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MASTER CONTRACT

BETWEEN THE

OTTAWA-GLANDORF BOARD OF EDUCATION

AND

**OTTAWA-GLANDORF CLASSROOM TEACHERS
ASSOCIATION**

JULY 1, 2012

through

JUNE 30, 2015

TABLE OF CONTENTS

ARTICLE I – RECOGNITION	1
A. ASSOCIATION RECOGNITION.....	1
B. THE BARGAINING UNIT	1
ARTICLE II – ASSOCIATION RIGHTS	2
A. USE OF SCHOOL BUILDINGS.....	2
B. USE OF SCHOOL OFFICE EQUIPMENT	2
C. DISSEMINATION OF INFORMATION	2
School Mail System	2
Faculty Meetings.....	2
Bulletin Boards	2
Association Representatives.....	2
D. PAYROLL DEDUCTION	3
Association Dues.....	3
E. BOARD OF EDUCATION MEETINGS	3
Notice of Special Meetings	3
Agendas.....	3
Association Participation.....	3
F. ASSOCIATION LEAVE.....	4
ARTICLE III – NEGOTIATIONS PROCEDURES	5
A. SCOPE OF NEGOTIATIONS.....	5
B. OBLIGATION TO NEGOTIATE IN GOOD FAITH.....	5
C. ACCESS TO INFORMATION	5
Public Records	5
Negotiations Information	5
D. REQUEST FOR OPENING OF NEGOTIATIONS.....	5
E. COMPOSITION OF NEGOTIATING TEAMS	6
F. INITIAL NEGOTIATING SESSION/SUBSEQUENT NEGOTIATING SESSION ..6	
Meeting, Time, Place and Date	6
Executive Session.....	6
Caucus.....	6
Agreement.....	6
G. RATIFICATION OF AGREEMENT	6
H. FAILURE OF RATIFICATION.....	7
I. IMPASSE.....	7
ARTICLE IV – GRIEVANCE PROCEDURE.....	8
A. DEFINITIONS	8
B. RIGHTS OF THE GRIEVANT	8
C. INFORMAL DISCUSSION OF PROPOSED GRIEVANCE.....	8
D. SUBMISSION AND PROCESSING OF GRIEVANCE	8
Level I – Administrative	8
Level II – Superintendent.....	9
Level III – Board of Education	9
Advisory Arbitration	9
E. ADVANCEMENT OF GRIEVANCE.....	9
F. GENERAL PROVISIONS.....	10
G. GRIEVANCE PROCEDURE FORM.....	11

H.	GRIEVANCE DECISIONS.....	12
ARTICLE V – EMPLOYMENT PRACTICES.....		13
A.	EVALUATION.....	13
	General.....	13
	Definitions.....	13
	Performance Objectives.....	14
	Fair Consideration of Work Effort.....	14
	Conference and Evaluation Report.....	15
	Framework for Improvement.....	15
	Due Process for Evaluation.....	15
	Evaluations Procedures Supersede Revised Code.....	15
B.	ACADEMIC FREEDOM.....	16
C.	REDUCTION IN FORCE.....	16
	General.....	16
	Reasons for Reductions.....	16
	Suspension.....	16
	Notice of Intent to Reduce Staff/Conference/Hearing.....	17
	Employee Rights While on Reduction.....	17
	Notification of Recall.....	18
	Status Upon Recall.....	18
D.	SENIORITY.....	18
	Seniority.....	18
	Reductions.....	19
E.	PERSONNEL RECORDS.....	19
F.	CONTRACT RENEWAL CONSIDERATIONS.....	21
	Auxiliary Personnel.....	21
	Notice of Intent to Recommend Non-renewal.....	21
	Meeting with Superintendent.....	21
	Staff Members with Six or More Years of Service.....	21
	Contractual Substitutes.....	21
	Notice of Change of Recommendation.....	22
	Meeting with the Board of Education.....	22
	Limitations.....	22
	Remedy.....	22
G.	CLARIFICATION OF PROFESSIONAL TERMS.....	23
H.	TEACHER EVALUATION FORM.....	25
	Introductory Statement.....	25
	Limited-Contract Teacher Evaluation Policy.....	25
	Continuing Contract Teacher Evaluation Policy.....	25
	Rating System.....	25
	Teacher Appraisal Form.....	26
I.	ENTRY YEAR/REDIDENT EDUCATOR PROGRAM.....	31
	Purpose.....	31
	Entry Year Committee Structure.....	31
	Compensation for Committee Members.....	31
	Mentor Criteria.....	31
	Length of Program.....	31
	Selection Process for Assignment of Mentors.....	31
	Training.....	32
	Workload and Compensation.....	32
	Contract Evaluation.....	32
	Confidentiality.....	32
ARTICLE VI – LEAVES OF ABSENCE.....		33
A.	SICK LEAVE.....	33
	Accrual of Sick Leave.....	33
	Use of Sick Leave.....	33

