

11-MED-04-0579

0805-01

STATE EMPLOYMENT
RELATIONS BOARD
2012 OCT -3 PM 3:37

K# 29105

MASTER AGREEMENT

BETWEEN THE

SWANTON LOCAL BOARD OF EDUCATION

AND THE

SWANTON EDUCATION ASSOCIATION

APRIL 5, 2012 – AUGUST 31, 2014

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE NO.</u>
ARTICLE ONE	PROFESSIONAL NEGOTIATIONS
	A. Recognition 1
	B. Procedures 1-2
	C. Maintenance of Standards 2
ARTICLE TWO	ASSOCIATION RIGHTS/LEAVE
	A. Association Rights 3
	B. Association Leave 3-4
	C. Payroll Deduction of Fair Share Fee 4-6
ARTICLE THREE	TEACHER EMPLOYMENT YEAR
	A. The School Work Year 7-8
	B. Legislative Extension of School Year 8
	C. Calendar Committee 8
ARTICLE FOUR	ENTRY-YEAR PLAN FOR SWANTON LOCAL SCHOOLS 9
ARTICLE FIVE	PERSONNEL FILE 10-11
ARTICLE SIX	VACANCY/TRANSFER ASSIGNMENT 12
ARTICLE SEVEN	CLASS SIZE
	A. Class Ratios 13
	B. Dispensing of Medication 13
ARTICLE EIGHT	GRIEVANCE PROCEDURE
	A. Purpose 14
	B. Procedure 14-16
	C. Evaluation Policy 16
ARTICLE NINE	EVALUATION PROCEDURE
	A. Basic Assumptions About Evaluation 17
	B. Purposes of Evaluation 17
	C. Professional Evaluation Standards 18-21
	D. Evaluation Components 22
	E. Target Populations 22
	F. The Evaluation Procedures 22-24
	G. Professional Development Goals 24-25
	H. Evaluation of Employees on Leave of Absence 25
	I. Conflict of Law 25
ARTICLE TEN	PROFESSIONAL STAFF CONTRACTS
	A. Types of Contracts 26-28
ARTICLE ELEVEN	NON RENEWAL & TERMINATION
	A. Non-Renewal 29-30
	B. Termination 30
ARTICLE TWELVE	REDUCTION IN FORCE (RIF)
	A. Reasons for Reduction in Force 31
	B. Procedures for the Order of Reduction in Force 31-32
	C. Procedure for Recall 32-33
	D. Substitution Opportunity 33
	E. Release from Contract 33
	F. Fringe Benefits for Employees Reduced to Part-Time 33

ARTICLE

PAGE NO.

ARTICLE THIRTEEN

LEAVES AND ABSENCES

A. Sick Days 34-36
B. Professional Leave 37-39
C. Personal Leave 39
D. Assault Leave 40
E. Maternity/Paternity/Adoption Leave 40
F. Religious Absence 41
G. Additional Education Leave 41
H. Legal Leave 41-42
I. Calamity Days 42
J. Return from Leave 42
K. Unpaid Leaves 42
L. Family Medical Leave Act 42

ARTICLE FOURTEEN

PAY PERIODS/PAYROLL DEDUCTIONS

A. Pay Periods 43
B. Payroll Deductions 43-44

ARTICLE FIFTEEN

COMPENSATION

A. Teachers Salary Schedule – 9/1/11 – 9/1/2013 45
B. Supplemental Salary Schedule 46-51
C. Severance Pay 51-52
D. Other Experience 52-53
E. Movement on the Base Schedule 53-54
F. Tutoring 54
G. Conference/Preparation Period/Double Class Substitute Pay 54-55
H. In-Service Workshops 55
I. Part-time Instruction 55
J. STRS Pick-Up 55-56
K. Retirement Cash Incentive 56

ARTICLE SIXTEEN

FRINGE BENEFITS

A. Medical Insurance 57
B. Medical Waiver Option 57-60
C. Prescription Drug 60
D. Dental Insurance 60-63
E. Life Insurance 63
F. Exceptions 64
G. Association Copies 64
H. Teacher's Children-Tuition Free 64

ARTICLE SEVENTEEN

REIMBURSEMENTS

A. Mileage 65
B. College Tuition 65-66
C. Teacher Background Check 66

ARTICLE EIGHTEEN

MISCELLANEOUS

A. Athletic Passes 67
B. Supervised Student Teaching 67
C. Teaching Environment 67-68
D. Academic Freedom 68
E. Guarantee of Rights 68
F. Job Description 68

<u>ARTICLE</u>		<u>PAGE NO.</u>
ARTICLE NINETEEN	PROVISIONS CONTRARY TO LAW	69
ARTICLE TWENTY	SUPERSEDING CLAUSE	70
ARTICLE TWENTY-ONE	EFFECTIVE DATE/DURATION OF CONTRACT	71
ADDENDUM A	ENTRY YEAR PLAN FOR SWANTON LOCAL SCHOOLS.....	72-81
ADDENDUM B	PRE-EVALUATION CONFERENCE RECORD	82
ADDENDUM C	LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE	83-84
	Certification of Funds.....	85

**ARTICLE ONE
PROFESSIONAL NEGOTIATIONS**

A. RECOGNITION

The Swanton Local Board of Education, hereinafter "Employer" or "Board" recognizes the Swanton Education Association affiliated with the Ohio Education and the National Education Association, hereinafter the "Association", as the sole and exclusive bargaining representative for all the purposes of, and as defined in Chapter 4117 Ohio Revised Code for all full and part-time certificated, non-supervisory personnel, classroom teachers (K-12, adult (where certificate required), special, vocational, and long-term substitutes), guidance counselors, director of guidance, librarians, media and program specialists, school social workers, school psychologists, attendance officers, school nurses, coordinators, department heads, assistant athletic directors, athletic trainer, visiting teachers, advising and critic teachers, non-certificated teachers, tutors, mentors, all grant teachers, dean of students, head teachers and retired teachers.

The Association recognizes that the Superintendent, Coordinator of Instruction and Technology, Administrative Assistant, Principals, Associate Principals, Head Athletic Director and other Administrative personnel as defined in Chapter 4117 Ohio Revised Code are excluded from the bargaining unit.

The Employer recognizes that Association representation will include any newly created certificated/licensed position unless employment into the position is governed by Section 3319.02 of the Ohio Revised Code or otherwise excluded herein.

B. PROCEDURES

1. Negotiations will be governed by provisions of Chapter 4117 of the Ohio Revised Code except that negotiations taking place during the term of the Master Agreement shall take place pursuant to the provisions of Article I, Section B, paragraph 2, below.
 - a. Negotiations will begin no sooner than April 1 and no later than April 15 in the year prior to the expiration date of the Master Agreement.
 - b. Should the parties reach impasse or fifteen (15) days before the expiration of the Master Agreement, whichever occurs first, the parties agree to submit all unresolved issues to mediation using the assistance of the FMCS. This impasse procedure is the sole and exclusive mutually agreed dispute resolution procedure and supersedes the statutory dispute resolution procedure found in ORC 4117.
 - c. Final agreement reached through negotiations shall be written and submitted to the Association and Board representatives. The Association shall prepare the final draft which is submitted to the representatives of both sides. The Board will pay for the supplies used in preparing the final draft. If corrections need to be made, the corrections will be made prior to submitting the contract to the Association and the Board for ratification.

- d. Should either side fail to ratify the final table agreements, unresolved issues of both sides shall be submitted to Federal Mediation, within five (5) days. The parties agree to negotiate in good faith in the presence of a mediator for a period not to exceed fifteen (15) calendar days. If agreement is not reached then the Association may strike pursuant to the provisions of ORC 4117.14 (D) (2) and the Board may implement its last and final offer. If agreement is reached and ratified by the parties, the negotiation process will be concluded until the year the contract expires subject to the provisions of Article One, Section B, Paragraph Two, below.

2. In Term Negotiations

- a. Should either party seek to open negotiations during the term of the Master Agreement over matters arising since and not negotiated during the negotiations giving rise to the Master Agreement, it is necessary to serve a notice to negotiate upon the other party. Upon receipt of said notice, the parties will bargain for not more than fifteen (15) calendar days. Should agreement be reached and ratified by both parties, said agreement is incorporated as of the date of ratification into the Master Agreement.
- b. Should the parties reach impasse after fifteen (15) days of negotiations, the parties agree to submit all unresolved issues to mediation for a period of seven (7) days using the assistance of the FMCS. If an agreement cannot be reached after the impasse, a third party agreeable to both sides shall be appointed to hear and decide the subject. His/her decision will be binding on all parties. Each party shall pay its own expenses and the expenses of the third party shall be shared equally by both parties.

C. MAINTENANCE OF STANDARDS

It is understood in the language of this Agreement where there is gender reference, i.e. he, she, his, her, both feminine and masculine shall apply.

**ARTICLE TWO
ASSOCIATION RIGHTS/LEAVE**

A. ASSOCIATION RIGHTS

1. The Association will receive advance notification of all Board meetings, agendas for said meetings, agenda and non-agenda exhibits and financial statements (recap by fund). The Association President or a designated alternate will have the right to speak at Board meetings in accord with the following procedures:
 - a. The agenda for regular Board meeting will be e-mailed to the SEA president no later than 11 a.m. on the Friday before the Board meeting. The SEA representative will submit a written list of agenda items to be addressed to the Board office by 4 p.m. on the Friday preceding the Board meeting.
 - b. All other requests to address the Board will be at the discretion of the Board President.
2. The Association will be given a copy of all Board Policies. Further, a copy of Board Policy will be available in each building for study by staff members of each building.
3. The Association shall be permitted use of the school's facilities, equipment, and services for the transaction of official Association business.
4. Duly authorized representatives of the Association shall be permitted to transact official Association business on Board property except during student contact time. If a person must leave his/her building of assignment to conduct Association business, the person must notify his/her building principal and indicate where he/she can be located.
5. Except as otherwise provided by law and in the interest of labor stability, since the school mailboxes are not open to use by the general public, as long as the Association represents a majority of all certificated teaching personnel any labor organization competing with said Association for the right to represent the members of the bargaining unit shall not have the privilege of using the school mailboxes.

B. ASSOCIATION LEAVE

1. The Association President or a designated alternate will be granted a total of four (4) days with pay, each school year for O.E.A. meetings and/or conferences. The substitute cost will be paid for by the Board.
2. Teachers elected as official delegates to O.E.A. Representative Assemblies (two (2) Representative Assemblies per year) shall be granted leave in accordance with the number of days of said convention. No expense shall be incurred by the Board except the delegates' normal salary and the cost of the substitute teachers. The Association delegates will notify the immediate supervisors two (2) weeks in advance of said convention.

3. Teachers elected or appointed to the governing body of the O.E.A. or N.E.A. may be granted leave, under conditions set by, and at the discretion of, the Superintendent.
4. The Board shall grant leave to teachers elected to a full time position with a professional educational organization.

The teacher's pay and benefits will be maintained, with the cost covered by the respective organization.

Upon returning to Swanton Schools, the teacher will resume a similar teaching position with one year of teaching credit for each year (minimum of one hundred twenty (120) days) served with the organization.

C. PAYROLL DEDUCTION OF FAIR SHARE FEE

All bargaining unit members shall be required to either join the Association or pay an agency fee pursuant to the provisions of Article Two, Section C of this Agreement.

1. The employer shall deduct from the pay of employees who elect not to become or remain members of the Swanton Education Association a fair share fee for the Association's representation of such non-members during the term of this Agreement. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.

2. Notification of the amount of fair share fee

Notice of the amount of the annual fair share fee, which shall not be more than one hundred percent (100%) of the unified dues of the Association, shall be transmitted by the Association to the employer on or about September 15 of each year during the term of this contract for the purpose of determining amounts to be payroll deducted and the employer agrees to promptly transmit all amounts deducted to the Association.

3. Schedule of fair share fee deductions

- a. All fair share fee payers

Payroll deduction of such fair share fees shall begin at the second payroll period in January except that no fair share fee deductions shall be made for employees employed after December 31 until the second paycheck, which period shall be the required fair share fee probationary period of new employees.

- b. Termination of membership during the membership year

The employer shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee

with respect to the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction.

4. Transmittal of deductions

The employer shall accompany each such transmittal with a list of names of the employees for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.

5. Procedure for rebate

The Association represents to the Employer 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 State and Federal Laws and the Constitutions of the United States and the State of Ohio.

6. Entitlement to rebate

Upon timely demand, non-members may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

7. Indemnification of employer

The Association agrees to indemnify the Employer for any cost of liability incurred as a result of the implementation and enforcement of this provision provided that:

- a. The Employer shall give the Association a ten (10) day written notice of any claim made or action filed against the Employer by a non-member for which indemnification may be claimed;
- b. The Association reserves the right to designate counsel to represent and defend the Employer. However, this provision shall not prevent the employer from employing its own counsel (at its own expense) to assist in such representation. Furthermore, the Association agrees that counsel it designated to represent the Employer shall accept and act upon the Board's reasonable instructions and recognize his/her primary obligation to his/her client. In no event shall the Association impose such representation upon the Employer as will create or foster a conflict of interest;
- c. The Employer shall give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding;
- d. The Employer shall permit the Association and/or its affiliates to intervene as a party;

- e. The Employer shall not oppose application by the Association and/or its affiliates to intervene as amicus curiae;
- f. The Board must act in good faith compliance with the fair share fee provision of this Agreement. Indemnification shall not be required if the Board intentionally or willfully fails (except pursuant to court order) to fulfill its obligation herein.

**ARTICLE THREE
TEACHER EMPLOYMENT YEAR**

A. THE SCHOOL WORK YEAR

The work year of one hundred and eighty-three (183) days, for teachers will be established in connection with Board adoption of the official school calendar with the following guidelines:

1. One hundred eighty (180) days will be defined as instructional days. The remaining three (3) days will be divided as follows: one (1) day will be used as an orientation day and the remaining two (2) days will be teacher work days. If an administrator determines a meeting is necessary during the two (2) remaining work days, said meeting will not last more than sixty (60) minutes.
2. All certificated staff members will be required to be in their assigned building no more than a combined total of thirty (30) minutes beyond the required school day for students. This thirty (30) minutes shall not be counted as preparation time for any certificated staff member. The maximum number of hours for the teacher's work day, which includes A1, A4 and A5, will be seven (7) hours for grades K-12. At the request of two-thirds of the Elementary (K-5) or Secondary (6-12) staff, the Superintendent shall seek approval from the Ohio Department of Education for early dismissal/delay starts for the purpose of in-service training. A maximum of two hours, six times per year may be requested. Early dismissals/delay starts may not be placed on days prior to the Thanksgiving, President's Day, Martin Luther King, Jr. Day, winter, or spring holiday breaks.

The Board may change the number of periods per day and may have different number of periods at various levels. This shall not extend the negotiated length of the teacher work day. A change of periods per day shall be agreed to annually by the majority of the affected teaching staff.

3. Certificated personnel will not be required to arrive earlier than the delayed opening times when such occurs.
4. All teachers shall have a minimum of thirty (30) minutes uninterrupted duty-free lunch period.
5. Teacher preparation time should not be less than forty-two (42) minutes per day or two hundred and ten (210) minutes per week. Time before or after school will not be counted as teacher preparation time. Time spent traveling between buildings will not be counted as teacher preparation time.
6. Teachers may be expected to attend one (1) staff meeting and one (1) additional committee meeting per month beyond the school day, not to exceed ninety (90) minutes per meeting. Additional meetings may be scheduled only with mutual consent between the teacher(s) and appropriate administrator. All meetings, however, will be announced a minimum of three (3) working days in advance.

It is recognized an ever increasing demand on teacher time exists to attend a variety of meetings above and beyond the school work day.

To help resolve this concern, every effort will be made to schedule such meetings well in advance. The building principal will schedule meetings in order not to place unrealistic expectations on teachers.

7. Any additional required meetings beyond the two (2) per month agreed upon will require compensation to the teacher equal to conference/preparation period substitute pay.
8. Teachers will not be required to attend meetings beyond the school day on days when elections are scheduled to occur in Lucas and/or Fulton counties.
9. Physical education, gifted education, speech-hearing, Title1, music teacher and librarian shall be allowed 30 minutes transition time between buildings not to exceed 60 minutes per day. In the event extenuating circumstances occur, transition time may be lengthened if mutually agreed upon by the administration and the Association.

B. LEGISLATIVE EXTENSION OF SCHOOL YEAR

If the days of employment are extended by legislative action beyond the number of negotiated days, the base salary will be proportionately increased beyond the negotiated amount.

