board adopted Anti-Racist Resolution**

The District will provide support to each Employee in adhering to and/or implementing the Board-adopted Anti-Racist Resolution within the course of the Employee's employment within the District.

## **ARTICLE VIII EMPLOYEE WORKING CONDITIONS**

### **A. Work Day and Year**

#### **1. Work Day**

- a. The regular work day for Employees shall not exceed a continuous seven (7) hours and thirty (30) minutes.
- b. All Employees will have a thirty (30) minute uninterrupted duty-free lunch period.
- c. In addition, Employees are expected to attend reasonable parent- Employee conferences, open houses, staff meetings and perform other reasonable duties outside of the regular instructional day which are an integral part of the Employee's assigned professional duties.
- d. Except in an emergency, Employees shall be given at least two (2) days prior notification of building staff meetings, including the length of the meeting, and not more than two (2) such mandatory meetings will be scheduled per month. Employees are not required to stay if a mandatory meeting exceeds one hour beyond the contract day.
- e. Two (2) Employees may participate in job-sharing (two [2] Employees working part-time as one [1] full-time equivalent) for a school year based on all of the following conditions:
  - i. The two (2) Employees must be compatible and have compatible assignments in the same building;
  - ii. The Building administrator and Superintendent or designee must approve;
  - iii. Job-sharing must be in the best interest of students;
  - iv. Both Employees must work on overlap time (e.g., 3 hours and 45 minutes per day even though their contracts are for half [1/2] time);
  - v. Both Employees must attend all meetings, open house and other events as required by the building administrator; and
  - vi. Both Employees will be treated as part-time based on relation to full-time equivalency.

An Employee who is job sharing may return to full-time status only at the beginning of a new school year and then only to a vacancy, if any, for which the Employee has certification. The Employees involved in job-sharing must notify the building administrator in writing by March 31 whether they request continuation of job-sharing for the next school year, and the building administrator must give the Employees written notice of approval or not for the next school year by June 1. The Employee's contract status (limited or continuing) and length of contract shall not be changed due to job-sharing. If one (1) of the two (2) job-sharing Employees separates from employment or takes a leave of absence for the remainder of the school year, the remaining job-sharing Employee must become full-time if there is no acceptable substitute available for the remaining part-time position.

## 2. Work Year

- a. The work year shall be 186 days which shall consist of: 177 days with students in attendance, one (1) day for convocation at the beginning of the year, one (1) work day at the beginning and, one (1) work day at the end of the year, two (2) Parent/Employee conference days and four (4) professional days, during which no more than three (3) hours of each day shall be directed by the administration. The remaining time during each professional day shall be self-directed by the individual Employee. No Parent/Employee conference(s) shall be scheduled on the third (3<sup>rd</sup>) Wednesday of any month.

For the 2021-2022 school year, a work day shall be required on August 11, 2021, with the first student day on August 12, 2021, in exchange with the professional development day previously scheduled on November 8<sup>th</sup>. The August 11<sup>th</sup> Professional Day shall be split with one-half day being directed by the Administration and one-half the day being self-directed. Additionally, since this adjustment does not result in an increase in work days, no additional compensation will be provided. For the 2021-2022 school year, the October Professional Day may be directed by the Administration. For the elementary school building, the February 18<sup>th</sup> Professional Day shall be self-directed. For the middle and high school buildings, the January 3<sup>rd</sup> Professional Development Day shall be self-directed.

For the 2022-2023 school year and thereafter, the Board shall notify employees by April 15 for the subsequent school year whether it will require employees to work one additional day (for a total of 187 days) for the purpose of administrator-driven professional development. If required, this workday will be the day after convocation. The Board shall pay each employee their per diem if they are required to work.

- b. In addition, with respect to any Employee new to the District, the Board

may require the Employee's attendance for up to three (3) days the week prior to the start of the normal 186-day work year at an induction program designed to acquaint the Employee with the community, the Employee's participation may be required, in whole or in part, prior to the immediately following school year.

- c. Also, in addition to a. above, any Employee, who by virtue of their work assignment, is required to obtain training for Orton Gillingham, Orton Gillingham recertification, and/or professional development hours for providing Gifted Instruction, may request approval from their supervisor to obtain training outside of the school day if the individual Employee is not able to attend the District-provided training during the school day. In this circumstance, the Employee shall be approved and compensated at the hourly rate listed in Article IX (A)(8).

### 3. School Calendar

- a. The Board has sole authority and responsibility for adoption of the school calendar; however the proposed school calendar(s) for a school year shall be distributed to all Employees prior to any adoption by the Board.
- b. The adopted school calendar shall be distributed to all Employees prior to the close of the preceding school year.
- c. Employees shall not be required to report to work for the first five (5) days when schools are closed to students due to weather or other public calamity. Employees shall not be paid both for such days when schools are closed and on any days when school is made up. If schools are closed to students more than five (5) days due to weather or other public calamity, the Superintendent may require Employees to provide remote instruction to students. The individual Employee may elect to report to the building to work or to work from an off-site location.

### 4. Professional Assignment of Student Grades

- a. As a rule, the grade of a student shall not be changed by anyone other than the Employee who initially assigned such grade.
- b. If the Administration is considering a change in a student's grade, the Employee who assigned the grade will be notified of the reason(s) for the pending change.
  - i. With the Employee's concurrence, the grade may be changed.
  - ii. If the grade is changed without the Employee's concurrence, the Employee will be notified that the grade has been changed and the

Employee shall have the right to appeal such grade change to the Superintendent whose decision shall be final. The Superintendent's decision shall be made in writing to the Employee.

- c. This provision shall not be subject to the grievance procedure.

5. Special Education Students

- a. The parties mutually recognize that Federal and Ohio law requires that students with disabilities be evaluated and treated on an individualized basis. When determining class lists, building principals will take into consideration the effect of student needs on class size. The type of adaptations needed to meet the individualized learning needs of recognized student populations will be important factors when determining class assignments. The parties further recognize that the impact on an Employee's work load, if any, where a special education student is included with non-special education students depends on a variety of factors that must be evaluated case-by-case. Among such factors are the severity of the student's disability and the number of disabilities; the prognosis with respect to each disability and whether it is likely to be transient or ongoing; the nature, number, and degree of any special services with respect to the student that may be required; the time of year when the student is admitted to the class; the size of the class to which the student is admitted; whether and to what extent a paraprofessional is present to assist in serving the needs of the student; and the available resources of the District at the time. If an Employee believes that the circumstances surrounding a particular special education situation affecting his/her are such that special accommodation is necessary, the Employee should discuss the problem with the building principal and try to resolve it at that level. If that does not resolve the issue, the Employee may report the circumstances in writing to the Superintendent. The Superintendent or his/her designee will evaluate the report and, after completing whatever investigation may be appropriate under the circumstances, respond to the Employee in writing. This Paragraph is intended to furnish Employees with a procedural mechanism for airing concerns and having them responded to; the substance of the Superintendent's (or designee's) response shall not be subject to the grievance procedure.
- b. No Employee will be required to perform a specific medical or other support service (such as but not limited to changing diapers) required by a special education student if the performance of such service does not reasonably fall within the Employee's existing competence and training.
- c. Each Employee who will be providing instructional or other services specified in a special education student's Individualized Education Plan (IEP) or Section 504 Plan will be invited to participate in the student's IEP

and Section 504 Plan meetings.

- d. Two (2) days per school year will be granted to special education Employees for the purpose of completing IEP annual reviews, IEP conferences, or other IEP-related testing/evaluation. Upon request, English Learner teachers shall also be granted two (2) days per school year release time in order to complete paperwork related to testing/evaluation of their students, as long as a substitute is available.

#### 6. Federal/State Mandated Student Conferences

All parties will attempt to schedule IEP, ETR, MTSS, WEP and/or 504 Plan conferences (and any pre-staffing conferences that may precede them) during the normal teacher work day.

With respect to any such conferences that cannot be scheduled within the normal work day:

- a. The parties will attempt to schedule the presence of any required regular classroom, as opposed to special education, teacher during the first part of the conference, and such regular classroom teacher will be dismissed when his/her presence is no longer required; and
- b. Any employee whose presence is required for more than three (3) hours over the course of a school year will be compensated at the hourly rate identified in Article IX(A)(8) for mandatory IEP, ETR, MTSS, WEP and/or 504 Plan conference time in excess of three (3) hours, rounded to the nearest quarter (1/4) hour. If an employee teaches any class with 35% or more of students with an IEP, 504, or qualify for EL, as measured at the beginning of each grading period, the employee will be paid for all mandatory conference time outside the contractual day.

### **B. Paid Leaves of Absence**

#### 1. Sick Leave

- a. Allowance and Accumulation
  - i. All Employees are entitled to accumulate sick leave at a rate of one and one-quarter (1¼) days per month or fifteen (15) days per year. Sick leave is cumulative to a maximum of 290 days.
  - ii. Newly-hired Employees who have no accumulated sick leave shall be entitled to an advancement of five (5) days sick leave, if needed and requested, which shall be charged against the sick leave subsequently accumulated under this Section.

- iii. Employees who have exhausted their sick leave are entitled to an advancement of up to five (5) days sick leave, if needed and requested, which shall be charged against sick leave subsequently accumulated under this Section. The maximum number of days advanced shall not exceed the number the Employee could accumulate by June 30 of that school year. If the Employee's employment ends before he/she has accumulated the number of days advanced, the Employee's last pay will be docked by that number of days. If the Employee's last pay does not cover that amount, then the Employee will make payment to the District within fourteen (14) days of the Employee's last day of employment.
  - iv. Employees who have accumulated unused days of sick leave in other public-school districts in Ohio, or while in the service of the state or a county or municipal government in Ohio, shall present a properly certificated record of such days upon or immediately following employment to the Board Treasurer's office. The number of unused days of sick leave shall be credited to the Employee's payroll records, provided the total number of accumulated sick leave days does not exceed the maximum specified in paragraph a. above, and further provided that the Employee's former public service occurred within ten (10) years of the date of employment in this District.
- b. Use of Sick Leave
- i. Any Employee who has accumulated sick leave credit may use such leave for absence caused by personal illness, injury, actual disability due to pregnancy for the period certified by the Employee's physician or exposure to a contagious disease which could be communicated to others, and for illness, injury or death in the Employee's immediate family. Employees shall be given up to five (5) consecutive weeks paid sick leave in connection with adoption of a child under six (6) years of age, measured from when the Employee leaves the job. Paternity leave shall be given for up to ten (10) work days of sick leave for the birth of a child. Each Employee requesting paid sick leave shall submit a signed statement justifying the use of sick leave on the Board-prescribed form. The form shall be submitted to the building principal immediately upon the Employee's return. The request must be approved by both the principal and Superintendent (or designee) before sick leave is paid.
  - ii. As used in this Section, "immediate family" in case of illness or injury shall be defined as parents, spouses, children, siblings, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter- in-law, son-in-



law, a permanent resident in the Employee's home, or any other person not mentioned if approved by the Director of Human Resources. The Director of Human Resources will not disapprove a request for sick leave under this provision to care for a grandchild while hospitalized or if the need for such care is certified by a physician and a parent of the child or other adult family member is unavailable to provide such care; a parent will not be deemed unavailable by reason of the parent having his/her own employment.

- iii. As used in this Section, "immediate family" in case of death shall be defined as parents, spouses, children, siblings, grandchildren, grandparents, aunts, uncles, nieces, nephews, in-laws, a permanent resident in the Employee's home, or any other person not mentioned if approved by the Director of Human Resources. The number of days allowed in the case of a parent, spouse, child, or sibling will be considered case-by-case; in all other instances, the maximum allowance shall be three (3) days unless otherwise approved by the Director of Human Resources based on extraordinary circumstances.
- iv. Employees who are absent up to one-half ( $\frac{1}{2}$ ) day shall have one-half ( $\frac{1}{2}$ ) day deducted from their accumulated sick leave. Employees who are absent for a portion of the day or more than one-half ( $\frac{1}{2}$ ) shall have a full day of sick leave deducted.
- v. When an Employee uses sick leave for an extended illness the Employee returning to active service may be reassigned to another position in his/her area of certification. An "extended illness" shall be defined as a period of seventy-five (75) or more consecutive work days absent.
- vi. The Director of Human Resources may require an Employee to submit a doctor's certification to support an absence where either the absence exceeds five (5) consecutive work days or the Employee has established a pattern of frequent intermittent short-term absenteeism.

c. Procedures

- i. An Employee who must be absent for any of the reasons specified above shall contact his/her immediate supervisor at the earliest possible time as specified by building procedures.
- ii. Immediately upon return from sick leave, the Employee shall complete and sign the Board-prescribed form to justify the use of sick leave.

- iii. Falsification of a signed statement or any verbal report will be grounds for disciplinary action, including suspension without pay or termination of employment.
- iv. For personal illness of more than five (5) consecutive work days, the Superintendent (or designee) may require an Employee to provide a signed statement from his/her physician affirming the need to be absent. If such a statement is not provided upon request, no sick leave shall be paid.
- v. If a pattern of sick leave use emerges, the Superintendent (or designee) shall notify the Association President of a potential sick leave abuse. The President (or designee) shall then contact the Employee in question and inform him/her that, if the noted behavior continues, a physician's statement may be required by the Superintendent to justify a future use of sick leave. At this time, the Employee may voluntarily provide documentation for previous sick leave use.

d. Sick Leave Bank

Subject to sub-paragraph xi below, Employees may contribute to the sick leave bank from the beginning of school to September 25 of each school year by submitting the form prescribed by the Association to the Association President. Donations may come from sick leave or personal leave with each donated day reducing the Employee's accrued sick leave or personal leave, whichever is applicable, by the same amount. The Association President shall submit to the Board Treasurer no later than September 30 of each school year the number of days that have been donated and by whom. No more than a total of one hundred and fifty (150) days may be used by the Employees in any school year.

The procedures of the sick leave bank will be as follows:

- i. Any Employee who has ever donated to the bank is eligible to use it.
- ii. Only earned sick leave may be contributed to the bank. Advanced sick leave may not be contributed.
- iii. Any sick leave days donated will forever be forfeited by the Employee.
- iv. Employees must have exhausted their own accumulated sick leave and any days advanced by the Board prior to receiving any days

from the bank.

- v. Any Employee who is on unpaid leave of any type is not eligible for sick leave bank days.
- vi. Sick leave bank days cannot be used for someone whose application for STRS disability retirement has been approved or to extend the time an Employee is on paid sick leave before disability retirement becomes effective.
- vii. Sick leave bank days shall only be granted for catastrophic, prolonged, or chronic personal illness or injury to the Employee or a member of the Employee's immediate family. For this purpose, "immediate family" means spouse, dependent child, parent, or a permanent resident in the Employee's home.
- viii. Employees must submit in writing to the Association President the reason(s) for the request along with any attending physician's statement pertinent to the Employee's request.
- ix. The maximum number of days that can be granted to any Employee is thirty (30).
- x. No recipient shall be required to earn back these days, and no recipient shall earn additional sick leave while using donated leave.
- xi. Any unused days in the sick leave bank at the end of the school year will carry over into the next school year. If the carried-over balance is less than one hundred fifty (150) days, any Employee may contribute to the bank. If the carried-over balance is one hundred fifty (150) or more days, only new Employees and Employees who have never before contributed to the bank may contribute.
- xii. The Association President shall formulate any policies he/she deems necessary for the operation of this program.
- xiii. The Association President shall be responsible for developing any forms that may be required. The Association President will give the Board Treasurer written notice to credit a particular number of days to an Employee. The Treasurer, upon receipt of donated days, shall add them to the Employee's sick leave time.
- xiv. The determinations as to which Employees obtain donated sick leave and the number of days credited to a particular Employee are not subject to the grievance procedure.

2. Assault Leave

- a. "Assault" means the causing of physical harm to an Employee by any person when such Employee charges such person with an offense prohibited by Title 29 of the Ohio Revised Code.
- b. Any Employee who is absent due to physical injuries resulting from an assault received in the course of, and arising out of such Employee's employment, may use assault leave in lieu of sick leave upon approval by the Superintendent subject only to the limitations prescribed in this Section:
  - i. The Employee's conduct was within the bounds of generally accepted standards of professional conduct;
  - ii. The building, or other appropriate administrator, was notified of the incident as soon as possible following its occurrence;
  - iii. The Employee submits to the Superintendent a form prescribed by the Board justifying the use of assault leave;
  - iv. The Employee provides a physician's statement describing the nature and duration of the physical disability resulting from the assault and the necessity of absence from regular employment;
- c. The total number of days of paid leave provided under this Section shall not exceed thirty (30).
- d. Payment under this Section shall constitute the Employee's entire compensation from the Board during the period of physical disability covered by this Section and shall be in lieu of any payments under Chapter 4123 of the Ohio Revised Code.
- e. The employment of any Employee who falsifies his/her signed statement or a physician's certificate may be terminated in accordance with Section 3319.16 of the Ohio Revised Code.

3. Personal Leave

- a. Each Employee shall be entitled to receive up to three (3) days of personal leave with pay each year. Two (2) unused days of personal leave shall be rolled over to the next year's available days of personal leave, up to a maximum of five (5) personal leave days. Any additional unused remaining personal leave shall be paid out pursuant to Article VII(B)(3)(g) below.
- b. Except for emergencies, each Employee shall request personal leave at least three (3) work days prior to the absence. Each request must be submitted

using the District's online system for approval by the building administrator or supervisor/coordinator and the Superintendent (or designee).

