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THE COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

PARKWAY EDUCATION ASSOCIATION

AND THE

PARKWAY LOCAL BOARD OF EDUCATION

EFFECTIVE DATES:

July 1, 2012 through June 30, 2015

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ARTICLE 1.00 - TERMS OF AGREEMENT

1.01 The Board of Education of Parkway Local School District and the Parkway Education Association/OEA-NEA hereby agree that the items in this document be adopted effective as of 7-1-12, and shall continue in effect through 6-30-15.

1.01.1 The Board of Education and the Parkway Education Association agree that this Document shall be the base from which future negotiations shall proceed.

1.01.2 In witness thereof, we, the undersigned representatives of the Board of Education and the Parkway Education Association, its officers and members, have hereunto set our hands this day.

PARKWAY EDUCATION ASSOCIATION

PARKWAY LOCAL SCHOOL DISTRICT

President Benjamin Z. Meff

President Kim Branett

Negotiator Lisa M. Onte

Treasurer Debra Price

Negotiator Christa K. Morton

Superintendent Margy Puttoff

Negotiator Anne Marie Smwall

Board Member Jan Lyons

Negotiator MC

Board Member MC

will be reduced so that the procedure may be exhausted prior to the end of the school year or as soon as is practicable.

3.04 **Informal Procedure:** If a teacher feels he/she has a grievance he/she may first discuss it with his/her principal or Immediate Supervisor either individually or accompanied by the grievance representative, in an effort to resolve the problem informally.

3.05 **Formal Procedure**

3.05.1 **LEVEL ONE** - School Principal (Or Immediate Supervisor)

- a. If an aggrieved person is not satisfied with the outcome of the informal procedure, the grievant may file a written grievance within ten (10) days following the informal decision. Forms for this purpose shall be available in each school office. The written grievance shall be directed toward the principal or immediate supervisor and the Association. A written grievance must be filed within 20 working days of the occurrence of the act or condition on which the grievance is based.
- b. The Principal or Immediate Supervisor within five (5) days after receipt of the grievance shall render a written decision to the aggrieved person with a copy to the Association.

3.05.2 **LEVEL TWO** - Superintendent of Schools

- a. If an aggrieved person is not satisfied with the decision concerning his grievance at Level One, he/she may, within five (5) days after the decision is rendered, refer such grievance in writing to the Superintendent.
- b. The Superintendent shall schedule a meeting to take place within five (5) days from the receipt of the written grievance with the purpose of resolving the grievance. The parties in interest shall have the right to include in the representation such witnesses and representatives as they deem necessary to develop facts pertinent to the grievance.
- c. The Superintendent shall, within five (5) days after this meeting, render his decision in writing.

3.05.3 **LEVEL THREE - Board of Education**

- a. If an aggrieved person is not satisfied with the decision concerning his/her grievance at Level Two, he/she may, within five (5) days after the decision is rendered, refer such grievance in writing to the Board of Education.

- 3.09 Group Grievance: The Association may submit any grievance that involves a group or class of teachers. If it is limited in effect to one school, the grievance shall be submitted to the building Principal, otherwise, it shall be submitted directly to the Superintendent.
- 3.10 If, in the judgment of the Association, a grievance exists, the Association may submit and continue on its own behalf a grievance through all levels of the procedure, even though the aggrieved person declines to pursue or drops the grievance.
- 3.11 In matters dealing with violations of Association rights, the grievance shall be initiated at Level Two by the Association.
- 3.12 If any question arises as to the arbitrability of the grievance, such question will be ruled upon by the arbitrator only after he/she has had an opportunity to hear the merits of the grievance.
- 3.13 When it is necessary for a representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the day, he will, upon notice to his Principal or Immediate Supervisor by the President of the Association, be released without loss of pay in order to permit participation in the foregoing activities. Any teacher who is requested to appear in such investigation, meetings, or hearings as a witness will be accorded the same right.
- 3.14 All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personal file of any of the participants.
- 3.15 Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Superintendent and the Association and given appropriate distribution by the Association so as to facilitate operation of the grievance procedure. The costs of preparing such forms shall be borne by the Parkway Education Association.
- 3.16 If a grievance arises from action or inaction on the part of a member of the administration at level above the Principal or Immediate Supervisor, the aggrieved person shall submit such grievance in writing to the Superintendent and the Association directly and the processing of such grievance will be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the individual aggrieved person does not wish to do so.
- 3.17 Decisions rendered at Levels One and Two of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the President of the Association. Time

4.05.3 Employees who are eligible for medical and prescription drug insurance, but elect not to take the coverage, will receive a \$2,000 payment for each calendar year they opt out of such coverage, unless they are insured through a family member who is a participant in the Mercer Auglaize Benefit Trust. Such payment shall be made in two (2) installments; one in June and the second in December.

4.06 - **INSURANCE COVERAGE CHANGES**

4.06.1 Any employee-requested insurance coverage change shall be made through the treasurer's office by the 20th day of the month so that the change can take effect upon the 1st day of the following month.

4.06.2 Failure to complete notification for any insurance coverage change by the 20th may result in the employee being held responsible for his/her portion of the insurance premium for the following month.

4.07 - **SECTION 125 PLAN**

4.07.1 The Board of Education shall provide a "Section 125" plan for the tax sheltering of certain employee health care costs. The Board of Education shall pay for local administrative costs incurred in the maintenance of Section 125 plan. Under the plan, employees will have the option of either or both of the following:

4.07.2 Designating the amount of the monthly premium cost for insurance paid by the employee to a flexible spending account in order to tax shelter that contribution; and/or

4.07.3 Designating additional amounts from the employee's compensation to a flexible spending account for the employee's use in paying health insurance deductible, co-insurance, dependent care, and out-of-pocket costs as provided by federal regulations. (At the end of calendar year, any unspent monies in the flexible spending accounts must revert to the Board of Education's general fund under federal law.)

4.07.4 The implementation and maintenance of this Section 125 plan shall not increase any employee's compensation or create new or additional costs for the Board of Education other than the local cost to administer the plan.

4.09 - **INSURANCE COMMITTEE**

In order to facilitate an understanding of current employee insurance coverage and to periodically explore the marketplace as needed for improved coverage and/or reduced costs, an Insurance study committee will be established by the Board and the Association. Both organizations will appoint up to three (3) representatives to serve

Supervisor, Assistant Superintendent, Assistant Principal, Educational Administrative Specialist.

