

BATH LOCAL SCHOOLS

03-23-15
14-MED-04-0704
0023-01
K30990

2650 Bible Road
Lima, Ohio 45801-2299
Ph: (419) 221-0807
Fax: (419) 221-0983

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the 12th day of March, 2015 (pending BEA approval), by and between the Bath Education Association (Association) and the Bath Local Schools Board of Education (Board).

Whereas, there has been a change in evaluation system in accordance with O.R.C. 3319.111, 3319.112 and per BEA Agreement Article XXXIII, 33.8; a new evaluation instrument needs to be developed for the district school nurse and guidance counselors. The evaluation forms for the district school nurse and guidance counselors are attached.

This Memorandum of Understanding becomes effective January 5, 2015 and will remain in effect through the current negotiated agreement between the Association and Board.

BATH EDUCATION OF ASSOCIATION

BATH LOCAL SCHOOLS BOARD OF EDUCATION

Lisa C. Ross 3-16-15
President Date

Bob Birkemeier 3/13/2015
Board of Education President Date

Jessica N. Arnesen 3/16/15
Officer/ Representative Date

Rob Edweller 3/12/2015
Superintendent Date

Annette L. Norman 3-12-15
Treasurer Date

SCHOOL NURSE EVALUATION

NAME _____

DATE _____

Exceptional	Exceeds Expectations	Meets Expectations	Improvement Needed	Unsatisfactory
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General Duties:

- 1 Provides a climate of health and well-being in the schools and assists the staff and student body in maintaining a quality health program.

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Specific Duties:

- 1 Assist sick and injured students. Contact parents and maintain communication.
- 2 Maintain all student health records. Transfer medical information from emergency medical form to student DASL file, and communicate necessary medical information to the teachers/staff. Maintain confidentiality.
- 3 Ensure that all student immunizations comply with State of Ohio law.
- 4 Carry out student health screening as required by the State of Ohio and document.
- 5 At the request of the principal(s), assist in counseling students/families who can benefit from medical advice.
- 6 Help manage and monitor students with acute/chronic medical conditions.
- 7 Assist staff with medical issues as need.
- 8 Investigate and document injuries of student and staff.
- 9 Implement procedures to ensure that medications are administered, stored safely and documented.
- 10 Responsible for ordering, in conjunction with the other health personnel, supplies and equipment needed to carry out the objectives of the school health program and maintain the clinics.

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11 Make recommendations to the administration that will improve health services to the school.

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12 Responsible for teaching, supervisory, or other related duties as assigned by the principal(s).

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13 Work harmoniously with the area health agencies on matter of mutual concern to the school community.

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14 Enforce all health related policies of the Board of Education and the administration.

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15 In case of emergency, the school nurse is subject to call on off-duty hours to assist local school personnel.

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Recommendations

Supervisor Signature

Date

Employee Response

Employee Signature

Date

School Counselor Evaluation Form

Counselor _____

Date _____

 Evaluated by _____
Evaluator
Position

Please rate the counselor on the tasks below using the scale provided:

NA = not applicable S = Superior M = Meets Expectations O = Opportunity for Improvement	Ratings
<i>Counseling Activities</i>	
Counsel students regarding personal/family concerns	
Counsel students regarding school behavior and academic issues	
Counsel students in crisis/emergency situations	
Provide Small group counseling when needed	
<i>Consultation Activities</i>	
Consult with school staff concerning student behavior	
Consult with outside agency regarding students	
Consult with parents regarding student issues	
Coordinate referral for counseling when needed	
Consult with administrators regarding students, school policy, programs or staff.	
<i>Curriculum Activities</i>	
Conduct classroom activities to educate students on counseling services	
Conduct classroom guidance activities in the social development domain	
Conduct classroom guidance activities in the career development domain	
Conduct classroom guidance activities in the academic development domain	
<i>Coordination Activities</i>	
Coordinate special events and programs for the school related to career, academic and social development domains	
Inform parents about the role of the school counselor in your school	
Conduct or coordinate parent education related to student issues	
Coordinate school wide response for crisis situations	
<i>Leadership Activities</i>	
Attend professional development activities to improve counseling skills	
Work with an advisory group to analyze and develop your school counseling program	
Evaluate the effectiveness of your school counseling program	

<i>Other Activities*</i>	
Get involved in the school and be a leader of change	
Develop community service activities	
Leadership of student organizations assigned to you	
Coordinate standardized testing program	
Assist the district in compiling and interpreting data	
Develop student learning plans and discuss student classes	

**Counselors are often assigned these activities although they are not a part of the general role of a counselor.*

Administrator's Comments:

You have done a nice job of transitioning to Bath Elementary School from Nevada. In your first year here, you have begun to establish classroom guidance lessons, small group lessons and individual guidance sessions. These are most definitely steps in the right direction in helping all of our students grow socially, emotionally, behaviorally and academically. Your role here is crucial in helping many of our students learn strategies on how to deal with outside factors in their lives that impact their ability to function on a daily basis. Now that you have been here almost an entire year and you have a better understanding of what our students' needs are, I would like for you to put together a yearlong guidance plan for next school year. In addition to this, please put together a list of our most at risk students you plan on checking up on and helping at the beginning of school next year. Last but not least, I would like for you to consider coordinating an evening next year where you would share ideas for parents to try related to student issues that commonly reoccur in an elementary school.

It is nice to have you on staff. I can't wait to see what your guidance program can do for our students in your second year.

Employee's Comments:

Administrator Signature _____

Date _____

Counselor Signature _____

Date _____