Use of Family Leave	34
Transfer of Sick Leave	34
General Procedures	35
B. PERSONAL LEAVE	35
C. DOCK DAYS.....	36
D. ASSAULT LEAVE.....	36
E. PROFESSIONAL LEAVE	36
F. CHILD CARE LEAVE.....	37
G. DISABILITY LEAVE	37
H. SABBATICAL LEAVE.....	38
I. JURY DUTY.....	39
J. MILITARY LEAVE	39
ARTICLE VII – COMPENSATION	40
A. PAY PERIODS	40
Contingency	40
B. SALARY SCHEDULES.....	41
C. STRS PICKUP.....	44
D. EXTRA DUTY SALARY SCHEDULE	45
E. SEVERANCE PAY	52
F. REIMBURSEMENT FOR PROFESSIONAL TRAINING	52
Reimbursement	52
Salary Step Change	53
G. EXTRA TIME (HOURLY)	53
H. INSURANCE STATEMENT	54
1. General Provisions	54
2. Cash Benefit in Lieu of Insurance Coverage.....	54
3. Section 125 Plan.....	55
4. Life Insurance.....	55
I. REIMBURSEMENT FOR BCII/FBI FINGERPRINTING	55
ARTICLE VIII - WORKING CONDITIONS/SCHOOL CALENDAR.....	56
A. WORKING CONDITIONS	56
Extra-Time (Contractually).....	56
B. PREPARATION TIME	57
C. SCHOOL CALENDAR	57
Calendar Year	57
School Days	57
School Closings.....	58
Any Calendar – No Earlier.....	58
D. CLASS SIZE.....	58
E. GRADE CHANGES	58
F. ASSIGNMENT, TRANSFER, AND POSTING OF VACANCIES	58
Assignment.....	58
Vacancy and Posting	59
G. JOB DESCRIPTIONS/ASSIGNMENTS	59
ARTICLE IX – OTHER PROVISIONS.....	60
A. SEVERABILITY PROVISION.....	60
B. MANAGEMENT RIGHTS	60
C. WAIVER OF NEGOTIATIONS/AMENDMENT	60
D. NO STRIKE PLEDGE.....	60
E. DURATION OF AGREEMENT	60

ARTICLE I- RECOGNITION

A. ASSOCIATION RECOGNITION

The Ottawa-Glandorf Local Board of Education (hereinafter referred to as the Board), recognizes the Ottawa-Glandorf Classroom Teachers Association (hereinafter referred to as the Association) as the sole and exclusive representative for purposes of collective bargaining, for other such purposes as set forth herein, and for the exercise of those rights provided the Association under Chapter 4117 of the Revised Code as the recognized representative of the bargaining unit as that unit is defined in Section B herein.

B. THE BARGAINING UNIT

The bargaining unit includes all full-time teaching personnel employed by the Board under regular teaching contracts and substitute teachers after employment for a period of 30 consecutive days in the same teaching assignment. The bargaining unit also includes part-time teachers and tutors. Part-time teachers and tutors will have the benefit of those provisions of this agreement which provide for the authorized deduction of Association dues and for the presentation and resolution of grievances but those persons shall not be entitled to the benefit of any other provision of this Agreement unless expressly included in that provision.

The bargaining unit does not include the Superintendent of Schools, Assistant Superintendent, if any, principals and assistant principals, if any, or any other administrative staff, confidential employees, management level employees, supervisors, technology coordinator/manager, and seasonal and casual employees as determined by the State Employment Relations Board (hereinafter referred to as SERB).