5.03.2 Orientation - Each new employee or each employee in a new assignment shall be notified in writing of the name of his evaluator no later than the first day worked. An employee, newly employed, shall be notified by the evaluator of the evaluation procedures in effect. Such notification shall be not later than 15 days of the first day in a new assignment

5.03.3 ***Evaluation Procedure***

- a. Teachers - newly employed or up for contract: first evaluation is to be completed by October 31. An unsatisfactory first evaluation will be followed by one additional evaluation no earlier than 30 days or later than 60 days from the date of the unsatisfactory evaluation. A final evaluation is to be completed by April 1.
- b. All teachers on limited contract: one evaluation annually by end of first semester. Any unsatisfactory evaluation will be followed by an additional evaluation no earlier than 30 days from the date of the unsatisfactory evaluation.
- c. All other teachers will have an evaluation every third year completed by April 30.

5.03.4 Criteria For Evaluation - An employee shall be evaluated with the Evaluation Instrument.

5.04 ***OBSERVATIONS***

5.04.1 Schedule of Observations

- a. Observations for appraisals may either be scheduled or unscheduled. For all new and probationary teachers, at least one (1) scheduled observation per appraisal must be conducted.
- b. Prior to a scheduled observation, the teacher and administrator - appraiser will hold a pre-observation conference during which time the appraiser and teacher shall discuss lesson planning, organization of the class and classroom, expected objectives to be observed, etc. All appraisals will be based on a minimum of one (1) observation.

5.04.2 An actual classroom observation shall be approximately thirty (30) minutes in duration.

contract termination, denial of continuing contract, or any other adverse personnel action, the employee shall be given the reasons in writing at least five (5) days prior to any official employer action. Any employee shall be entitled to association representation at any conference held during this procedure. No teacher shall be terminated, suspended, or non-renewed without just cause. Teachers employed after July 1, 1996, may be terminated, suspended, or non-renewed without just cause for a period of two years. Teachers who do not have just cause protection shall have their employment governed by *R.C. 3319.11* and *R.C. 3319.111* and shall be non-renewed only after strict compliance with the evaluation procedure which shall include written goals and objectives and a plan for improvement.

- 5.06.4 To align the collective bargaining agreement with the new Ohio law pertaining to teacher evaluation, a committee of three teachers and three administrators will be formed for the selection of new teacher evaluation language and the development of a new evaluation instrument.
- a. The committee will be formed and meet by September 1, 2012.
 - b. At the first meeting, a timeline will be devised so the new language and evaluation instrument can be developed over the 2012-13 school year.
 - c. A rough draft of the evaluation language and new evaluation instrument will be presented to the Association and Board of Education by February 1, 2013.
 - d. A final document will be presented for a vote by the Association by April 1, 2013.
 - e. The document will be voted on by the Board of Education at the May 2013 regular meeting.

| | | | | | | |
|---|----|---|----|---|-----|----------|
| C. Demonstrates skills in questioning techniques | | | | | | |
| D. Informs parents of students progress | | | | | | |
| III. DISCIPLINE | | | | | | |
| A. Maintains a learning atmosphere in the classroom | | | | | | |
| Criteria | SP | S | NI | U | NBJ | Comments |
| B. Exhibits self-control and poise | | | | | | |
| C. Is firm and fair | | | | | | |
| IV. HUMAN RELATIONS | | | | | | |
| A. Evidence of rapport with students | | | | | | |
| B. Evidence of enthusiasm and enjoyment for teaching | | | | | | |
| C. Evidence of ability to accept constructive criticism | | | | | | |
| D. Evidence of rapport with other staff members | | | | | | |
| V. PROFESSIONALISM | | | | | | |
| A. Fulfills inservice requirements | | | | | | |
| B. Is prompt and accurate in completing reports and records | | | | | | |
| C. Cooperates with staff and administrative personnel | | | | | | |
| D. Maintains appropriate teacher-pupil relations | | | | | | |
| E. Dresses and grooms appropriately | | | | | | |
| F. Observes negotiated work hours | | | | | | |

Appraiser Comments:

Appraiser's Signature/date

Teacher Comments:

Teacher's Signature/date

*Teacher signature does not necessarily assume concurrence with administrative rating.

(Original to Superintendent, copy to Teacher and Appraiser)

| YRS. EXP. | BACHELOR'S DEGREE | | BACHELOR'S +15 HOURS * | | MASTER'S DEGREE | | MASTER'S +15 HOURS * | | MASTER'S +30 HOURS * | |
|-----------|-------------------------|--------|-------------------------|--------|-------------------------|--------|-------------------------|--------|-------------------------|--------|
| 0 | 32,621 1.0000 | 32,947 | 33,926 1.0400 | 34,265 | 36,535 1.1200 | 36,901 | 37,041 1.1355 | 37,411 | 37,514 1.1500 | 37,889 |
| 1 | 33,926 1.0400 | 34,265 | 35,393 1.0850 | 35,747 | 38,134 1.1690 | 38,515 | 38,639 1.1845 | 39,026 | 39,112 1.1990 | 39,503 |
| 2 | 35,230 1.0800 | 35,583 | 36,861 1.1300 | 37,230 | 39,732 1.2180 | 40,129 | 40,238 1.2335 | 40,640 | 40,711 1.2480 | 41,118 |
| 3 | 36,535 1.1200 | 36,901 | 38,329 1.1750 | 38,713 | 41,330 1.2670 | 41,744 | 41,836 1.2825 | 42,254 | 42,309 1.2970 | 42,732 |
| 4 | 37,840 1.1600 | 38,218 | 39,797 1.2200 | 40,195 | 42,929 1.3160 | 43,358 | 43,434 1.3315 | 43,869 | 43,907 1.3460 | 44,347 |
| 5 | 39,145 1.2000 | 39,536 | 41,265 1.2650 | 41,678 | 44,527 1.3650 | 44,973 | 45,033 1.3805 | 45,483 | 45,506 1.3950 | 45,961 |
| 6 | 40,450 1.2400 | 40,854 | 42,733 1.3100 | 43,160 | 46,126 1.4140 | 46,587 | 46,631 1.4295 | 47,098 | 47,104 1.4440 | 47,575 |
| 7 | 41,755 1.2800 | 42,172 | 44,201 1.3550 | 44,643 | 47,724 1.4630 | 48,201 | 48,230 1.4785 | 48,712 | 48,703 1.4930 | 49,190 |
| 8 | 43,059 1.3200 | 43,490 | 45,669 1.4000 | 46,126 | 49,323 1.5120 | 49,816 | 49,828 1.5275 | 50,326 | 50,301 1.5420 | 50,804 |
| 9 | 44,364 1.3600 | 44,808 | 47,137 1.4450 | 47,608 | 50,921 1.5610 | 51,430 | 51,427 1.5765 | 51,941 | 51,900 1.5910 | 52,419 |
| 10 | 45,669 1.4000 | 46,126 | 48,605 1.4900 | 49,091 | 52,519 1.6100 | 53,045 | 53,025 1.6255 | 53,555 | 53,498 1.6400 | 54,033 |
| 11 | 46,974 1.4400 | 47,444 | 50,073 1.5350 | 50,574 | 54,118 1.6590 | 54,659 | 54,623 1.6745 | 55,170 | 55,096 1.6890 | 55,647 |
| 12 | 48,279 1.4800 | 48,761 | 51,541 1.5800 | 52,056 | 55,716 1.7080 | 56,273 | 56,222 1.7235 | 56,784 | 56,695 1.7380 | 57,262 |
| 15 | 49,584 1.5200 | 50,079 | 53,009 1.6250 | 53,539 | 57,315 1.7570 | 57,888 | 57,820 1.7725 | 58,398 | 58,293 1.7870 | 58,876 |
| 18 | 50,236 1.5400 | 50,738 | 53,743 1.6475 | 54,280 | 58,114 1.7815 | 58,695 | 58,619 1.7970 | 59,206 | 59,092 1.8115 | 59,683 |
| 20 | 50,888 1.5600 | 51,397 | 54,477 1.6700 | 55,021 | 58,913 1.8060 | 59,502 | 59,419 1.8215 | 60,013 | 59,892 1.8360 | 60,491 |
| 25 | 51,541 1.5800 | 52,056 | 55,211 1.6925 | 55,763 | 59,712 1.8305 | 60,309 | 60,218 1.8460 | 60,820 | 60,691 1.8605 | 61,298 |