C. CALENDAR COMMITTEE

A district-wide Calendar Committee consisting of one administrator and a total of four certificated staff members determined by SEA, one each representing elementary K-2, elementary 3-5, middle school, and high school teachers will meet annually to make recommendations for a school calendar for the next year.

The committee will develop two or three alternative calendars for the next school year and distribute these calendars to both certificated and classified staff members so they can select their choice from the alternative calendars proposed for the next school year.

The calendar for the next school year together with the tabulated votes of the certificated and classified staff will be presented to the Board of Education by the Superintendent with the committee's recommendation.

The Board has final say on the school calendar upon the recommendation of the Superintendent and the school administration.

**ARTICLE FOUR
ENTRY-YEAR PLAN FOR SWANTON LOCAL SCHOOL**

DEFINITIONS

An Entry-Year Plan is a provision that sets forth the standards, procedures, goals and objectives, terms and conditions related to developing and operating a formative assistance plan to use in implementing the state-mandated entry-year teacher program or any other peer assistance/mentor program. See Addendum A.

ARTICLE FIVE PERSONNEL FILE

The Superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

1. The only personnel file for each employee will be accurately maintained in the Board of Education Office.
2. In addition to the application for employment and references, personnel folders will contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be required by the state or considered pertinent.
3. The Superintendent will take the necessary steps to safeguard unauthorized use of all confidential material. Personnel files are public records under ORC 149.43. Upon request, the Superintendent will provide public access to personnel records in compliance with ORC 149.43. Requests to inspect records will be honored within seventy-two (72) hours after the filing of an inspection request. Inspections may be made only during regular business hours.

A teacher will be notified if a request has been made to inspect his/her personnel records. Teachers will have the right to be present during the inspection.

Medical records, records pertaining to adoption, probation, and parole proceedings, records listed in division (A) of Section 3107.42 of the ORC, trial preparation records, confidential law enforcement records, and records the release of which is prohibited by state or federal law, will not be released.

4. Each employee will have the right, upon written request, to review the contents of her/his own personnel file, with the exception of employment recommendations and physician's statement provided to the district on a confidential basis. Such request will be made to the superintendent and scheduled for a time convenient for the parties involved. A central office designee must be present while the review of the folder takes place, and will put the folder back in the personnel file once the inspection is complete. An employee has the right to request copies of information that is present in the file with the exceptions so-noted above. Such copies may be available right away but may also take up to three working days.
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file.
6. Teacher performance evaluations, past and present, as agreed to in the Master Agreement, shall be entered in the teachers' permanent record.

7. Complaints Against Teachers

- a. Community and school communication ideally should be such that most complaints may be resolved through personal conferences at the school level. Various avenues of contact between professional staff member, pupil, parent, principal, or other appropriate staff personnel should be pursued before using the formal procedures outlined below. To that end, upon receipt of a verbal complaint, the person receiving the complaint will refer the complainant to the teacher affected within six (6) working days. These two parties shall meet in an attempt to resolve the complaint. If the complainant refuses to meet with the teacher, he/she will be referred to the building principal, who shall meet with the complainant to attempt to resolve the complaint. If the building principal is able to resolve the issue, he/she shall advise the affected teacher of the complainant, the nature of the complaint, and its resolution. If such conferences do not lead to an understanding or resolution of the complaint, a complainant may choose to proceed with a formal complaint.
- b. Formal complaints may be placed in the teacher's personnel file only after the teacher has been notified, a conference has been held, and the complaint has been signed and dated by the teacher acknowledging receipt of a copy of the complaint. In the event the teacher refuses to sign the complaint, a notation of the refusal will be made and the complaint may be placed in the teacher's district personnel file. Prior to any formal complaint being placed in the teacher's file, the teacher shall be given the opportunity to file a statement concerning the complaint. The statement must be filed with the immediate supervisor within fifteen (15) working days after notification of a complaint being placed in a member's file. No informal complaints or mention of such complaints shall be placed in a teacher's file.

8. Removal of Materials

Information in the personnel file of a teacher may be removed upon the mutual agreement of the staff member and either the Administrator making the entry with the concurrence of the Superintendent, or the Superintendent.

**ARTICLE SIX
VACANCY, TRANSFER, ASSIGNMENT**

A. DEFINITIONS

VACANCY -- A newly created certificated staff position or an existing position that is open. This includes full time, part time, supplementals, consultants, mentors and all assignments.

1. The Board will post all teaching vacancies in the various school offices, will e-mail notices of teaching vacancies to teachers, and will notify the President of the Association two (2) weeks prior to public advertising.
2. The Board will post all supplemental vacancies to Association members first.
 - a. In the event a supplemental position becomes available, the board will (re)post the position in accordance with the procedures followed for all teaching vacancies.
3. During the summer months a vacancy list will be sent to all teachers via e-mail to the teacher's school e-mail address. Teachers who want the list sent to an alternate address during the summer must notify the central office of the alternate address no later than May 15.
 - a. The list shall include all teaching and supplemental vacancies.
4. The Board will not fill a vacancy in less than two (2) weeks after the vacancy occurs. Any presently employed certificated staff member who applies for such vacancy will be interviewed before the position is assigned.

EXCEPTION: If a vacancy occurs within the three (3) week period of time immediately preceding the first day of a new school year, the Board may fill the vacancy after four (4) days.

5. Building assignment(s), room assignment, course assignment, and grade assignment for each teacher will be mailed to each teacher by August 1, preceding each school year. A tentative elementary class list will be mailed to each classroom teacher by July 1 preceding each school year.

ARTICLE SEVEN CLASS SIZE

A. CLASS RATIOS

The Swanton Board of Education and the Swanton Education Association agree that the pupil-teacher ratio is a vital aspect of an effective educational program. The Board of Education will maintain the best ratios possible consistent with the quality of education, fiscal responsibility, and physical (school building) limitations taking into consideration the physical or learning disabilities of students assigned to a class.

Teachers who think they have a disproportionate number of handicapped students per class should notify their building principal by the end of the first full week of school. Whenever possible, the building principal will solve the problem of handicapped student ratios by changing student assignments and/or schedules.

The number of students in each kindergarten classroom shall not exceed twenty-three (23) students. If the number of students enrolled exceeds twenty-three (23) in any one classroom, before October 1 of that academic year, another section of kindergarten will be added.

The ratio of teacher to pupils in grade one through grade four on a district wide basis shall be at least one full-time equivalent classroom teacher per twenty-five pupils in average daily membership. No individual classroom in kindergarten through grade four shall exceed twenty-eight (28) students.

The ratio of teachers to pupils in grades five and six on a district wide basis shall be at least one full-time classroom teacher per twenty-eight (28) pupils in average daily membership. No individual classroom in grades five and six shall exceed thirty-one (31) students.

Instrumental, choral, general music, physical education and team classes are excluded from the above ratios. The Board of Education will attempt to keep these classes within a reasonable limit.

The ratios apply to the district grade one - six enrollment, not to individual classroom ratios.

Due consideration will be given to adding an aide in the academic classroom when the number of students exceed the maximum number in any one class in grade one through grade six.

B. DISPENSING OF MEDICATION

Only the nurse will be required to administer medications or provide nursing services to students. Bargaining unit members may opt to administer medications and provide nursing services to students only after they have been trained by a certified health care training professional.

ARTICLE EIGHT GRIEVANCE PROCEDURE

A. PURPOSE

The Swanton Local Board of Education and the Swanton Education Association recognize that, in the interest of effective personnel relations a procedure is necessary whereby members of the bargaining unit can be assured of a prompt hearing and of a fair settlement of their grievances.

B. PROCEDURE

1. **Construction:** Nothing contained in this Article will be construed so as to prevent the informal adjustment of any dispute or difference between the Board and an employee or group of employees. The parties intend and agree that all disputes should be resolved, whenever possible, before the filing of a grievance and the parties encourage open communication between the Board and its teachers so that resort to the grievance procedure will not be necessary. During the grievance process, the Association shall have the right to be present and have the right to intervene at the request of the grievant. Unless the parties enter into a written waiver to the contrary, Steps One and Two of the grievance procedure shall be pursued to completion before any application for arbitration may be made.
2. **Scope:** A grievance is an allegation or complaint that there has been a violation, misinterpretation or misapplication of any of the terms and conditions of this Agreement, Board policy, individual teacher contracts, administration rules or regulations. No teacher shall be disciplined for participation in the grievance procedure. The fact that a teacher files a grievance shall not be utilized for promotion or for employment recommendations. A grievance may be withdrawn at any step without prejudice.

No grievance shall be reduced to writing unless the underlying dispute has been previously discussed with the building administrator, principal or other with the authority to grant the relief sought.

3. **Step One: Initiation:** A grievance shall be initiated by reducing it to writing, signed by the grievant on a standard form supplied by the Board, containing a statement of facts upon which the grievance is based and a reference to the specific provision of this Agreement which are applicable. This written grievance shall be submitted to the Superintendent, or his designee, within twenty (20) school days from the date of the event giving rise to the grievance or the date the grievant, through the exercise of reasonable diligence, should have known of the event giving rise to said grievance. The Superintendent shall schedule a meeting with the grievant within twenty (20) school days after receipt of the grievance, unless agreed otherwise by mutual consent of the grievant and the Superintendent. No meeting shall be conducted during the assigned classroom hours. The Superintendent or his designee shall take action on the grievance within ten (10) school days following the conclusion of said meeting. The action taken and the reasons for the action shall be reduced to writing and copies sent to

the grievant, Swanton Education Association and the proper building administrator.

4. **Step Two:** If the action taken by the Superintendent or his designee does not resolve the grievance to the grievant's satisfaction, the grievant may appeal to the Board by requesting, in writing, within ten (10) school days of the receipt of the STEP ONE disposition, that the matter be placed on the agenda of the next regularly scheduled meeting of the Board which occurs ten (10) or more school days after receipt of said grievance. If the Board decides to conduct a hearing, said hearing shall be heard in executive session at said meeting unless the parties agree otherwise, but the Board shall vote by roll call in open session with a simple majority vote determining the outcome of the grievance. The treasurer shall supply the grievant and the Swanton Education Association with a written copy of the resolution disposing of the grievance.
5. **Step Three:** If the Board refuses to grant a hearing or the action taken by the Board does not resolve the grievance to the grievant's satisfaction, the grievant may appeal to an impartial arbitrator. A notice of appeal shall be sent to the Superintendent and a copy filed with the Treasurer of the Board of Education within ten (10) school days of receipt of the Board's disposition.

The parties shall meet and select an arbitrator mutually acceptable to the Board of Education and the grievant. If the parties are unable to agree, the American Arbitration Association shall be requested, by joint notice from the Superintendent and the Association to provide a list of seven arbitrators to hear the matter under (a) the American Arbitration Association Rules for Voluntary Labor Arbitration, or (b) the American Arbitration Association Rules for Expedited Labor Arbitration. The arbitrator shall be selected according to the appropriate procedural format and in no case shall he be selected more than ten (10) school days after receipt by the parties of a list of arbitrators from the American Arbitration Association.

6. **Time Limits:** The time limits provided herein may be extended by mutual agreement of the parties. The failure of the grievant to initiate the grievance or appeal to any next step within the time limits provided shall be considered a withdrawal of said grievance. The failure of the Superintendent, his designee or the Board to timely answer or act at any step shall make the grievance subject to appeal to the next step.
7. **Arbitrator's Decision and Compensation:** The arbitrator will render his decision in writing thirty (30) calendar days, or such additional time as the parties may in writing agree, after any grievance has been submitted to him and his decision, when so rendered as required by law, will be final and binding on the parties and may be enforced in any court of competent jurisdiction. The Board and the Association will bear their own grievance process and arbitration expenses individually and share the arbitrator's fee and expenses equally.
8. **Limitation of Arbitrator's Authority:** The jurisdiction and authority of the arbitrator and his opinion and award shall be limited to the interpretation of the written provisions of this Agreement, application of Board policy, individual teachers' contracts, administration rules or regulations. The arbitrator shall have

no authority to add to or subtract from or in any way modify those matters over which he/she exercises jurisdiction and authority. A court of competent jurisdiction shall be the appropriate forum for the resolution of disputes over whether or not any matter over which the arbitrator exercises jurisdiction and authority is contrary to law.

9. **Jurisdictional Questions:** In any arbitration proceeding where a question concerning the arbitrator's jurisdiction over the grievance is raised, the arbitrator shall make a separate decision on the question of his jurisdiction. In his decision the arbitrator shall first rule upon the jurisdictional issues and, if he determines that he has no jurisdiction, he shall make no decision or recommendation concerning the merits of the grievance. Nothing contained herein shall prohibit the arbitrator from taking all evidence of the jurisdictional issues and the merits of the grievance in a single hearing.

C. EVALUATION POLICY

1. Statements and judgments made by evaluators shall not be considered as grievable items within the scope of the grievance procedure policy.
2. The failure of an immediate supervisor to follow the prescribed procedure within the evaluation policy may give cause for a grievance to be formally filed.

ARTICLE NINE EVALUATION PROCEDURE

(Pre-Evaluation Conference Form and the Local Professional Development Committee are under Addendum B and Addendum C respectively.)

A. BASIC ASSUMPTIONS ABOUT EVALUATION

1. All teachers can improve performance.
2. All teachers want to be competent professionals.
3. Evaluation programs must be coupled with a strong professional development program.
4. Instruction is the primary element in the overall role of the teacher.
5. The evaluation process should not discourage diversity in teaching behavior.
6. Multiple evaluations of teaching and multiple sources of data are necessary to obtain reliable data on teaching performance.
7. The evaluation process should focus on the identification of patterns of teaching behavior.
8. All administrators need rigorous training in the use of evaluation procedures and instruments.
9. The Professional Development Goals in the evaluation program are based on Swanton District Goals.

B. PURPOSES OF EVALUATION

1. To improve instruction and teacher performance.
2. To promote self-analysis and self-growth.
3. To document professional development.
4. To provide information for determining contract status and certification.
5. To facilitate district-wide planning for staff development.
6. To create management by objective model for administrating school programs.

C. PROFESSIONAL EVALUATION STANDARDS

Competencies, Competency Indicators, and Measurement Statements

1. PREPARES FOR INSTRUCTION EFFECTIVELY

a. Establishes appropriate instructional goals and related objectives consistent with the curriculum.

- (1) Correlates course of study objectives with lesson plan objectives.
- (2) Establishes short-term and long-term instructional goals.
- (3) Selects goals and sequences instructional objectives in accordance with goals.
- (4) Follows principles of growth and development in planning.
- (5) Teaches material relevant to his or her instructional assignment.
- (6) Establishes objectives which require students to use higher level thinking skills: evaluation, analysis and synthesis of learning.

b. Prepares instructional plans and materials incorporating principles of effective instruction.

- (1) Prepares teaching procedures for introducing instructional goals and objectives to learners.
- (2) Identifies content, materials, and media needed for the instructional program and arranges for them.

c. Creates, selects or modifies instructional plans and materials to accommodate learner instructional levels.

- (1) Selects/adapts/creates instructional materials to accommodate learner differences.
- (2) Adapts available resources to individual needs of students.

2. USES TEACHING STRATEGIES AND PROCEDURES APPROPRIATE TO THE CONTENT, OBJECTIVES AND LEARNERS

a. Provides a clear description of the learning task and its content.

- (1) Provides correct/current information.
- (2) Provides an overview of material to be covered.
- (3) Provides directions and explanations related to lesson content/concepts.
- (4) Helps learner recognize the integration of content/concepts.
- (5) Paces learning tasks according to difficulty of material.

b. Monitors learner understanding and reteaches as necessary.

- (1) Identifies learner instructional levels before beginning instruction.
- (2) Clarifies directions and explanations when learners misunderstand.

- (3) Provides examples of how task is to be completed.
- (4) Distinguishes steps in the learning task.
- (5) Paces learning activities to accommodate learner differences.
- (6) Attends to learner needs in order of importance.

c. Provides learners appropriate practice and review.

- (1) Requires learners to apply skills and concepts.
- (2) Uses responses and questions from learners in teaching.
- (3) Utilizes alternative and supplemental activities which address instructional objectives.
- (4) Requires learners to explain, compare or evaluate content/concepts.
- (5) Provides supervised practice with the application of content/concepts.
- (6) Provides seatwork/homework for independent practice.

d. Establishes and maintains learner involvement in the learning task.

- (1) Uses a variety of instructional techniques.
- (2) Helps learners recognize the purpose and importance of the learning activities.
- (3) Maintains learner focus on the learning task.
- (4) Provides learners opportunities to participate in learning tasks
- (5) Monitors learner involvement with the learning task and adjusts teaching procedures to enhance learner involvement.

3. USES EVALUATION TO IMPROVE INSTRUCTION

a. Uses information about learner performance to improve the instructional process.