- c. When applying for personal leave through the District's online system, the Employee is affirming that he/she is not using the leave for seeking or engaging in other employment or engaging in other income generating activity.
- d. Personal leave shall only be taken in half-day (½) or full-day increments in the same manner as sick leave.
- e. In no event, unless approval is granted in an emergency situation by the Superintendent (or designee), may more than twenty-five (25) Employees take personal leave on Mondays or Fridays. If more than twenty-five (25) Employees request the same day, preference will be given to those whose requests were made earlier.
- f. Personal leave granted the day before or the day following a scheduled holiday or vacation period will be charged at the rate of two days for each day granted. Half-days will be charged as full days. For the purposes of this paragraph, no compensation day on the approved Board calendar shall be deemed a holiday or vacation day.
- g. Falsification of a personal leave request shall be grounds for disciplinary action, including suspension without pay or termination.
- h. Employees will receive an incentive for not using personal days in a given school year: \$150 for one (1) day not used, \$250 for two (2) days not used, and \$350 for three (3) days not used, payable in the second July pay.

#### 4. Religious Leave

An Employee may be absent, with pay, on a day identified through established tradition and doctrine by a duly constituted religious body as a religious holiday, provided the religious body has recommended that in order to properly observe such day normal work should not be performed, and provided the Employee is an active member of the religious body. Requests for such absence shall be made in writing to the Superintendent (or designee) at least three (3) work days prior to the holiday. Such absence shall not exceed two (2) days during the school year, which days shall not be charged against any other leave.

#### 5. Employment-Related Court Appearances/Jury Duty

##### a. Compulsory Court Appearances

A leave of absence, with pay, will be granted to an Employee subpoenaed

to appear in court for legal proceedings directly related to his/her Board employment unless the Employee is a party adverse to the Board. A leave of absence, with pay, will be granted to an Employee subpoenaed to appear in court for other legal proceedings in which s/he is not a party and/or does not have any personal interest in the outcome.

b. Jury Duty

The Board shall pay an Employee who is required to report for jury duty his/her regular rate of pay. The Employee may also retain all compensation and expenses received for serving as a juror. Each Employee serving as a juror shall communicate daily with his/her supervisor concerning the likely termination of the duty. If not actually required to report on a given day, or if released prior to noon on a given day, the Employee shall report to work at his/her regularly scheduled time or as soon thereafter as possible. A copy of all documentation provided by the justice system applicable to the Employee's jury duty shall be furnished to the Superintendent.

6. Professional Leave

- a. Upon written request to, and approval of, the building principal and the Superintendent, each Employee may be granted up to five (5) days of professional leave each school year. Such leave shall release an Employee from contractual duties with pay to attend meetings, conferences, visitations or related activities that can enhance the Employee's professional growth and/or benefit the District. If the principal denies requested professional leave, the Employee may appeal the decision to the Assistant Superintendent. His/her decision shall be final.
- b. Time spent in Individualized Education Plan (IEP) conferences and in writing IEP plans shall not be counted as part of the five (5) days of professional leave identified in Paragraph a. above. Nor shall time spent in curriculum development and/or program implementation or time spent on extracurricular field trips be counted for such purpose.
- c. When an Employee requests and is granted professional leave, the Board shall reimburse the Employee for necessary expenses of room, board, transportation and fees incurred while attending activities specified in Paragraph a. above within the limits established by the building principal in approving the request. In no event shall reimbursement exceed the limitations established by Board policy. The Employee shall submit a written estimate of all expenses as part of the application. Actual reimbursement shall be made upon prompt submission of receipts for expenses after return from the leave and shall not exceed the estimated expenses.

- d. When an Employee is required by the Board to attend a professional conference, the Employee shall be reimbursed for necessary expenses of room, board, transportation and fees incurred while attending the conference. In no event shall reimbursement exceed the limitations established by Board policy. The Employee shall submit a written estimate of all expenses. Actual reimbursement shall be made upon prompt submission of receipts for expenses after return from the conference and shall not exceed the estimated expenses. Reimbursement shall be charged to the Central Office administrative budget.
- e. No more than two (2) of the five (5) possible professional leave days per year may be used for athletic clinics or conferences. The athletic budget will pay for the clinics or conferences and related costs of athletically-related events. Professional leave cannot be used for state-sponsored tournaments unless the coach's team is participating.

### **C. Unpaid Leaves of Absences**

#### **1. Parental Leave**

An Employee anticipating the birth or adoption of a child through a public or private adoption agent may request, in lieu of or in conjunction with sick leave that may be available under Article VII, Section B, Paragraph 1, b of this Agreement, and shall be granted an unpaid parental leave, as follows:

- a. A parental leave request for childbirth shall be submitted in writing to the Superintendent at least forty-five (45) days prior to the start of leave and shall include a doctor's statement indicating the anticipated date of birth.
- b. A request for parental leave following adoption shall be accompanied by a statement from the adoption agency indicating the anticipated date of the receipt of the child.
- c. The duration of the leave shall be as follows:
  - i. If the leave is effective during the first semester, it shall be for the balance of the semester, balance of the school year or balance of the school year plus the succeeding school year.
  - ii. If leave is effective during the second semester, it shall be for the balance of the school year or balance of the school year plus the succeeding school year.
  - iii. If leave is effective during the summer recess it shall be for the following school year or the following school year plus the next school year.

- d. The Employee may submit a request to the Superintendent for early return to service at any time during the leave. Such request shall be in writing and shall be at least forty-five (45) days in advance of the desired return date.
- e. In the case of an adoptive leave, if the adoption is canceled after the commencement of a leave an Employee shall be granted early return to service.
- f. The Employee shall inform the Superintendent in writing by March 30 of his/her intent to return to duty for the coming school year. The Superintendent will acknowledge in writing receipt of the Employee's notification of intent to return. On or before March 15, the Superintendent shall send a certified letter to each Employee who has thus far failed to give the notice required by this provision advising him/her to do so by March 30. Thereafter, if the Employee fails to give timely notice, he/she shall forfeit the next vertical salary schedule placement increment to which he/she would otherwise be entitled; following this year of forfeiture, the Employee will be returned to the vertical step that would have applied but for the one-year forfeiture.
- g. Upon return to service, the Employee shall resume the same contract status position which he/she had prior to the leave. Return to limited or part-time service shall be permitted only upon the approval of the Superintendent.
- h. Employees on parental leave shall be subject to the provisions of Paragraph 6 of this section.

## 2. Unpaid Short-Term Leave

The Superintendent may grant unpaid leave for a shorter period than would apply under Section 4 of this Article where warranted by special or unusual circumstances. Such leave must be requested in writing through the building administrator or supervisor/coordinator to the Superintendent who shall approve or disapprove the request.

## 3. Unpaid Disability Leave

- a. If an Employee who is ill or disabled elects not to use accumulated sick leave, elects to take unpaid leave in combination with sick leave, or has insufficient sick leave, he/she may apply to the Superintendent for a leave of absence without pay or benefits for the period of illness or disability subject to the specifications and requirements of Section 3319.13 of the Ohio Revised Code.
- b. Absence of the Employee shall commence with the first day of disability



and shall continue until the termination of disability; however, an Employee shall return from leave the first day of the school year following the school year the leave was taken. Earlier return or return to part-time or limited service shall be permitted only on approval of the Superintendent.

- c. Upon return to service, the Employee shall resume the contract status he/she held prior to the leave. Every effort will be made to return the Employee to the same or similar assignment.
- d. The Employee shall inform the Superintendent in writing by March 30 of his/her intent to return to duty for the coming school year. The Superintendent will acknowledge in writing receipt of the Employee's notification of intent to return. On or before March 15, the Superintendent shall send a certified letter to each Employee who has thus far failed to notify him advising him/her to do so by March 30. Thereafter, if the Employee fails to notify the Superintendent of his/her intention to return after leave, he/she shall forfeit one (1) year of experience on the salary schedule.

4. Unpaid Leave for Reasons other than Sickness, Disability or Military Service

- a. Pursuant to Section 3319.13 of the Ohio Revised Code, the Board may grant a leave of absence without pay for important educational, professional, personal, family (including childcare and adoption), or emergency reasons. Leaves of absence will not be granted for recreational or vacation purposes, or for the purpose of seeking or taking other employment or entering into self-employment. A leave of absence shall be for the remainder of the school year in which the leave commences. All applicants shall submit a written request to the Superintendent at least sixty (60) days prior to the starting date of the leave setting forth the reasons for the leave and the requested duration. The Superintendent may waive this latter requirement in an emergency.
- b. The leave may only be terminated, prior to its expiration, upon written request of the Employee at the Superintendent's discretion in accordance with the needs and interests of the school system.
- c. Upon return to service, the Employee shall resume the same contract status which he/she had prior to the leave. Every effort will be made to return the Employee to the same or similar assignment. Return to part-time or limited service shall be permitted only upon the approval of the Superintendent.
- d. The Employee shall inform the Superintendent in writing by March 30 of his/her intention to return to duty for the coming school year. The Superintendent will acknowledge in writing receipt of the Employee's notification of intention to return. On or before March 15, the

Superintendent shall send a certified letter to each Employee who has thus far failed to notify him/her advising him/her to do so by March 30. Thereafter, if the Employee fails to notify the Superintendent of his/her intention to return after leave, he/she shall forfeit one (1) year of experience on the salary schedule.

5. Family and Medical Leave

The parties agree to follow the Family Medical Leave Act (FMLA). If the Employee has a use of sick leave that exceeds five (5) consecutive work days, the Employee's sick leave absence shall run concurrent with and shall be counted as part of the twelve (12) weeks of FMLA. If the Employee uses donated sick leave from the sick leave bank, all such days shall run concurrent with and shall be counted as part of the twelve (12) weeks of FMLA leave.

6. General Provisions

- a. If the insurance contracts permit, an Employee on an unpaid leave of absence may continue group insurance coverage at the Employee's expense. The Employee shall tender payment in advance to the Board Treasurer in such a form as the Treasurer may require.
- b. Upon return to service, the Employee will be placed on the same step on the salary schedule as he/she enjoyed prior to the leave, unless the Employee actually worked sufficient days to entitle him/her to advancement in accordance with Article VIII, Section A.
- c. Employees on unpaid leave shall not be entitled to accrue or use any form of paid leave.

**D. Planning Time**

The schedule for each full-time equivalent classroom Employee who is assigned to a school with an Employee day of six (6) hours or longer exclusive of the lunch period shall include at least two hundred (200) minutes per week for teacher directed instructional planning and evaluation and conferences. The District will use its reasonable best efforts to schedule planning time in increments of at least thirty (30) consecutive minutes. Professional Learning Community (PLC) meetings may be scheduled during the Employee's planning time and the Employee is in agreement with the PLC during planning time. PLCs shall be teacher directed. The Principal shall be invited to attend PLC meetings.

An employee will not be required to forego his/her designated planning time under this Article to cover for an absent Employee except in case of emergency. If an Employee does cover for an absent employee during his/her designated planning time, that Employee will be compensated at the hourly rate identified in Article IX(A)(8) provided the Employee turns in a timesheet to his/her direct supervisor within fourteen (14) days of covering for

the absent employee.

An employee will not be required to absorb students into his/her class from an absent Employee, except in the case of emergency.

Employees assigned as an Intervention Specialist and/or General Education teacher during a Collab Class shall not be required to provide coverage for an absent Employee, except in case of emergency.

**E. Class Size/Extra Classes**

The Association President shall be provided with a listing of each class size throughout the District by September 30<sup>th</sup>. A good faith effort will be made by the Administration to take into consideration the educational needs of specific students, clustering, class size, number of preps and composition of students when creating class assignments and placements. The Board will make every effort to keep class sizes at manageable and workable levels. Building administrators will continue to work collaboratively with staff to determine class placements. When an Employee or administrator identifies a concern, the Employee and building administrator shall initially have a conference to resolve the concern. At the Employee's request, a GJEA representative may be present. If the parties do not reach agreement regarding how to address the concern of the Employee, then the Employee, administrator, and GJEA representative will present the concern to the Superintendent/Designee for resolution. If the Association does not agree with the Superintendent's/Designee's decisions, the Association may appeal the decision to the Board of Education.

1. The ratio of Employees to pupils on a District-wide basis shall be at least one (1) full-time equivalent classroom Employee per twenty-five (25) pupils in average daily membership. This ratio shall be calculated in accordance with Sections 3317.02 and 3317.023 of the Ohio Revised Code.
2. The ratio of Employees to pupils in kindergarten through fourth grade on a District-wide basis shall be at least one (1) full-time equivalent classroom Employee per twenty-five (25) pupils in average daily attendance. This ratio shall be calculated in accordance with Sections 3317.02 and 3317.023 of the Ohio Revised Code.

**F.** Employees may conduct private tutoring in school buildings during non-school and summer hours for pay. Teachers may not accept payment for tutoring any students who are currently assigned to them.

**G. Return to Work Expectations**

1. Upon return to work, employees shall not retaliate against, or intimidate any fellow staff member or student related to their participation or non-participation in strike activities. Employees are expected to exhibit professionalism toward one another.

2. Employees shall not discuss negotiations or strike activities with students or in the presence of students at any time.

#### **H. Packing/Unpacking Stipends**

Unless the district decides that the use of professional movers or classified employees of the school district will be more expedient than the use of Employee's services, Employees participating the closing/opening of rooms which require packing of books, materials and supplies shall be compensated as follows:

1. Packing: Up to two (2) days, reported on an hourly basis, at the rate described in Article IX(A)(8).

Conditions:

- a. Days counted for pay may occur after the school year, on weekends or anytime within the week immediately following end of school year.
  - b. The Employee needs to email the building administrator at least twenty-four (24) hours in advance that he/she is working.
2. Unpacking: Up to one (1) day, reported on an hourly basis, at the rate described in Article IX(A)(8).

Conditions:

- a. Days counted for pay must occur prior to the first Employee work day.
  - b. Saturdays and Sundays count as days.
  - c. The Employee needs to email the building administrator at least twenty-four (24) hours in advance that he/she is working.
3. This section shall apply only to Employees:
    - a. Whose administrator directs the Employee to pack/unpack classroom materials for purposes of a classroom move.
    - b. Who are reassigned to a newly constructed school.
    - c. Who are reassigned to a different school or room under a district-wide reorganization plan.
    - d. Who are reassigned to a school or room because the school is

changing its grade alignment.

- e. Who are reassigned to a different classroom/modular because of building overpopulation.
- f. Who are involuntarily transferred from one classroom to another regardless of the teaching assignment.

## **ARTICLE IX EMPLOYEE SALARY AND BENEFITS**

### **A. Salary and Procedures**

#### **1. Salary Schedules**

##### **a. Regular Teachers' Salary Schedule**

Effective August 1, 2021, the BA minimum salary shall be \$44,446.

Effective August 1, 2022, the BA minimum salary shall be \$45,779.

Effective August 1, 2023, the BA minimum salary shall be \$47,152.

For the duration of this Agreement and expiring on June 30, 2024, beginning at Step 23, each Employee shall receive additional longevity compensation of one-thousand five hundred (\$1,500) dollars each year. Longevity payments shall be made in twenty-four (24) equal installments.

##### **b. Tutors' Salary Schedule and Contracts**

Bargaining unit tutors shall be paid fully on the Regular Teachers' Salary Schedule in accordance with Section B of this Article. A bargaining unit tutor who satisfies the statutory certification and service requirements for continuing contract status, and whose limited or extended limited contract is not non-renewed under Section 3319.11 of the Ohio Revised Code, will be awarded a continuing contract.

#### **2. Salary Procedures**

- a. Salary schedule credit will only be given for additional hours taken or degrees earned in educational subjects or in the subject area of assignment. Salary schedule credit for other coursework shall only be given with the prior approval of the Superintendent. Course work countable toward horizontal salary schedule placement beyond the BA or BS degree column shall be at the graduate level and shall contribute to an Employee's professional growth and the improvement of teaching.

- b. Explanation of Columns
  - i. BA or BS Degree - An Employee who has completed a bachelor's degree from an accredited college or university.
  - ii. BA/BS plus 12 Sem. Hrs. after Bachelor's Degree - An Employee who holds a bachelor's degree and has completed 12 semester hours at an accredited college or university after receipt of the bachelor's degree.
  - iii. 150 Sem. Hrs. with Bachelor's Degree - An Employee who holds a bachelor's degree with 150 semester hours at an accredited college or university.
  - iv. Master's Degree - An Employee who holds a master's degree in an education field or in the subject area of assignment or in a related area from an accredited college or university.
  - v. Master's Degree plus 12 Sem. Hrs. after Master's Degree - An Employee who holds a master's degree in an education field or in the subject area of assignment and has completed 12 semester hours of coursework after receipt of the master's degree.
  - vi. Master's Degree plus 30 Sem. hrs. after Master's Degree - An Employee who holds a master's degree in an education field or in the subject area of assignment and has completed 30 semester hours of course work after receipt of the master's degree.
  - vii. Master's Degree plus 45 Sem. hrs. after Master's Degree - An Employee who holds a master's degree in an education field or in the subject area of assignment and has completed 45 semester hours of course work after receipt of the master's degree.
- c. Experience Credit - Employees shall receive credit for years of service on the salary schedule as follows:
  - i. All years of full-time teaching service or full-time internship in the District, with each year consisting of at least one hundred twenty (120) days under an Employee's contract on the intern program.
  - ii. All years of full-time service in an Ohio public school and/or chartered, non-public school located in Ohio consisting of one hundred twenty (120) days under an Employee's contract.
  - iii. All years of full-time military service up to five (5) years. (For

purposes of calculation, a particular year of active military service of eight (8) continuous months or more in the armed forces shall be counted as a full year).