* = graduate semester hours after degree is obtained.

HOURLY RATES

| | |
|---------------------------------|------|
| Summer School / Adult | \$19 |
| After School Program / Tutoring | \$14 |

LONGEVITY

| | |
|-------------------------------|---------|
| Following 5 Years of Service | \$600 |
| Following 10 Years of Service | \$825 |
| Following 15 Years of Service | \$1,100 |
| Following 20 Years of Service | \$1,300 |
| Following 25 Years of Service | \$1,550 |

Section 7.3 - Salary Schedule Plus 1% STRS, Effective 2014-2015

BASE SALARY: \$33,359

| YRS. EXP. | BACHELOR'S DEGREE | | BACHELOR'S +15 HOURS * | | MASTER'S DEGREE | | MASTER'S +15 HOURS * | | MASTER'S +30 HOURS * | |
|--------------|----------------------|--------|---------------------------|--------|--------------------|--------|-------------------------|--------|-------------------------|--------|
| 0 | 33,359 | 33,692 | 34,693 | 35,040 | 37,362 | 37,735 | 37,879 | 38,258 | 38,363 | 38,746 |
| | 1.0000 | | 1.0400 | | 1.1200 | | 1.1355 | | 1.1500 | |
| 1 | 34,693 | 35,040 | 36,194 | 36,556 | 38,996 | 39,386 | 39,513 | 39,909 | 39,997 | 40,397 |
| | 1.0400 | | 1.0850 | | 1.1690 | | 1.1845 | | 1.1990 | |
| 2 | 36,027 | 36,388 | 37,695 | 38,072 | 40,631 | 41,037 | 41,148 | 41,560 | 41,632 | 42,048 |
| | 1.0800 | | 1.1300 | | 1.2180 | | 1.2335 | | 1.2480 | |
| 3 | 37,362 | 37,735 | 39,197 | 39,589 | 42,266 | 42,688 | 42,783 | 43,210 | 43,266 | 43,699 |
| | 1.1200 | | 1.1750 | | 1.2670 | | 1.2825 | | 1.2970 | |
| 4 | 38,696 | 39,083 | 40,698 | 41,105 | 43,900 | 44,339 | 44,417 | 44,861 | 44,901 | 45,350 |
| | 1.1600 | | 1.2200 | | 1.3160 | | 1.3315 | | 1.3460 | |
| 5 | 40,031 | 40,431 | 42,199 | 42,621 | 45,535 | 45,990 | 46,052 | 46,512 | 46,535 | 47,001 |
| | 1.2000 | | 1.2650 | | 1.3650 | | 1.3805 | | 1.3950 | |
| 6 | 41,365 | 41,779 | 43,700 | 44,137 | 47,169 | 47,641 | 47,686 | 48,163 | 48,170 | 48,652 |
| | 1.2400 | | 1.3100 | | 1.4140 | | 1.4295 | | 1.4440 | |
| 7 | 42,699 | 43,126 | 45,201 | 45,653 | 48,804 | 49,292 | 49,321 | 49,814 | 49,805 | 50,303 |
| | 1.2800 | | 1.3550 | | 1.4630 | | 1.4785 | | 1.4930 | |
| 8 | 44,034 | 44,474 | 46,702 | 47,169 | 50,438 | 50,943 | 50,956 | 51,465 | 51,439 | 51,954 |
| | 1.3200 | | 1.4000 | | 1.5120 | | 1.5275 | | 1.5420 | |
| 9 | 45,368 | 45,822 | 48,203 | 48,685 | 52,073 | 52,594 | 52,590 | 53,116 | 53,074 | 53,605 |
| | 1.3600 | | 1.4450 | | 1.5610 | | 1.5765 | | 1.5910 | |
| 10 | 46,702 | 47,169 | 49,705 | 50,202 | 53,708 | 54,245 | 54,225 | 54,767 | 54,708 | 55,255 |
| | 1.4000 | | 1.4900 | | 1.6100 | | 1.6255 | | 1.6400 | |
| 11 | 48,037 | 48,517 | 51,206 | 51,718 | 55,342 | 55,896 | 55,859 | 56,418 | 56,343 | 56,906 |
| | 1.4400 | | 1.5350 | | 1.6590 | | 1.6745 | | 1.6890 | |
| 12 | 49,371 | 49,865 | 52,707 | 53,234 | 56,977 | 57,547 | 57,494 | 58,069 | 57,978 | 58,557 |
| | 1.4800 | | 1.5800 | | 1.7080 | | 1.7235 | | 1.7380 | |
| 15 | 50,705 | 51,212 | 54,208 | 54,750 | 58,611 | 59,197 | 59,128 | 59,720 | 59,612 | 60,208 |
| | 1.5200 | | 1.6250 | | 1.7570 | | 1.7725 | | 1.7870 | |
| 18 | 51,373 | 51,886 | 54,959 | 55,508 | 59,429 | 60,023 | 59,946 | 60,545 | 60,429 | 61,034 |
| | 1.5400 | | 1.6475 | | 1.7815 | | 1.7970 | | 1.8115 | |
| 20 | 52,040 | 52,560 | 55,709 | 56,266 | 60,246 | 60,848 | 60,763 | 61,371 | 61,247 | 61,859 |
| | 1.5600 | | 1.6700 | | 1.8060 | | 1.8215 | | 1.8360 | |
| 25 | 52,707 | 53,234 | 56,460 | 57,024 | 61,063 | 61,674 | 61,580 | 62,196 | 62,064 | 62,685 |
| | 1.5800 | | 1.6925 | | 1.8305 | | 1.8460 | | 1.8605 | |