- (1) Uses teacher-made or teacher-selected evaluation materials or procedures to obtain information about student progress.
- (2) Uses learner performance data for diagnosis/remediation of learner needs.
- (3) Uses learner performance data for improving instructional content/curriculum.
- (4) Identifies diagnostic and assessment materials and procedures needed for the instructional program and arranges for them.
- (5) Modifies the curriculum based on assessment of student needs.

b. Reports learner status and progress to learners and their parents.

- (1) Provides feedback/correction of errors during supervised practice.
- (2) Explains grading/scoring standards to learners and parents.
- (3) Returns corrected seatwork/homework, tests and other work promptly.
- (4) Provides specific information for improvement of work.
- (5) Keeps accurate records of student progress.
- (6) Submits midterm and quarterly report cards on required timelines.

4. MANAGES CLASSROOM ACTIVITIES EFFECTIVELY

a. Establishes and maintains appropriate learner behavior.

- (1) Provides guidelines for learner behavior.
- (2) Applies specific and reasonable sanctions for inappropriate learner behavior in a consistent manner.
- (3) Provides feedback to learners about their behavior.
- (4) Controls situations in which inappropriate behavior is likely to occur.
- (5) Uses verbal and non-verbal classroom management techniques effectively.
- (6) Promotes self-discipline and responsibility.

b. Establishes and maintains a classroom climate conducive to learning.

- (1) Demonstrates positive verbal behavior to learners.
- (2) Demonstrates positive non-verbal behavior to learners.
- (3) Indicates confidence that all learners can and will learn.
- (4) Encourages effort and progress.
- (5) Supports learner excellence and achievement.

c. Makes effective use of classroom resources.

- (1) Maximizes available learning time.
- (2) Provides clear and detailed plans and directions for substitutes, aides and other instructional assistants.
- (3) Utilizes assigned facilities to accommodate different types of learning activities.
- (4) Arranges classroom furniture and equipment to facilitate movement.
- (5) Arranges classroom materials and media to provide resources for learning accessible to the learner.
- (6) Indicates when the task is to be completed and maintains timeliness.
- (7) Integrates instructional resources with teaching procedures.
- (8) Handles minor interruptions without disruption to the current task.

5. DEMONSTRATES PROFESSIONAL GROWTH AND DEVELOPMENT

a. Improves professional skills and knowledge. Three (3) of the seven (7) activities must be completed annually.

- (1) Takes formal coursework related to teaching assignment/advancement.
- (2) Obtains graduate degree(s) related to teaching assignment/advancement.
- (3) Attends professional conferences and workshops.
- (4) Participates in staff development activities and in-service education opportunities.
- (5) Uses ideas from books, professional journals and professional organizations to enhance classroom instruction.

- (6) Tries new methods/approaches in the classroom and evaluates their success.
- (7) Seeks and utilizes community resources to enhance classroom instruction.

b. Shows a leadership role in improving education. Four (4) of the nine (9) activities must be completed annually.

- (1) Participates in school and district committees.
- (2) Creates materials/programs and shares with others.
- (3) Assists in establishing school goals and takes an active role in achieving them.
- (4) Takes an active role in resolving school problems.
- (5) Promotes parent interest in the school and interprets school programs to parents.
- (6) Initiates activities and projects in the school.
- (7) Shares materials and resources with peers and administrators.
- (8) Assists peers and others in identifying and solving instructional problems.
- (9) Works cooperatively with peers, administrators and parents in planning and implementing curricular and extra-curricular activities.

c. Performs professional responsibilities efficiently.

- (1) Maintains accurate and up-to-date records.
- (2) Completes assigned tasks on schedule.
- (3) Arrives on time for class, meetings and other scheduled activities.
- (4) Maintains a satisfactory record of attendance.
- (5) Manages routine business and record keeping efficiently.
- (6) Follows applicable policies and procedures of Swanton Local Schools.

6. COMMUNICATES EFFECTIVELY

a. Writes clearly and correctly.

- (1) Handwrites or prints legibly.
- (2) Organizes written information.
- (3) Uses vocabulary and style appropriate to the level of the audience.
- (4) Uses correct grammar and mechanics.

b. Communicates oral information effectively.

- (1) Speaks clearly at an appropriate pace and volume.
- (2) Organizes oral information.
- (3) Uses vocabulary appropriate to the level of the audience.
- (4) Uses grammar correctly.

c. Reads professionally relevant literature/materials.

D. EVALUATION COMPONENTS

1. Performance Evaluation
2. Individual Professional Development Plan (I.P.D.P.) and Professional Development Goals
3. Application for Professional Development Activity(ies) (A.P.D.A.)

E. TARGET POPULATIONS

1. All probationary teachers and teachers with limited contracts expiring will be evaluated. Teachers with continuing contract status will be evaluated as needed.
2. All other teachers who are on continuing contracts or who hold multiple-year, limited contracts will complete only the professional development goals (refer to I.P.D.P. form).
3. Any certificated staff member may be formally evaluated in any given year. The teacher to be evaluated will be given written reason prior to the first evaluation cycle.

F. THE EVALUATION PROCEDURES

1. Performance evaluation

The goal of performance evaluation is to maintain a quality educational program. Teacher performance will be evaluated relative to the Professional Evaluation Standards. The performance evaluation component combines the collection of data with performance observation. In the performance evaluation process, the teacher and the administrator will review the Professional Evaluation Standards, collect evaluation data, and create performance improvement plans, if needed.

a. Pre-evaluation activities

- (1) The administrator will review the teacher's previous evaluation reports.
- (2) The teacher and the administrator will set a date for the first evaluation.
- (3) The teacher will complete a Pre-Evaluation Conference form and a lesson plan for the lesson that is to be taught during the scheduled evaluation. The lesson plan and the Pre-Evaluation Conference form will be submitted to the administrator prior to the performance review.
- (4) In measuring areas of teacher competence, it is important to have as many sources of information as possible to provide data on which to base a judgment. Accordingly, the teacher and the administrator will have a pre-evaluation conference to discuss the lesson plan and the information on the Pre-Evaluation Conference form. During the pre-evaluation and post-evaluation conferences, the administrator will obtain information about Professional Evaluation Standards that cannot

be measured during the classroom evaluation. (For example, I-a, I-b, and I-c)

b. Classroom Evaluation

During the evaluation, the administrator will collect data so a narrative evaluation report can be developed. The focus of the evaluation will be over the Professional Evaluation Standards.

The evaluation should be scheduled for a minimum of thirty (30) to forty-five (45) minutes in length. A minimum of two (2) formal performance review evaluations should be completed during a school year. The first performance evaluation should be completed on or before January 15, with the teacher receiving a written report of the evaluation no later than January 25. The second performance evaluation should be completed by March 15, with the teacher receiving a written report no later than March 25. The post-evaluation conference will occur within ten (10) days unless both parties agree to an extension. If additional evaluations are needed, they may be scheduled between or after these dates. Unscheduled evaluations may also be conducted as needed.

c. Post-evaluation conference

- (1) The administrator must discuss the results of the performance evaluation with the teacher and complete the Post-evaluation narrative report within seven (7) working days after the evaluation unless some emergency involving the teacher or administrator intervenes. Administrative feedback should focus on what actually happened during the lesson and the data collected from the evaluation. The administrator should discuss teaching strengths exhibited during the evaluation as well as areas that need improvement. An improvement plan should be developed for those areas needing improvement. The improvement Plan is developed jointly by the teacher and the administrator based on the evaluation data. Activities which may assist a teacher in improving should be identified. The plan can be updated throughout the year.

Other post-evaluation activities involve, agreeing upon specific follow-up activities, clarifying the responsibilities of both the teacher and the evaluator for carrying out commitments to action, keeping records of proposals and subsequent implementing actions, and encouraging the teacher who has completed the performance review cycle to continue self-analysis and self-action during the interim until the next formal assessment.

The administrator should strive to make evaluation, as much as possible, a cooperative process in which the primary concern should be instructional effectiveness.

At or following the post-evaluation conference the final copy of the narrative evaluation report should be signed by both the teacher and the administrator. The teacher will have the opportunity to complete a section for rebuttal comments if desired. The final copy of the evaluation report will be completed in triplicate with one copy being given to the teacher, one retained by the administrator and one copy submitted to the Superintendent for the teacher's personnel record.

- (2) If a recommendation for adverse personnel action occurs, the employee shall be given written notification stating the reasons in writing at least seven (7) days prior to any official employer action.
- (3) The employee may request union representation if the employee is to be advised of impending adverse personnel action. This union representation may not be denied.

G. PROFESSIONAL DEVELOPMENT GOALS

1. Identify Needs

This is a diagnostic process which is done by the teacher reflecting on personal professional growth and our District Goals. The Individual Professional Development Plan (I.P.D.P.) content areas and goals are to be used by all staff in the formation of their professional development activities.

All staff will be required to fulfill two professional development goals per year.

Licensure track staff will work through the Local Professional Development Committee (L.P.D.C.) for professional development approval.

Non-Licensure track staff will continue to work with their building administrator for professional development approval.

2. Set goals (I.P.D.P.) and write action plans (A.P.D.A.)

Professional Development goals should be from the Individual Professional Development Plan (I.P.D.P.). The goals or Individual Professional Development Plan (I.P.D.P.) and the action plans or Application For Professional Development Activity (A.P.D.A.) will be written on a form(s) provided by the district.

The A.P.D.A. is the activity(ies) that will be conducted to achieve the goal. A.P.D.A. plans generally contain time references for the activity(ies) and list the date when the goal will be completed.

3. Carry out the A.P.D.A. plans

Once the teacher (non-licensure track staff only) and the administrator agree upon the details of an A.P.D.A., the process of implementation should get under way.

4. Discuss and assess results

The evaluation will focus on the extent to which a professional development goal(s) has been achieved. The administrator must review the results of the A.P.D.A. with the teacher (non-licensure track staff only) and make a judgment about whether the teacher (non-licensure track staff only) has achieved success in attaining the established professional development goals.

Licensure track staff will work through their L.P.D.C. committee for final approval of goals.

5. Procedures for Licensure and Non-Licensure Staff

All teachers will be asked to submit their preliminary professional development goals on a I.P.D.P. no later than the 30th day of September each school year.

If you are licensure track staff, your I.P.D.P. will go to the L.P.D.C. and go through that committee process.

If you are non-licensure track staff, your I.P.D.P. will go to the building administrator. The building administrator must approve the professional development goals prior to the 20th day of October. The teacher and the administrator may schedule a conference to discuss progress at any time, but prior to the close of the school year, the building administrator must schedule a conference to assess the results. Written comments will be made to indicate the extent to which the goals have been met.

H. Evaluation of Employees on Leave of Absence

If a teacher is on intermittent leave, e.g. sick leave or personal leave, or any other approved leave of absence, which prevents or effectively prevents the performance of any of the observations or evaluations as required by the Ohio Revised Code section 3319.11 or the Agreement, those observations and evaluations may be performed outside of the time periods set forth in that statute. Accommodations may be made for teachers on scheduled sick leave, FMLA or child care leave which may result in the performance of any of the observations and/or evaluations outside of the required time periods. Regardless of the above, the teacher and the evaluator may mutually agree to waive the evaluations and/or observations due to intermittent leave or other leaves of absences that may not be scheduled.

I. Conflict of Law

The provisions of Article 9 are intended to, and shall, supersede the evaluation requirements of Ohio Revised Code sections 3319.111 and 3319.11, and any other conflicting portions of those statutes.

**ARTICLE TEN
PROFESSIONAL STAFF CONTRACTS**

A. TYPES OF CONTRACTS

Contracts of employment shall be issued to all professional personnel. Contracts are by and between the staff member and the Board of Education.

There are two basic types of contracts as follows:

1. Limited Contract

All teachers new to the school district will be employed on a limited contract for one year and will continue on limited contracts until qualified for and awarded continuing contract status.

A limited contract is entered into by the Board with each teacher who: (1) has been employed by the Board for less than three years and/or holds an Ohio temporary or provisional certificate; or five (5) year license; or (2) is eligible for continuing contract status but is placed on an extended limited contract.

2. Continuing Contracts

- a. Any teacher employed by the Board who will become eligible for a continuing contract for the succeeding year, and/or expiration of the current limited contract, shall provide written notice to the Superintendent that the teacher is eligible for a continuing contract no later than November 1 of the school year in which their current limited contract with the Board shall expire. This notification must include written documentation supporting the teacher's claim for continuing contract. It is the teacher's responsibility to maintain and track all documents necessary to be approved for continuing contract. A teacher may withdraw his/her request for a continuing contract at any time prior to Board action.
- b. Failure to notify the Superintendent by November 1 shall be a waiver of the teacher's eligibility for the continuing contract for the following school year. If the teacher fails to notify the Board and the teacher is re-employed, he/she may be given a one (1) year limited contract for the following school year rather than a continuing contract. Notice received after November 1 shall not serve as the notice required by this section for the following school year.
- c. If a teacher reaches eligibility during the term of a multi-year limited contract, the teacher may still notify the Board of his/her eligibility and the Board may grant the teacher a continuing contract.
- d. Upon being notified by the teacher of his/her eligibility, the Board may grant the teacher a continuing contract.

- e. Upon being notified by the teacher of his/her eligibility, the Board shall evaluate the teacher in accordance with Article 9. (this was supposed to be corrected last contract)
- f. A teacher becomes eligible for continuing contract upon satisfaction of one of the following:
 - 1. Teacher has been employed by the Board for a period of two (2) years and the teacher has previously attained continuing contract status in another public school district.
 - 2. Teacher has been employed in the school district three (3) of the last five (5) years and has a professional certificate.
 - 3. Teacher has been employed in the school district three (3) of the last five (5) years and has a professional license, and:
 - a. if the teacher held his/her master's degree at the time of the issuance of the initial license, the teacher has completed six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license; or
 - b. if the teacher did not hold his/her master's degree at the time of the issuance of the initial license, the teacher has completed thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license.
 - 4. Upon receiving the notice from the teacher that he/she is eligible for continuing contract and after having completed the evaluations of the teacher as required by Article 9, if the Board believes that the teacher is in need of further professional development, the Superintendent may recommend the issuance of a one (1) year extended limited contract to the teacher. If the Superintendent intends to recommend an extended limited contract, the Superintendent must advise the teacher, in writing, of the reasons for this recommendation and shall meet with the teacher upon the teacher's request.
 - 5. The provisions of this Section are intended to, and shall supersede and replace any conflicting provisions of Ohio Revised Code Section 3319.07, 3319.08, 3319.11, 3319.111, 3319.22, Chapter 3301-24 of the Ohio Administrative Code and any all other provisions of the Ohio Revised Code or Ohio Administrative Code governing the issuance and granting of continuing contracts.

3. Special Types of Limited Contracts

a. Supplemental Contracts

A supplemental contract will be entered into with each teacher performing assigned supplemental duties for which compensation is paid in addition to compensation allowed for regular teaching duties. Such contracts do not necessarily coincide in length with the teaching contract. Elimination of assignments for extra duties will be made at the discretion of the administration, subject to approval by the Board.

If two or more members apply in writing for a non-athletic position, a formal interview shall be granted by the supervising administrator. If two or more members apply in writing for an athletic position, a formal interview shall be granted by one of the following: administrator, athletic director, or head coach. Formal is defined as a set time and place preferably not during school hours. The interview may be conducted during the member's preparation time if this is mutually agreed upon.

b. Extended Day Contracts

All Extended Day contract supplementals may only be used on days outside the 183 day calendar school year. All extended day contracts will be documented on a casual labor form and verified by the building principal.

**ARTICLE ELEVEN
NON-RENEWAL AND TERMINATION**

A. NON-RENEWAL

1. Any teacher receiving written notice of the intention of the Board of Education not to re-employ him/her may, within ten days of the date on which he/she received the notice, file with the Treasurer of the Board of Education a written demand for a written statement describing the circumstances that led to the Board's intention not to re-employ the teacher.
2. The Treasurer on behalf of the Board, shall, within ten days of the date on which he/she receives a written demand for a written statement provide to the teacher a written statement describing the circumstances that led to the Board's intention not to re-employ the teacher.
3. Any teacher receiving a written statement describing the circumstances that led to the Board's intention not to re-employ the teacher may, within five days of the date on which he/she received the statement, file with the Treasurer a written demand for a hearing before the Board.
4. The Treasurer on behalf of the Board, shall, within ten days of the date on which he/she receives a written demand for a hearing provide to the teacher a written notice setting forth the time, date, and place of the hearing. The Board shall schedule and conclude the hearing within forty days of the date on which the Treasurer of the Board receives a written demand for a hearing.
5. Any hearing conducted pursuant to this division shall be conducted by a majority of the members of the Board. The hearing shall be held in executive session of the Board unless the Board and the teacher agree to hold the hearing in public. The Superintendent, Assistant Superintendent, the teacher, and any person designated by either party to take a record of the hearing may be present at the hearing. The Board may be represented by counsel and the teacher may be represented by counsel or a designee. A record of the hearing may be taken by either party at the expense of the party taking the record.
6. Within ten days of the conclusion of a hearing conducted pursuant to this division, the Board shall issue to the teacher a written decision containing an order affirming the intention of the Board not to re-employ the teacher reported in the notice given to the teacher or an order vacating the intention not to re-employ and expunging any record of the intention, notice of the intention, and the hearing conducted pursuant to this division.
7. A teacher may appeal an order affirming the intention of the Board not to re-employ the teacher to the Common Pleas Court within thirty days of the date on which the teacher receives the written decision.