- iv. All years of full-time teaching service as a certified Employee in a chartered school or institution or a chartered special education program operated by the state or other local governmental Unit with each year consisting of at least one hundred twenty (120) days.
- v. Credit shall also be granted for years of full-time service as a regular Employee in an accredited Ohio public or private university with each year consisting of at least one hundred twenty (120) days under an Employee's contract. Credit will not be given for service as a graduate assistant, research assistant or a teaching assistant, or other similar part-time service. Each currently employed Employee who is claiming credit under this provision shall apply to the Board Treasurer no later than December 31 of the year in which the Employee is hired on forms provided by the District. Years of service shall be credited to a currently-employed Employee to the extent the Employee received less than ten (10) years total experience credit at the time of initial employment or reemployment. Newly-employed Employees shall request credit in accordance with the regular procedures in this Article.
- vi. Years of full-time service shall be the sum of all years of service in sub-paragraphs i, ii, iii, iv and v above, except that a new Employee shall receive credit for a total of not more than ten (10) years.
- vii. If an Employee leaves after service in the District and is subsequently re-employed by the Board, the Employee shall receive the greater of: (1) full credit for all full-time District years of service, or (2) a maximum of ten (10) years of credit calculated under sub-paragraph v. above.
- viii. In addition, up to ten (10) years of out-of-state public or non-public school teaching experience may be granted with the approval of the Board, except that a new Employee shall receive a total of not more than ten (10) years of credit for all types of service allowable.
- ix. No credit shall be given for fractional units of experience or part-time service outside the District. Credit will be given for regular part-time experience of half-time or more in the District which consists of at least one hundred twenty (120) days in a school year.

All teaching and military experience for which the Employee claims credit must be submitted to the Board Treasurer on notarized forms prescribed by

the Board within thirty (30) days of initial employment.

- d. Continuing Education Units (CEU's) may be used to qualify an Employee for a higher category on the salary schedule. Three (3) CEU's shall equal one (1) semester hour on the Regular Salary Schedule. Official notification of the successful completion of CEU's shall be made to the Board Treasurer as specified in Paragraph 2e to receive credit on the salary schedule for the additional training. No more than nine (9) CEU's shall be used to move to the next column on the salary schedule. CEU's shall have been earned after the Employee moved to his/her current column.
- e. Each Employee who has completed training at an accredited college or university or has earned a CEU that would qualify him/her for a higher category on the salary schedule shall file with the Board Treasurer official transcripts, or a certificate of completion in the case of CEU's, verifying completion of such training. The following provisions shall apply:
  - i. If an official transcript is provided prior to or on September 30, the Employee's salary will be adjusted effective the beginning of the school year. The Employee's adjusted salary will be reflected beginning with the October pay.
  - ii. If an official transcript is provided after September 30, but prior to or on January 30, the adjustment shall be effective January 1. The Employee's adjusted salary will be reflected beginning with the February paycheck.
  - iii. If an official transcript is provided after January 30, but prior to or on April 30, the salary adjustment will take place on April 1. The Employee's adjusted salary will be reflected beginning with the May paycheck.
  - iv. If an official transcript is provided after April 30, but on or before September 30 of the following school year, the salary adjustment will become effective at the beginning of said school year.

### 3. Pay Periods

- a. Each Employee shall be paid in twenty-four (24) pay periods per year in accordance with regulations established by the Board Treasurer.
- b. When a pay date falls on Saturday or Sunday, pay shall be issued the preceding Friday. If a pay date falls on a holiday, pay shall be issued on the preceding weekday. During the school term, pay shall be issued no later than 3:00 PM of the appropriate day.



- c. The first pay of the school year shall be August 25th so long as the Employees have worked eight (8) days. If the Board-adopted calendar does not provide for eight (8) work days prior to August 25th, then the August 25th pay shall be adjusted to pay Employees for days actually worked.
4. Board Pickup of Employee Contributions to STRS
    - a. The Board shall assume and pay, or pick up, the mandatory Employee contribution to STRS required for all STRS participants, subject to the provisions of this section, in lieu of payment of those contributions by said Employees.
    - b. For purposes of this Section, total salary or salary per pay period for each Employee shall be the salary otherwise payable under their contracts and applicable Board policies. The total annual salary or salary per pay period of each Employee shall be payable by the Board in two parts: (1) deferred annual salary and (2) cash salary. An Employee's deferred salary shall be equal to that percentage of said Employee's total annual salary or salary per pay period which is required from time to time by the Ohio State Teachers Retirement System ("STRS") to be paid as an Employee contribution by said Employee and shall be paid by the Board to STRS on behalf of said Employee as "pickup" of the STRS Employee contribution otherwise payable by said Employee. An Employee's cash salary shall be equal to said Employee's total annual salary or salary per pay period less the amount of the pickup for said Employee and shall be payable, subject to applicable payroll deductions, to said Employee. The Board's combined total expenditures for Employee's total annual salaries or salaries per pay period otherwise payable under this Section (including pickup amounts and its employer contributions to STRS) shall not be greater than the amounts it would have paid for those items had this provision not been in effect.
    - c. The Board shall compute and remit its employer contributions to STRS based upon total annual salary or salary per pay period, including the "pickup". The Board shall report for federal and Ohio income tax purposes as an Employee's gross income said Employee's total annual salary or salary per pay period, less the amount of the "pickup". The Board shall report for municipal income tax purposes as an Employee's gross income said Employee's total annual salary or salary per pay period, including the amount of the "pickup". The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.
    - d. The "pickup" shall be included in the Employee's total annual salary or salary per pay period for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any other similar purpose.

- e. Consistent with applicable STRS regulations, compensation upon which retirement contributions are based for each year will be the amount paid to the Association President (18% of base salary), Vice-President (8% of base salary), Treasurer (8% of base salary), and Secretary (8% of base salary) for service to the Association, and such services to the Association will constitute teaching service for purposes of Chapter 3307 of the Ohio Revised Code. The Board will make the applicable payments to STRS and be promptly and fully reimbursed by the Employee or the Association.

5. Payroll Deductions

- a. Employees may authorize in writing payroll deductions for tax sheltered annuities and credit union in accordance with regulations established by the Board Treasurer and Sections 9.44 and 9.91 of the Ohio Revised Code. Agents, brokers or companies designated to write tax sheltered annuities shall comply with the provisions of Sections 9.91(A) and (B) of the Ohio Revised Code.
- b. Employees may choose to have their GJEA/OEA/NEA dues and Employee contributions to the Fund for Children and Public Education made through payroll deductions.

Following completion of each deduction, the Board's Treasurer shall remit the amount deducted to the Association Treasurer within four (4) banking days via direct deposit to the Association's bank account of choice. A monthly list of the unit members for whom the deductions were made will be provided at the same time to the Association Treasurer via the provided email address showing the amount deducted for each unit member.

6. Direct Deposit

Employees shall have direct deposit of their payroll checks at financial institutions having direct deposit agreements with the Board which are satisfactory to the Board Treasurer and involve no cost to the Board. For each pay period, the Treasurer will furnish pay information electronically to each Employee, unless the Employee requests a paper pay stub, which will be sealed.

7. Addendum Salary Schedule

- a. The addendum salary schedule attached as Appendix B shall be in effect beginning July 1, 2021.
- b. A maximum of five (5) years of experience will be granted for actual job-related experience in the activity outside and inside the District for initial placement. Thereafter, all job-related experience inside the District will be credited.

- c. The Addendum Salary Schedule Committee shall be formed in accordance with Article IX, Section B of this agreement.
- d. For year-long supplementals, payment shall be spread over 18 pays (Sept 10 - May 25). For seasonal supplementals, the Employee, at the time he/she signs the supplemental contract, shall select a payment schedule from the following options:
  - 1) One pay per month for three months paid on the 10th day; during the duration of that sports/activity season.
    - Fall - September/October/November
    - Winter - December/January/February
    - Spring - March/April/May
  - 2) One lump sum at the conclusion of the season/activity - November 10, February 10, and May 10.

8. Hourly Pay

Employees hired to tutor outside of the contractual day, teach summer school, complete summer testing of students, and/or are Board-approved to complete duties other than their regular teaching duties outside the contractual day or school year, will be paid at the hourly rate of \$35.00. In each subsequent school year, this rate will increase by the same percentage increase, if any, as applies to the base salary on the Teachers' Salary Schedule, rounded to the nearest whole cent. All communications about trainings outside the contractual day or school year will indicate whether the training is compensated or voluntary.

9. Deductions in Pay

Any deduction from pay due to unpaid short-term leave or disciplinary suspension of two or more days will be evenly distributed over the four (4) pay periods immediately following the leave or suspension, unless such distribution would extend beyond the end of the fiscal year, in which case the entire remaining amount of the deduction will be implemented in the last pay period of the fiscal year.

**B. Salary Notices or Limited Contracts**

- 1. No later than the last scheduled pay day in July, each Employee who is employed for the coming school year shall receive with respect to each contract held, either a salary notice, if the contract is continuing, or a limited contract in accordance with Section 3319.12 of the Ohio Revised Code. The salary notice or limited contract shall include at least the following information:

- a. Employee's name
- b. Annual salary
- c. Basis for determining salary

**C. Insurance**

1. Coverage

Dental and life insurance coverage shall be substantially equal to or better than the coverage in effect on October 25, 2004. Medical benefits are summarized in Appendix E.

2. Dental

- a. The Board's contribution per month for an Employee on family coverage will be eighty percent (80%) of the family coverage cost of the dental plan. For those Employees electing single coverage, the Board's contribution per month shall be ninety percent (90%).
- b. For each regular part-time Employee, the Board will pay the percentage equal to the amount of time the Employee is contracted to work (i.e., for a 3/10 Employee the Board would pay 30%) of the dollar amounts set forth in Paragraph 2, a above.
- c. Each Employee shall pay the difference between the Board-paid amount and the actual monthly premium by payroll deduction.
- d. If both husband and wife are employed by the Board, each may be enrolled for single coverage or one (1) family member (Employee) may be enrolled for family coverage.

3. Life

The Board will provide group term life insurance coverage in the amount Fifty Thousand Dollars (\$50,000) for each full-time Employee. The amount of coverage for part-time Employees shall be prorated based upon the time the Employee is contracted to work.

4. Medical

- a. The Board's contribution per month for an Employee on family coverage will be eighty percent (80%) of the family coverage cost of the medical plan. For those Employees electing single coverage, the Board's contribution per

month shall be eighty-five percent (85%).

- b. For each regular part-time Employee, the Board will pay a pro rata share of the percentages identified in Subparagraph 4(a) above based on the amount of time the Employee is contracted to work (e.g., for a 3/10 Employee the Board would pay 30% of its percentage for a plan).
- c. Each Employee shall pay the difference between the Board-paid amount and the actual monthly premium by payroll deduction.
- d. If both husband and wife are employed by the Board, each may be enrolled for single coverage or one (1) family member (Employee) may be enrolled for family coverage.
- e. Each Employee may elect from the following plans as defined in Appendix E:
  - (1) MMO thirty (30) month PPO Option 1
  - (2) MMO thirty (30) month HDHP Option 1
  - (3) MMO thirty (30) month HDHP Option 2
- f. The parties shall continue a joint committee as described in Article X, Section D of this agreement.

5. Cafeteria Plan

The Board shall maintain a Flexible Benefits Plan (the "Plan") intended to qualify as a "cafeteria plan" under Section 125 of the Internal Revenue Code of 1986, as amended (the "Code"). A full-time or regular part-time Employee may participate in the Plan by filing an election form and all applicable insurance forms with the Board Treasurer.

As set forth above, certain insurance coverage is provided without cost to participants, while other coverage involves a monthly charge to participants. The Plan will provide an Employee with an option to pay the Employee portion of such costs with pre-tax (federal income tax) dollars, which will reduce the compensation otherwise payable to the Employee, or to receive such compensation. An Employee who does not elect to reduce his/her compensation would have to pay such costs with after-tax (federal income tax) dollars. The cost of the Employee's share of insurance benefits will be determined at the applicable monthly rates in effect from time to time. The benefits of the Plan will be provided only to those Employees who are properly enrolled as participants.

The exact terms of the Plan will be subject to the requirements of Section 125 of the Code and the regulations and interpretations thereunder. It is understood that the Board's obligation to provide the Plan is contingent on

qualification of the Plan under Section 125 of the Code.

**D. Severance Pay**

1. Only Employees who (1) qualify for service retirement under the State Teachers Retirement System within one hundred twenty (120) days of their last day of actual service with the District and (2) have ten (10) years of STRS service credit shall be eligible for payment under this Article. Employees shall apply for severance pay in writing to the Board Treasurer and shall be accompanied by satisfactory documentation as to the Employee's actual retirement. Payment shall be made within thirty (30) days after the effective date of retirement as confirmed by STRS to the Treasurer.
2. Employees who qualify for severance pay under Paragraph 1 above shall be paid for their unused sick leave in accordance with the following provisions:
  - a. The number of days to be paid shall be one-fourth (1/4) of the value of the Employee's accrued, but unused, sick leave up to a maximum of 260 days, rounded to the nearest whole day.
  - b. Payment shall be based upon the Employee's daily rate of pay at the time of retirement as determined by the Board Treasurer. The calculation shall be made in the same manner as pay deductions for days missed.
  - c. Payment for unused sick leave under this Article shall eliminate all accrued sick leave credited to the Employee.
3. A retiring Employee who notifies the Board Treasurer of his/her retirement by January 15 of the year of retirement and who works through the end of the contract year will receive two thousand dollars(\$2,000) in additional severance pay.
4.
  - a. The Board will approve an amended and restated 403(b) Plan Document that includes an employer paid, non-elective contribution. Retiring members in the "Covered Group" on or after April 1, 2015 will have their severance pay based on accumulated sick leave paid directly into this plan as an employer paid, non-elective contribution. The Board shall be responsible for any administrative fees or costs of implementation of the Section 403(b) program.
  - b. Any amounts of money exceeding the current annual Section 415 limit for the Section 403(b) Plan will be paid into the Section 403(b) Plan at the maximum contribution level allowed by Section 415 of the Internal Revenue Code for up to five (5) years beyond retirement until all monies are paid out. Future contributions will be made in July of each year following retirement.

- c. "Covered Group" for this Agreement consists of all employees who turn fifty-five (55) or older in the calendar year in which they retire. If a retiring member is a participant in an accumulated leave plan, an employer contribution shall be made on his/her behalf under the accumulated leave plan within sixty (60) calendar days of the participant's last work day in an amount equal to the lesser of:
  - (1) The total amount of the Participant's severance pay; or
  - (2) The maximum contribution amount allowable under the terms of the accumulated leave plan.
- d. If the member is entitled to have a contribution paid to an accumulated leave plan and dies prior to such contribution being paid to the Plan, the contribution shall be paid to the estate of the deceased member.

**E. Background Check Fees**

- 1. The District shall provide the required fingerprinting service and/or background checks for Employees free of charge.

**ARTICLE X  
COMMITTEES**

**A. Fee Waiver/Tuition Reimbursement Committee**

A joint committee consisting of three (3) Association designees and three (3) designees of the Superintendent will manage the distribution of fee waivers and tuition reimbursement.

- 1. Such committee will select its own chairperson and shall have authority to act, within the terms and conditions of this Article and its own procedures, in matters relating to the use of university fee waivers.
- 2. The committee's responsibilities will include, but not be limited to, establishing priorities and guidelines for issuing fee waivers, developing and implementing a process for requesting fee waivers, distribution of fee waivers, and the resolution and appeal of any conflicts resulting from the fee waiver policies the committee enacts.
- 3. The Board will allocate \$100,000 per school year. The fund will be divided proportionately at the end of the school year among those employees who submitted appropriate documentation. The Committee is responsible for administering the fund, and any unexpended balance will not be carried forward into the following school year.

**B. Addendum Review Committee**

1. An Addendum Review Committee shall be co-chaired by the Association and the Board and have three (3) representatives from the Association's Executive Board, appointed by the Association President and three (3) representatives appointed by the Superintendent. Committee decisions shall be made by consensus. The Committee shall meet not less than twice per year, once before December 1 and at least once before April 1 at a time determine by the co-chairs.
2. The Committee shall evaluate and make recommendations regarding continuation or modification of existing addendum contract job descriptions, the need for new addendum contract positions together with proposed job descriptions for such positions and/or the need for elimination of addendum contract positions no longer necessary.
3. The Committee shall review and make recommendations regarding fair and equitable compensation of addendum contract positions, including the placement of positions on the addendum group list as well as the compensation to be paid addendum contract positions. The Committee shall establish a rubric to determine levels of compensation which shall include, but not be limited to, time with students, time in completing activity-related tasks, responsibility and safety factors required by the activity or the position. The current addendum activity report form is attached as Appendix G.
4. The Committee shall also develop and recommend procedures for the feedback form of addendum contract performance and recommend such evaluation procedures.
5. The Committee shall have no authority to alter or change the provisions of this Agreement, however, any new or modified addendum position(s) created will be subject to ratification by the Association and approval by the Board. Such ratified/approved modifications shall be incorporated into the successor Agreement.
6. For the 2019-2020 school year only, the Addendum Review Committee shall meet at least once prior to August 31, 2019, in order to determine if recommendations/adjustments are necessary for Addendum Contracts issued for activities, clubs, sports, etc. beginning on or after January 1, 2020. Any new or modified addendum position(s) created will be subject to ratification by the Association and approval by the Board. Such ratified/approved modifications shall be incorporated in to the successor Agreement.

**C. Non-Addendum Committee**

A six (6) person study committee, three (3) to be appointed by the Superintendent and three (3) to be appointed by the Association President, will be formed to evaluate in good faith and make recommendations to the Board with respect to what activities (other than athletic



activities or activities already included in the Addendum Salary schedule) should be compensated and the formula for any compensation. The Board will allocate a maximum of Fifty Thousand Dollars (\$50,000) in each school year to be used in implementing the committee's recommendations (e.g., clubs, activities, tutoring).

**D. Insurance Committee**

There shall be an insurance committee consisting of the Treasurer (chair), the Superintendent, three (3) members appointed by the Superintendent, four (4) members of the Association, and one (1) member of each OAPSE/AFSCME ("OAPSE") local. Any party may bring an observer upon notification to the other parties. The committee shall establish its own operating guidelines. One committee member shall serve as a secretary and take minutes at each meeting. The committee shall meet at least quarterly. The chair may call other meetings as necessary. The committee's responsibilities shall include monitoring insurance costs and reviewing benefits packages. The Committee shall have no authority to (1) add to, subtract from, or modify any of the provisions of this Agreement, (2) unilaterally alter plan design, or (3) set annual plan renewal rates. Any recommended plan design changes are subject to ratification by the Association and approval by the Board. At least once every five (5) calendar years, the insurance committee shall review the services provided by the insurance broker.