* = graduate semester hours after degree is obtained.

HOURLY RATES

| | |
|---------------------------------|------|
| Summer School / Adult | \$19 |
| After School Program / Tutoring | \$14 |

LONGEVITY

| | |
|-------------------------------|---------|
| Following 5 Years of Service | \$600 |
| Following 10 Years of Service | \$825 |
| Following 15 Years of Service | \$1,100 |
| Following 20 Years of Service | \$1,300 |
| Following 25 Years of Service | \$1,550 |

7.05.1 Supplemental Salary Schedule - Effective 2012-2013

BASE + Service Experience Increments

| Supplemental Position | % of Base | \$ 32,621 | 3 Yrs. | 6 Yrs. | 9 Yrs. | 12 Yrs. |
|---------------------------|-----------|-----------|--------|--------|--------|----------|
| BASEBALL | | | | | | |
| Head Coach (1) | 13.0 | \$ 4,241 | \$ 260 | \$ 455 | \$ 650 | \$ 845 |
| Asst. Coach (2) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| Freshman Coach (1) | 7.0 | 2,283 | 140 | 245 | 350 | 455 |
| Middle School Coach (2) | 6.4 | 2,088 | 128 | 224 | 320 | 416 |
| BASKETBALL – BOYS | | | | | | |
| Head Coach (1) | 16.0 | 5,219 | \$ 320 | \$ 560 | \$ 800 | \$ 1,040 |
| Asst. Coach (2) | 10.0 | 3,262 | 200 | 350 | 500 | 650 |
| Freshman Coach (1) | 7.0 | 2,283 | 140 | 245 | 350 | 455 |
| Freshman Coach (1) | 9.0 | 2,936 | 180 | 315 | 450 | 585 |
| Middle School Coach (2) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| BASKETBALL – GIRLS | | | | | | |
| Head Coach (1) | 16.0 | 5,219 | \$ 320 | \$ 560 | \$ 800 | \$ 1,040 |
| Asst. Coach (2) | 10.0 | 3,262 | 200 | 350 | 500 | 650 |
| Freshman Coach (1) | 9.0 | 2,936 | 180 | 315 | 450 | 585 |
| Middle School Coach (2) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| CROSS COUNTRY | | | | | | |
| | 9.0 | 2,936 | 180 | 315 | 450 | 585 |
| FOOTBALL | | | | | | |
| Head Coach (1) | 16.0 | 5,219 | 320 | 560 | 800 | 1,040 |
| Assistant Coach (4) | 10.0 | 3,262 | 200 | 350 | 500 | 650 |
| MS Head Coach (1) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| MS Asst. Coach (2) | 7.2 | 2,349 | 144 | 252 | 360 | 468 |
| GOLF | | | | | | |
| Head Girls Coach (1) | 9.0 | 2,936 | 180 | 315 | 450 | 585 |
| Head Boys Coach (1) | 9.0 | 2,936 | 180 | 315 | 450 | 585 |
| SOFTBALL | | | | | | |
| Head Coach (1) | 13.0 | 4,241 | 260 | 455 | 650 | 845 |
| Asst. Coach (2) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| Middle School Coach (2) | 6.4 | 2,088 | 128 | 224 | 320 | 416 |
| TRACK – BOYS | | | | | | |
| Head Coach (1) | 13.0 | 4,241 | 260 | 455 | 650 | 845 |
| Asst. Coach (1) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| MS Head Coach (1) | 6.4 | 2,088 | 128 | 224 | 320 | 416 |
| MS Asst. Coach (1) | 5.8 | 1,879 | 115 | 202 | 288 | 374 |

7.05.1 Supplemental Salary Schedule - Effective 2012-2013

BASE + Service Experience Increments

| Supplemental Position | % of Base | \$ 32,621 | 3 Yrs. | 6 Yrs. | 9 Yrs. | 12 Yrs. |
|--------------------------------|-----------|-----------|--------|--------|--------|---------|
| Junior Class Advisor (1) | 4.0 | \$ 1,305 | \$ 80 | \$ 140 | \$ 200 | \$ 260 |
| Senior Class Advisor (1) | 3.0 | 979 | 60 | 105 | 150 | 195 |
| STUDENT COUNCIL | | | | | | |
| High School (1) | 2.0 | 652 | 40 | 70 | 100 | 130 |
| Junior High (1) | 2.0 | 652 | 40 | 70 | 100 | 130 |
| CLUB SPONSORS | | | | | | |
| Art Club (1) | 1.5 | 489 | 30 | 53 | 75 | 98 |
| Drama Club-Head (1) | 7.0 | 2,283 | 140 | 245 | 350 | 455 |
| Drama Club-Assistant (1) | 3.5 | 1,142 | 70 | 123 | 175 | 228 |
| Foreign Language Club (2) | 1.0 | 326 | 20 | 35 | 50 | 65 |
| HS Talent Show Coordinator (1) | 1.0 | 326 | 20 | 35 | 50 | 65 |
| Future Business Leaders(1) | 4.0 | 1,305 | 80 | 140 | 200 | 260 |
| Future Teachers Assn. (1) | 1.0 | 326 | 20 | 35 | 50 | 65 |
| National Honor Society (1) | 1.0 | 326 | 20 | 35 | 50 | 65 |
| Science Club (1) | 1.0 | 326 | 20 | 35 | 50 | 65 |
| Scholastic Bowl Advisor (1) | 3.5 | 1,142 | 70 | 123 | 175 | 228 |
| Public Relations Coord. (1) | 5.8 | 1,876 | 115 | 201 | 288 | 374 |
| Yearbook Advisor-Head (1) | 9.0 | 2,936 | 180 | 315 | 450 | 585 |
| Yearbook Advisor-Asst (1) | 4.5 | 1,468 | 90 | 158 | 225 | 293 |

* The position of Weight Room Supervisor will be re-evaluated after the 2012/13 school year to determine if the hours match the use by the community. If the hours and pay need to be adjusted accordingly, the Board of Education can adjust only this supplemental during this collection bargaining agreement.