8. Notice

- a. In giving a teacher any notice required by this section of the Agreement the Board or the Superintendent shall do either of the following:
 - (1) Deliver the notice by personal service upon the teacher;
 - (2) Deliver the notice by certified mail, return receipt requested, addressed to the teacher at his/her place of employment and deliver a copy of the notice by certified mail, return receipt requested, addressed to the teacher at his/her place of residence.
 - b. In giving the Board of Education any notice required by this section of the Agreement, the teacher shall do either of the following:
 - (1) Deliver the notice by personal delivery to the office of the Superintendent during regular business hours;
 - (2) Deliver the notice by certified mail, return receipt requested, addressed to the office of the Superintendent and deliver a copy of the notice by certified mail, return receipt requested, addressed to the President of the Board at his place of residence.
 - c. When any notice and copy of the notice are mailed the notice or copy of the notice with the earlier date of receipt shall constitute the notice.
9. The provisions of this section shall not apply to any supplemental written contracts entered into pursuant to Section 3319.08 of the Revised Code.
10. The procedures for non-renewal shall supersede the non-renewal requirements of ORC Section 3319.11.

B. TERMINATION

The termination of any member of the bargaining unit may take place only under provisions of O.R.C. 3319.16.

**ARTICLE TWELVE
REDUCTION IN FORCE (RIF)**

A. REASONS FOR REDUCTION IN FORCE

When necessary, the Board of Education may reduce the number of teaching positions, but such reductions shall be limited to such reasons as:

1. Decline in student enrollment.
2. Return to duty of regular teachers after leaves of absence.
3. Suspension of schools, or territorial changes affecting the district.
4. If the District is placed under fiscal caution, watch or emergency
5. If state law is passed permitting reductions for economic reasons, then this language shall conform.

B. PROCEDURES FOR THE ORDER OF REDUCTION IN FORCE

If staff reductions are deemed necessary for any of the above reasons, the reduction shall be made as follows:

1. a. Seniority shall be defined as continuous employment of a teacher beginning with the teacher's date of last hire, as per Board action. Continuous employment shall include all time on sick leave, approved leaves of absence and all time during suspension if the teacher is reinstated. A break in seniority occurs whenever a teacher leaves the bargaining unit with the exception of a teacher who serves as an administrator for no more than one (1) year before returning to the bargaining unit. Non-bargaining unit seniority may not be applied or added to bargaining unit seniority.
- b. In cases of persons with the same hiring date, seniority will be based upon the total years of teaching experience; provided however, while leaves of absence do not interrupt seniority, for purpose of this sub-paragraph only, the duration of the leave will not be included in the accumulation of seniority. If there are still persons with equal teaching experience, seniority will be determined by a lottery system.
2. Suspension of contracts shall occur to non-continuing teachers first and shall be on a last employed-first to be suspended by area of certification basis.
3. Suspension of contracts for continuing teachers shall occur only after all non-continuing teachers in the affected area of certification have been suspended and then only on a last employed-first to be suspended by area of certification basis.
4. When the Superintendent determines that staff reduction is necessary, the following procedure will apply:
 - a. No less than ninety (90) calendar days prior to the date of the actual reduction in force, written notice of the effective date will be provided to the Association and the membership. The notice will identify the

potential positions to be eliminated and staff persons effected and contain a then current seniority list noting each certified staff member's date of hire and the members' areas of certification on file in the personnel records. Errors in seniority dates or certifications will not delay the reduction in force if the information contained in the notice to the Association is that contained in the personnel records.

- b. Within ten (10) calendar days the Superintendent will meet with the Association to discuss the reduction in force and prepare a reduction in force list and restructuring plan.
 - c. Within five (5) calendar days the Superintendent will notify each teaching staff member whose contract is to be suspended of the effective date thereof.
5. Notices to be provided hereunder are effective on the date of personal delivery to the staff member affected, or posting by regular mail to their last home address on record with the district.

C. PROCEDURES FOR RECALL

1. The Superintendent's Office will prepare and maintain a list, by seniority, of the teachers laid off and the teachers working but displaced from their original position; said list shall be provided to the Association any time a change is made thereto.
2. In the case of recall, the Superintendent will determine the number of positions to be filled.
3. Teachers working, but still displaced from their original position will then have the opportunity to return to their original position, if vacant.
4. In order to achieve the return of laid off teachers before hiring new employees, taking into consideration the certification of laid off teachers on the recall list, the Superintendent may reassign teachers who are still working in order to provide a maximum of full time openings for recall.
5. Thereafter, teachers laid off will be recalled to the remaining openings as follows
 - a. First recall shall be of continuing teachers, with appropriate certification, in order of seniority on a last out-first in basis.
 - b. Next non-continuing teachers, with appropriate certification, in order of seniority on a last out-first in basis.
 - c. Positions for which there are no certificated personnel working or laid off, may be offered, on a seniority basis, to teachers on the recall list provided they obtain temporary certification for the position, as determined by the Superintendent, pursuant to State standards.

- d. Teachers on the recall list will have two weeks in which to respond after being notified by mail, sent to the last current address, of an open position. The open position will be offered to each person on the recall list in order of seniority on a last out first in basis.

EXCEPTION: If a vacancy occurs within the three week period of time immediately preceding the first day of a new school year, the Board may fill the vacancy after five business days.

- e. When recalled to a full time position, full contract salaries and benefits will be paid on a pro-rata basis.
- f. The recall list shall be maintained as long as there are persons eligible to remain on the list. A person's name shall remain on the list for a period of two (2) years unless he/she elects to have it removed or resigns from the system. It is the responsibility of the teacher to notify the administration of any changes in area of certification.

D. SUBSTITUTION OPPORTUNITY

Teachers laid off and not working in a full time position who choose to be placed on the sub list, will be called, before regular substitutes, for daily substitution according to continuing contract status and seniority date of hire and for long term substitution by area of certification, continuing contract status and seniority date of hire.

E. RELEASE FROM CONTRACT

Teachers, who are displaced due to a reduction in force, will be released from their contract upon request. Teachers, who are reduced to part time status due to a reduction in force, will be released from their contract upon request provided the position can be filled by a qualified teacher.

F. FRINGE BENEFITS FOR EMPLOYEES REDUCED TO PART-TIME

1. A person whose contract is reduced due to a RIF prior to that person's contract year will be eligible for pro rata benefits as outlined in Article 16 paragraphs F. 2. & F. 3.
2. If a person is employed less than full time because of reduction in force, the Board will continue all fringe benefits relating to medical, dental and life insurance for the balance of the contract year. Benefits for subsequent years will be as outlined in Article 16 paragraphs F. 2. & F. 3.

**ARTICLE THIRTEEN
LEAVES AND ABSENCES**

A. SICK DAYS

Definition: Sick days are considered to be those days when the employee is not present at school for the reasons listed below and is paid for such days. "Sick Leave of Absence" is considered to be those days when an employee is not present at school and is not paid.

1. **Accumulation**

- a. Two hundred thirty-five (235) sick days shall be allowed to accrue.
- b. Sick days shall accrue at the rate of one and one-fourth (1-1/4) days per month. The maximum allowable for any one contract year shall be fifteen (15) days. Accruing shall occur while sick days are being used.

2. **New employees**

- a. All newly employed persons in the Swanton Local Schools shall be granted five (5) sick days as of the first official day of the school year. These five (5) days are construed as being concurrent with, but not in addition to, the one and one-fourth (1-1/4) days per month allowed.
- b. Accrued credits shall be allowed to employees transferring their employment from other Boards of Education or other political subdivisions in the State of Ohio, provided credits have been computed under the minimum requirements of the laws of the State of Ohio. Accrued credits from such other sub-divisions will not be allowed to exceed the maximum allowable within the Swanton Local Schools. Credit will only be allowed if said employee has accrued a part or all of such credit within ten (10) years of employment by the Swanton Local Schools.

3. **Sick Leave-of-Absence**

- a. Any person whose personal illness may extend beyond the period of compensation provided by the accumulated sick days provisions, shall be granted a sick leave-of absence without pay or use the sick leave pool. The sick leave shall be for a period not to exceed two years.

A teacher may request sick leave-of-absence in lieu of sick days.

A request for sick leave-of-absence shall be accompanied by a letter from the attending physician indicating that a leave-of-absence is necessary and approximate duration of the leave.

- b. Under any unpaid leave-of-absence, the Board, providing the insurance carrier agrees, will allow a teacher to remain part of the group medical insurance plan if the teacher pays the amount of the monthly premiums. Checks should be written payable to the Board. Payments must be received by the Board by the 25th day of each month preceding the due date of the premium. Failure to do so will result in the cancellation of the insurance coverage.

4. Use of sick days

Upon approval of the responsible administrative officer, annual and accumulated sick days may be used for personal illness, pregnancy, birth, adoption, injury, exposure to contagious diseases which could be communicated to others, and up to five (5) school days per occurrence for absence due to injury, illness or death in the employee's immediate family. Medical appointments for routine visits should be scheduled outside of regular work hours when possible. The use of sick days for illness in the immediate family is restricted to cases of serious illness that requires the teacher's presence in the home as recommended by a physician. As used in this section, "immediate family" means parents, grandparents, brothers, sisters, spouses, sons, daughters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandchildren and others living in the same household. Exceptions to the definition of immediate family may be made on an individual basis by the Superintendent.

An absence of up to three (3) workdays shall be granted to employees who have a death in the extended family. The term "extended family" when used in this agreement shall mean aunt, uncle, niece, nephew, or guardian. The Superintendent may make exceptions to the definition of extended family on an individual basis.

The denial of an exception by the Superintendent shall be non-grievable and non-appealable.

5. Wellness Incentive

If a teacher has not used any sick leave at the end of a semester of instruction, a wellness incentive of two hundred twenty-five dollars (\$225) will be paid to the teacher. The pay will be added to their bi-weekly pay within thirty days (30) from the conclusion of the semester of wellness.

6. Sick leave pool

- a. The parties agree to create a sick leave pool.
- b. The pool will be established on a voluntary basis with any contributing member of the bargaining unit donating a minimum of five (5) sick leave days. Employees who donate to the sick leave pool will have the number of donated sick leave days deducted from their accumulated sick leave.

- c. Teachers will inform the Superintendent and the SEA President of their need for additional sick leave days. The SEA President and the applicant will then be responsible for notifying the membership of the need for additional sick days.
- d. Teachers wishing to contribute to the pool may do so by notifying in writing the Board appointed sick leave coordinator of the number of days they wish to contribute.
- e. When teachers exhaust their sick leave days, they may apply for the number of days needed to resolve their medical problems. The maximum number of days a teacher will be allowed to apply for is the remainder of the school year, plus ten days.
- f. Any unused portion of the pool shall remain in existence for the following year in case of relapse or complications. If during the following year the additional days are not needed they will be forfeited at the completion of that school year.
- g. The sick leave pool may only be used for catastrophic injury and illness that causes extended absence from work.
- h. The employee must have four (4) years of service in the Swanton Local School District to be eligible to use the sick leave pool.
- i. An employee must make application for STRS disability during the first thirty (30) days of use of the sick leave pool. If an employee fails or refuses to make application for STRS disability within thirty (30) days from the date of first draw, they will lose the privilege of using the sick leave pool beyond the initial thirty (30) days. The employee may continue to use the sick leave pool until the STRS disability decision is rendered. If application for STRS disability is denied, the employee shall continue to use the sick leave pool. The time restriction and the requirements may be waived by the Board.
- j. If an employee is accepted to draw disability under the STRS, the employee will not be eligible to continue the use of the sick leave pool.

7. Sick Leave Loan

In any given school year, in case of catastrophic illness or injury to an employee with four (4) years or less of service in the Swanton Local School District, and therefore not eligible for the sick leave pool, the Superintendent, may at his/her discretion advance up to fifteen (15) sick leave days to the employee provided the employee has exhausted all other sources of paid time off. If the employee ends employment with the district, he/she must pay back the cost of any advanced days out of his/her final pay.

B. PROFESSIONAL LEAVE

1. Professional staff members are encouraged to attend and/or conduct professional meetings that contribute to the education program. The following procedure shall be used:
 - a. Prior to attending a meeting, a written request will be submitted to the building principal for written approval and forwarded to the Superintendent for written approval.
 - b. Permission must be obtained before the staff member leaves to attend such meetings.
 - c. When authorized, transportation, lodging, meals, registration and compensation for necessary substitute will be paid in total by the Board. The expenses will be paid at the IRS maximum allowance and twenty-five dollars (\$25.00) daily food allowance. Registration(s) may be prepaid by the Board when the amount exceeds twenty-five dollars (\$25.00).
 - d. Overnight stays will be authorized for distances less than 175 miles only if the actual meeting begins prior to 10:00 a.m.
2. In considering whether to grant permission to a teacher to attend a professional meeting which would result in the teacher's absence from the classroom, the following factors will be taken into account:
 - a. The benefit that might result to the teacher.
 - b. The benefit that might result to the school system.
 - c. That one teacher might be selected to represent a number of teachers who could benefit by this same experience, in which case the one representing the group would be expected to bring back a report to the group.
3. Should a request for professional leave be denied, it would then be subject to the grievance procedure beginning at the level of disapproval.
4. Annual funding for professional leave will be calculated at one hundred per cent (100%) of the negotiated base salary.
5. Funds

Professional leave funds shall be allocated from September 1 - August 31. The total funds shall consist of 100% of the negotiated base salary. These funds shall be divided in the following manner:

- a. Each professional staff member shall be guaranteed use of an equal portion of the funds.

- b. A professional staff member may waive part or all of his/her allotment by signing a waiver anytime during the school year. This money will go back into the professional leave fund at that building to be used by other professional staff to supplement his/her guaranteed money. Teachers may use their own professional leave funds for college tuition reimbursement to supplement their college reimbursement.
 - c. Staff members must notify the Superintendent in writing within ten (10) days after the scheduled meeting if it was cancelled. Monies not used for the professional meeting will be credited to the individual's account if such notice is received within the allotted time. Failure to give notice within ten (10) days will result in the loss of the allocated amount for the cancelled meeting by the staff member and the funds will revert to the professional leave fund.
6. The building administrator must approve all requests in the above cases.
 7. Maximum reimbursement per teacher per leave during each school year shall be \$500. The maximum number of professional leave days per employee shall not exceed four (4) in any given year.
 8. Principals shall have the authority to approve professional leaves which might benefit the teacher and/or the school system in fulfillment of his/her contractual assignments. Those not allowed by the Ohio Revised Code shall be prohibited (e.g., political, religious, etc.)
 9. Certificated staff who participate in workshops falling under professional leave criteria while supervising field trips shall have that portion paid for from professional leave money provided it is not paid for by field trip funds.
 10. In workshops/conferences in which college credit is optional the part other than college tuition shall come from professional leave. If college credit is desired, money for tuition should be requested from college tuition fund.
 11. Administrators shall not authorize professional leave for teachers who attend conferences with an administrative intent.
 12. Teachers serving on evaluation teams shall have substitutes paid from a fund other than professional leave.
 13. Tuition/fees for certification or continued certification shall not come from professional leave.
 14. Fees for commercial transportation can be prepaid by the Board of Education. Registration fees may be prepaid by the Board when the amount exceeds twenty-five (\$25.00) dollars. These fees must be requested ten (10) working days prior to payment date.

15. Method of Reimbursement

Each participant shall submit an itemized statement on prescribed forms to the Superintendent no later than 9:00 a.m. on the Thursday immediately preceding the regular monthly meeting of the Board of Education. If lodging reimbursement is requested a copy of the hotel/motel bill must be attached to the reimbursement form.

16. Each professional staff person will receive a copy of final guidelines including his building assignment for professional leave purposes.