**E. Local Professional Development Committee**

A Local Professional Development Committee (LPDC) composed of a minimum of five (5) members shall be established with District-wide responsibility to perform the functions required by Section 3319.22 of the Ohio Revised Code and the administrative rules adopted under that statute. Two (2) members shall be appointed by the Superintendent from the District's administrative staff, and three (3) members shall be appointed by the Association from within the Bargaining Unit; with respect to Bargaining Unit appointees, there will be equitable representation of grade levels and areas of licensure. Vacancies will be filled by the Superintendent or Association whichever applies. The Committee shall determine the length of terms and frequency, time and place of meetings.

**F. Professional Staff/Administration Relations Committee**

The parties shall implement a Professional Staff/Administration Relations Committee with the assistance of the Federal Mediation and Conciliation Service. The structure and operating procedures of this Committee will be designed in consultation with the FMCS assigned mediator.

**G. Report Card Committee**

There will be a report card committee comprised of seven (7) representatives appointed by the Association President and seven (7) representatives of the Board appointed by the Superintendent. The committee shall make recommendations to the Superintendent regarding the student reporting system.

## **H. Professional Development Advisory Committee**

The Superintendent or designee and the Association President shall jointly select a committee of a least two (2) members from the high school and at least one (1) member from each other building as well as four (4) administrators. The committee's function shall be to survey Employees for professional development/in-service topics for use during professional development days that are relevant to Employees and are aligned to the District's vision, mission, beliefs and curriculum plan. The committee will develop research-based professional development for Employees district-wide and make recommendations on professional development, including professional development which supports the Board-adopted Anti-Racist Resolution, to the Superintendent.

Committee members shall be paid consistent with Article IX(A)(8) for meetings monthly during the school year for up to two (2) hours per meeting.

## **ARTICLE XI OCCUPATIONAL SAFETY AND HEALTH**

The parties desire to deal with safety and health complaints, and to attempt to correct any health or safety violations, internally. When the District conducts any building air and/or safety screenings, the results shall be provided to the Association President within ten (10) calendar days of being reported to the District. Accordingly, neither the Association nor an Employee may file a complaint alleging a health or safety violation with the Ohio Department of Industrial Relations pursuant to Section 4167.10 of the Ohio Revised Code until the following process has been completely exhausted:

- A. An Employee or Association representative shall first bring an alleged health or safety violation to the attention of the affected Employee(s)' immediate supervisor or principal, within two (2) work days of the occurrence of the alleged violation. The immediate supervisor or principal shall provide a response within two (2) work days of receipt of the complaint.
- B. If the immediate supervisor or principal does not resolve the alleged violation to the Employee's satisfaction, the Employee or Association may file a written complaint with the Business Affairs Office within five (5) work days of the supervisor's or principal's response. If the supervisor or principal does not respond within the two (2) work days, then the Employee or Association may file their written appeal. The Business Manager shall meet with the Employee or Association representative within fourteen (14) calendar days in an attempt to resolve the alleged violation. Within ten (10) calendar days after the conference, the Assistant Superintendent shall provide his/her written response to the alleged violation.
- C. After using this process, if the Employee or Association is not satisfied with the Administration's response, the Employee or Association may file a complaint with the appropriate administrative agency.

**A. Implementation and Duration**

This Agreement shall be the sole source of the contractual rights of the Association and any Employee covered by this Agreement. This Agreement supersedes all previous oral and written agreements between the Board and the Association and between the Board and any Employee within the bargaining unit. The parties agree that the relations between them shall be governed exclusively by the terms of this Agreement and no prior agreement, amendments, modification, alterations, additions or changes, oral or written, shall be controlling or in any way affect the relations between the parties or the wages, hours and working conditions of the Employee covered by this Agreement.

**B. No Strikes**

For the term of this Agreement or any extension thereof, neither the Association nor any Employee shall cause or engage in a strike as defined by Section 4117.01 (H) of the Ohio Revised Code.

**C. Conflict with Law**

If any provision of this Agreement, or any application of the provisions of this Agreement, or any agreement reached under its terms, conflicts with Ohio or federal law, regulation ruling or order, nor or hereafter enacted or issued, such provisions, applications or agreement shall be inoperative but the remaining provisions herein shall remain in effect.

**D. Waiver of Negotiations**

It is agreed that during the negotiations leading to the execution of this Agreement, the parties have had full opportunity to submit all items appropriate to collective bargaining and that the parties expressly waive the right to submit any additional item for negotiation during the term of this Agreement, irrespective of whether the item was or was not discussed during the course of negotiations leading to the execution of this Agreement.

**E. Duration**

This Agreement shall be effective from July 1, 2021 to June 30, 2024.

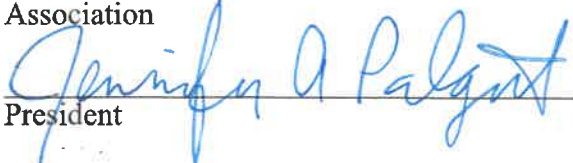
**F. Printing and Distribution**

The Board shall post a copy of this Agreement on the District Intranet and make copies available to Employees upon their request.

For the Gahanna-Jefferson City School  
District Board of Education

  
\_\_\_\_\_  
Board President

For the Gahanna-Jefferson Education  
Association

  
\_\_\_\_\_  
President

**ARTICLE XII  
CRIMINAL RECORDS CHECK**

- A. The parties acknowledge that Section 3319.39 of the Ohio Revised Code requires the Board to release from employment someone who has been hired subject to the condition that he or she have a clean record on a criminal records check. If the records check on such a person discloses a conviction or guilty plea which disqualifies the person from employment in a position, the following procedure shall be followed:
1. Upon receipt of the report from the Bureau of Criminal Identification and Investigation, the Superintendent (or designee) shall give the person and Association President a copy of the report and written notice of the Superintendent's intention to release the Employee from employment pursuant to Section 3319.39 of the Ohio Revised Code.
  2. The Superintendent or designee shall hold a conference promptly with the person who is subject to an adverse criminal records check and an Association representative and provide that person with an opportunity to challenge, explain, or rebut the criminal record report as the basis for required release from employment under the law.
  3. The Superintendent then shall determine whether the statute requires release of the Employee and shall notify him/her of the Superintendent's decision in writing. The Superintendent's notice shall contain the effective date of the release, and the release shall become effective at the time specified by the Superintendent.
- B. This Article is the exclusive procedure for release of an Employee from employment because of an adverse criminal records check in accordance with Section 3319.39 of the Ohio Revised Code. The Employee's release shall not be subject to any other provision of law or this collective bargaining agreement with respect to the dismissal, non-renewal, or termination of Employees. The release of an Employee pursuant to this Article is not subject to the grievance procedure.

**ARTICLE XIII  
FORMS**


- A. The Association, upon request, will be furnished a copy of the District's performance evaluation forms or any other District form relevant to the provisions of this Agreement.
- B. This Article does not preclude the Board or Administration from revising forms as may be deemed appropriate in light of experience and evolving circumstances, so long as forms remain consistent with the relevant terms of this Agreement.

**ARTICLE XIV  
OTHER PROVISIONS**

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Treasurer

Date: August 5, 2021

  
\_\_\_\_\_  
Bargaining Chairperson

  
\_\_\_\_\_  
Bargaining Team Member

  
\_\_\_\_\_  
Labor Relations Consultant

Date: April 29, 2021

# Memorandum of Understanding

## Teacher Retiree Re-employment

If a retiree is re-employed s/he will be treated as a new employee. The Board retains the right to decide whether to hire a retiree, and that decision will be made on a case-by-case basis. Teachers who retire and desire to be considered for re-employment in the Gahanna-Jefferson Schools shall complete a new application, provide the required materials and attend required meetings as specified by the Human Resources and Curriculum Departments.

Out-of-district retirees or in-district retirees with a break in service of four years or more shall be required to participate in the comprehensive interview process. In-district retiree candidates (with less than a four-year break in service) shall participate in the comprehensive interview process only if changing building levels, subject area, or certification/licensure area. A Bureau of Criminal Investigation and Identification (BCII) check and a negative TB test shall be required for all out-of-district re-employed retirees and any in-district re-employed retirees with a break in service.

### Provisions

- I. Re-employed retirees (hereinafter 'retirees') are eligible for the following sequence of limited contracts: 1 year, 1 year, 2 year, 2 year, 3 year thereafter. Evaluations shall be conducted each year in which the retiree qualifies for a new contract. Tenure will not be given.
- II. Severance: Upon separating from the District after re-employment, a retiree is entitled to payment for his/her unused sick leave in accordance with the following: \$200 times the number of accrued sick leave days times one-fourth times the factor of  $(1.035)^x$  where x equals the number of years re-employed.
- III. Seniority: Annually, retirees will be placed at the bottom of the seniority classification in which they are certified/licensed to teach.
- IV. Salary Schedule placement: A re-employed retiree will be placed on the teachers' salary schedule in accordance with the normal rules for salary schedule placement of a new employee, with the understanding that in no event will the individual initially receive more than ten (10) years of vertical credit.
- V. Insurance: The Board will not cover retirees on the Gahanna-Jefferson Schools insurance plan unless legislation or STRS regulations prevent a retiree from acquiring health benefits through STRS, in which case the District will treat the retiree as a regular employee. The Board will reimburse an employee for single coverage up to \$125 month for STRS insurance premiums. An employee who chooses to cover him/herself and spouse will be reimbursed 80% of the combined STRS premiums for individual and spouse. The amount of coverage for part-time employees shall be prorated based on the time the employee is contracted to work. A .50 employee, for example, who chooses to insure him/herself and spouse, shall

be reimbursed 40% of the combined STRS premiums. (e.g.50% of 80% of the total premium)

- VI. Prior employment is no guarantee of post-retirement employment or of a particular assignment, if hired.
- VII. Tuition reimbursement will not be provided to re-employed retirees.
- VIII. STRS Contributions: the 14% Board contribution to STRS will be paid to a tax-deferred annuity.
- IX. Regular employees who retire any time during the school year will not be reconsidered for re-employment under these provisions during the balance of the year in which they retire plus one additional year.
- X. Re-employed retirees are entitled to the same contractual rights and benefits as other certificated employees with the exception of the foregoing provisions (I-IX) in this Memorandum of Understanding, as well as fee waivers, parental leave and unpaid leaves. It is understood that, with this Memorandum, the re-employed retiree may access the Sick Leave Bank for no more than 30 days once they are re-employed.

For the Board:

For the Association:

Board President

Date

GJEA President

Date

Superintendent

Date

Bargaining Chair

Date

Treasurer

Date

Bargaining Team Member

Date

**FY 2022 Teacher Salary Schedule  
(1.03% Increase)**

YEARS EXP.	FY 2022 BA		FY 2022 BA+12		FY 2022 BA+150	
	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)
0	1.0000	44,446	1.0450	46,446	1.0900	48,446
1	1.0525	46,779	1.0975	48,779	1.1425	50,780
2	1.1050	49,113	1.1500	51,113	1.1950	53,113
3	1.1575	51,446	1.2025	53,446	1.2475	55,446
4	1.2100	53,780	1.2550	55,780	1.3000	57,780
5	1.2625	56,113	1.3075	58,113	1.3525	60,113
6	1.3150	58,446	1.3600	60,447	1.4050	62,447
7	1.3675	60,780	1.4125	62,780	1.4575	64,780
8	1.4200	63,113	1.4650	65,113	1.5100	67,113
9	1.4725	65,447	1.5175	67,447	1.5650	69,558
10	1.5275	67,891	1.5725	69,891	1.6200	72,003
11	1.5825	70,336	1.6275	72,336	1.6750	74,447
12	1.5825	70,336	1.6825	74,780	1.7300	76,892
13	1.5825	70,336	1.6825	74,780	1.7850	79,336
14	1.5825	70,336	1.6825	74,780	1.7850	79,336
15	1.5825	70,336	1.6825	74,780	1.7850	79,336
16	1.5825	70,336	1.6825	74,780	1.7850	79,336
17	1.6425	73,003	1.7425	77,447	1.8450	82,003
18	1.6425	73,003	1.7425	77,447	1.8450	82,003
19	1.7025	75,669	1.8025	80,114	1.9050	84,670
20	1.7025	75,669	1.8025	80,114	1.9050	84,670
21	1.7625	78,336	1.8625	82,781	1.9650	87,336
22	1.7625	78,336	1.8625	82,781	1.9650	87,336
23	1.7625	78,336	1.8625	82,781	1.9650	87,336
24	1.7625	78,336	1.8625	82,781	1.9650	87,336
25	1.7625	78,336	1.8625	82,781	1.9650	87,336
26	1.7625	78,336	1.8625	82,781	1.9650	87,336
27	1.7925	79,669	1.8925	84,114	1.9950	88,670
28	1.7925	79,669	1.8925	84,114	1.9950	88,670
29	1.7925	79,669	1.8925	84,114	1.9950	88,670
30	1.7925	79,669	1.8925	84,114	1.9950	88,670



YEARS EXP.	FY 2022 MA		FY 2022 MA+12		FY 2022 MA+30		FY 2022 MA+45	
	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)
0	1.1400	50,668	1.1900	52,891	1.2400	55,113	1.2400	55,113
1	1.1925	53,002	1.2425	55,224	1.2925	57,446	1.2925	57,446
2	1.2450	55,335	1.2950	57,558	1.3450	59,780	1.3450	59,780
3	1.2975	57,669	1.3475	59,891	1.3975	62,113	1.3975	62,113
4	1.3500	60,002	1.4000	62,224	1.4500	64,447	1.4500	64,447
5	1.4050	62,447	1.4550	64,669	1.5050	66,891	1.5050	66,891
6	1.4600	64,891	1.5100	67,113	1.5600	69,336	1.5600	69,336
7	1.5150	67,336	1.5650	69,558	1.6150	71,780	1.6150	71,780
8	1.5700	69,780	1.6200	72,003	1.6700	74,225	1.6700	74,225
9	1.6300	72,447	1.6800	74,669	1.7300	76,892	1.7300	76,892
10	1.6900	75,114	1.7400	77,336	1.7900	79,558	1.8350	81,558
11	1.7500	77,781	1.8000	80,003	1.8500	82,225	1.8950	84,225
12	1.8100	80,447	1.8600	82,670	1.9100	84,892	1.9550	86,892
13	1.8700	83,114	1.9200	85,336	1.9700	87,559	2.0150	89,559
14	1.9300	85,781	1.9800	88,003	2.0300	90,225	2.0750	92,225
15	1.9900	88,448	2.0400	90,670	2.0900	92,892	2.1350	94,892
16	1.9900	88,448	2.0400	90,670	2.0900	92,892	2.1350	94,892
17	2.0500	91,114	2.1000	93,337	2.1500	95,559	2.1950	97,559
18	2.0500	91,114	2.1000	93,337	2.1500	95,559	2.1950	97,559
19	2.1100	93,781	2.1600	96,003	2.2100	98,226	2.2550	100,226
20	2.1100	93,781	2.1600	96,003	2.2100	98,226	2.2550	100,226
21	2.1700	96,448	2.2200	98,670	2.2700	100,892	2.3150	102,892
22	2.1700	96,448	2.2200	98,670	2.2700	100,892	2.3150	102,892
23	2.1700	96,448	2.2200	98,670	2.2700	100,892	2.3150	102,892
24	2.1700	96,448	2.2200	98,670	2.2700	100,892	2.3150	102,892
25	2.1700	96,448	2.2200	98,670	2.2700	100,892	2.3150	102,892
26	2.1700	96,448	2.2200	98,670	2.2700	100,892	2.3150	102,892
27	2.2000	97,781	2.2500	100,004	2.3000	102,226	2.3450	104,226
28	2.2000	97,781	2.2500	100,004	2.3000	102,226	2.3450	104,226
29	2.2000	97,781	2.2500	100,004	2.3000	102,226	2.3450	104,226
30	2.2000	97,781	2.2500	100,004	2.3000	102,226	2.3450	104,226

Note: For steps 23 through 30, a longevity bonus of \$1,500 will be added to the base salary in each column.