7.05.1 Supplemental Salary Schedule - Effective 2013-2014

BASE + Service Experience Increments

| Supplemental Position | % of Base | \$ 32,621 | 3 Yrs. | 6 Yrs. | 9 Yrs. | 12 Yrs. |
|-------------------------------|-----------|-----------|--------|--------|--------|---------|
| TRACK - GIRLS | | | | | | |
| Head Coach (1) | 13.0 | \$ 4,241 | \$ 260 | \$ 455 | \$ 650 | \$ 845 |
| Asst. Coach (1) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| Middle School Coach (1) | 6.4 | 2,088 | 128 | 224 | 320 | 416 |
| MS Asst. Coach (1) | 5.8 | 1,879 | 115 | 202 | 288 | 374 |
| VOLLEYBALL | | | | | | |
| Head Coach (1) | 13.0 | 4,241 | 260 | 455 | 650 | 845 |
| Asst. Coach (2) | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| Freshman Coach (1) | 7.0 | 2,283 | 140 | 245 | 350 | 455 |
| Middle School Coach (2) | 6.4 | 2,088 | 128 | 224 | 320 | 416 |
| Intramural Director–Boys (1) | 3.0 | 979 | 60 | 105 | 150 | 195 |
| Intramural Director–Girls (1) | 3.0 | 979 | 60 | 105 | 150 | 195 |
| Athletic Director (1) | 21.0 | 6,850 | 420 | 735 | 1,050 | 1,365 |
| Asst. Athletic Director (1) | 12.0 | 3,915 | 240 | 420 | 600 | 780 |
| * Weight Room Supervisor (1) | 10.0 | 3,262 | 200 | 350 | 500 | 650 |
| CHEERLEADERS | | | | | | |
| High School Advisor (1) | 6.0 | 1,957 | 120 | 210 | 300 | 390 |
| Asst. Advisor (1) | 2.0 | 652 | 40 | 70 | 100 | 130 |
| Middle School Advisor (1) | 4.0 | 1,305 | 80 | 140 | 200 | 260 |
| Pep Club (1) | 1.5 | 489 | 30 | 53 | 75 | 98 |
| BAND | | | | | | |
| Head Instructor (1) | 12.0 | 3,915 | 240 | 420 | 600 | 780 |
| Assistant Instructor (1) | 6.0 | 1,957 | 120 | 210 | 300 | 390 |
| Flag Corp Advisor (1) | 4.0 | 1,305 | 80 | 140 | 200 | 260 |
| CHOIR | | | | | | |
| High School Choir Director | 8.0 | 2,610 | 160 | 280 | 400 | 520 |
| MS Musical Director (1) | 4.0 | 1,305 | 80 | 140 | 200 | 260 |
| MS Asst Musical Director(1) | 2.0 | 652 | 40 | 70 | 100 | 130 |
| Freshman Class Advisor (1) | 2.0 | 652 | 40 | 70 | 100 | 130 |
| Sophomore Class Adv (1) | 2.0 | 652 | 40 | 70 | 100 | 130 |

7.05.1 Supplemental Salary Schedule - Effective 2014-2015

BASE + Service Experience Increments

| Supplemental Position | % of Base | \$ 33,359 | 3 Yrs. | 6 Yrs. | 9 Yrs. | 12 Yrs. |
|---------------------------|-----------|-----------|--------|--------|--------|----------|
| BASEBALL | | | | | | |
| Head Coach (1) | 13.0 | \$ 4,337 | \$ 260 | \$ 455 | \$ 650 | \$ 845 |
| Asst. Coach (2) | 8.0 | 2,669 | 160 | 280 | 400 | 520 |
| Freshman Coach (1) | 7.0 | 2,335 | 140 | 245 | 350 | 455 |
| Middle School Coach (2) | 6.4 | 2,135 | 128 | 224 | 320 | 416 |
| BASKETBALL – BOYS | | | | | | |
| Head Coach (1) | 16.0 | 5,337 | \$ 320 | \$ 560 | \$ 800 | \$ 1,040 |
| Asst. Coach (2) | 10.0 | 3,336 | 200 | 350 | 500 | 650 |
| Freshman Coach (1) | 7.0 | 2,335 | 140 | 245 | 350 | 455 |
| Freshman Coach (1) | 9.0 | 3,002 | 180 | 315 | 450 | 585 |
| Middle School Coach (2) | 8.0 | 2,669 | 160 | 280 | 400 | 520 |
| BASKETBALL – GIRLS | | | | | | |
| Head Coach (1) | 16.0 | 5,337 | \$ 320 | \$ 560 | \$ 800 | \$ 1,040 |
| Asst. Coach (2) | 10.0 | 3,336 | 200 | 350 | 500 | 650 |
| Freshman Coach (1) | 9.0 | 3,002 | 180 | 315 | 450 | 585 |
| Middle School Coach (2) | 8.0 | 2,669 | 160 | 280 | 400 | 520 |
| CROSS COUNTRY | | | | | | |
| | 9.0 | 3,002 | 180 | 315 | 450 | 585 |
| FOOTBALL | | | | | | |
| Head Coach (1) | 16.0 | 5,337 | 320 | 560 | 800 | 1,040 |
| Assistant Coach (4) | 10.0 | 3,336 | 200 | 350 | 500 | 650 |
| MS Head Coach (1) | 8.0 | 2,669 | 160 | 280 | 400 | 520 |
| MS Asst. Coach (2) | 7.2 | 2,402 | 144 | 252 | 360 | 468 |
| GOLF | | | | | | |
| Head Girls Coach (1) | 9.0 | 3,002 | 180 | 315 | 450 | 585 |
| Head Boys Coach (1) | 9.0 | 3,002 | 180 | 315 | 450 | 585 |
| SOFTBALL | | | | | | |
| Head Coach (1) | 13.0 | 4,337 | 260 | 455 | 650 | 845 |
| Asst. Coach (2) | 8.0 | 2,669 | 160 | 280 | 400 | 520 |
| Middle School Coach (2) | 6.4 | 2,135 | 128 | 224 | 320 | 416 |
| TRACK – BOYS | | | | | | |
| Head Coach (1) | 13.0 | 4,337 | 260 | 455 | 650 | 845 |
| Asst. Coach (1) | 8.0 | 2,669 | 160 | 280 | 400 | 520 |
| MS Head Coach (1) | 6.4 | 2,135 | 128 | 224 | 320 | 416 |
| MS Asst. Coach (1) | 5.8 | 1,921 | 115 | 202 | 288 | 374 |