No teacher as defined in Section 3319.09 of the Revised Code shall be designated as a supervisor or a management level employee unless he is employed under a contract governed by Section 3319.01, 3319.011, or 3319.02 of the Revised Code, and is assigned to a position for which a certificate is required by divisions (F), (G), (H), (J), (L), (M), (N) and (O) of Section 3319.22 of the Revised Code, or is a supervisor certified under division (I) of Section 3319.22 of the Revised Code.

The provisions above shall not be construed to prevent the Association from bargaining for salaries, fringe benefits, and other working conditions for any job or position where such job or position has, by tradition or practice, been within the bargaining unit or must first be offered to members of the bargaining unit by requirement of law.

Wherever the term(s) “professional staff member”, “staff”, “employee”, or “teacher” appear in this Agreement, they shall be taken to mean a member(s) of the bargaining unit covered by this Agreement.

ARTICLE II – ASSOCIATION RIGHTS

A. USE OF SCHOOL BUILDINGS

The Association will have the right to use school buildings for Association meetings before or after the regular school day or when school is not in session, provided that prior approval of the building principal or his designee shall first be obtained. Association use of school buildings shall not interfere with scheduled school activities. The Association may use school building rooms for the purpose of committee or other small meetings provided such meetings would not interrupt or disrupt any other previously scheduled activities. The Association will pay any added costs of such use over and above normal operational costs of the building.

B. USE OF SCHOOL OFFICE EQUIPMENT

The Association building representative will have permission to use school office equipment, including computers, copiers, calculating machines, and all types of audio visual equipment, when such equipment is not being used or reasonably anticipated for use in classroom instruction or office work. Teachers using such equipment must be competent in the operation of said equipment. No equipment shall be removed from the building in which it is located without the permission of the principal. Supplies in connection with such equipment used will be furnished by or paid for by the Association.

C. DISSEMINATION OF INFORMATION

School Mail System

The Association may use the school mailbox system for the dissemination of Association information.

Faculty Meetings

Upon reasonable prior request, the Association will be afforded the opportunity to make brief announcements prior to the close of faculty meetings.

Bulletin Boards

The Association may post notices on existing school bulletin boards located in or near teacher's lounge areas. Association notices will be subject to the same restrictions as may be applied to other users. Those notices required by law to be posted will have priority in the use of bulletin board space.

Association Representatives

Association Representatives may meet with Association members on the school premises prior to the beginning of classes, during duty-free lunch periods, after the end of classes, and at such other times as may be authorized by the building principal provided that such meetings shall be conducted at such times and places and in such a manner as to not disrupt school activities. Association Representatives who are not employed by the school district or who are not assigned to the building where such meeting is being held will consult with the building principal prior to the meeting.

D. PAYROLL DEDUCTION

Association Dues

The Board will deduct Association dues from the paychecks of those members of the bargaining unit requesting such deductions in writing. The dues for part-time teachers and tutors will be prorated to reflect the amount of their service. The Association will notify the Treasurer of the amount of dues to be deducted annually, prior to October 1. Dues will be deducted in equal amounts beginning with the last paycheck in October through and including the last paycheck in May. Monies deducted will be paid within fifteen (15) days to the Treasurer of the Association accompanied by a list of the members of the bargaining unit from whom deductions were made and the amount so deducted.

Upon written request to the Board Treasurer from any member of the bargaining unit, the Treasurer will discontinue deduction of the Association dues for that member provided that request is received in sufficient time to permit current payroll adjustment. The Association expressly waives any claims against the Board, its agents, and its Treasurer for the collection of any unpaid dues, which may be due to the Association from an employee, who, because of absence from work, suspension, or termination of employment has no wages payable to him/her at the regular time for dues collections. The Association will indemnify and defend the Board as related to dues deduction if an error is made in the implementation of this section.

E. BOARD OF EDUCATION MEETINGS

Notice of Special Meetings

A designated representative of the Association will be provided notice of special meetings of the Board of Education upon request. Notices will be mailed to the representative if self-addressed, stamped envelopes have been provided to the Treasurer for that purpose.

Agendas

When agendas have been prepared in advance of the Board of Education meeting, a copy will be provided the Association by placing a copy in the Associations President's school mailbox. When school is not in session, agendas will be mailed to the Association President if self-addressed, stamped envelopes have been provided.