**FY 2023 Teacher Salary Schedule  
(1.03% Increase)**

YEARS EXP.	FY 2023 BA		FY 2023 BA+12		FY 2023 BA+150	
	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)
<b>0</b>	1.0000	45,779	1.0450	47,839	1.0900	49,899
<b>1</b>	1.0525	48,182	1.0975	50,242	1.1425	52,303
<b>2</b>	1.1050	50,586	1.1500	52,646	1.1950	54,706
<b>3</b>	1.1575	52,989	1.2025	55,049	1.2475	57,109
<b>4</b>	1.2100	55,393	1.2550	57,453	1.3000	59,513
<b>5</b>	1.2625	57,796	1.3075	59,856	1.3525	61,916
<b>6</b>	1.3150	60,199	1.3600	62,259	1.4050	64,319
<b>7</b>	1.3675	62,603	1.4125	64,663	1.4575	66,723
<b>8</b>	1.4200	65,006	1.4650	67,066	1.5100	69,126
<b>9</b>	1.4725	67,410	1.5175	69,470	1.5650	71,644
<b>10</b>	1.5275	69,927	1.5725	71,987	1.6200	74,162
<b>11</b>	1.5825	72,445	1.6275	74,505	1.6750	76,680
<b>12</b>	1.5825	72,445	1.6825	77,023	1.7300	79,198
<b>13</b>	1.5825	72,445	1.6825	77,023	1.7850	81,716
<b>14</b>	1.5825	72,445	1.6825	77,023	1.7850	81,716
<b>15</b>	1.5825	72,445	1.6825	77,023	1.7850	81,716
<b>16</b>	1.5825	72,445	1.6825	77,023	1.7850	81,716
<b>17</b>	1.6425	75,192	1.7425	79,770	1.8450	84,462
<b>18</b>	1.6425	75,192	1.7425	79,770	1.8450	84,462
<b>19</b>	1.7025	77,939	1.8025	82,517	1.9050	87,209
<b>20</b>	1.7025	77,939	1.8025	82,517	1.9050	87,209
<b>21</b>	1.7625	80,685	1.8625	85,263	1.9650	89,956
<b>22</b>	1.7625	80,685	1.8625	85,263	1.9650	89,956
<b>23</b>	1.7625	80,685	1.8625	85,263	1.9650	89,956
<b>24</b>	1.7625	80,685	1.8625	85,263	1.9650	89,956
<b>25</b>	1.7625	80,685	1.8625	85,263	1.9650	89,956
<b>26</b>	1.7625	80,685	1.8625	85,263	1.9650	89,956
<b>27</b>	1.7925	82,059	1.8925	86,637	1.9950	91,329
<b>28</b>	1.7925	82,059	1.8925	86,637	1.9950	91,329
<b>29</b>	1.7925	82,059	1.8925	86,637	1.9950	91,329
<b>30</b>	1.7925	82,059	1.8925	86,637	1.9950	91,329

YEARS EXP.	FY 2023 MA		FY 2023 MA+12		FY 2023 MA+30		FY 2023 MA+45	
	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)
0	1.1400	52,188	1.1900	54,477	1.2400	56,766	1.2400	56,766
1	1.1925	54,591	1.2425	56,880	1.2925	59,169	1.2925	59,169
2	1.2450	56,995	1.2950	59,284	1.3450	61,573	1.3450	61,573
3	1.2975	59,398	1.3475	61,687	1.3975	63,976	1.3975	63,976
4	1.3500	61,802	1.4000	64,091	1.4500	66,380	1.4500	66,380
5	1.4050	64,319	1.4550	66,608	1.5050	68,897	1.5050	68,897
6	1.4600	66,837	1.5100	69,126	1.5600	71,415	1.5600	71,415
7	1.5150	69,355	1.5650	71,644	1.6150	73,933	1.6150	73,933
8	1.5700	71,873	1.6200	74,162	1.6700	76,451	1.6700	76,451
9	1.6300	74,620	1.6800	76,909	1.7300	79,198	1.7300	79,198
10	1.6900	77,367	1.7400	79,655	1.7900	81,944	1.8350	84,004
11	1.7500	80,113	1.8000	82,402	1.8500	84,691	1.8950	86,751
12	1.8100	82,860	1.8600	85,149	1.9100	87,438	1.9550	89,498
13	1.8700	85,607	1.9200	87,896	1.9700	90,185	2.0150	92,245
14	1.9300	88,353	1.9800	90,642	2.0300	92,931	2.0750	94,991
15	1.9900	91,100	2.0400	93,389	2.0900	95,678	2.1350	97,738
16	1.9900	91,100	2.0400	93,389	2.0900	95,678	2.1350	97,738
17	2.0500	93,847	2.1000	96,136	2.1500	98,425	2.1950	100,485
18	2.0500	93,847	2.1000	96,136	2.1500	98,425	2.1950	100,485
19	2.1100	96,594	2.1600	98,883	2.2100	101,172	2.2550	103,232
20	2.1100	96,594	2.1600	98,883	2.2100	101,172	2.2550	103,232
21	2.1700	99,340	2.2200	101,629	2.2700	103,918	2.3150	105,978
22	2.1700	99,340	2.2200	101,629	2.2700	103,918	2.3150	105,978
23	2.1700	99,340	2.2200	101,629	2.2700	103,918	2.3150	105,978
24	2.1700	99,340	2.2200	101,629	2.2700	103,918	2.3150	105,978
25	2.1700	99,340	2.2200	101,629	2.2700	103,918	2.3150	105,978
26	2.1700	99,340	2.2200	101,629	2.2700	103,918	2.3150	105,978
27	2.2000	100,714	2.2500	103,003	2.3000	105,292	2.3450	107,352
28	2.2000	100,714	2.2500	103,003	2.3000	105,292	2.3450	107,352
29	2.2000	100,714	2.2500	103,003	2.3000	105,292	2.3450	107,352
30	2.2000	100,714	2.2500	103,003	2.3000	105,292	2.3450	107,352

Note: For steps 23 through 30, a longevity bonus of \$1,500 will be added to the base salary in each column.

**FY 2024 Teacher Salary Schedule  
(1.03% Increase)**

YEARS EXP.	FY 2024 BA		FY 2024 BA+12		FY 2024 BA+150	
	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)
0	1.0000	47,152	1.0450	49,274	1.0900	51,396
1	1.0525	49,627	1.0975	51,749	1.1425	53,871
2	1.1050	52,103	1.1500	54,225	1.1950	56,347
3	1.1575	54,578	1.2025	56,700	1.2475	58,822
4	1.2100	57,054	1.2550	59,176	1.3000	61,298
5	1.2625	59,529	1.3075	61,651	1.3525	63,773
6	1.3150	62,005	1.3600	64,127	1.4050	66,249
7	1.3675	64,480	1.4125	66,602	1.4575	68,724
8	1.4200	66,956	1.4650	69,078	1.5100	71,200
9	1.4725	69,431	1.5175	71,553	1.5650	73,793
10	1.5275	72,025	1.5725	74,147	1.6200	76,386
11	1.5825	74,618	1.6275	76,740	1.6750	78,980
12	1.5825	74,618	1.6825	79,333	1.7300	81,573
13	1.5825	74,618	1.6825	79,333	1.7850	84,166
14	1.5825	74,618	1.6825	79,333	1.7850	84,166
15	1.5825	74,618	1.6825	79,333	1.7850	84,166
16	1.5825	74,618	1.6825	79,333	1.7850	84,166
17	1.6425	77,447	1.7425	82,162	1.8450	86,995
18	1.6425	77,447	1.7425	82,162	1.8450	86,995
19	1.7025	80,276	1.8025	84,991	1.9050	89,825
20	1.7025	80,276	1.8025	84,991	1.9050	89,825
21	1.7625	83,105	1.8625	87,821	1.9650	92,654
22	1.7625	83,105	1.8625	87,821	1.9650	92,654
23	1.7625	83,105	1.8625	87,821	1.9650	92,654
24	1.7625	83,105	1.8625	87,821	1.9650	92,654
25	1.7625	83,105	1.8625	87,821	1.9650	92,654
26	1.7625	83,105	1.8625	87,821	1.9650	92,654
27	1.7925	84,520	1.8925	89,235	1.9950	94,068
28	1.7925	84,520	1.8925	89,235	1.9950	94,068
29	1.7925	84,520	1.8925	89,235	1.9950	94,068
30	1.7925	84,520	1.8925	89,235	1.9950	94,068

YEARS EXP.	FY 2024 MA		FY 2024 MA+12		FY 2024 MA+30		FY 2023 MA+45	
	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)	INDEX	SALARY (\$)
0	1.1400	53,753	1.1900	56,111	1.2400	58,468	1.2400	58,468
1	1.1925	56,229	1.2425	58,586	1.2925	60,944	1.2925	60,944
2	1.2450	58,704	1.2950	61,062	1.3450	63,419	1.3450	63,419
3	1.2975	61,180	1.3475	63,537	1.3975	65,895	1.3975	65,895
4	1.3500	63,655	1.4000	66,013	1.4500	68,370	1.4500	68,370
5	1.4050	66,249	1.4550	68,606	1.5050	70,964	1.5050	70,964
6	1.4600	68,842	1.5100	71,200	1.5600	73,557	1.5600	73,557
7	1.5150	71,435	1.5650	73,793	1.6150	76,150	1.6150	76,150
8	1.5700	74,029	1.6200	76,386	1.6700	78,744	1.6700	78,744
9	1.6300	76,858	1.6800	79,215	1.7300	81,573	1.7300	81,573
10	1.6900	79,687	1.7400	82,044	1.7900	84,402	1.8350	86,524
11	1.7500	82,516	1.8000	84,874	1.8500	87,231	1.8950	89,353
12	1.8100	85,345	1.8600	87,703	1.9100	90,060	1.9550	92,182
13	1.8700	88,174	1.9200	90,532	1.9700	92,889	2.0150	95,011
14	1.9300	91,003	1.9800	93,361	2.0300	95,719	2.0750	97,840
15	1.9900	93,832	2.0400	96,190	2.0900	98,548	2.1350	100,670
16	1.9900	93,832	2.0400	96,190	2.0900	98,548	2.1350	100,670
17	2.0500	96,662	2.1000	99,019	2.1500	101,377	2.1950	103,499
18	2.0500	96,662	2.1000	99,019	2.1500	101,377	2.1950	103,499
19	2.1100	99,491	2.1600	101,848	2.2100	104,206	2.2550	106,328
20	2.1100	99,491	2.1600	101,848	2.2100	104,206	2.2550	106,328
21	2.1700	102,320	2.2200	104,677	2.2700	107,035	2.3150	109,157
22	2.1700	102,320	2.2200	104,677	2.2700	107,035	2.3150	109,157
23	2.1700	102,320	2.2200	104,677	2.2700	107,035	2.3150	109,157
24	2.1700	102,320	2.2200	104,677	2.2700	107,035	2.3150	109,157
25	2.1700	102,320	2.2200	104,677	2.2700	107,035	2.3150	109,157
26	2.1700	102,320	2.2200	104,677	2.2700	107,035	2.3150	109,157
27	2.2000	103,734	2.2500	106,092	2.3000	108,450	2.3450	110,571
28	2.2000	103,734	2.2500	106,092	2.3000	108,450	2.3450	110,571
29	2.2000	103,734	2.2500	106,092	2.3000	108,450	2.3450	110,571
30	2.2000	103,734	2.2500	106,092	2.3000	108,450	2.3450	110,571

Note: For steps 23 through 30, a longevity bonus of \$1,500 will be added to the base salary in each column.

**APPENDIX B**

**ADDENDUM SALARY SCHEDULE  
% OF BASE TEACHER'S SALARY**

\$44,446      FY 2022

Exp.	FY 2022 GROUP I		FY 2022 GROUP II		FY 2022 GROUP III		FY 2022 GROUP IV		FY 2022 GROUP V		FY 2022 GROUP VI	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
0	0.160	\$7,111.36	0.150	\$6,666.90	0.140	\$6,222.44	0.130	\$5,777.98	0.110	\$4,889.06	0.0950	\$4,222.37
1	0.165	\$7,333.59	0.155	\$6,889.13	0.145	\$6,444.67	0.135	\$6,000.21	0.115	\$5,111.29	0.0950	\$4,222.37
2	0.170	\$7,555.82	0.160	\$7,111.36	0.150	\$6,666.90	0.140	\$6,222.44	0.120	\$5,333.52	0.1000	\$4,444.60
3	0.175	\$7,778.05	0.165	\$7,333.59	0.155	\$6,889.13	0.145	\$6,444.67	0.125	\$5,555.75	0.1000	\$4,444.60
4	0.180	\$8,000.28	0.170	\$7,555.82	0.160	\$7,111.36	0.150	\$6,666.90	0.130	\$5,777.98	0.1050	\$4,666.83
5	0.195	\$8,666.97	0.185	\$8,222.51	0.175	\$7,778.05	0.160	\$7,111.36	0.135	\$6,000.21	0.1050	\$4,666.83
6	0.200	\$8,889.20	0.190	\$8,444.74	0.180	\$8,000.28	0.165	\$7,333.59	0.140	\$6,222.44	0.1100	\$4,889.06
7	0.205	\$9,111.43	0.195	\$8,666.97	0.185	\$8,222.51	0.170	\$7,555.82	0.145	\$6,444.67	0.1150	\$5,111.29
8	0.210	\$9,333.66	0.200	\$8,889.20	0.190	\$8,444.74	0.175	\$7,778.05	0.150	\$6,666.90	0.1200	\$5,333.52
9	0.215	\$9,555.89	0.205	\$9,111.43	0.195	\$8,666.97	0.180	\$8,000.28	0.155	\$6,889.13	0.1250	\$5,555.75
10	0.220	\$9,778.12	0.210	\$9,333.66	0.200	\$8,889.20	0.185	\$8,222.51	0.160	\$7,111.36	0.1300	\$5,777.98
15	0.230	\$10,222.58	0.220	\$9,778.12	0.210	\$9,333.66	0.195	\$8,666.97	0.170	\$7,555.82	0.1400	\$6,222.44

Exp.	FY 2022 GROUP VII		FY 2022 GROUP VIII		FY 2022 GROUP IX		FY 2022 GROUP X		FY 2022 GROUP XI		FY 2022 GROUP XII	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
0	0.080	\$3,555.68	0.065	\$2,888.99	0.055	\$2,444.53	0.040	\$1,777.84	0.030	\$1,333.38	0.020	\$888.92
1	0.080	\$3,555.68	0.065	\$2,888.99	0.055	\$2,444.53	0.040	\$1,777.84	0.030	\$1,333.38	0.020	\$888.92
2	0.085	\$3,777.91	0.070	\$3,111.22	0.060	\$2,666.76	0.040	\$1,777.84	0.030	\$1,333.38	0.020	\$888.92
3	0.085	\$3,777.91	0.070	\$3,111.22	0.060	\$2,666.76	0.045	\$2,000.07	0.030	\$1,333.38	0.020	\$888.92
4	0.090	\$4,000.14	0.075	\$3,333.45	0.065	\$2,888.99	0.045	\$2,000.07	0.030	\$1,333.38	0.020	\$888.92
5	0.090	\$4,000.14	0.075	\$3,333.45	0.065	\$2,888.99	0.045	\$2,000.07	0.030	\$1,333.38	0.020	\$888.92
6	0.095	\$4,222.37	0.080	\$3,555.68	0.070	\$3,111.22	0.045	\$2,000.07	0.030	\$1,333.38	0.020	\$888.92
7	0.095	\$4,222.37	0.080	\$3,555.68	0.070	\$3,111.22	0.050	\$2,222.30	0.030	\$1,333.38	0.020	\$888.92
8	0.100	\$4,444.60	0.085	\$3,777.91	0.070	\$3,111.22	0.050	\$2,222.30	0.030	\$1,333.38	0.020	\$888.92
9	0.105	\$4,668.83	0.085	\$3,777.91	0.075	\$3,333.45	0.050	\$2,222.30	0.030	\$1,333.38	0.020	\$888.92
10	0.110	\$4,889.06	0.090	\$4,000.14	0.075	\$3,333.45	0.055	\$2,444.53	0.030	\$1,333.38	0.020	\$888.92
15	0.120	\$5,333.52	0.100	\$4,444.60	0.085	\$3,777.91	0.065	\$2,888.99	0.030	\$1,333.38	0.020	\$888.92

ADDENDUM SALARY SCHEDULE  
% OF BASE TEACHER'S SALARY

\$45,779 FY 2023

Exp.	FY 2023 GROUP I		FY 2023 GROUP II		FY 2023 GROUP III		FY 2023 GROUP IV		FY 2023 GROUP V		FY 2023 GROUP VI	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
0	0.160	\$7,324.64	0.150	\$6,886.85	0.140	\$6,409.06	0.130	\$5,951.27	0.110	\$5,035.69	0.0950	\$4,349.01
1	0.165	\$7,553.54	0.155	\$7,095.75	0.145	\$6,637.96	0.135	\$6,180.17	0.115	\$5,264.59	0.0950	\$4,349.01
2	0.170	\$7,782.43	0.160	\$7,324.64	0.150	\$6,866.85	0.140	\$6,409.06	0.120	\$5,493.48	0.1000	\$4,577.90
3	0.175	\$8,011.33	0.165	\$7,553.54	0.155	\$7,095.75	0.145	\$6,637.96	0.125	\$5,722.38	0.1000	\$4,577.90
4	0.180	\$8,240.22	0.170	\$7,782.43	0.160	\$7,324.64	0.150	\$6,866.85	0.130	\$5,951.27	0.1050	\$4,806.80
5	0.195	\$8,926.91	0.185	\$8,469.12	0.175	\$8,011.33	0.160	\$7,324.64	0.135	\$6,180.17	0.1050	\$4,806.80
6	0.200	\$9,155.80	0.190	\$8,698.01	0.180	\$8,240.22	0.165	\$7,553.54	0.140	\$6,409.06	0.1100	\$5,035.69
7	0.205	\$9,384.70	0.195	\$8,926.91	0.185	\$8,469.12	0.170	\$7,782.43	0.145	\$6,637.96	0.1150	\$5,264.59
8	0.210	\$9,613.59	0.200	\$9,155.80	0.190	\$8,698.01	0.175	\$8,011.33	0.150	\$6,866.85	0.1200	\$5,493.48
9	0.215	\$9,842.49	0.205	\$9,384.70	0.195	\$8,926.91	0.180	\$8,240.22	0.155	\$7,095.75	0.1250	\$5,722.38
10	0.220	\$10,071.38	0.210	\$9,613.59	0.200	\$9,155.80	0.185	\$8,469.12	0.160	\$7,324.64	0.1300	\$5,951.27
15	0.230	\$10,529.17	0.220	\$10,071.38	0.210	\$9,613.59	0.195	\$8,926.91	0.170	\$7,782.43	0.1400	\$6,409.06