7.05.1 Supplemental Salary Schedule - Effective 2014-2015

BASE + Service Experience Increments

| Supplemental Position | % of Base | \$ 33,359 | 3 Yrs. | 6 Yrs. | 9 Yrs. | 12 Yrs. |
|------------------------------------|-----------|-----------|--------|--------|--------|---------|
| Junior Class Advisor (1) | 4.0 | \$ 1,334 | \$ 80 | \$ 140 | \$ 200 | \$ 260 |
| Senior Class Advisor (1) | 3.0 | 1,001 | 60 | 105 | 150 | 195 |
| STUDENT COUNCIL | | | | | | |
| High School (1) | 2.0 | 667 | 40 | 70 | 100 | 130 |
| Junior High (1) | 2.0 | 667 | 40 | 70 | 100 | 130 |
| CLUB SPONSORS | | | | | | |
| Art Club (1) | 1.5 | 500 | 30 | 53 | 75 | 98 |
| Drama Club-Head (1) | 7.0 | 2,335 | 140 | 245 | 350 | 455 |
| Drama Club-Assistant (1) | 3.5 | 1,168 | 70 | 123 | 175 | 228 |
| Foreign Language Club (2) | 1.0 | 334 | 20 | 35 | 50 | 65 |
| HS Talent Show Coordinator (1) | 1.0 | 334 | 20 | 35 | 50 | 65 |
| Future Business Leaders(1) | | | | | | |
| Future Business Leaders(1) | 4.0 | 1,334 | 80 | 140 | 200 | 260 |
| Future Teachers Assn. (1) | 1.0 | 334 | 20 | 35 | 50 | 65 |
| National Honor Society (1) | 1.0 | 334 | 20 | 35 | 50 | 65 |
| Science Club (1) | 1.0 | 334 | 20 | 35 | 50 | 65 |
| Scholastic Bowl Advisor (1) | 3.5 | 1,168 | 70 | 123 | 175 | 228 |
| Public Relations Coord. (1) | | | | | | |
| Public Relations Coord. (1) | 5.8 | 1,918 | 115 | 201 | 288 | 374 |
| Yearbook Advisor-Head (1) | | | | | | |
| Yearbook Advisor-Head (1) | 9.0 | 3,002 | 180 | 315 | 450 | 585 |
| Yearbook Advisor-Asst (1) | | | | | | |
| Yearbook Advisor-Asst (1) | 4.5 | 1,501 | 90 | 158 | 225 | 293 |

* The position of Weight Room Supervisor will be re-evaluated after the 2012/13 school year to determine if the hours match the use by the community. If the hours and pay need to be adjusted accordingly, the Board of Education can adjust only this supplemental during this collection bargaining agreement.

7.07 COLLEGE TUITION REIMBURSEMENT

- 7.07.1a Reimbursement shall be made at the rate of one hundred dollars (\$100) per quarter hour and one hundred twenty dollars (\$120) per semester hour of recognized college training for all additional work completed. Course work must have the prior approval of the local superintendent. Reimbursement will not exceed nine hundred (\$900) dollars in any one calendar year (January 1 through December 31), and the request for reimbursement must be submitted within the same calendar year that the work is completed. In order to be eligible for reimbursement, teachers must submit proof of course grade of "C" or better to the Treasurer. If fee waiver slips are used in courses taken, money will not be reimbursed by the district for that portion of the tuition.
- 7.07.1b Correspondence coursework (mail-in, online, or video courses)
1. Correspondence coursework that is necessary for fulfillment of a degree program shall be reimbursed according to college coursework allowances above in Section 7.06.1a. A syllabus showing requirement of the course and proof of fulfillment is required for reimbursement.
 2. Correspondence coursework not part of a degree program is subject to prior approval of the Superintendent. She/he may authorize the district to reimburse the teacher in full or half or none given the contents of the coursework studied. Reimbursement will follow the rates given in Section 7.06.1a.
- 7.07.1c In the event a teacher leaves the District within two (2) years following the completion of the work, the teacher must repay the amount the teacher received from the Board as reimbursement. The District may deduct any amounts owed from the teacher's remaining paychecks.
- 7.07.2 A faculty member asked to take additional college courses by the administration for the purposes of certification will, upon the approval by the Board of Education, receive 80% reimbursement. In the event a teacher leaves the District within two (2) years following the completion of the work, the teacher must repay the amount the teacher received from the Board as reimbursement. The District may deduct any amounts owed from the teacher's remaining paychecks.

7.10.5 A teacher shall be deemed "retired" under this Agreement when he/she has been approved for service retirement by the state teachers retirement system (STRS). Upon the retired teacher's "second" retirement he/she will not receive severance pay or any other retirement payments or incentives.

7.10.6 Indemnification: The rehired employee agrees to indemnify and hold the Board and Association harmless against any judgments for any costs, expenses, or other liabilities the Board or Association might incur as a result of the implementation and enforcement of this section of the collective bargaining agreement between the parties.

ARTICLE 8.00 - LEAVE/ BENEFIT SECTION

8.01 **DEFINITION OF LEAVE** – A leave of absence is an extended period of absence from duty which has been granted by the board of education upon written request by the employee. Without a written request, the board may grant a leave of absence to an employee because of physical or mental illness.

8.02 **REASONS FOR LEAVE OF ABSENCE** - School employees may request a leave of absence for the following reasons.

- a. Personal Illness
- b. Physical Disability
- c. Education or Professional Advancement
- d. Maternity/Family Leave (according to Federal Family & Medical Leave Act)
- e. Military Service

8.03 **DOCTOR'S STATEMENT** - Leave of absence for illness or physical disability will require a signed statement from the family doctor stating the reason and length of absence.

8.04 **LENGTH OF LEAVE** - Upon written request by the employee, the board may grant a leave of absence for no longer than one year. Upon written request, the board may renew the leave for an employee not to exceed one year.

8.05 **LEAVE WITHOUT PAY** - All leave of absences are without pay.