17. Those persons not included are:

- a. Administrators
- b. Title I
- c. Auxiliary Services

C. PERSONAL LEAVE

1. Three (3) days of personal leave shall be granted:

- a. Only one (1) of these days may be used during the first two (2) weeks and the last two (2) weeks of any one school year.
- b. Persons using a personal day during the first two (2) weeks of school or during the last two (2) weeks of the regular school calendar and during extended service time will not be eligible for reimbursement for any remaining days as stated in C6.

2. Forty-eight (48) hours prior notification shall be given to the administration.

3. Leave allowance shall not exceed twenty percent (20%) of the total staff of any building within the school system.

4. Use of personal leave days may be granted for educational reasons on any of the scheduled work days or in-service days at the principal's discretion.

5. If an emergency exists, the above guidelines may be waived by the building principal. Building principals' decisions in this matter will be considered final.

6. Compensation equal to substitute teacher pay will be paid to each person for each personal day not used during any one school year.

7. Payment for unused personal days will be made after the end of each school year.

D. ASSAULT LEAVE

1. Any employee who is absent from employment due to disability resulting from a physical attack upon said employee which occurs in the course of said employee's employment with the Board of Education, shall be granted assault leave. During the assault leave, the employee shall be maintained on full pay status.
2. Assault leave will not be granted under this policy unless the teacher in question: (1) signs a written statement justifying the granting and use of assault leave on forms to be provided by the Board; (2) provides a certificate from a licensed physician stating the nature and probable duration of the disability employment; (3) agrees to testify and cooperate in the prosecution of any juvenile and/or adult in criminal proceedings that may be brought against the person responsible for the assault.
3. Assault leave shall be provided as follows:
 - a. Unlimited leave will be provided, as needed, for each occurrence.
 - b. Assault leave shall not be charged to sick leave.

E. MATERNITY/PATERNITY/ADOPTION LEAVE

1. Leave-of-absence for reason of maternity/paternity/adoption shall be granted by the Board within the following parameters:
 - a. Maternal leave-of-absence for adoption shall apply only for the adoption of pre-school aged children.
 - b. Paternal leave-of-absence shall apply only for a maternal death where pre-school aged children are involved.
2. The period of leave may be up to one academic year. An academic year shall be defined as that listed on the school calendar.
3. The teacher may choose to shorten or lengthen the leave period by mutual agreement of the teacher and the Superintendent.
4. The leave period may be modified in the event of the infant's/child's death.
5. The teacher may be required to forfeit various supplemental contracts during the leave period.
6. Under any unpaid Maternity/Paternity/Adoption Leave, the Board, providing the insurance carrier agrees, will allow a teacher to remain part of the group medical insurance plan if the teacher pays the amount of the monthly premiums. Checks should be written payable to the Board. Payments must be received by the Board by the 25th day of each month preceding the due date of the premium. Failure to do so will result in cancellation of insurance coverage.

7. Leave granted under this section shall be unpaid.

F. RELIGIOUS ABSENCE

1. The Superintendent will grant religious leave as "authorized without pay" to a staff member upon application for a religious holiday as identified by a duly constituted religious body.
2. Applications must be submitted at least five (5) days prior to the holiday.
3. Absence for such will not exceed four (4) days per school calendar year.
4. Such days will not be deducted from any other leave.

G. ADDITIONAL EDUCATION LEAVE

1. One year's leave-of-absence for additional education shall be granted within the following parameters:
 - a. The teacher must submit written proof to the local Superintendent that he/she has been accepted as a full-time student in (1) a graduate school or, (2) an under-graduate program at the Baccalaureate level which will enhance the said teacher's area of certification and/or the ability to teach.
 - b. No more than five, total, nor more than two from any one building may be granted a leave-of-absence during any one school year.
2. All leaves are to be granted on a first come, first served basis.
3. All leaves are contingent upon the hiring of a satisfactory replacement.
4. Intent to use a leave-of-absence must be filed in writing in the Superintendent's office by April 1 for the year preceding the request for leave.

H. LEGAL LEAVE

1. The Swanton Board of Education will pay employees the difference between their regular rate of pay and the pay received by the employee for jury duty, SERB hearings and worker's compensation hearings performed on scheduled Board work days.
2. The employee performing the above duties shall deposit a personal check with the Treasurer for the amount of money received. If the employee fails to deposit the proper amount with the Treasurer, the Treasurer will deduct said compensation from the employee's first pay check immediately following the completion of duties.
3. Any employee absent from work because they are subpoenaed to appear before the State Employment Relations Board will be compensated as required by the Ohio Revised Code or State Employment Relations Board Rules.

4. Arbitration representatives, advocates, and witnesses shall have paid released time for hearings.

I. CALAMITY DAYS

If a calamity day, called by the Superintendent, occurs during a sick day or personal day, the employee will not be charged with a sick day or personal day.

J. RETURN FROM LEAVE

Teachers granted a leave of absence shall be placed, upon their return, provided their seniority and certification allows, in the same or similar position they held before their leave began; similar position is defined as K-2, 3-5, 6-8, 9-12. Exceptions shall be made by mutual agreement.

The teacher must return to the system at the beginning of the immediate school year following the leave-of-absence, if the guarantee of the job is to remain effective.

K. UNPAID LEAVES

All paid and unpaid leaves must be authorized by the Superintendent or his designee in advance of the leave except in emergency situations. Each unauthorized day will be deducted at a per diem rate of pay.

L. FAMILY MEDICAL LEAVE ACT

The Board will adhere to the regulations of the Federal Family Medical Leave Act (FMLA) of 1993, as amended. It will be at the teacher's option to determine whether to use leave under FMLA concurrent with any other leave for which the teacher may be eligible under the terms and conditions of this Master Agreement.

Employees wishing to make use of leave under FMLA must so inform the Board of Education within the third (3rd) day of their absence and/or leave whenever practicable.

**ARTICLE FOURTEEN
PAY PERIODS/PAYROLL DEDUCTIONS**

A. PAY PERIODS

1. All teaching contracts will be paid pursuant to the provisions of this agreement in twenty-six (26) bi-weekly payments. All employees will be paid by direct deposit. The SEA acknowledges that every five to seven (5-7) years, there will be twenty-seven (27) pays instead of twenty-six (26). This will address the payroll lag which occurs every five to seven (5-7) years.
2. Supplemental contracts shall be paid in a lump sum payment at the conclusion of the supplemental contract

B. PAYROLL DEDUCTIONS

Deductions will be allowed, at no cost to the employees, for the following: Association dues, tax-sheltered annuities, political contributions - EPAC (Educators For Political Action Committee), Credit Union, and United Way. These deductions will be of equal amounts beginning on October 1 of each year and will be consistent with the bi-weekly pay schedule.

1. Association bargaining unit members will use continuing payroll deductions for dues each year. If a member wishes to withdraw from this method of payment, he must notify the membership chairperson by September 15th. Teachers who retire mid-year will have the remainder of the association dues for that year deducted from their last paycheck.
2. EPAC
 - a. Minimum participation of ten percent (10%) of bargaining unit.
 - b. Fifty-two dollars (\$52.00) per year minimum contribution.
3. Credit Union
 - a. Minimum participation by ten percent (10%) of those eligible.
 - b. Minimum deduction shall be ten dollars (\$10.00) per pay.
 - c. Changes may be made by September 15, November 15, January 15, March 15, and June 15, to be effective the first pay of the following month.
4. Tax Sheltered Annuities
 - a. Tax sheltered annuities shall be made available.
 - b. Enrollment shall be open during the months of September and January.

- c. Changes may be made by September 15, November 15, January 15, March 15, and June 15, to be effective the first pay of the following month.
- d. No new companies will be allowed unless there is a minimum enrollment of ten (10) employees and the company is in compliance with all IRS regulations. New employees coming to the Swanton Local School District who have had an annuity policy in their prior district will be allowed to continue that program, as long as that provider conforms to IRS regulations for 403B and the participates in the schools 403B plan document..
- e. All employees that have an annuity through Swanton Schools beginning with the effective date of this Contract will be guaranteed the right of choice of an annuity carrier in the event their carrier merges or changes names to a company not presently doing business with Swanton Schools, as long as that provider conforms to IRS regulations for 403B and the participates in the schools 403B plan document..

ARTICLE 15
COMPENSATION

A. TEACHERS SALARY SCHEDULE

Effective 9-1-11
2011-2012
2012-2013
2013-2014

Step	BA	BA+23	BA+45	MA	MA+30
0	32,442 1.00000	33,416 1.03000	34,713 1.07000	36,335 1.12000	37,633 1.16000
1	33,902 1.04500	34,875 1.07500	36,173 1.11500	38,120 1.17500	39,417 1.21500
2	35,362 1.09000	36,335 1.12000	37,633 1.16000	39,904 1.23000	41,202 1.27000
3	36,822 1.13500	37,795 1.16500	39,093 1.20500	41,688 1.28500	42,986 1.32500
4	38,282 1.18000	39,255 1.21000	40,553 1.25000	43,473 1.34000	44,770 1.38000
5	39,742 1.22500	40,715 1.25500	42,013 1.29500	45,257 1.39500	46,555 1.43500
6	41,202 1.27000	42,175 1.30000	43,473 1.34000	47,041 1.45000	48,339 1.49000
7	42,662 1.31500	43,635 1.34500	44,933 1.38500	48,826 1.50500	50,123 1.54500
8	44,122 1.36000	45,095 1.39000	46,393 1.43000	50,610 1.56000	51,908 1.60000
9	45,581 1.40500	46,555 1.43500	47,852 1.47500	52,394 1.61500	53,692 1.65500
10	47,041 1.45000	48,015 1.48000	49,312 1.52000	54,179 1.67000	55,476 1.71000
11	48,501 1.49500	49,475 1.52500	50,772 1.56500	55,963 1.72500	57,261 1.76500
12	49,961 1.54000	50,934 1.57000	52,232 1.61000	57,747 1.78000	59,045 1.82000
13	51,421 1.58500	52,394 1.61500	53,692 1.65500	59,532 1.83500	60,829 1.87500
14	52,881 1.63000	53,854 1.66000	55,152 1.70000	61,316 1.89000	62,614 1.93000
15	54,341 1.67500	55,314 1.70500	56,612 1.74500	63,100 1.94500	64,398 1.98500
18	55,801 1.72000	56,774 1.75000	58,072 1.79000	64,885 2.00000	66,182 2.04000
25	57,101 \$1,300	58,074 \$1,300	59,372 \$1,300	66,185 \$1,300	67,481 \$1,300

A \$300 stipend will be paid to each member upon ratification of the 2011-2014 Master Agreement by the Board and the Association.

B. SUPPLEMENTAL SALARY SCHEDULE (% of Base Salary)

Base Salary 2011-2014 \$32,442

1. ATHLETICS

a. Asst. A.D.	14%
b. Equipment Mgr.	8%
c. Trainer	13%
d. Strength/Cond. Coach	16%
4% per Season (Fall, Winter, Spring & Summer Season)	
e. Football	
(1) Head	20%
(2) Ass't. (4)	13%
(3) Frosh.	10%
(4) Ass't. Frosh.	7%
(5) 8th Grade	7%
(6) Ass't. 8th	6%
(7) 7th Grade	7%
(8) Ass't. 7th	6%
(9) One additional Assistant Football Coach	13%
may be added with the absence of a	
Freshman Football Team.	
f. Basketball - Boys	
(1) Head	20%
(2) Ass't.	13%
(3) Frosh.	10%
(4) 8th Grade	7%
(5) 7th Grade	7%
(6) Specialist	6%
g. Wrestling	
(1) Head	20%
(2) Reserve	13%
(3) Freshman	10%
(4) Jr. Hi.	7%
(5) Ass't. Jr. Hi.	6%
h. Baseball	
(1) Head	14%
(2) Ass't. Baseball	6%
(3) Reserve	9%
i. Track - Boys	
(1) Head	14%
(2) Ass't.	9%
(3) Jr. Hi.	6%
(4) Ass't. Jr. Hi.	5%

j.	Golf	
	(1) Head	14%
k.	Cross Country	
	(1) Head	14%
	(2) Jr. High	6%
l.	Volleyball - Girls	
	(1) Head	20%
	(2) Ass't.	13%
	(3) Frosh.	10%
	(4) Jr. Hi. (2 people)	7%
m.	Basketball - Girls	
	(1) Head	20%
	(2) Ass't.	13%
	(3) Frosh.	10%
	(4) 8th Grade	7%
	(5) 7th Grade	7%
	(6) Specialist	6%
n.	Track - Girls	
	(1) Head	14%
	(2) Ass't.	9%
	(3) Jr. Hi.	6%
	(4) Ass't. Jr. Hi.	5%
o.	Softball - Girls	
	(1) Head	14%
	(2) Ass't. Softball	6%
	(3) Reserve	9%
p.	Soccer - Girls	
	(1) Head	14%
	(2) Assistant	6%
	(3) Reserve	9%
q.	Soccer - Boys	
	(1) Head	14%
	(2) Assistant	6%
	(3) Reserve	9%
r.	Cheerleaders	
	(1) Sr. Hi.	
	a. Football	5%
	b. Basketball	6%
	(2) Jr. Hi.	
	a. Football	4%
	b. Basketball	4%

2. SCHOOL ACTIVITIES

- a. Publications
- (1) Newspaper
 - curricular 2 days extended time
 - non-curricular 6%
 - (2) Sr. High Annual
 - curricular 2 days extended time
 - non-curricular 7%
 - (3) Middle School Annual 5%
 - (4) Middle School Newspaper 5%
- b. Dramatics
- (1) School Plays (2) 6% per play
- Musical
- (1) Vocal Instructor 7%
 - (2) Drama Instructor 7%
 - (3) Technical Advisor 4%
 - (4) Instrumental Advisor 3%
 - (5) Sound and Lighting Advisor 2%
 - (6) Elementary Musicals \$300 each (max. 2 per yr)
- c. Student Council Advisor
- (1) High School 8%
 - (2) Middle School 6%
 - (3) Elementary (1) 4%
- d. Class & Club Advisors
- (1) Clubs
 - (New clubs must be authorized and sanctioned by the school administration and approved by the Board of Education.)
 - (a) French 4%
 - (b) Spanish 4%
 - (c) National Honor Society 4%
 - (d) Destination Imagination 4%
 - (e) Video Tech 4%
 - (f) Youth to Youth – High School. 4%
 - (g) Youth to Youth – Middle School 4%
 - (h) Youth to Youth – Elementary 4%
 - (i) New Approved Clubs 4%
 - (2) Class Advisors
 - (a) Freshman Class 4%
 - (b) Sophomore Class 4%
 - (c) Junior Class 4%
 - (d) Senior Class 4%
 - (e) Jr. Sr. Prom Director 4%

(f) Sr. Hi. Quiz Team Advisor	6%
(g) Middle School Quiz Team Advisor	4%
(h) Elementary Quiz Bowl Advisor (2)	1%
(i) 6th Grade Camp	
(1) Director	5%
(2) Staff (7)	2%

3. Instrumental Music

a. Band Director	
(1) Regular Season	20%
(2) Band Director – Twenty (20) Days Teachers' Base Summer Extended Time	
(3) Asst. Band Director – Five (5) Days Teachers' Base Summer Extended Time	
b. Ass't. Band Director	11%
c. Vocal Director	11%
d. Ass't. Vocal Director	7%
e. Accompanist	4%

4. Industrial Arts

Full-time industrial arts teachers shall receive three (3) days of the teacher's base pay in accordance with the base scale. Part-time industrial arts teachers shall receive one (1) day of the teacher's base pay in accordance with the base scale.

5. Special Education

a. Persons prior to 1979/80 employed as L.D. or D.H. teachers (not tutors) shall continue to draw payments as specified. Persons employed in either L.D. or D.H. after the 1979/80 school year shall not be eligible for the supplemental payment. Persons currently employed as regular sub-teachers, and tutors, who move into full-time L.D. or D.H. positions will also be ineligible for the additional compensation.

b. Schedule of Payments

(1) D.H. or L.D.	3%
------------------	----

6. Head Teachers

a. Park	14%
b. Crestwood	14%

7. Guidance

- a. Director of Guidance 10%

The Director of Guidance shall receive a ten (10) day extended contract commencing at least with the second year in this position. Pursuant to Memorandum of Understanding 8/21/90.

- b. Extended Days

Director of Guidance		10
High School	(1)	10
Middle School	(1)	5
Elementary	(2)	1

8. Department Chairpersons

- a. Core Areas (4) 6-12 11%
Elementary (1) K-5 11%
- b. Grade Level Chairpersons (6) K-5 5%

9. Mentorship

- a. Mentor Coordinator 6%
b. Full Year Mentor for EYT 5%
c. One Semester 3%
d. One Quarter 1.5%

10. I.A.T. R.T.I. Team

- a. Crestwood (3 classroom teachers, 1 special needs teacher, 1 guidance counselor) 4%
- b. Park (3 classroom teachers, 1 special needs teacher, 1 guidance counselor) 4%
- c. Secondary
Scheduled IAT meetings outside the regular contracted school day at the secondary level will be compensated to the teacher equal to conference/period substitute pay. Yellow casual labor form should be utilized for documentation and payment.