Exp.	FY 2023 GROUP VII		FY 2023 GROUP VIII		FY 2023 GROUP IX		FY 2023 GROUP X		FY 2023 GROUP XI		FY 2023 GROUP XII	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
0	0.080	\$3,662.32	0.065	\$2,975.64	0.055	\$2,517.85	0.040	\$1,831.16	0.030	\$1,373.37	0.020	\$915.58
1	0.080	\$3,662.32	0.065	\$2,975.64	0.055	\$2,517.85	0.040	\$1,831.16	0.030	\$1,373.37	0.020	\$915.58
2	0.085	\$3,891.22	0.070	\$3,204.53	0.060	\$2,746.74	0.040	\$1,831.16	0.030	\$1,373.37	0.020	\$915.58
3	0.085	\$3,891.22	0.070	\$3,204.53	0.060	\$2,746.74	0.045	\$2,060.06	0.030	\$1,373.37	0.020	\$915.58
4	0.090	\$4,120.11	0.075	\$3,433.43	0.065	\$2,975.64	0.045	\$2,060.06	0.030	\$1,373.37	0.020	\$915.58
5	0.090	\$4,120.11	0.075	\$3,433.43	0.065	\$2,975.64	0.045	\$2,060.06	0.030	\$1,373.37	0.020	\$915.58
6	0.095	\$4,349.01	0.080	\$3,662.32	0.070	\$3,204.53	0.045	\$2,060.06	0.030	\$1,373.37	0.020	\$915.58
7	0.095	\$4,349.02	0.080	\$3,662.32	0.070	\$3,204.53	0.050	\$2,288.95	0.030	\$1,373.37	0.020	\$915.58
8	0.100	\$4,577.90	0.085	\$3,891.22	0.070	\$3,204.53	0.050	\$2,288.95	0.030	\$1,373.37	0.020	\$915.58
9	0.105	\$4,806.80	0.085	\$3,891.22	0.075	\$3,433.43	0.050	\$2,288.95	0.030	\$1,373.37	0.020	\$915.58
10	0.110	\$5,035.69	0.090	\$4,120.11	0.075	\$3,433.43	0.055	\$2,517.85	0.030	\$1,373.37	0.020	\$915.58
15	0.120	\$5,493.48	0.100	\$4,577.90	0.085	\$3,891.22	0.065	\$2,975.64	0.030	\$1,373.37	0.020	\$915.58

ADDENDUM SALARY SCHEDULE  
% OF BASE TEACHER'S SALARY

\$47,152 FY 2024

Exp.	FY 2024 GROUP I		FY 2024 GROUP II		FY 2024 GROUP III		FY 2024 GROUP IV		FY 2024 GROUP V		FY 2024 GROUP VI	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
0	0.160	\$7,544.32	0.150	\$7,072.80	0.140	\$6,601.28	0.130	\$6,129.76	0.110	\$5,186.72	0.0950	\$4,479.44
1	0.165	\$7,780.08	0.155	\$7,308.56	0.145	\$6,837.04	0.135	\$6,365.52	0.115	\$5,422.48	0.0950	\$4,479.44
2	0.170	\$8,015.84	0.160	\$7,544.32	0.150	\$7,072.80	0.140	\$6,601.28	0.120	\$5,658.24	0.1000	\$4,715.20
3	0.175	\$8,251.60	0.165	\$7,780.08	0.155	\$7,308.56	0.145	\$6,837.04	0.125	\$5,894.00	0.1000	\$4,715.20
4	0.180	\$8,487.36	0.170	\$8,015.84	0.160	\$7,544.32	0.150	\$7,072.80	0.130	\$6,129.76	0.1050	\$4,950.96
5	0.195	\$9,194.64	0.185	\$8,723.12	0.175	\$8,251.60	0.160	\$7,544.32	0.135	\$6,365.52	0.1050	\$4,950.96
6	0.200	\$9,430.40	0.190	\$8,958.88	0.180	\$8,487.36	0.165	\$7,780.08	0.140	\$6,601.28	0.1100	\$5,186.72
7	0.205	\$9,666.16	0.195	\$9,194.64	0.185	\$8,723.12	0.170	\$8,015.84	0.145	\$6,837.04	0.1150	\$5,422.48
8	0.210	\$9,901.92	0.200	\$9,430.40	0.190	\$8,958.88	0.175	\$8,251.60	0.150	\$7,072.80	0.1200	\$5,658.24
9	0.215	\$10,137.68	0.205	\$9,666.16	0.195	\$9,194.64	0.180	\$8,487.36	0.155	\$7,308.56	0.1250	\$5,894.00
10	0.220	\$10,373.44	0.210	\$9,901.92	0.200	\$9,430.40	0.185	\$8,723.12	0.160	\$7,544.32	0.1300	\$6,129.76
15	0.230	\$10,844.96	0.220	\$10,373.44	0.210	\$9,901.92	0.195	\$9,194.64	0.170	\$8,015.84	0.1400	\$6,601.28

Exp.	FY 2024 GROUP VII		FY 2024 GROUP VIII		FY 2024 GROUP IX		FY 2024 GROUP X		FY 2024 GROUP XI		FY 2024 GROUP XII	
	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary	Index	Salary
0	0.080	\$3,772.16	0.065	\$3,064.88	0.055	\$2,593.36	0.040	\$1,886.08	0.030	\$1,414.56	0.020	\$943.04
1	0.080	\$3,772.16	0.065	\$3,064.88	0.055	\$2,593.36	0.040	\$1,886.08	0.030	\$1,414.56	0.020	\$943.04
2	0.085	\$4,007.92	0.070	\$3,300.64	0.060	\$2,829.12	0.040	\$1,886.08	0.030	\$1,414.56	0.020	\$943.04
3	0.085	\$4,007.92	0.070	\$3,300.64	0.060	\$2,829.12	0.045	\$2,121.84	0.030	\$1,414.56	0.020	\$943.04
4	0.090	\$4,243.68	0.075	\$3,536.40	0.065	\$3,064.88	0.045	\$2,121.84	0.030	\$1,414.56	0.020	\$943.04
5	0.090	\$4,243.68	0.075	\$3,536.40	0.065	\$3,064.88	0.045	\$2,121.84	0.030	\$1,414.56	0.020	\$943.04
6	0.095	\$4,479.44	0.080	\$3,772.16	0.070	\$3,300.64	0.045	\$2,121.84	0.030	\$1,414.56	0.020	\$943.04
7	0.095	\$4,479.44	0.080	\$3,772.16	0.070	\$3,300.64	0.050	\$2,357.60	0.030	\$1,414.56	0.020	\$943.04
8	0.100	\$4,715.20	0.085	\$4,007.92	0.070	\$3,300.64	0.050	\$2,357.60	0.030	\$1,414.56	0.020	\$943.04
9	0.105	\$4,950.96	0.085	\$4,007.92	0.075	\$3,536.40	0.050	\$2,357.60	0.030	\$1,414.56	0.020	\$943.04
10	0.110	\$5,186.72	0.090	\$4,243.68	0.075	\$3,536.40	0.055	\$2,593.36	0.030	\$1,414.56	0.020	\$943.04
15	0.120	\$5,658.24	0.100	\$4,715.20	0.085	\$4,007.92	0.065	\$3,064.88	0.030	\$1,414.56	0.020	\$943.04



# APPENDIX C

## Addendum Groups

<b>GROUP I</b>	
Assistant Athletic Director – LHS	1 total @ 80%
Football Head Coach – LHS (Fall)	1 plus 9 Asst.
<b>GROUP II</b>	
Basketball Head Coach – LHS Boys (Winter)	1 plus 3 Asst.
Basketball Head Coach – LHS Girls (Winter)	1 plus 3 Asst.
Wrestling Head Coach – LHS (Winter)	1 plus 3 Asst.
<b>GROUP III</b>	
Instrumental Music Director – LHS	1 plus 3 Asst.
Track Head Coach – LHS Boys (Spring)	1 plus 3 Asst.
Track Head Coach – LHS Girls (Spring)	1 plus 3 Asst.
<b>GROUP IV</b>	
Baseball Head Coach – LHS (Spring)	1 plus 3 Asst.
Lacrosse Head Coach – LHS Boys (Spring)	1 plus 1 Asst.
Lacrosse Head Coach – LHS Girls (Spring)	1 plus 1 Asst.
Soccer Head Coach – LHS Boys (Fall)	1 plus 3 Asst.
Soccer Head Coach – LHS Girls (Fall)	1 plus 3 Asst.
Volleyball Head Coach – LHS Boys (Spring)	1 plus 3 Asst.
Volleyball Head Coach – LHS Girls (Spring)	1 plus 3 Asst.
<b>GROUP V</b>	
Choir Director – LHS	1 total
Drill Team Advisor – LHS (Winter)	1 total
Fall Equipment Manager – LHS	1 total
Musical Director – LHS (Spring)	1 plus 2 Asst.
<b>GROUP VI</b>	
Basketball Cheerleading Coach – LHS (Winter)	1 plus 1 Asst.
Cross Country Head Coach – LHS Boys (Fall)	1 plus 1 Asst.
<small>(NOTE: due to #s for Boys CC – additional asst. for every 25 athletes)</small>	
Cross Country Head Coach – LHS Girls (Fall)	1 plus 1 Asst.
<small>(NOTE: due to #s for Girls CC – additional asst. for every 25 athletes)</small>	
Football Cheerleading Coach – LHS (Fall)	1 plus 1 Asst.
Golf Head Coach – LHS Boys (Fall)	1 plus 1 Asst.
Golf Head Coach – LHS Girls (Fall)	1 plus 1 Asst.
Ice Hockey Head Coach – LHS (Winter)	1 plus 1 Asst.
Swimming Head Coach – LHS (Winter)	1 plus 2 Asst.
<small>(NOTE: due to #s for swimming – additional asst. for every 25 athletes)</small>	
Tennis Head Coach – LHS Boys (Spring)	1 plus 1 Asst.
Tennis Head Coach – LHS Girls (Fall)	1 plus 1 Asst.
<b>GROUP VII</b>	
Debate Advisor – LHS	1 plus 2 Asst.
Play Director - LHS (Fall)	1 plus 1 Asst.
Winter/Spring Equipment Manager – LHS	1 total
Yearbook Advisor	1 total
<b>MIDDLE SCHOOL</b>	
Basketball Head Coach – Middle School Boys (Winter)	1 total Gr. 7 1 total Gr. 8
Basketball Head Coach – Middle School Girls (Winter)	1 total Gr. 7 1 total Gr. 8
Football Head Coach – Middle School (Fall)	1 plus 1 Asst. Gr. 7 1 plus 1 Asst. Gr. 8
Lacrosse Head Coach – Middle School Boys (Spring)	1 plus 1 Asst. for all 3 MS
Lacrosse Head Coach – Middle School Girls (Spring)	1 plus 1 Asst for all 3 MS
Softball Head Coach – Middle School (Spring)	1 total Gr. 7 1 total Gr. 8
Track Head Coach – Middle School Boys (Spring)	1 plus 1 Asst.
<small>(Note: Due to #s for Boys Track – additional Asst. for every 25 athletes)</small>	
Track Head Coach – Middle School Girls (Spring)	1 plus 1 Asst.
<small>(Note: Due to #s for Girls Track – additional Asst. for every 25 athletes)</small>	
Volleyball Head Coach – Middle School Girls (Fall)	1 total Gr. 7 1 total Gr. 8
Wrestling Head Coach – Middle School (Winter)	1 plus 1 Asst.
<b>GROUP VIII</b>	
Activities Director/Student Council Advisor	1 total

- LHS	
Athletic Academic Intervention Coordinator - LHS	21-22 \$35.00
Department Chairpersons – LHS	11 total
In the Know Advisor – LHS	1 total
Newspaper Advisor – LHS	1 total
Varsity Varieties Director – LHS (Spring)	1 total
<b>ELEMENTARY SCHOOL</b>	
Head Teachers – Elementary	1 total
<b>MIDDLE SCHOOL</b>	
Cross Country Head Coach – Middle School Boys/Girls (Fall)	1 plus 1 Asst.
<small>(NOTE: due to #s for CC – additional asst. for every 25 athletes)</small>	
Team Leaders* - Middle School	9 total – MSE & MSS 8 total – MSW
(*One stipend per school at Step 0)	

<b>GROUP IX</b>	
TV Studio Advisors – LHS	2 total

<b>GROUP X</b>	
LPDC Member – District	3 total for district
Bowling Head Coach – LHS (Winter)	1 total
Link Crew Leader – LHS	1 total
National Honor Society Advisor – LHS	1 total
Student Athlete Leadership Team Advisor	1 total
<b>MIDDLE SCHOOL</b>	
Golf Head Coach – Middle School Boys/Girls (Fall)	1 total for all 3 MS
Golf Head Coach – Middle School Girls (Fall)	1 total for all 3 MS
Intramurals – Middle School	3 total
Middle School Game Manager (Fall)	1 total
Middle School Game Manager (Winter)	1 total
Tennis Head Coach – Middle School Boys (Spring)	1 total for all 3 MS
Tennis Head Coach – Middle School Girls (Fall)	1 total for all 3 MS
Renaissance Advisor – Middle School	1 total
Yearbook Advisor – Middle School	1 total

<b>GROUP XI</b>	
Mentor Teacher – District	No limit
Cheerleading Competition Advisor – LHS (Winter)	1 total
<b>ELEMENTARY SCHOOL</b>	
Academic Intervention Coordinator – Elementary	1 total
Intervention Assistance Team Chairperson – Elementary	1 total
<b>MIDDLE SCHOOL</b>	
Athletic Academic Intervention Coordinator – Middle School	1 total
Power of the Pen Advisor – Middle School	1 total
Student Council Advisor – Middle School	1 total
Science Department Leader	1 total
Social Studies Department Leader	1 total

<b>GROUP XII</b>	
Choreographer – LHS (Spring)	1 total
PEP Band Director – LHS (Winter)	1 total
<b>ELEMENTARY SCHOOL</b>	
Safety Patrol – Elementary	1 total
<small>(None at BL because there are no walkers) (No more than 4 teachers sharing the stipend)</small>	
<b>MTSS Data Coach</b>	
<b>MIDDLE SCHOOL</b>	
Cheer Club Advisor – Middle School (Fall)	1 total for all 3 MS
Cheer Club Advisor – Middle School (Winter)	1 total for all 3 MS
MTSS Data Coach- Middle School	1 total
<small>(No more than 4 teachers sharing the stipend)</small>	

- NOTES:  
 1) Pupil Activity Permit not required.  
 2) Assistants are paid at 70%.

3) Elementary and Middle School positions are listed per school, unless indicated otherwise.

**APPENDIX D**

**Plan and Rates effective July 1, 2019 – December 31, 2021\***  
**To be updated with new premiums, effective January 1, 2022-December 31, 2022**

	PPO Option 1 (Embedded)		HDHP Option 1 (Embedded)		HDHP Option 2 (Embedded)	
	NETWORK	NON-NETWORK	NETWORK	NON-NETWORK	NETWORK	NON-NETWORK
Deductible (Single/Family)	\$2000 /	\$4000 /	\$2750 /	\$5500 /	\$3000 /	\$6000 /
Coinsurance (Percentage After Deductible)	\$4000	\$8000	\$5500	\$11,000	\$6000	\$12,000
TOTAL MOOP (Single/Family)*	20%	30%	15%	30%	20%	30%
	\$4000 / \$8000	\$8000 / \$16,000	\$3500 / \$7000	\$7000 / \$14,000	\$4000 / \$8000	\$8000 / \$16,000
	<b>COPAYS**</b>	<b>Percentages After Deductible</b>	<b>Percentages After Deductible</b>	<b>Percentages After Deductible</b>	<b>Percentages After Deductible</b>	<b>Percentages After Deductible</b>
Office Visit	\$25 / \$50	20%	15%	30%	20%	30%
Urgent Care	\$100	20%	15%	30%	20%	30%
Emergency Room	\$200	\$200	15%	30%	20%	30%
Prescription Retail	\$15 / \$30 / \$60	20%	15%	30%	20%	30%
Prescription Mail	\$30 / \$60 / \$120	20%	15%	30%	20%	30%
<b>Total Premium</b>	<b>Single \$851.43</b>	<b>Family \$2,186.11</b>	<b>Single \$851.43</b>	<b>Family \$2,186.11</b>	<b>Single \$747.43</b>	<b>Family \$1,919.07</b>
<b>Board Premium</b>	<b>\$723.73</b>	<b>\$1,748.89</b>	<b>\$723.73</b>	<b>\$1,748.89</b>	<b>\$635.33</b>	<b>\$1,535.27</b>
<b>Employee Premium</b>	<b>\$127.70</b>	<b>\$437.22</b>	<b>\$127.70</b>	<b>\$437.22</b>	<b>\$112.10</b>	<b>\$383.80</b>

\*MOOP (Maximum Out of Pocket) Includes Deductible, Coinsurance & Copays

\*\*COPAYS are not subject to Deductible

The PPO Option 1 and HDHP Option 1 plans identified above shall be tied together for any change in premiums.

## APPENDIX E

If a court of competent jurisdiction rules that a Fair Share Fee may be collected, then the following language will again become operative.

Effective July 2001, the Board agrees pursuant to Section 4117.09(C) of the Ohio Revised Code, to implement the payroll deduction of a "fair share fee" on the following terms:

1. The Board will deduct from the pay of any bargaining unit Employee who elects not to become or to remain a member of the Gahanna-Jefferson Education Association (IDEA/ NEA) an annual fee which shall be equal to one hundred percent (100%) of the unified dues of the Association. Notice of this amount shall be transmitted by the Association to the Board Treasurer no later than September 20 of each year, and the Board agrees promptly to transmit the amounts deducted to the Association in the same manner as dues deductions on behalf of Association members. The deduction of this fee is automatic and does not require the employee's written authorization.
2. Payroll deduction of the annual fee shall begin on the first payday that occurs on or after January 15 annually. In the case of an Employee hired after the beginning of the school year, the deduction shall begin on the first payday on or after the later of sixty (60) calendar days following employment or January 15. If an Employee's employment ends, or if the Employee goes on unpaid status before all deductions have been made, the amount of the unpaid balance will be deducted from the Employee's last payroll payment for that school year; prior to such last payment, the Board Treasurer will notify the Association of the Employee's change in status, and the Association will then certify the amount of the Employee's unpaid balance. Following completion of each deduction, the Board's Treasurer shall remit the amount deducted to the Association Treasurer in check form made payable to "The Gahanna-Jefferson Education Association." A monthly list of the Employees from whom the deductions were made will be included with the check showing the amount deducted for each Employee.
3. The Board agrees to accompany each such transmittal to the Association with a list of the names of Employees for whom the fee deduction is made, the period covered, and the amount deducted for each.
4. The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Ohio Revised Code and that a procedure for challenging the amount of the representation fee has been established and will be given to each Employee who does not join the Association and that such procedure and notice shall be in compliance with all applicable Ohio and federal statutes and the Ohio and United State Constitutions.
5. Upon timely demand, an Employee who is not an Association member may apply to the Association for an advance reduction/rebate of the fee pursuant to the

Association's adopted internal procedure.