8.06 **SICK LEAVE**

8.06.1 Each full-time employee shall be entitled, for each completed month of service, to sick leave of one and one-fourth (1 ¼) workdays with pay. Employees in continuous service will accumulate fifteen (15) days per year.

8.06.10 Provisional appointees or those who render part-time, seasonal, intermittent per diem, or hourly service shall be entitled to sick leave for the time actually worked at the same rate as that granted for full-time employees, when employed under regular contract by the board of education.

8.07 **SEVERANCE PAY** - Upon retirement any certified employee age fifty-four (54) or younger in the year of separation from active service who meets the state requirement of a minimum of ten years of active service, shall be paid severance pay during the following January. Severance pay shall be calculated as follows: The maximum payment shall be for one-fourth of one hundred ninety-five (195) days, plus an additional one (1) day for each year over twenty years of service in unused sick leave credit in the Rockford, Willshire, Mendon, and Parkway School systems (62 day maximum) multiplied by the employee's daily rate of pay at the time of retirement. Retirement shall be defined as disability or service retirement under the State Teachers Retirement System. Upon payment, all sick leave credit accrued by the employee is eliminated.

For all certified retiring employees age fifty-five (55) or older in the year of separation of service: In lieu of payment during the following January, the Parkway Local Board of Education will make a contribution in an amount equal to the afore mentioned severance pay calculation to the retiring employee's 403(b) Plan adopted by the Board of Education on December 1, 2007.

8.07.1 **RETIREMENT INCENTIVE** - In addition to the severance pay currently provided under the section above, all teachers meeting the requirements of and who retire in accordance with this section shall receive an additional amount of seven thousand, five hundred dollars (\$7,500), payable in a lump sum by January 31st of the new calendar year and shall be guaranteed reemployment by the school district for the following school year in accordance with Section 7.10. This retirement incentive is voluntary and does not apply to teachers applying for and/or receiving disability retirement or teachers terminated by the Board for cause or where such contracts are otherwise discontinued or suspended involuntarily. The teacher must meet all of the following requirements to be eligible for the incentive:

- a. The teacher must have ten (10) or more years of service with the Board;
- b. The teacher must meet STRS retirement eligibility rules
- c. The teacher must retire at the earliest eligible year according to STRS rules.
- d. Application Procedure: In order to obtain this special retirement incentive, a teacher who will be eligible to retire during the year or at the end of the school year, must submit a letter of resignation and intent to retire at least sixty (60) calendar days before the

8.10 **REDUCTION IN FORCE** – If the Board of Education determines that it is necessary to reduce the number of certificated staff due to legitimate reasons such as decreased enrollment, return to duty of regular staff after leave of absence, consolidation of schools, territorial changes, mergers, program adjustments, or financial reasons, the following procedures shall apply:

8.10.1 In making reductions, the Board shall proceed to suspend contracts in consideration of the recommendation of the Superintendent, who shall, within each teaching field affected, give preference to teachers on continuing contract. The Board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations. The reassignment of a bargaining unit member from a full-time to a part-time contract shall constitute a reduction under this Article.

8.10.2 If two (2) or more bargaining unit members under continuing contracts have comparable evaluation results and qualifications, their ranking will be determined by their length of continuous service.

8.10.3 A bargaining unit member whose contract has been suspended by virtue of this reduction procedure will be given first consideration as a substitute teacher and have the right to be recalled, with due consideration given to evaluation results, to a position for which qualified or certified until the last contracted school day of the year following such date of the notification of reduction. All reasonable steps shall be taken to achieve the earliest possible notification of reduction or recall. If recalled, the bargaining unit member shall resume the seniority, salary and contract status held prior to the reduction.

8.11 **SENIORITY**

8.11.1 **Definition** - Seniority shall be defined as the length of continuous service as a certificated staff member of the Parkway Local School District.

- a. For reduction purposes only, employees employed under a continuing contract shall have greater seniority than those employed under a limited contract.

8.11.2 **Seniority List**

- a. A seniority list by area of certification shall be developed by the superintendent or his/her designee by September 30 of each school year.

personal days may be used in the last ten (10) days except in emergency situations approved by the superintendent or his designee. (See also Section 7.09)

8.13 **FAMILY AND MEDICAL LEAVE ACT RIGHTS**

8.13.1 Teachers may use sick leave for pregnancy or child care.

8.13.2 In addition, bargaining unit members may use sick leave for absences due to child care and other FMLA areas for up to twelve (12) weeks as defined by the Family and Medical Leave Act of 1993. The use of the FMLA will not be counted against any other existing leave within the Master Agreement.

8.14 **ASSOCIATION LEAVE** - The association president or his/her designee shall be granted three (3) days of leave to be used for the conduct of association business. The association president must provide seventy-two (72) hours notice except when time is waived by the superintendent.

8.15 **SICK LEAVE BANK** - All current certified staff members may contribute one (1) day of their accumulated sick leave per year to a district-wide sick leave bank. The enrollment date deadline for the sick leave bank is September 15 of each year.

8.15.1 If a certified staff member, who was eligible at the inception of the sick leave bank, chooses to join after the inception they must make up all days which they would have been assessed if they had joined when they were first eligible.

8.15.2 All newly hired certified staff members will be eligible to join by donating one day of their sick leave.

8.15.3 The association president will appoint members to a Sick Leave Bank Committee, which will determine the operation of the sick leave bank.

8.15.4 The Sick Leave Bank Committee will notify the Treasurer of the number of days that a member of the bank is to receive from the sick leave bank.

8.15.5 All certificated employees will be provided with an annual options form to indicate participation in the sick leave bank. These forms will be forwarded to the Treasurer within ten (10) working days of the enrollment date deadline.

8.15.6 No days may be used from the sick leave bank until all accumulated sick and personal days are used by the employee.

ARTICLE 9.00 - SCHOOL CALENDAR/DAY

9.01 CHANGES IN SCHOOL DAY LENGTH, INSTRUCTION TIME, PLANNING TIME

9.01.1 The administration will notify P.E.A. of any changes affecting the above mentioned items. Input will be sought from those teachers affected by such changes. The Board of Education, however, will maintain sole discretion as to changes in the length of the school day and year, instruction time, and planning time.

9.01.2 Except for new hires, the maximum number of employee work days shall not exceed 184. New hires shall work 185 days.

9.01.3 On the full-day parent-teacher conference day, which will be no more than seven hours and fifteen minutes, teachers will be permitted a sixty minute meal break.