11. Teachers asked to grade various state mandated tests shall have the option of reimbursement at an hourly rate equal to 1/7 of the daily base rate or be granted release time to perform this extra duty.

12. Substitute Teacher Caller 11%

13. Local Professional Development Committee

- a. chair(s) (1 or 2) 6%
- b. committee members (3 or 4) 5%

14. Summer School Rate

Summer school teachers will be paid in accord with a divisor of 1281 (183 days times 7 hours) on the base salary schedule on per hour basis.

C. SEVERANCE PAY

1. Benefit Calculation

- a. The daily wage shall be determined by dividing the employee's current salary, minus any supplementals, by one hundred eighty-three days to determine the daily rate. The daily rate will be multiplied by the employee's eligible days to determine the total accrued severance pay.
- b. The number of eligible days shall be determined by dividing the employee's accrued sick leave by four.
- c. Teachers retiring from the Swanton Local Schools shall be paid an additional \$50 for each year of service to the Swanton Local Schools. The maximum number of years of service that will be paid is 30.

2. Eligibility

- a. An employee's eligibility for severance pay shall be determined as the final date of employment. The employee must meet all of the following criteria (1-5):
 - (1) Upon receipt of a certificated employee's resignation, all eligible employees will be notified of their severance benefit.
 - (2) The individual must be eligible for disability or service retirement as of the last date of employment.
 - (3) The individual must within one hundred twenty (120) days of the last day of employment prove acceptance into the retirement system by having received his/her first retirement check.
 - (4) Once evidence of the individual's first retirement check is presented to the Treasurer's office the severance pay will be disbursed to the employee in the next available pay period
 - (5) Teachers must have not less than fifteen (15) years of service with the Swanton Schools.

In case of death of an employee with at least fifteen (15) years of service with the Swanton Local School District, severance will be paid to the estate of the deceased.

- (6) The retiring teacher will have his/her insurance benefit paid through the last day of the month in which the retirement occurs.

3. Sick Leave Elimination

- a. An employee who accepts payment for severance pays eliminates all unused sick leave from his/her sick leave account

D. OTHER EXPERIENCE

1. Other Teaching Experience

- a. Up to ten (10) years of credit shall be granted.
- b. Partial years will not be counted.
- d. One (1) full year will be granted if the teacher presents evidence of at least one hundred twenty (120) days of teaching within the district and all teaching service outside the district in an Ohio-chartered private or public school or a public or private institution, or special education program which held an Ohio charter or subsequently became chartered.

2. Retiree Factors

The terms of employment for a newly employed but previously retired certificated staff member shall be as follows:

- a. Any retirement shall be considered a break in employment.
- b. Former employees of the district shall be precluded from service credit earned prior to retirement.
- c. Up to five (5) years of service credit shall be granted for experience at the appropriate education level attained.
- d. The staff member shall not be eligible for severance or Retirement Cash Incentive.
- e. The staff member shall receive one (1) year limited contract and shall not be eligible for a continuing contract as provided for in Section 3319.11ORC. This contract shall automatically non-renew at the end of each school year and no action will be required by the Board to non-renew the contract.
- f. The staff member shall not be eligible for the Medical Waiver Option as stated in Article 16 (B)(1).

- g. Rehired retired teachers do not retain previous seniority. The new seniority status will be based on the new hire in date.
- h. If health benefits are terminated for retired certificated staff members by STRS, those individuals affected will become eligible for the same health benefits allowed all SEA members under the current contract. Otherwise, rehired retirees will not be eligible for health insurance benefits.
- i. All terms and conditions of employment set forth in the preceding paragraphs shall supersede and replace any sections of the Ohio Revised Code with which they are in conflict, including but not limited to, Sections 3313.202, 3319.07, 3319.08, 3319.11, 3319.111, 3319.141, 3319.22, Chapter 3317 of the Ohio Revised Code and Chapter 3301-24 of the Ohio Administrative Code.

3. Military Credit

- a. Up to five (5) years of military credit shall be granted.
- b. One (1) year of military credit means at least eight (8) months of continuous service.

4. Other Experience Factors

- a. These shall be determined by the administration and the Board of Education.

E. MOVEMENT ON THE BASE SCHEDULE

1. Vertical movement shall be automatic from one school year to the next.

Certificated employees working less than full time shall receive credit for placement and movement on the salary schedule as though they were teaching full time. Teachers must work at least one hundred twenty (120) partial days to receive a year's credit. Persons working less than one hundred twenty (120) days, whether they be full days, or partial days, will not receive a year's credit.

2. Horizontal movement on the base schedule shall not change during any one school year.

Teachers desiring horizontal movement on the salary schedule shall be allowed twice during any one school year. Teachers desiring horizontal movement on the salary schedule shall have an official transcript of grades on file in the office of the local Superintendent no later than September 15 or January 15, of any one school year. If a transcript is delayed, a letter from an appropriate university official indicating the delay will be required by the September 15 or January 15 deadline.

3. Base salary movement

- a. Non-degree to degree status --

Transcript of grades indicating date of graduation.

- b. BA to BA +23 quarter hours --

Transcript of grades indicating fifteen (15) semester or twenty-three (23) quarter hours of graduate credit or in the area of certification beyond the BA degree and completed after original date of graduation.

- c. BA + 45 quarter hours --

Transcript of grades indicating thirty (30) semester or forty-five (45) quarter hours of graduate credit or in the area of certification and a BA degree and completed after original date of graduation.

- d. MA Degree --

Transcript of grades indicating that an MA degree was granted.

- e. MA Degree + 30 Quarter Hours --

Transcript of grades indicating credit for thirty (30) additional graduate quarter hours above the MA degree.

Any duplication of courses containing the same course number or description will not qualify for horizontal movement.

F. TUTORING

- 1. Tutors will be paid in accord with a divisor of 1281 (183 days times 7 hours) in on the base salary schedule on a per hour basis.

G. CONFERENCE/PREPARATION PERIOD/DOUBLE CLASS

- 1. Preparation time/additional-class:

Any teacher who agrees to teach a class during his/her scheduled preparation time shall be compensated:

- a. at the daily base pay rate for the first sixty (60) minutes.
- b. at his/her per diem rate beginning at sixty-one (61) minutes.
- c. at his/her per diem rate from the onset when the teacher doubles up with another class.

An effort will be made to give all teachers consideration when a substitute is required under this policy.

2. Obligations

Requests to teach during this period in no way obligates the teacher. Teachers may refuse such requests without reason or fear of reprisal.

3. Reimbursement

- a. Teachers will file a substitute payroll form with the building principal.
- b. The principal will file the form with the Treasurer.
- c. Payment will be made at regular substitute payroll periods.

H. IN-SERVICE WORKSHOPS

1. Swanton professional staff members shall be paid a fee for conducting In-Service Workshops primarily designed for the improvement of instruction in the Swanton Local School System.
2. Fees for conducting workshops shall be:
 - a. \$15 per hour per teacher.
 - b. \$45 per half day per teacher.
 - c. \$75 per day per teacher.

I. PART-TIME INSTRUCTION

Certified employees not employed full time shall be paid pro rata according to their position on the salary schedule.

Pro rata shall be determined by adding the percentage of time assigned for classroom instruction to the same percentage of the 210 minute teacher preparation time.

If the part-time teacher works before and after lunch, thirty (30) minutes will be added per day to the pro rata rate.

The percentage of time assigned for classroom instruction, the percentage of preparation time, and lunch time, if applicable, will be added together to determine the teacher's pro rata rate.

Part-time non-certificated teachers are not eligible for pro rata pay.

J. STRS PICK UP

Effective October 1, 1983, the Board of Education shall designate each employee's mandatory contributions to the State Teachers Retirement System of Ohio as "picked-up" by the Board as contemplated by Internal Revenue Service Rulings 77-464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory State Teachers Retirement System of Ohio contribution which has been designated as having been "picked-up" by the Board, and

that the amount designated as having been "picked-up" by the Board shall be included in computing final average salary provided that no employee's total salary is increased by such "pick-up", nor is the Board's total contribution to the State Teachers Retirement System of Ohio increased thereby.

K. RETIREMENT CASH INCENTIVE

1. Incentive Payment

- a. A retirement cash incentive of fifteen thousand dollars (\$15,000), shall be paid to all bargaining unit members who elect to retire under normal circumstances (i.e. not disability) and in the first year they are eligible.
- b. Payment shall be paid through the payroll process to the credit of the retired employee and the employee shall have the option of participating with a Board approved annuity company for the purpose of deferring all or a portion of this incentive payment for tax purposes.

2. Eligibility Requirements

- a. Teachers must have not less than fifteen (15) years of service with the Swanton Schools.
- b. Participation is open to all eligible STRS members.
- c. The member must meet the eligibility requirements for retirement established by STRS.
 1. Member has accumulated 30 or more years of STRS service credit at any age.
 2. Member is age 55 or older and has accumulated 25 or more years of STRS service credit.

3. Application Process

- a. Employees wishing to participate in this plan must indicate their desire by submitting written application to the Treasurer's office as soon as possible. However, such application must be received no later than January 15 preceding the employee's first year of eligibility for retirement. This request for retirement cash incentive can be canceled by the employee if written notice is given to the Treasurer's office not later than April 15 preceding the employee's first year of eligibility for retirement.

4. Retirement Date

Employees wishing to participate in the Retirement Cash Incentive Plan should indicate a retirement date before August 1, preceding their year of eligibility.

**ARTICLE SIXTEEN
FRINGE BENEFITS**

A. MEDICAL INSURANCE

1. Full-time certificated employees shall be granted health care benefits offered by a licensed carrier in the State of Ohio that is mutually agreed upon by representatives of the SEA and Board. The employee contribution to the insurance premium will be 5% for the 2011-2012 school year, effective April 5, 2012. The employee contribution to the insurance premium will be 6% for the 2012-2013 school year. The employee contribution to the insurance premium will be 7% for the 2013-2014 school year.

Employees will not be required to pay the insurance premium when the Board of Education takes a moratorium.

The medical benefits will be evaluated annually by a committee. Among the representatives three teachers (1 SEA officer, 1 member of the negotiations team and 1 SEA member) will serve on the insurance committee to review insurance carriers on an annual basis. The purpose of this committee will be to ensure that members are receiving the best possible benefits. No change of carriers will be made unless the benefits provided by a different carrier will be the same or similar as those listed below and will be provided to the district at the best possible rate.

2. Restriction - married couples both working for the Swanton Board of Education.
 - a. One Family Policy, or
 - b. Two Single Policies.
 - c. Married couples are eligible for one (1) medical/prescription waiver, and
 - d. One family policy with the Board of Education paying the employee's contribution in lieu of the waiver.
3. There shall be one enrollment period (September).

Eligible Expenses

SEE Paramount Plan Separate Attachment
Administered through OME-RESA
Effective September 1, 2008

B. MEDICAL WAIVER OPTION

1. Full-time teachers may waive their right to medical insurance. Waivers for members that choose not to participate in the insurance benefit program may do so for a minimum one full quarter and receive 1/4th of the waiver stipend. This payment will be made in the first pay period following the end of the eligible quarter.

Full-time teachers waiving individual coverage	- \$ 600
Full-time teachers waiving family coverage	- \$ 1,500
Full-time teachers waiving family coverage for individual coverage	- \$ 600

2. In the event of a change in the need for coverage due to a major life event causing the loss of the teacher's alternate source of insurance during the waiver year (death, change in marriage status, loss of job), the teacher may REINSTATE coverage effective the first day of the following month without having to meet any pre-existing condition requirement provided he/she has filed the proper application card with the Office of the Treasurer. Such re-entry into the insurance program will nullify the bargaining unit member from receiving the health care insurance waiver payment as originally declared.
3. Should a teacher elect to participate in the program, the teacher must complete the waiver of coverage form by August 1 of each year. Participation shall require completion of the form each year. A teacher who withdraws from the program may not re-enter again until the following year, except for the conditions established in paragraph two, above. Teachers new to the Swanton Local Schools may elect to participate during their second full year of employment.
4. Individuals receiving a lump sum payment for medical waiver have the option of changing their IRS deduction status with the treasurer. They shall do so when they complete the waiver of coverage form.
5. Coordination of Benefits

The Coordination of Benefits provision is intended to prevent payment of benefits which exceed expenses. It applies when any person who is covered under this Plan is also covered by any other plan or plans. When more than one coverage exists, one plan normally pays its benefits in full and the other plans pay a reduced benefit. This Plan will always either pay its benefits in full or a reduced amount which, when added to the benefits payable by the other plan or plans, will not exceed 100% of allowable expenses. Only the amount paid by the Plan will be charged against the Plan maximums. All benefits contained in the Plan Document are subject to this provision.

When any person is eligible for coverage under two (2) or more plans, it is necessary to determine which plan is primary and which plan is secondary. The following rules are used to determine the primary carrier:

- a. A plan which does not have a non-duplication of benefits or coordination of benefits provision will be the primary carrier;
- b. If all the plans have Coordination of Benefits provisions, a plan is primary if it covers the person as an employee, and secondary if it covers the person as a dependent;
- c. The primary plan is the plan that covers the person as an active, full-time employee, or that employee's dependent. The secondary plan is the plan that

covers that person in a status other than as an active, full-time employee, or that employee's dependent;

- d. If a person is covered as dependent child under more than one (1) plan:
 1. the plan of the parent whose birthday falls earlier in the year is the primary plan;
 2. if the father and mother have the same birthday, the plan covering the parent longer is the primary plan;
 3. if the other plan's provisions for coordination of benefits does not follow the rule of this plan (as stated in d1 & 2), then the rules for coordination of benefits of the other plan shall determine the order of benefits;
 4. if more than one plan covers a person as a dependent child or divorced or separated parents, benefits for the child will be determined by the specific terms of the Court decree. If the Court decree states which parent is responsible for the health care expenses of the child then that parent's plan shall be primary. If there is no Court decree or the Court decree is silent as to which parent is responsible for the health care expenses of the child, or if the Court decree is not being followed by the parent who is supposed to be providing coverage, then the plan that will pay primary benefits will be determined in the following order:
 - i. the plan of the parent with custody of the child;
 - ii. the plan of the spouse of the parent with custody of the child;
 - iii. the plan of the parent without custody of the child.
- e. When the above rules do not establish an order of benefit determination, the benefits of a Plan which has covered the person for the longer period of time shall be determined before the benefits of a Plan which has covered the person the shorter period of time.

The Plan will coordinate benefits with any of the following types of coverage:

- a. Group, blanket, franchise or individual insurance coverage;
- b. Hospital services payment plans, medical services prepayment plans, health maintenance organizations, or other group prepayment coverage;
- c. Any coverage under labor-management trustee plans, union welfare plans, employee organization plans, or employee benefit organization plans;
- d. Any coverage provided by automobile "No Fault" legislation or any coverage provided by the Social Security Act or any other statute, including but not limited to Medicare;
- e. Any Employer-sponsored non-insured employee benefit plans; and
- f. Any coverage for students which is sponsored by, or provided through, a school or other educational institution.

The term "Allowable Expense" means any necessary item of expense, the charge for which is Reasonable and Customary and is a covered expense under this Plan. When a Plan

provides benefits in the form of services rather than cash payments, then the reasonable cash value of each service rendered will be deemed to be both an allowable expense and a benefit paid.

The term "Claim Determination Period" means a calendar year or that portion of a calendar year during which the Covered Person for whom claim is made has been covered under this Plan.

C. PRESCRIPTION DRUG

SEE Paramount Plan Separate Attachment
Administered through OME-RESA
Effective September 1, 2008

D. DENTAL INSURANCE

1. There shall be no deductible.
2. The employee contribution to the dental insurance premium will be \$5.00 per month for a single or family policy.

Dental Expense Benefits (Effective July 1, 2008)

Percentage Payable

Benefits are payable at the percentage rate applicable to the type of service, which is specified in the Schedule of Dental Benefits.

Maximum Benefit

The maximum benefit payable for each person in any calendar year for Type I, II and III Services combined is specified in the Schedule of Dental Benefits. The maximum lifetime benefit payable for each person for Type IV (Orthodontic) Services is specified in the Schedule of Dental Benefits.