6. No Employee is required to become a member of the Association as a condition for securing or retaining employment by the Board.
7. The Association will defend and hold the Board and its administrators harmless against any and all claims by Employees for damages, refunds or fees, or amounts paid, or any other claim related in any way to operation of this Section. The claim against the Board must be a direct consequence of the Board's good-faith compliance with this Section; provided, however, that there shall be no indemnification if the Board intentionally or willfully fails to apply (except due to a court order) or misapplies this Section. It is mutually understood under this provision that the Association has the right to designate counsel to represent and defend the Board.

Addendum Review Committee

ADDENDUM ACTIVITY REPORT FORM

Addendum Activity Report Form Building: \_\_\_\_\_

Activity: \_\_\_\_\_ Name: \_\_\_\_\_

I. Student Contact Time (beyond teacher contract day)
Not applicable to position, check here

A. Number of student meetings/practice per week \_\_\_\_\_

B. Length of meetings/practice \_\_\_\_\_

Describe (what is taking place during meetings/practice & when these are held):

II. Event Time
Not applicable to position, check here

A. Number of performances, competitions, recognition events, etc. \_\_\_\_\_

B. Length of performances, competitions, recognition events, etc. \_\_\_\_\_

Describe

Preparation Time (beyond teacher contract day)
Not applicable to position, check here

A. Number of parent meetings \_\_\_\_\_

B. Length of parent meetings \_\_\_\_\_

Describe (please do not include returning phone calls/emails):

C. Number of other meetings, training, event preparation, etc. \_\_\_\_\_

D. Length of time spent on such events \_\_\_\_\_

Describe (be sure to include time spent on budget, paperwork, fundraising, transportation, etc.):

Total number of Presentation Hours \_\_\_\_\_

Instructional Responsibility  
**Not applicable to position, check here**

\_\_\_\_\_

Level of knowledge/expertise required of advisor to successfully accomplish supplemental goals.

- |           |           |              |        |               |
|-----------|-----------|--------------|--------|---------------|
| 1         | 2         | 3            | 4      | 5             |
| (minimal) | (limited) | (sufficient) | (high) | (exceptional) |

Level of instruction given during supplemental activity.

- |           |           |              |        |               |
|-----------|-----------|--------------|--------|---------------|
| 1         | 2         | 3            | 4      | 5             |
| (minimal) | (limited) | (sufficient) | (high) | (exceptional) |

Explain:

Student Responsibility  
**Not applicable to position, check here**

\_\_\_\_\_

- A. Number of students involved in activity
- B. *For assistant coaches*: Ratio of students: coaches (include head/assistants)
- C. Level of *direct* supervision required to ensure *student safety/welfare*

\_\_\_\_\_

- |           |           |              |        |               |
|-----------|-----------|--------------|--------|---------------|
| 1         | 2         | 3            | 4      | 5             |
| (minimal) | (limited) | (sufficient) | (high) | (exceptional) |

Explain:

Personal Responsibility  
**Not applicable to position, check here**

\_\_\_\_\_

- A. Number of staff members to oversee  
(Please do not include volunteers)

\_\_\_\_\_

Explain (who/when/how/length of time):

MEMORANDUM OF UNDERSTANDING REGARDING COVID-19

This MOU shall automatically expire on June 30, 2022

Due to the COVID-19 pandemic, there are unique challenges related to the instruction of students. During the pandemic, the parties agree to the following:

A. COVID-19 Concern Committee

1. A COVID-19 Concern Committee will be formed for the purpose of communicating COVID-19 related concerns and recommended solutions to the Administration. The committee will include one member from each building who served on the Task Force, selected by GJEA, and three Administrators. The Administrators may vary depending on the issues being discussed. Members will collect concerns from teachers in their building, which will be included on an agenda presented at least two (2) days in advance of the meeting. Before building-level concerns appear on the agenda, the issue may first be presented to the Building Principal to see if the concern can be resolved at the building level. The committee will meet every other week unless a safety-related issue arises, at which point, the Superintendent shall be notified immediately. If the Association doesn't believe a meeting is needed during any week, the meeting will be canceled.
2. If the Committee meets outside of the Employee work day, Committee members shall be compensated at the current hourly rate.
3. The Committee shall not have the authority to negotiate wages, hours or terms and conditions of employment.

B. Enhanced Distance Learning Model

1. The District may schedule students into SchoolsPLP and staff the platform as needed.
2. A Teacher of Record shall be assigned for each SchoolsPLP student. That Teacher of Record shall not be a GJEA bargaining unit member unless the same GJEA bargaining unit member is responsible to provide direct instruction of the student.
3. No Gahanna-Jefferson City School employee will be assigned to provide SDI for a student enrolled in SchoolsPLP unless that teacher is assigned to teach the student in SchoolsPLP.
4. At no time shall an Employee be asked or required to simultaneously provide instruction to students who are in different physical locations.



B. Health and Safety Provisions for the 2020-2021 and 2021-2022 contract years:

1. Administration will create a Google doc (or some other written method) that individuals would be able to use to report potential deficiencies in PPE supply and areas that are not being cleaned/sanitized. If fewer than a ten-day supply of PPE is available, then the teacher will utilize the established mechanism above to report the deficiency of supply as soon as possible, but with at least five (5) workdays notice that a supply is running low and requires replenishment. GJEA leadership and the reporting staff member will be informed of the replenishment of the supply. In the event that PPE and/or disinfecting supplies are no available, then that particular space will not be open for occupancy. For the purpose of this section, PPE includes but is not limited to: face shields, gowns, gloves, cleaning supplies and solutions, disinfecting supplies and solutions, hand sanitizer, paper towels, etc.
2. Bargaining unit members shall not be required to assist with the sanitizing of playground equipment, auditoriums, gymnasium areas, and/or other common areas within the school buildings. Provided that enough time is available in order for the duty to be completed, bargaining unit members may be assigned a duty to assist with spraying sanitizer on lunch tables and study hall desks and chairs. Bargaining unit members may be required to assist in the sanitizing of their classrooms (including common space that is used as a learning space, e.g., auditorium). Bargaining unit members will not be required to maintain the basic cleanliness of their classrooms/workspaces beyond the scope of the normal job description. (For example, a science teacher who normally cleans up after a lab will continue to do so.) For the 2020-2021 school year only, members may be required to assist with the sanitizing of classroom spaces between groups of students. Bargaining unit members shall be provided with sanitizer, wipes, and gloves to sanitize the space as needed. No bargaining unit member shall be required to engage in in-depth cleaning.
3. Upon request, teachers assigned to work with students who are unable to maintain the appropriate social distancing requirements shall have the District-provided additional PPE such as face shields, gloves, gowns, etc.

C. COVID Leave

1. The COVID Leave Pool shall be created by Employees of the Bargaining Unit and administered by the Association. An Employee shall be permitted to donate as

many days as they want, and there shall not be a requirement to donate in order to be able to utilize days from the COVID LEAVE Pool. If the balance of the Pool drops below twenty (20) days, Employees of the Bargaining Unit shall have the opportunity to donate again.

2. In any circumstance where an Employee is utilizing COVID LEAVE from the Employee COVID Leave Pool, the Employee shall provide either a letter or a summary of their visit from the Employee's doctor, nurse practitioner, clinic, doctor's office or hospital, stating that the Employee is recommended to quarantine, to be under an isolation order, is suffering from symptoms that may be related to COVID-19 and may be awaiting a diagnosis or test result (assuming testing is available), or needs to be absent due to the bargaining unit member being diagnosed with COVID-19. The District shall have the right to request additional medical letters as needed should an Employee's utilization of COVID LEAVE need to be extended beyond the first ten (10) days. The District may deduct sick leave from the Employee's accruals prior to receiving this letter; however, upon receipt of the letter or the summary of their visit from the bargaining unit member's nurse practitioner, clinic, doctor's office or hospital, the District shall reinstate to the bargaining unit member's accrued sick leave that had been deducted prior to the Employee submitting the letter.
3. In instances where the Employee is either asymptomatic, is possibly exposed and awaiting a diagnosis or test result (where testing is available), is the subject of a quarantine or isolation order, the Employee may be able to telework for the duration of the Employee's asymptomatic period and/or the duration of the quarantine or isolation order, which may require providing Real-Time Instruction from home, with approval of the Human Resources Director. Evidence that the Employee sought a diagnosis or test must be presented to the Human Resources Director within three days absent an extenuating circumstance.
4. Nothing in this agreement shall prevent an Employee from exercising all sick leave rights under law, inclusive of the rights provided to the Employee under the FMLA and FFCRA, and all leave rights provided to the Employee under the Collective Bargaining Agreement between the parties.

COVID LEAVE may only be utilized when the Employee is personally quarantined, under an isolation order, suffering from symptoms that may be related to COVID-19 and awaiting a diagnosis or test result (should testing be available), or absent due to the Employee being diagnosed with COVID-19. In all other instances, and in instances where the Employee needs to take sick leave to care for other individuals for whom the Employee has a right to utilize sick leave for under the CBA, COVID LEAVE shall not apply and standard sick leave, or FFCRA, if available, shall be utilized for such purpose. For example, an Employee cannot utilize COVID LEAVE if the Employee is absent solely to care for the health and wellbeing of an eligible family member. Under such scenario the Employee would utilize sick leave per the CBA, or FFCRA, if available. However, during this time,

the Employee shall not be required to perform work duties.

5. Any days remaining in the Employee COVID LEAVE Pool at the end of the 2021-2022 school year shall be transferred to the Sick Leave Bank contained in Article VIII, Section B.1.d. of the Collective Bargaining Agreement between the parties.
6. Should the number of days transferred from the Employee COVID LEAVE Pool to the contractual Sick Leave Bank cause the contractual Sick Leave Bank to go over one hundred fifty (150) days, the limitations contained in Article VIII, Section B.1.d (xi) of the Collective Bargaining Agreement between the parties shall be suspended until the contract year following the first year in which the number of days contained in the Sick Leave Bank dropped below one hundred fifty (150) days.

#### Transition Language

1. Any time the District is required to transition from one learning model to another, Employees shall be provided at least three calendar days of notice.
2. This notice shall be provided prior to the students shifting models.
3. When at least three calendar days of notice is not possible, Employees will be provided one work day without students in order to prepare for the transition. If this day is provided, teachers must provide students asynchronous work.

**Self-Assessment Summary Tool**

Directions: Teachers should record evidence to indicate strengths and areas for growth for each standard. Then, look across all of the standards holistically and identify two priorities for the upcoming year. Note these two priorities with check marks in the far-right column.

Name:  
Date:

	Standard	Strengths	Areas for Growth	Priorities (Check 2)
Standard 1: Students	<ul style="list-style-type: none"> <li>Knowledge of how students learn and of student development</li> <li>Understanding of what students know and are able to do</li> <li>High expectations for all students</li> <li>Respect for all students</li> <li>Identification, instruction and intervention for special populations</li> </ul>			
Standard 2: Content	<ul style="list-style-type: none"> <li>Knowledge of content</li> <li>Use of content-specific instructional strategies to teach concepts and skills</li> <li>Knowledge of school and district curriculum priorities and Ohio's Learning Standards</li> <li>Relationship of knowledge within the discipline to other content areas</li> <li>Connection of content to life experiences and career opportunities</li> </ul>			
Standard 3: Assessment	<ul style="list-style-type: none"> <li>Knowledge of assessment types</li> <li>Use of varied diagnostic, formative and summative assessments</li> <li>Analysis of data to monitor student progress and to plan, differentiate, and modify instruction</li> <li>Communication of results</li> <li>Inclusion of student self-assessment and goal-setting</li> </ul>			
Standard 4: Instruction	<ul style="list-style-type: none"> <li>Alignment to school and district priorities and Ohio's Learning Standards</li> <li>Use of student information to plan and deliver instruction</li> <li>Communication of clear learning goals</li> <li>Application of knowledge of how students learn to instructional design and delivery</li> <li>Differentiation of instruction to support learning needs of all students</li> <li>Use of activities to promote independence and problem-solving</li> <li>Use of varied resources to support learner needs</li> </ul>			
Standard 5: Learning Environment	<ul style="list-style-type: none"> <li>Fair and equitable treatment of all students</li> <li>Creation of a safe learning environment</li> <li>Use of strategies to motivate students to work productively and assume responsibility for learning</li> <li>Creation of learning situations for independent and collaborative work</li> <li>Maintenance of an environment that is conducive to learning for all students</li> </ul>			
Standard 6: Collaboration & Communication	<ul style="list-style-type: none"> <li>Clear and effective communication</li> <li>Shared responsibility with parents/caregivers to support student learning</li> <li>Collaboration with other teachers, administrators, school and district staff</li> <li>Collaboration with local community agencies</li> </ul>			
Standard 7: Professional Responsibility and Growth	<ul style="list-style-type: none"> <li>Understanding of and adherence to professional ethics, policies and legal codes</li> <li>Engagement in continuous, purposeful professional development</li> <li>Desire to serve as an agent of change, seeking positive impact on teaching quality and student achievement</li> </ul>			

**Professional Growth Plan**

The Professional Growth Plan helps the teacher identify areas of professional development that will enable the teacher to enhance practice. The teacher is accountable for implementing and completing the plan. The plan must align to any district and/or building improvement plan(s). The Professional Growth Plan is developed annually. It is to be reviewed regularly and updated as necessary based on collaborative conversations between the evaluator and the teacher.

The Professional Growth Plan should reflect the evidence available and focus on the most recent evaluation and observations. The Professional Growth Plan should be individualized to the needs of the teacher. The school or district should provide for professional development opportunities and support the teacher by providing resources (e.g., time, financial). The Professional Growth Plan must be clear and comprehensive. It is aligned to the most recent evaluation results and proposes a sequence of appropriate activities leading to progress toward the goals.

Teacher Name: \_\_\_\_\_ Evaluator Name: \_\_\_\_\_  Self-Directed (Accomplished)  Jointly Developed (Skilled)  Evaluator Guided (Developing)

Choose the Domain(s) aligned to the goal(s)			
<input type="checkbox"/> Focus for Learning	<input type="checkbox"/> Classroom Environment		
<input type="checkbox"/> Knowledge of Students	<input type="checkbox"/> Assessment of Student Learning		
<input type="checkbox"/> Lesson Delivery	<input type="checkbox"/> Professional Responsibilities		
Goal Statement(s) Demonstrating Performance on <i>Ohio Standards for the Teaching Profession</i>	Action Steps & Resources to Achieve Goal(s)	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)	Dates Discussed
Describe the alignment to district and/or building improvement plan(s):			
Comments:			

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*The evaluator's signature on this form verifies the proper procedures as detailed in the local contract have been followed.*

## Improvement Plan

Teacher Name:

Grade Level/ Subject:

---

School year:

Building:

Date of Improvement Plan Conference:

---

A written Improvement Plan is to be developed when an educator has a Final Holistic Rating of **Ineffective**. However, districts have discretion to place any teacher on an Improvement Plan at any time based on deficiencies in any individual component of the evaluation system. The notice requirements for being placed on an Improvement Plan, the components of the plan and the implementation process for the plan may be subject to the terms of a collective bargaining agreement.

The purpose of the Improvement Plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If the teacher does not take corrective actions in the timeline specified in the Improvement Plan, the evaluator may recommend the teacher be dismissed or continue working under the plan.

**Section 1: Improvement Statement**—List specific area(s) for improvement related to the *Ohio Standards for the Teaching Profession*. Attach documentation.

Performance Standard(s) Addressed in this Plan	Date(s) Improvement Area(s) or Concern(s) Observed	Specific Statement of the Concern(s): Area(s) of Improvement

**Section 2: Desired Level of Performance**—List specific goal(s) to improve performance. Indicate what will be measured for each goal.

List Goal Statement(s) Indicating Performance on <i>Ohio Standards for the Teaching Profession</i>	Beginning Date	Ending Date	Level of Performance: Specifically Describe Successful Improvement Target(s)

## Teacher Performance Evaluation Rubric

The *Teacher Performance Evaluation Rubric* is to be scored holistically. This means evaluators will assess which level provides the best overall description of the teacher. The rating process is to occur on completion of each 30-minute observation and post-conference. To determine the rating for each 30-minute observation, the evaluator is to consider evidence gathered during the pre-conference, observation, post-conference and classroom walkthroughs, if applicable. Note that when completing the performance rubric, evaluators are not expected to gather evidence on all *indicators* for each observation cycle. Likewise, teachers may, but are not required to, bring additional pieces of evidence to address all *indicators*. The professionalism section of the rubric may use evidence collected during the pre-conferences and post-conferences as well as information from the Professional Growth and/or Improvement Plan, if applicable.