9.01.4 Teachers will not be required to attend more than ten staff meetings per school year. A "staff meeting" is a meeting that is required to be attended by all teachers in a building that last approximately twenty minutes before or after the start of school. The opening meeting at the beginning of the school year shall not be considered a "staff meeting."

9.01.5 All teachers are required to complete one (1) teacher work day, without students, at the end of the school year as part of their current 184 working days. No mandatory staff meetings will be held on this day.

9.01.6 The District shall provide teachers with access to a telephone in a private location.

9.02 CALENDAR INPUT

9.02.1 A calendar committee consisting of three (3) bargaining unit representatives appointed by the association president, the superintendent or his designee, and two (2) non-bargaining unit members appointed by the superintendent, shall develop two (2) calendar options. The two (2) options shall be presented to the staff for a vote. The top vote-getter shall be recommended to the Board of Education for adoption with the Board of Education retaining the final authority over the calendar.

9.02.2 The calendar shall list the make-up days (10) in order with no make-up day being scheduled without a week's notice to the students and staff. Parent-teacher conference days, and all pay days will be included on the Board adopted calendar.

9.03 SALARY NOTIFICATION - Salary notifications shall be provided to teaching staff

10.04 **Labor Management Committee** - A labor-management committee shall be created. There shall be four bargaining unit members, one from each elementary, intermediate, middle, and high school, who shall be appointed by the Association President. The Association president or his/her designee shall also be a member. The administration may choose up to five members. This committee may address items which are covered under *ORC 4117*, board policy and procedures and other statutory provisions related to education. Any recommendations from this committee shall first be approved by both parties' bodies.

ARTICLE 11.00 - MENTOR PROGRAM

11.01 This program was approved by county committee with local compensation to be one percent (1%) of base for mentor. (This amount shall be pro-rated for part-time personnel; to be shared if more than one (1) mentor is assigned to a new staff member.)

11.02 Program Goal

This program will provide positive assistance and support to an entry-year teacher utilizing county office coordinators and a local mentor.

11.03 **Program Objectives** - The program will provide opportunities for entry-year teachers to:

11.03.1 be assisted in improving instructional skills.

11.03.2 be assisted in gaining knowledge of all phases of school and classroom management tasks.

11.03.3 become familiarized with local procedures and policies.

11.04 Administrative and educational personnel shall provide ongoing assistance for professional needs related to their specific assignment(s).

11.05 **Program Personnel Responsibility** - County office coordinators will be responsible for classroom observations and conferences. Possible topics could include the following:

- 11.05.1 Nature of the entry-year program
- 11.05.2 Course of study development and use
- 11.05.3 Lesson planning
- 11.05.4 Competency based education programs (CBE)
- 11.05.5 Instructional improvement
- 11.05.6 Teaching models
- 11.05.7 Problem solving

11.08.2 Whenever feasible, mentors from the same grade level shall be utilized for elementary entry-year teachers and from the same general curricular area for high school entry-year teachers.

11.09 *Mentors shall be provided with the following:*

11.09.1 An orientation which would include training in knowledge and skills necessary to perform mentoring responsibilities.

11.09.2 Opportunities to consult with and otherwise assist the assigned entry-year person on a regular basis, with adequate time within the instructional day allocated for such consultation and assistance.

11.09.3 Compensation for mentor services will be a local decision.

11.10 *Scope of Entry-Year Program*

11.10.1 All first-year teachers will be included in the program.

11.10.2 Any experienced teacher new to the school system will be included in the program.

11.10.3 Middle-of-the-year entry teachers shall be phased in at the time of their employment.

11.10.4 A previously employed teacher returning after an extended leave of absence may be included in the program.

11.10.5 Long term substitutes may be included in the program.

11.11 *Statement on Professional Development Activities For Entry-Year Teachers and Assessment of Performance*

11.11.1 The function of county office coordinators and teacher mentors in the entry-year program is directed toward achieving the previously listed objectives.

11.11.2 Assessment of evaluation to make judgments about assignments, promotion, transfer, or continued employment of entry-year teachers is not a function of the program.

11.12 *Evaluation and Revision*

11.12.1 Assessment of the entry-year program as it is phased in will be made

ARTICLE 12.00 - PROFESSIONAL PERSONNEL RECORDS

- 12.01 A personal file of all professional staff members shall be maintained in the Administrative office.
- 12.02 All file entries shall be signed and dated by the supervisor submitting the entry and the staff members shall be notified when the entry is placed in the file.
- 12.03 All such files will be maintained with the accuracy, relevance, timeliness, and completeness that is necessary to assure fairness in any determination made with respect to a person on the basis of the information. The file shall be limited to work performance, discipline, and routine personnel data such as insurance forms, payroll forms, etc. Anonymous letters or materials shall not be placed in a staff member's file, nor shall they be made a matter of record.
- 12.04 Individual professional staff members shall have access to their personnel file upon request. Requests of professional staff members to have access to their personnel files shall be handled by the Superintendent or designee.
- 12.05 Individual professional staff member shall have the right to write letters of rebuttal for any items contained in their personnel files.
- 12.06 Confidentiality shall prevail within the scope of the law.

ARTICLE 13.00 - PARENTAL COMPLAINT

13.01 SCOPE AND APPLICATION

Nothing in this Article prevents the Board or an administrator from taking action or documenting an issue or incident based upon the administration's observation, verification, or investigation.

- 13.02 Step 1, Building Principal - Complaints lodged against teachers by students, parents, or members of the community should be referred to and resolved informally by the building principal. The principal will inform teachers who are the subject of any complaint, oral or written, lodged in accordance with this paragraph as soon as possible after it is lodged if the administration believes the complaint serious enough that it may become a matter of the teacher's written record.
- 13.03 Step 2, Superintendent - If efforts to resolve the complaint do not lead to understanding or resolution of the problem at the building level, the complainant may have the complaint reduced to writing for submission to the Superintendent. The teacher shall be given a copy of the complaint as soon as possible after submission.
- 13.04 Step 3, Board of Education - If efforts to resolve the complaint do not lead to

CONTRACT CERTIFICATE
(Section 5705.412, O.R.C.)

It is hereby certified that the Parkway Local School District has sufficient funds to meet the contract, obligation, payment, or expenditure for the attached contract agreement for the term of the contract.

5/8/12

Date

Kim Brandt

Board of Education President

Margy ~ Puttazzo

Superintendent

Debra Peice

Treasurer

TREASURER'S CERTIFICATE
(Section 5705.41, O.R.C.)

As chief fiscal officer of the Parkway Local School District, I certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriation fund free from any previous encumbrances.

Debra Peice

Treasurer