Pre-Determination of Benefits

Each Covered Person can take advantage of a Pre-Determination of Benefits. Under this provision, the Covered Person files with Self-Funded Plans, Inc. a Dentist's diagnosis, proposed course of treatment and expected charges. The Dentist may complete this information on a dental claim form. When a Pre-Determination of Benefits has been made, Self-Funded Plans, Inc., will inform the Covered Person, in advance of treatment, as to the estimated amount of any benefits payable under this Plan with respect to the proposed course of treatment.

Benefits for Temporary Work

Benefits for temporary dental service will be considered a part of the final dental service. Benefits paid for temporary service will be deducted from the benefits otherwise payable for the final service.

Alternate Treatment

If alternate services or supplies may be employed to treat a dental condition, Covered Dental Expenses will be limited to the Reasonable and Customary charge for those services or supplies which are customarily employed nationwide in the treatment of the disease or Injury and are recognized by the profession to be appropriate methods of treatment in accordance with broadly accepted national standards of dental practice, taking into account the current total oral condition of the covered family member.

Covered Dental Expenses

Covered Dental Expenses are the Reasonable and Customary Charges of a Dentist which the Employee is required to pay for services and supplies listed below; but only to the extent that the Plan determines that the services rendered and supplies furnished are:

- a. appropriate and meet professionally recognized national standards of quality; and
- b. are necessary for the treatment of a non-occupational disease or a non-occupational injury and are customarily employed nationwide for the treatment of the dental condition;

taking into account the current total oral condition of the covered family member.

The following is a complete list of those dental services which will be considered as Covered Dental Expenses; however, expenses that are incurred for the performance of any dental service not listed below will be considered a Covered Dental Expense only if the Plan Administrator agrees in writing to accept such expenses as Covered Dental Expenses. If the Plan Administrator so agrees, the benefits that are payable will be consistent with a payment for such similar Covered Dental Expenses that would provide the least costly professionally adequate treatment.

Type I Services

1. Oral examination, but not more than two (2) examinations in any consecutive twelve (12) month period.
2. Prophylaxis (routine or periodontal), but not more than twice in any consecutive twelve (12) month period.
3. Topical application of sodium or stannous fluoride. Such charges will be covered once every twelve (12) months.
4. Emergency palliative treatment.
5. Space maintainers, including all adjustments within six (6) consecutive months of installation.
6. Topical application of sealants (limited to the four [4] back molars), but only if the Covered Person has not yet attained the age of fourteen (14) years.
7. Dental x-rays required in connection with the diagnosis of a specific condition requiring treatment; also other dental x-rays, but not more than one (1) full mouth x-ray or series in any period of thirty-six (36) consecutive months.
8. Tests and lab exams.

Type II Services

1. Fillings (amalgams, silicate, acrylic).
2. Endodontic treatment, including root canal therapy.
3. Treatment of periodontal and other diseases of the gums and tissues of the mouth.

4. Repair or recementing of crowns, inlays, bridgework, or dentures; or relining of dentures.
5. Extractions and oral surgery (excluding any charges which are covered under the medical benefits plan).
6. General anesthesia

Type III Services

1. Inlays, onlays, gold fillings or crowns (including precision attachments for dentures).
2. Initial installation of fixed bridgework (including inlays and crowns to form abutments).
3. Initial installation (including adjustments for the six [6] month period following installation) of partial or full removable dentures to replace one (1) or more natural teeth extracted while the family member is covered under the Employer's Plan.
4. Replacement of an existing partial or full removable denture or fixed bridgework by a new partial or full removable denture, or addition of teeth to an existing partial denture, provided such expense is not excluded herein.

Type IV (Orthodontic) Services

Orthodontic Services are covered for the use of active appliances to move teeth, to correct faulty position of teeth (malposition); or abnormal bite (malocclusion). This includes charges for appliances to control harmful habits and retention appliances. An Orthodontic Treatment Plan means a Dentist's report, on a form approved by the Plan, that states the class of malocclusion or malposition; recommends and describes needed treatment by orthodontic procedures; estimates the duration of the treatment; estimates the total charge for the treatment; and includes cephalometric x-rays, study models and any other supporting evidence that the Plan may reasonably require.

When Expenses Are Deemed to be Incurred

Expenses are deemed to be incurred as of the date dental care is performed, except as provided below:

1. Expenses for restorations shall be deemed incurred on the first date of preparation of the tooth or teeth involved, provided the person remains continuously covered during the course of treatment.
2. Expenses or charges for endodontic services shall be deemed incurred on the date the specific root canal procedure commenced, provided the person remains continuously covered during the course of treatment.
3. Expenses for fixed bridgework, crowns, inlays or restorations shall be deemed incurred on the first date of preparation of the tooth or teeth involved, provided the person remains continuously covered during the course of treatment.
4. Expenses for full or partial dentures shall be deemed incurred on the date the final impression is taken, provided the person remains continuously covered during the course of treatment.
5. Expenses for rebase of an existing partial or complete denture shall be deemed incurred on the first day of preparation of the rebase of such denture, provided the person remains continuously covered during the course of treatment.
6. The orthodontia benefit will be divided equally over the number of months of treatment planned.

Dental Plan Limitations and Exclusions

Dental Expense Benefits do not cover expenses incurred for any of the following:

1. Charges for dental care which is provided solely for the purpose of improving appearance, when form and function of the teeth are satisfactory and no pathological condition exists, including charges for personalization or characterization of denture.
2. Charges for replacement of a bridge or denture which meets or can be made to meet commonly held dental standards of functional acceptability.
3. Charges made by other than a Dentist, except that cleaning or scaling of teeth may be performed by a licensed Dental Hygienist, if such treatment is rendered under the supervision and direction of the Dentist.
4. Charges for dental care which does not meet the standards of dental practice accepted by the American Dental Association.
5. Charges for the replacement of a lost or stolen prosthetic device
6. Charges for a spare or duplicate prosthetic device or appliance.
7. Charges for sealants (except for dependent children under the age of 14), for oral hygiene and dietary instruction, implantology and a plaque control program.
8. Charges for appliances or restorations, other than full dentures, whose primary purpose is to increase vertical dimensions or stabilize periodontally involved teeth (splinting) or to restore the occlusion (unless as Type IV Service).
9. Charges which were incurred prior to the effective date of coverage under the Plan, or after coverage is terminated.
10. Charges for replacement of a bridge or denture within five years following the date of its installation unless (a) such replacement is made necessary by the placement of an original opposing full denture or the extraction of natural teeth; or (b) the bridge or denture, while being worn, has been damaged beyond repair as a result of an accidental injury received while the patient is covered for Dental Expense Benefits.
11. Charges excluded under the Medical Plan Limitations and Exclusions, other than item 19 in the list of Medical Plan Limitations and Exclusions.
12. Charges for diagnosis or treating conditions or dysfunction of the temporomandibular joint.
13. Charges for porcelain or acrylic veneers of crowns or pontics on or replacing the upper and lower first, second and third molars.
14. Charges for bite registrations.
15. Charges for precision attachments.
16. Charges, if any, that are included as covered medical expenses.
17. Charges for appointments not kept, or for the completion of claims forms.

E. LIFE INSURANCE

1. The Board of Education will purchase term life insurance for all certificated staff members covered under the S.E.A. negotiation agreement.
 - a. Effective September 1, 2000, thirty thousand dollars (\$30,000) per staff member shall be the maximum coverage.

F. EXCEPTIONS

1. Persons employed less than full time have the option to purchase life insurance if available.
2. Persons employed to work fifty percent (50%) or more shall be eligible to participate in group medical insurance and dental insurance. The Board will pay a percentage of the premium equal to the pro rata rate of time worked and the employee will pay the remaining portion.
3. Persons employed to work less than fifty percent (50%) may participate in group medical insurance only if said employees pay the applicable premium of the selected plan at the time and in the manner directed by the Treasurer of the Board.

G. ASSOCIATION COPIES

Complete copies of all insurance contracts between the carrier and the Board will be filed with the Association.

The policies provided shall only include those policies which are covered under the Board-SEA contract.

H. TEACHERS' CHILDREN - TUITION FREE

Teachers living outside the school district may enroll their child(ren) through open enrollment. In the event that open enrollment is no longer offered, free tuition will then be granted for children of full-time teachers living outside the district.

ARTICLE SEVENTEEN REIMBURSEMENTS

A. MILEAGE

1. Teachers assigned duties which require them to travel between buildings during the school day are entitled to mileage reimbursement.
2. Teachers assigned duties which require them to travel to functions outside the district are entitled to mileage reimbursement.
3. Teachers will be paid at current IRS maximum allowance.
4. Teachers receiving reimbursement will complete monthly mileage claim forms to be submitted to the Superintendent by 9:00 A.M. on the Thursday immediately preceding any regular monthly meeting of the Board. Modification will be allowed during the year, if the Administration changes the assignment.
5. People using their own vehicle for scouting.
 - a. The Athletic Department will pay half the current rate per mile.
 - b. Head Coach of respective sports programs will get mileage reimbursement forms from the Athletic Director to give to the person scouting.
 - c. Head Coach will inform Athletic Director prior to scouting assignment who will be driving to scout and where scouting.
 - d. Person scouting will return scouting reimbursement form to Athletic Director after completion of scouting assignment no later than April 1 of current school year. Mileage requests after this time will not be considered for payment.
 - e. Mileage scouted will be determined from mileage chart supplied by Athletic Director.

B. COLLEGE TUITION

1. The cost of additional education of a teacher will be supplemented in the following parameters:
 - a. Teachers must submit two (2) application forms to the Superintendent at least one week after the first day of class. If approved by the Superintendent, both forms shall be signed and one copy forwarded to the teacher.
 - b. Credit must be in the field of education as curriculum for license/certification.

Duplication of courses with the same course number/descriptions do not qualify for college tuition.
 - c. Total payment of any one teacher shall not exceed eight hundred dollars (\$800) for any one defined school year. Payment shall not exceed one

hundred (\$100) per quarter hour or one hundred eighty dollars (\$180) per semester hour. In addition to the eight hundred dollars (\$800), members may use any or all of the professional leave monies for college reimbursement.

- d. Funds will only be assigned to persons employed as full time teachers, guidance persons, or media specialists. Tutors shall not be eligible to participate in the college tuition fund.
 - e. The formula for determining the total dollar amount shall be one hundred percent (100%) of the base salary.
 - f. The funding period begins September 1 and ends August 31 each year.
2. Payment will be made in a lump sum upon receipt of grade slip(s) for the approved course(s). The grade slips must be submitted to the Superintendent by September 30 of each year. If the accumulation of reimbursement(s) for approved course(s) exceed the total district allocation, the rate of reimbursements will be reduced and allocated on an equal basis of all approved course hours. Additionally, reimbursement is to be defined as money spent out of one's pocket for college tuition. Teachers must be employed by Swanton Local Schools at the time of request and completion in order to receive reimbursement.

C. TEACHER BACKGROUND CHECK

The Board of Education will reimburse teachers for all costs incurred and/or related to state and federal background checks required by the Ohio Revised Code/Ohio Administrative Code. Such reimbursement will be made within 30 calendar days of the Board's receipt of evidence that the employee has paid for the background checks.

**ARTICLE EIGHTEEN
MISCELLANEOUS**

A. ATHLETIC PASSES

1. Swanton teachers will be issued an athletic pass for general seating at the beginning of each school year, free of charge, for all home athletic events. The pass will allow one (1) accompanying guest.

B. SUPERVISED STUDENT TEACHING

Supervising teachers shall receive any compensation granted by the university placing the student teacher or methods student.

C. TEACHING ENVIRONMENT

It is recognized by both the Board and the Association that safety is a common concern and a common responsibility. The Board shall make reasonable provisions for the safety and health of its employees while they are on the Board's property or using equipment by the Board.

Conditions that concern health and general building maintenance will be submitted to the building administrator on the triplicate forms provided by the Board for action to remedy the problem in a timely fashion. Triplicate forms go to the Superintendent, building administrator, and maintenance supervisor.

The board shall provide school employees a safe teaching environment, free from threats of physical, verbal and psychological violence and safe from any forms of harassment. In the event a school employee has been a victim of assault and/or battery, the following steps will be initiated:

1. The school employee will notify the principal or his or her designee.
2. If requested, the school employee or the principal or his or her designee will notify law enforcement personnel.
3. Medical assistance including counseling will be secured as needed.
4. The school will identify the assailant(s) and victim(s) and isolate the assailant(s) in a predetermined location.
5. The school will report incidents and injuries to the guardian(s) of the assailant(s), superintendent and to the Board of Education members.
6. The Board will provide a substitute to teach the victimized teacher's class(es) if requested by the victim.
7. The school will meet with faculty and staff, if necessary, to defuse rumors.

8. The victimized teacher can request that the student not be allowed to return to his/her classroom. It is the Administration's responsibility to find alternative educational placement.

D. ACADEMIC FREEDOM

Academic freedom may be defined as the right of teachers in their own field of expertise to pursue the search for truth in its many forms, and to make public their methods and findings. It is the right of teachers to encourage freedom of discussion of controversial questions in the classroom and to develop in students a love of knowledge and a desire to search for truth. The teachers should keep in mind that academic freedom is not a guaranteed political right, but rather a necessary condition for the successful practice of the academic profession in a free society.

However, the application of the principle of academic freedom at the elementary-secondary school level involves considerations that are not always equally present in a college or university setting. The teachers should take into account the relative immaturity of their students, and the need for guidance and help in studying the issues and arriving at balanced views.

While the Board intends to protect teachers from any censorship or restraint that interferes with their obligation to pursue truth in fulfilling their classroom duties, it also expects that controversial issues will be presented in a fair and unbiased manner, and that the maturity and intellectual grasp of students will be taken into account.

E. GUARANTEE OF RIGHTS

No employee shall be discriminated against because of his/her race, color, creed, religion, age, sex, national origin, handicap, sexual orientation or status as a veteran.

F. JOB DESCRIPTION

The Association shall be furnished with a copy of each job description for positions held by any of its members. Prior to any change in the job descriptions covered under this agreement, the affected employee and the Association shall be notified of such changes anticipated and the effective date of such change. The parties may convene a Job Description Committee if either requests. The affected employee will be given the opportunity to discuss the changes with the Superintendent, or his designee, prior to the effective date thereof. The employee may request that a representative from the Association be present during the discussion. The job description content and changes there to, if any, are not subject to the grievance procedures.

**ARTICLE NINETEEN
PROVISIONS CONTRARY TO LAW**

Any section to this contract which is proven to be contrary to the Ohio Revised Code by a court of competent jurisdiction shall make that section of the contract null and void. Upon finding a section of the contract contrary to law, that section shall be reopened immediately for negotiations.

**ARTICLE TWENTY
SUPERSEDING CLAUSE**

To the extent that any provision of this Agreement is in conflict with any provisions of the Ohio Revised Code or the Ohio Administrative Code, the parties intend that the terms and conditions of this agreement shall specifically supersede the conflicting statute or administrative regulation.

**ARTICLE TWENTY ONE
EFFECTIVE DATE/DURATION OF CONTRACT**

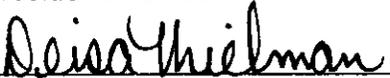
This agreement shall become effective as of the first (5th) day of April, 2012 and shall remain in full force and effect through the thirty-first (31st) day of August, 2014.

Notice for negotiations of the successor contract shall be pursuant to the Negotiations Agreement between the parties.

Swanton Education Association



President/Member



Negotiations Chairperson



Member



Member



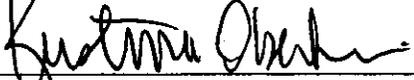
Member

Member

Member

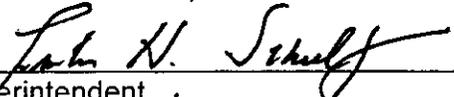
Date

Swanton Board of Education

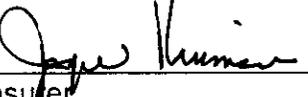


President

Negotiations Chairperson



Superintendent



Treasurer

Committee Member

4/5/12.

Date

ENTRY-YEAR PLAN FOR SWANTON LOCAL SCHOOL

A. DEFINITIONS

An Entry-Year Plan is a provision that sets forth the standards, procedures, goals and objectives, terms and conditions related to developing and operating a formative assistance plan to use in implementing the state-mandated entry-year teacher program or any other peer assistance/mentor program.

1. Entry-year teacher

- a. An individual in the first year of employment for Swanton Local Schools under a classroom teaching certificate or an educational personnel certificate teaching at least 50% of school day for Swanton Local Schools.

Exception to this definition of entry-year teacher may be mutually agreed to by the Association and the Board.