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	Components	Ineffective	Developing	Skilled	Accomplished
<b>FOCUS FOR LEARNING</b> (Standard 1: Students, Standard 2: Content, Standard 3: Assessment, Standard 4: Instruction)  <i>Possible Sources of Evidence: pre-conference, artifacts, portfolios, analysis of student data, lesson plans, student surveys, common assessments</i>	<b>Use of High-Quality Student Data</b>  Element 1.1 Element 1.2 Element 1.3 Element 3.3	The teacher does not use high-quality student data to develop measurable and developmentally appropriate student growth goal(s).	The teacher uses one source of high-quality student data and attempts to analyze patterns to develop measurable and developmentally appropriate student growth goal(s). The analysis may be incomplete or inaccurate.	The teacher thoroughly and correctly analyzes patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s).	The teacher thoroughly and correctly analyzes trends and patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s).  The teacher plans for the facilitation of developmentally appropriate student data collection and strategies to assist in student goal setting and progress monitoring.
	<b>Evidence</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	<b>Connections to prior and future learning</b>  Element 1.2 Element 2.1 Element 2.2 Element 2.4 Element 2.5	The teacher plans lessons that demonstrate no connections to student prior learning or future learning.	The teacher plans lessons that attempt to make connections with student prior learning or future learning. These connections are not clear.	The teacher plans lessons that intentionally make clear and coherent connections with student prior learning and future learning and includes strategies that communicate the connections to students.	The teacher plans lessons that intentionally make clear and coherent connections with student prior and future learning and includes strategies that communicate the connections to students - among lesson content, other disciplines and/or real-world experiences. The teacher plans lessons that use the input and contributions of families, colleagues and/or

FINAL March 27, 2020

## Teacher Performance Evaluation Rubric

The *Teacher Performance Evaluation Rubric* is to be scored holistically. This means evaluators will assess which level provides the best overall description of the teacher. The rating process is to occur on completion of each 30-minute observation and post-conference. To determine the rating for each 30-minute observation, the evaluator is to consider evidence gathered during the pre-conference, observation, post-conference and classroom walkthroughs, if applicable. Note that when completing the performance rubric, evaluators are not expected to gather evidence on all indicators for each observation cycle. Likewise, teachers may, but are not required to, bring additional pieces of evidence to address all indicators. The professionalism section of the rubric may use evidence collected during the pre-conferences and post-conferences as well as information from the Professional Growth and/or Improvement Plan, if applicable.

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	Components	Ineffective	Developing	Skilled	Accomplished
<b>FOCUS FOR LEARNING</b> (Standard 1: Students, Standard 2: Content, Standard 3: Assessment, Standard 4: Instruction)  <i>Possible Sources of Evidence: pre-conference, artifacts, portfolios, analysis of student data, lesson plans, student surveys, common assessments</i>	<b>Use of High-Quality Student Data</b>  Element 1.1 Element 1.2 Element 1.3 Element 3.3	The teacher does not use high-quality student data to develop measurable and developmentally appropriate student growth goal(s).	The teacher uses one source of high-quality student data and attempts to analyze patterns to develop measurable and developmentally appropriate student growth goal(s). The analysis may be incomplete or inaccurate.	The teacher thoroughly and correctly analyzes patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s).	The teacher thoroughly and correctly analyzes trends and patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s).  The teacher plans for the facilitation of developmentally appropriate student data collection and strategies to assist in student goal setting and progress monitoring.
	<b>Connections to prior and future learning</b>  Element 1.2 Element 2.1 Element 2.2 Element 2.4 Element 2.5	The teacher plans lessons that demonstrate no connections to student prior learning or future learning.	The teacher plans lessons that attempt to make connections with student prior learning or future learning. These connections are not clear.	The teacher plans lessons that intentionally make clear and coherent connections with student prior learning and future learning and includes strategies that communicate the connections to students.	The teacher plans lessons that intentionally make clear and coherent connections with student prior and future learning and includes strategies that communicate the connections to students - among lesson content, other disciplines and/or real-world experiences. The teacher plans lessons that use the input and

FINAL March 27, 2020



### Using High-Quality Student Data to Inform Instruction and Enhance Practice

Choosing and using high-quality student data (HQSD) to guide instructional decisions and meet student learning needs is key in making sound instructional decisions for students. The teacher evaluation will use at least two measures of district-determined high-quality student data to provide evidence of student learning attributable to the teacher being evaluated. When applicable to the grade level or subject area taught by a teacher, HQSD shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may be used as evidence in any component of the evaluation where applicable.\*

It is recognized there are many types of data that can be used to support student learning, and the data include much more than just test scores. *These types of data and their uses are important and should continue to be used to guide instruction and address the needs of the whole child but may not meet the definition of high-quality student data for the purpose of teacher evaluation.*

The high-quality student data instrument used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

- Align to learning standards
- Measure what is intended to be measured
- Be attributable to a specific teacher for course(s) and grade level(s) taught
- Demonstrate evidence of student learning (achievement and/or growth)
- Follow protocols for administration and scoring
- Provide trustworthy results
- Not offend or be driven by bias

AND

The teacher must use the data generated from the high-quality student data instrument by:

- Critically reflecting upon and analyzing available data, using the information as part of an ongoing cycle of support for student learning
- Considering student learning needs and styles, identifying the strengths and weaknesses of an entire class, as well as individual students
- Informing instruction and adapting instruction to meet student need based upon the information gained from the data analysis
- Measuring student learning (achievement and/or growth) and progress towards achieving state and local standards

\*LEGAL REFS. ORC 3319.111; 3319.112

FINAL March 27, 2020

### High-Quality Student Data Verification Form

**Teacher Name:** Click or tap here to enter text. **Evaluator Name:** Click or tap here to enter text.

**Content Area(s):** Click or tap here to enter text. **Grade Level(s):** Click or tap here to enter text.

List sources of High-Quality Student Data used to inform instruction. Value-added data must be used as one source if available.

1. Click or tap here to enter text.
2. Click or tap here to enter text.

The high-quality student data instrument used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

- Align to learning standards
- Measure what is intended to be measured
- Be attributable to a specific teacher for course(s) and grade level(s) taught
- Demonstrate evidence of student learning (achievement and/or growth)
- Follow protocols for administration and scoring
- Provide trustworthy results
- Not offend or be driven by bias

**AND**

The teacher must use the data generated from the high-quality student data instrument by:

- Critically reflecting upon and analyzing available data, using the information as part of an ongoing cycle of support for student learning
- Considering student learning needs and styles, identifying the strengths and weaknesses of an entire class as well as individual students
- Informing instruction, adapting instruction to meet student need based upon the information gained from the data analysis
- Measuring student learning (achievement and/or growth) and progress towards achieving state/local standards

**Comments:** Click or tap here to enter text.

**Teacher Signature:**

**Date:** Click or tap to enter a date.

**HQSD Approval Signature:**

**Date:** Click or tap to enter a date.

FINAL March 27, 2020

### Sample Pre-Conference Questions to Guide a Coaching Conversation

The questions provided are intended to guide thinking and conversation; every question DOES NOT need to be answered and may not be relevant to every observation.

#### INSTRUCTIONAL PLANNING

##### FOCUS FOR LEARNING

- What content will students know/understand? What skills will they demonstrate?
- How has high-quality student data been utilized to set developmentally appropriate goals for student learning?
- What connections does this lesson make to previous and future learning, to other disciplines, to real life and/or possible careers?
- How do the activities, assessments and resources align with student needs, school and district priorities, and Ohio's Learning Standards?

##### KNOWLEDGE OF STUDENTS

- What should the evaluator know about the student population?
- How was it determined that this is a developmentally appropriate learning activity?
- How does this lesson connect to students' experiences and/or culture?

#### INSTRUCTION AND ASSESSMENT

##### LESSON DELIVERY

- How will the goals for learning be communicated to students?
- What questioning techniques will be used to check for understanding and encourage higher-level thinking?
- What collaborative and whole class instructional strategies will be used to engage all students?
- How will feedback be used to support student learning?
- What opportunities for student choice about learning paths and/or ways to demonstrate learning will be offered?

##### CLASSROOM ENVIRONMENT

- How do you demonstrate regard for student perspectives, experiences and culture?
- How do you ensure interactions are respectful and supportive?
- How are students involved in establishing and maintaining classroom routines and procedures?

##### ASSESSMENT OF STUDENT LEARNING

- How will you check for student understanding during the lesson?
- What potential learning obstacles might students encounter?
- What different methods of assessment are used in this lesson?
- How will you use assessment data to inform your next steps?
- What evidence does high-quality student data provide about student learning?

#### PROFESSIONALISM

##### PROFESSIONAL RESPONSIBILITIES

- Discuss ways you reflect on and analyze your teaching.
- How do you collaborate with colleagues to improve student learning and instructional practice?
- How do you promote two-way communication with students? With families?

Final March 27, 2020

## Walkthroughs/Informal Observations: Overview and Resources Ohio Teacher Evaluation System 2.0

### Overview: Walkthroughs/Informal Observations:

Observations of teaching provide important evidence when assessing a teacher's performance and effectiveness. As an evaluator observes a teacher engaging students in learning, valuable evidence may be collected on multiple levels. While many of these interactions may take place in the classroom, a more formal instructional setting, it should be noted that evidence of teacher practice is visible in many settings. Some teacher behaviors are observable in the classroom while other evidence may be obtained from formal conferences, informal conversations, and evidence of practice, as well as input from colleagues, parents/guardians and students.

As part of the observation process, ongoing communication and collaboration between evaluator and teacher help foster a productive professional relationship that is supportive and enhances a teacher's professional growth and development.

A walkthrough/informal observation is a

- Tool to inform evaluation that provides the opportunity to gather evidence of instruction over a series of short classroom visits;
- Method to allow evaluators opportunity to gather additional evidence on identified focus area(s) to enhance teacher practice;
- Process for giving targeted evidence-based feedback to teachers; and
- Means for evaluators to visit classrooms more frequently and more purposefully.

As part of the teacher evaluation system, walkthroughs/informal observations should, whenever possible, be focused on gathering evidence related to the teacher's identified focus area(s). However, evaluators are not limited to only collecting evidence on the identified focus area(s). Evaluators must ensure they have sufficient evidence to provide a Final Holistic Rating at the end of the evaluation cycle.

### Guidelines for Walkthroughs/Informal Observations

#### Informally Observe Teachers

Teachers who are fully evaluated will have a minimum of two walkthroughs. Walkthroughs are informal observations less than 30 minutes; these may be announced or unannounced.

#### Informally Observe Often

The evaluator's presence in the classroom should send a positive message to teachers. Conducting walkthroughs consistently and frequently can have a positive impact on teacher practice and student learning. Find time to observe teachers at varying times of the day because what occurs in the morning can be different from what occurs in the afternoon.

#### Focusing on Identified Areas for Support

Focus area(s) may be determined during the required conference following the first Formal Holistic Observation or during the previous year's Final Summative Conference. The focus may be area(s) of relative strength and/or area(s) for improvement. Determination of focus area(s) should mirror the level of autonomy used to develop Professional Growth Plans:

FINAL March 27, 2020

- Teachers rated *Accomplished - Self-Directed* by teacher
- Teachers rated *Skilled – Jointly determined* by teacher and evaluator
- Teachers rated *Developing – Guided* by evaluator
- Teachers rated *Ineffective – Determined* by evaluator

Evidence gathered during walkthroughs that occur after the Formal Holistic Observation should be focused on the teacher's identified area(s) for support when applicable. Evaluators are not limited to collecting evidence on the identified focus area(s). Evaluators must ensure they have sufficient evidence to provide a Final Holistic Rating at the end of the evaluation cycle.

#### **Make Time to Follow Up**

Follow-up communication to walkthroughs is a critical component. Follow-up will often be in writing, but the evaluator should extend to the teacher an invitation to discuss any comments provided face-to-face. The evaluator may also offer resources to support teachers in enhancing their practice. If possible, evaluators should follow up with the teacher on either the same day or the next day. To impact practice, teachers should receive feedback in a timely manner.

#### **Teacher-Driven Observations**

While it is recognized that evaluators have many demands on their time, encouraging teachers to identify instructional periods for the evaluator to observe can be a means for the evaluator to collect evidence related to the teacher's identified focus area(s).

#### **Types of Data**

Data collected as evidence of teacher practice may be quantitative, qualitative, or a combination of both. Quantitative data includes measures of values or counts expressed as numbers. For example, the evaluator could use a checklist to tally the types of questions asked (higher versus lower levels). The evaluator might also chart the number and types of assessments used. Qualitative data can include scripted notes detailing patterns of activities, feedback shared and events observed. In both cases, accuracy is essential to ensure the credibility of the process and the evaluator.

## Walkthroughs/Informal Observations Ohio Teacher Evaluation System 2.0

### Walkthrough: General Form

Teacher Name: \_\_\_\_\_ Grade(s)/Subject Area(s): \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Time Walkthrough Begins: \_\_\_\_\_ Time Walkthrough Ends: \_\_\_\_\_

**Directions:** This form serves as a record of a walkthrough by the teacher's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation, nor is this an exhaustive list of evidence that may be observed. This record, along with records of additional informal observations, will be used to inform the holistic evaluation of the teacher.

EVALUATOR OBSERVATIONS	
<input type="checkbox"/> Teacher is consistent and effective in communicating appropriate, needs-based, differentiated learning goals	<input type="checkbox"/> Communication strategies and questioning techniques check for understanding and encourage higher-level thinking
<input type="checkbox"/> Instructional time is used effectively	<input type="checkbox"/> Information is presented in multiple formats
<input type="checkbox"/> Teacher combines collaborative and whole class learning opportunities	<input type="checkbox"/> Routines, procedures and transitions are consistent, effective and maximize instructional time
<input type="checkbox"/> Rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher are evident	<input type="checkbox"/> Feedback is substantive, specific, timely and supports student learning
<input type="checkbox"/> Lesson makes clear and coherent connections with student prior learning and future learning	<input type="checkbox"/> Teacher selects, develops and uses multiple assessments
<input type="checkbox"/> Teacher demonstrates content knowledge and uses content-specific language and strategies to engage students	<input type="checkbox"/> Teacher uses differentiated instructional strategies and resources for groups of students
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**Identified Focus Area(s) and Aligned Evidence, if Applicable:**

--

**Evaluator Summary Comments:**

--

FINAL March 27, 2020



Evaluator Signature: \_\_\_\_\_

[ ] Photocopy to Teacher

FINAL March 27, 2020



## Planning for the Post-Conference Ohio Teacher Evaluation System 2.0

### Post-Conference Planning

The goal for the conference leader is to cognitively coach the teacher through the use of reflective questions.

#### Considerations

Before deciding which reflective questions are best matched to the educator's performance and goals, consider the following:

- What focus area(s) might be/were identified after the Formal Holistic Observation? What evidence has been demonstrated to support growth in the focus area(s)?
- What are the teacher's goals on the Professional Growth Plan (PGP)? Do the measurable indicators identified on the PGP demonstrate progress on the plan?
- What does the teacher's high-quality student data (HQSD) demonstrate about instruction and student learning?
- How has the teacher provided evidence of *use* of the HQSD to impact student learning and teacher practice?
- What further supports might this teacher need to enhance practice and demonstrate growth?

#### Reflective Questions

The number and type of focus area(s) (strength and/or area of growth) are determined locally.

- Record 3 to 5 reflective questions aligned to the identified focus area(s) that would enhance a strength and/or support an area of growth.
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.

### Three Key Elements of the Instructional Post-Conference

#### Conducting the Post-Conference

1. Introduction/Greeting/Establish Length
  - Review Conference Process
  - General Impression Question: "How do you think the lesson went?"
2. Focus area(s)
  - Discuss identified focus area(s)
  - Ask self-reflection question/s
  - Provide evidence from notes
  - Share resources and supports
3. Present evidence and rating connected to the rubric.

FINAL March 27, 2020

**Final Holistic Rating of Teacher Effectiveness—Full Evaluation**

	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Formal Holistic Observation (followed by conference)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal Focused Observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Focus Area(s):</b> <input type="checkbox"/> Focus for Learning <input type="checkbox"/> Knowledge of Students <input type="checkbox"/> Lesson Delivery <input type="checkbox"/> Classroom Environment <input type="checkbox"/> Assessment of Student Learning <input type="checkbox"/> Professional Responsibilities				
Professional Growth Plan (or Improvement Plan) Goal(s): (Goal prepopulates from the earlier entry)				
Evaluator Comments:				
Teacher Comments:				
Final Holistic (Overall) Rating	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED

Check here if Improvement Plan has been recommended.

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_

**Final Holistic Rating of Teacher Effectiveness—Accomplished or Skilled Carry Forward**

<b>Professional Growth Plan Goal(s) Alignment:</b>		<b>Dates:</b>		
<b>Mark Domain Area(s):</b> <input type="checkbox"/> Focus for Learning <input type="checkbox"/> Knowledge of Students <input type="checkbox"/> Lesson Delivery <input type="checkbox"/> Classroom Environment <input type="checkbox"/> Assessment of Student Learning <input type="checkbox"/> Professional Responsibilities		Date of Observation:  Date of Conference:  Comments:		
<b>Focus Area(s) Comments:</b>				
<b>Professional Growth Plan Goal(s):</b>		(Goal(s) prepopulate from previous entry)		
<b>Progress on Professional Growth Plan Goal:</b>		<input type="checkbox"/> Progress Made (By checking this box, the teacher will continue with rating as per schedule until time for a full evaluation cycle.)	<input type="checkbox"/> Insufficient Progress Made (By checking this box, the teacher will automatically be placed on a full evaluation cycle the following school year.)	
<b>Evaluator Comments:</b>				
<b>Teacher Comments:</b>				
<b>Final Holistic (Overall) Rating: Pre-Populated in OhioES Portal</b> • Carry forward from previous rating	<b>INEFFECTIVE</b>	<b>DEVELOPING</b>	<b>SKILLED</b>	<b>ACCOMPLISHED</b>

End of Cycle (Full evaluation required in the next school year)

Check here if Improvement Plan has been recommended.

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

Date \_\_\_\_\_

Final March 27, 2020