- b. Noncertificated teachers and teachers new to the profession will be mentored a full school year.
- c. Teachers new to the system may be assigned a mentor.
- d. Mentor Assignments may be made according to the following guidelines:

1 to 3 years of experience	=	1 semester mentor
4+ years of experience	=	1 quarter mentor
- e. Long-term substitute teachers new to the Swanton Local Schools will be assigned a mentor.
- f. Long-term substitutes that are employed for 75% of the school year or more will be assigned a mentor for the length of their employment.

Long-term substitutes that are employed for less than 75% of the school year will be assigned a mentor for one semester.

2. Other teachers may request a mentor

3. Mentor

- a. A person assigned to provide professional support to an individual in the first year of employment under a classroom teaching certificate or an educational personnel certificate.

B. PURPOSE

The purpose of the Entry-Year Program is to provide non-evaluative support and assistance to an entry-year teacher in a way that encourages and models effective teaching methods and techniques in their teaching and professional performance.

C. RATIONALE

We believe that the promotion and enhancement of effective teaching can be accomplished through formative assistance, staff development, long range professional development and collaborative efforts among staff personnel, all in harmony with the educational philosophy of each local school district.

D. GOALS AND OBJECTIVES

1. To acquaint participants (educators) with knowledge about entry-year teachers and mentor roles.
 - a. To acquaint entry-year teachers with knowledge about conditions of teacher induction, including theories of teacher development.
 - b. To acquaint mentor teachers with knowledge about conditions of teacher induction, including theories of teacher development.
2. To acquaint participants (educators) with inquiry and reflective processes related to teacher development.
 - a. To present an array of options for encouraging reflection.
 - b. To present a conceptualization of teaching as a reflective process.
3. To engage entry-year teachers in the processes for design, implementation, and evaluation of a year long entry-year program.
 - a. To engage entry-year teachers in reflection about their own teaching styles and strategies.
 - b. To engage mentor teachers in alternative supervisory practices (i.e., literature review, classroom observation strategies, and approaches to teaching as a reflective process).
4. To provide participants opportunities to participate in actual program delivery.
 - a. To assist entry-year teachers in examining the results of reflection toward instructional improvement.
 - b. To assist mentor teachers in an analysis of their own classroom practices and leadership style.

E. ROLES AND RESPONSIBILITIES

Each entry-year teacher shall be involved in the Entry-Year Program for one (1) year, working collaboratively with an assigned mentor.

The mentor teacher, in concert with the entry-year teacher, shall develop a formative assistance plan for the assigned entry-year teacher. Such a plan shall focus on effective teaching skill enhancement.

1. Administrator(s)

- a. Assist in scheduling released time for mentor and entry-year teacher.
- b. Provide assistance for orientation for entry-year teacher on the following matters:
 - (1) The pupils and community to be served.
 - (2) School policies, procedures, and routines.
 - (3) Courses of study, competency-based education programs, and responsibility for lesson plans.
 - (4) The layout and facilities of the assigned school building(s).
 - (5) The nature of the Entry-Year Program which will be provided.
 - (6) Any additional information an entry-year person may need to be adequately prepared for a specific assignment.
- c. Provide materials and resources to assist mentors and entry-year teachers.
- d. Shall NOT request, direct, or coerce a mentor to provide any information regarding the entry-year teacher.

2. Mentor(s)

- a. Shall develop a formative assistance plan for the entry-year teacher, including:
 - (1) To coordinate, plan and conduct a pre-school orientation for entry-year teachers that includes information for entry-year teachers that includes information on the pupils and community to be served, school policies, procedures and routines, review of the course of study, competency based education programs, layout and facilities of the assigned building, and the nature of the entry-year program. The building administrator will provide information/materials to the mentor necessary to facilitate the entry year teacher's orientation.

- (2) Assistance in acquiring knowledge of the school curriculum, responsibilities for implementing that curriculum, and the instructional resources available for implementing such curriculum.
 - (3) Assistance with management tasks identified as especially difficult for entry-year teachers.
 - (4) Assistance in the improvement of instructional skills and classroom management.
 - (5) Assistance with effective communication with colleagues, students, and community members.
 - (6) Assistance and emotional support to the adjustments to the teaching environment.
- b. Shall NOT be required, requested, or coerced to give information regarding the entry-year teacher.
 - c. Shall develop a plan of effective teaching skill enhancement with the entry-year teacher (NOT remediation).
 - d. Shall provide non-evaluative feedback to the entry-year teacher, a factual recording of the teaching/learning processes (NOT to be an evaluation tool).
 - e. All mentor and entry-year teacher communications will be confidential.
 - f. Mentor will keep a record for the purpose of program evaluation documenting the time spent with the entry year teacher.
 - g. Schedule a minimum of two (2) and a maximum of five (5) observations/supervisions with the entry-year teacher for the purpose of observation and sharing of ideas and suggestions. (These days may be taken as ½ and/or full days.)

3. Entry-Year Teacher

- a. Shall work cooperatively with the mentor.
- b. Shall complete a needs assessment instrument which shall be used to develop an assistance plan with the mentor.
- c. Shall follow-up on the assistance plan by analyzing data and utilizing feedback and coaching to strengthen skills.
- d. Entry year teacher may use their portion of professional leave to observe another teacher within the District.
- e. Must attend three (3) meetings on Pathwise.

F. MENTOR SELECTION

1. The mentor must hold a valid teaching certificate which is appropriate to the assignment of the entry-year teacher (elementary to elementary, junior high to junior high, high school to high school).
2. The mentor must have a minimum of three (3) consecutive years of teaching in the District and five (5) years teaching experience.
3. The mentor must be actively teaching and/or currently employed under an education certificate.
4. Head teachers and curriculum chair persons shall be appointed as a mentor only if no other person meeting the above criteria has applied.
5. Mentors should have knowledge, skills, attitudes and values deemed essential for becoming an effective mentor.
 - a. Communication skills.
 - b. Organizational skills.
 - c. Classroom management skills.
 - d. Exhibits professionalism.
 - e. Possesses familiarity with curriculum.
 - f. Uses technologies with instruction.
6. Application for mentorship will be completed. Form will be supplied by the Screening Committee.
7. Mentor Selection - Mentors need an orientation in advance of assuming their mentoring responsibilities.
8. Mentorship must be voluntary.

G. SCREENING COMMITTEE

1. Selection
 - a. Interested parties will submit names to the SEA President by March 1 of each year.

Teachers members will be appointed by SEA President by May 30 of each year.
 - b. Comprised of five (5) members who have had training with a peer assistance program. Elementary, Jr. High and Secondary teachers shall be represented if possible.

- c. Five (5) years of teaching experience.
 - d. Superintendent will appoint one administrator to serve on the committee.
2. Duties of Screening Committee:
- a. Create an application form.
 - b. Reviews applicants on above criteria.
 - c. Formulates on-going file of approved mentors.
 - d. Assesses and makes necessary program modifications which will be presented to the negotiations committee.
 - e. Screening committee shall not evaluate mentor.
3. Duties of Administrative Member of Screening Committee:
- a. Appoint mentors based upon above criteria (F).
 - b. Administrator may evaluate mentors.

H. MENTOR TRAINING

A requirement of mentors is the completion of the Pathwise Training Program. New mentors need Core Mentor Training which features the mentoring skills.

I. MENTOR SUPPORT AND REWARDS

1. Support
- a. Mentors may meet periodically to provide support.
 - b. The administrators will be cognizant of the extra responsibilities which accompany mentorship.
 - c. Other staff not assigned an entry-year person may be included in the mentor in-service.
2. Rewards
- a. Released time needs to be provided for both mentor and entry-year teacher. (Released time NOT to include normal preparation period). Released time is detailed in the job description.
 - b. The mentor will receive a supplemental contract.
 - c. In-service and follow-up in-service may require released time.

J. MENTOR ASSIGNMENT

The entry-year teacher will be assigned to a mentor using the following process:

1. Mentor and entry-year teacher must be from the same building.
2. In the event that there are more mentors than entry-year teachers and the mentors appear to have equal qualifications:
 - a. Mentor closest in subject or grade level assignment to the entry-year teacher will be selected.
 - b. Attempts should be made to rotate mentor responsibilities within the building.
3. Mentors may have a right to refusal.
4. Each mentor should not be assigned more than one (1) entry-year teacher per year.
5. The Superintendent will make all mentor assignments recommended by the Screening Committee.
6. Not later than nine (9) weeks after the initiation of the mentorship, the mentor and/or the entry-year teacher may exercise the option to request a new assignment from the Screening Committee.

K. PROFESSIONAL DEVELOPMENT ACTIVITIES FOR ENTRY-YEAR TEACHERS

1. Each entry-year teacher/person shall be given an initial orientation on the following matters:
 - a. The pupils and community to be served.
 - b. School policies, procedures, and routines.
 - c. Courses of study, competency-based education programs, and responsibilities for lesson plans.
 - d. The layout and facilities of the assigned school building(s).
 - e. The nature of the Entry-Year Program which will be provided.
 - f. Additional information an entry-year person may need to be adequately prepared for a specific assignment.

2. Each entry-year classroom teacher shall be provided with the following:
 - a. Assistance in acquiring knowledge of school curriculum, responsibilities for implementing that curriculum, and the instructional resources available for such implementation.
 - b. Assistance with management tasks identified as especially difficult for entry-year classroom teachers.
 - c. Assistance in the improvement of instructional skills and classroom management.
 - d. Stress management.
3. Needs assessment questionnaires should be developed and administered to target some general concerns of entry-year teachers as well as the mentors. These will be developed by the Screening Committee.

L. SPECIFIC NEEDS ASSESSMENT FOR THE ENTRY-YEAR TEACHER

1. Assessment should occur quarterly after the program begins.
2. Various needs and assessment tools will be devised and used by the mentor and the entry-year teacher. The assessment tools are not to be construed as part of the entry-year teacher's evaluation.
3. Individual programs will be developed by the mentor and the entry-year person based upon the needs assessment.

M. PROGRAM EVALUATION AND REVISION

1. Local evaluation and feedback (surveys, interviews, open-ended questionnaires) will be collected from:
 - a. Entry-year teachers.
 - b. Mentors.
 - c. Screening Committee.
2. Screening Committee will collect data and revise program based on data (on a yearly basis).
3. The school district shall evaluate the entry-year program at least every five (5) years (administrators, mentors, and entry-year teachers).
4. Program revisions should be documented through the attachment of an addendum to the original program or through the creation of a new program plan.

N. DISSEMINATION

1. The complete program will be available to all teachers and administrators for the asking.
2. A summary of the program will be given to all teachers and administrators yearly.
3. A copy will be made available to the community through the Superintendents office.

O. JOB DESCRIPTION MENTORSHIP POSITION

1. Line of responsibility
 - a. Responsible to the mentorship Screening Committee.
2. Scope of responsibility
 - a. To acquaint entry-year teacher (an individual in the first year of full-time employment under a classroom teaching certificate or an educational personnel certificate) with knowledge about conditions of teacher induction, including theories of teacher development.
 - b. To engage entry-year teachers in reflection about their own teaching styles and strategies.
 - c. To engage in alternative supervisory practices including literature review, classroom observation strategies, and approaches to teaching as a reflective process.
 - d. To assist entry-year teachers in examining the results of reflection toward instructional improvement.
 - e. To provide non-evaluative support and assistance to an entry-year teacher in a way that encourages and models effective teaching methods and techniques in their teaching and professional performance.
3. Work Year
 - a. One (1) additional day prior to the first teacher workday.
 - b. Conduct a minimum of two (2) and a maximum of five (5) full days of observation/supervision of the entry-year teacher.
 - c. Following each day of observation/supervision meet with the entry-year teacher one (1) hour after school to discuss observation.
 - d. Mentors will be appointed within two (2) weeks after the entry year teacher's first date of employment.

5. Compensation

The mentor will receive a supplemental contract (5% of base salary).

6. Suggested Activities

- a. Preparation Time use - minimum one period per week
- b. Before or after school consultation
 - (1) Forty-five minutes -
One hour three days a week first quarter
 - (2) Forty-five minutes
One hour two days a week second quarter
 - (3) Forty-five minutes
One hour a week third quarter
 - (4) Fourth quarter as needed
- c. One day prior to teacher workday - Orientation
- d. One half day in preparation for Orientation
- e. NWOESC Meetings -
evenings minimum four meetings, three
hours each
- f. Co-attendance Workshop

PRE-EVALUATION CONFERENCE RECORD - SWANTON LOCAL SCHOOLS

TEACHER'S NAME: _____

PRE EVALUATION NUMBER: _____

GRADE/SUBJECT: _____

DATE OF CONFERENCE: _____

SCHOOL: _____

DATE OF EVALUATION: _____

EVALUATOR: _____

DATE OF POST CONFERENCE: _____

I. TOPIC/GENERAL FOCUS ON LESSON:

II. LEARNER OBJECTIVES (SKILLS, CONTENT OBJECTIVES, EFFECTIVE OBJECTIVES):

III. WHAT WILL STUDENT BE DOING DURING THE LESSON (STUDENT ACTIVITIES):

IV. WHAT WILL TEACHER BE DOING DURING LESSON (TEACHER ACTIVITIES):

V. HOW WILL ACHIEVEMENT OF OBJECTIVES BE MEASURED? WHEN?

VI. SPECIAL CONDITIONS (STUDENTS, MATERIALS, CLASSROOM, OTHER)
WHICH SHOULD BE CONSIDERED: (OPTIONAL)

VII. SPECIAL FOCUSES OF EVALUATION: (OPTIONAL)

ADMINISTRATOR'S SIGNATURE

TEACHER'S SIGNATURE

ADDENDUM C

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

A. Purpose

A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities.

B. Term of Office

The term of office for members serving on the committee shall be two (2) years.

C. Committee Composition and Selection

1. The committee shall be comprised of five (5) members represented as follows:
 - three (3) teachers
 - one (1) administrator
 - one (1) other employee
2. The three (3) teacher members shall be appointed by the local President. The administrative member shall be selected by the principals employed by the district. The other district employee member shall be appointed by the Superintendent.
3. In the event of a vacancy, the committee member shall be replaced in accordance with number two (2) above.

D. Chairperson

The committee chairperson shall be determined by majority vote of the committee members.

E. Decisions shall be made by a majority vote of the committee members present and voting. A majority of members must be present for a vote.

F. Training

1. Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, functioning and legal requirements of LPDC's.
2. If the available training is during work hours, the committee members shall be given paid release time to attend.
3. LPDC training for committee members shall constitute appropriate "equivalent activities" for purposes of the committee members' own individual development plans if they so decide by majority vote.

G. Meetings

The LPDC shall meet as often as the members deem necessary to complete their work. Not later than September 10 each year, the committee shall post in each building their meeting schedule. Additional meetings may be scheduled as necessary.

H. Appeals Process

Within thirty (30) days of publication of the Ohio State Department of Education regulations/guidelines on LPDC appeals, the Local Education Association and the Board shall meet to determine the appeals procedure which will herein apply.



Swanton Local Schools

Board of Education
108 N. Main St.
Swanton, OH 43558
419•826•7085

Kris Oberheim
President

Michelle Tyson
Vice-President

Members:
Michael McClure
Richard Ueberroth
Shannon Crow

Administration:
Lester Schultz
Interim Superintendent

Joyce Kinsman
Treasurer

Steve Gfell
HS Principal

Steve Smith
HS Assistant Principal

High School
601 N. Main St.
Swanton, OH 43558
419•826•3045

Ted Haselman
MS Principal
206 Cherry St.
Swanton, OH 43558
419•826•4016

Paulette Baz
Park Elem. Principal
101 Elton Pkwy.
Swanton, OH 43558
419•826•3766

Angela Lutz
Crestwood Elem. Principal
111 Crestwood Drive
Swanton, OH 43558
419•826•8991

Tim Walborn
Transportation,
Building and Grounds
Director
419•826•8891

412 CERTIFICATE (O.R.C. 5705.412)

Re: SEA Master Agreement 4/5/2012 to 8/31/2014

IT IS HEREBY CERTIFIED that the SWANTON LOCAL SCHOOL DISTRICT (the "District") has sufficient funds to meet the contract, obligation, payment, or expenditure for the above (a copy of the contract, document or resolution is attached) and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorizations to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the District as of the date hereof, are sufficient to provide operating revenues necessary to enable the District to maintain all personnel, programs and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendar for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for:

1. an appropriation measure, this certification shall cover only the fiscal year in which the appropriation measure is effective, and shall not consider the renewal or replacement of an existing levy as the authority to levy taxes that are subject to appropriation in the current fiscal year unless the renewal or replacement levy has been approved by the electors and is subject to appropriation in the current fiscal year; or,
2. a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period of years is greater.

Dated: 4/5/2012

By: Joyce Kinsman Treasurer

L. J. Superintendent

Kristin Oberheim Board President