Association Participation

A representative of the Association may, upon request, address the Board during the staff participation portion of the agenda. Upon written request of the association not less than seven (7) days prior to the meeting, the Association may be placed on the agenda for the purpose of addressing any relevant topic, which is not the subject of negotiations. All such presentations will be subject to Board policies and orders governing the conduct of Board meetings.

F. ASSOCIATION LEAVE

1. Those certified personnel who are elected as officers, appointed as committee members, or elected as delegates to meetings of the Ohio Education Association, National Education Association, or other State and National organizations affiliated with same may, subject to the provisions herein, attend official meetings of these bodies which are required of them in their elected or appointed positions without loss of pay.
 - a. The Board will grant up to five (5) days of leave for purposes of attendance at such Association meetings. Except upon approval of the Superintendent and Board, no single individual will be excused for more than three (3) such days of absence.
 - b. Persons desiring to use Association leave shall submit their request for the leave of absence not less than five (5) school days prior to the absence.
 - c. Such Association leave shall not be cumulative from year to year.
 - d. The Board shall pay no expense for such meetings, other than substitute service.
2. The Association representative to the Putnam County Consortium shall be given unrestricted leave as needed to comply with their duties as the Association Representative to said body.
 - a. In addition the Board shall be responsible for providing a substitute for such duties.

ARTICLE III – NEGOTIATIONS PROCEDURES

A. SCOPE OF NEGOTIATIONS

The Board of Education and the Association shall enter into negotiations on matters concerning compensation, hours, terms, and conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement and such other matters as may be agreed to between the Board and the Association.

B. OBLIGATION TO NEGOTIATE IN GOOD FAITH

Both parties agree to conduct negotiations in “Good Faith” through their designated representative. “Good Faith”, for purposes of this agreement, means a mutual willingness to bargain to agreement, consider concessions, and an obligation to respond to proposals advanced by the other party with a reason or reasons for the position taken. If a proposal is unacceptable to one of the parties, the party is obligated to give its reasons or offer a counterproposal. “Good Faith” does not require the making of a counterproposal.

C. ACCESS TO INFORMATION

Public Records

Upon request by the Association and in compliance with the Ohio Revised Code, Section 149.43, the Board will provide, within a reasonable time, one copy of each item of public information, document, or report requested.

Upon request of the Board, the Association will provide the Board, within a reasonable time, with one copy of each item of information required to be maintained by the Association pursuant to O.R.C. 4117 except that the Association shall not be required to provide a list of its membership or any confidential or personal information.

Negotiations Information

Unless otherwise agreed, the Board and Association will, not later than ten (10) days prior to the discussion of any proposal involving an increase in the compensation of members of the bargaining unit, an increase in the cost of a fringe benefit, or the extension of an additional fringe benefit, or as soon as available, exchange such information as may be available with respect to the cost of the proposed increase or additional benefit and the cost of any similar benefit currently provided.

D. REQUEST FOR OPENING OF NEGOTIATIONS

Not earlier than ninety (90) days prior to June 30 of the year in which this contract expires, either party may request the opening of negotiations for a successor contract by submitting a request to the other party. Request from the Association will be submitted to the Superintendent. Requests from the Board will be submitted to the President of the Association. A representative from the Association will meet with the Superintendent for the purpose of establishing a mutually satisfactory time, date, and place for the first bargaining session.

E. COMPOSITION OF NEGOTIATING TEAMS

The Association shall select those individuals who shall comprise the Association negotiating team, the total not to exceed four (4).

The Board shall select those individuals who shall comprise the Board negotiating team, the total not to exceed four (4).

F. INITIAL NEGOTIATING SESSION/SUBSEQUENT NEGOTIATING SESSION

At the first negotiations session, the negotiating teams will prepare an agenda of items to be included in negotiations. Once such agenda has been established and is signed by both parties, no new items may be added during the negotiation period except by mutual agreement of the parties. Written proposals with respect to such items may be submitted at the first or second negotiations meeting but, except by mutual agreement, may not be submitted thereafter.

The following provisions will generally govern the conduct of such meetings unless otherwise agreed by the parties:

Meeting, Time, Place and Date

The first item to be discussed at each negotiations session shall be the establishment of a mutually agreeable time, date, and place of the next session between said teams.

Executive Session

All negotiations shall be conducted in executive sessions exclusively between said representative unless the parties mutually agree to waive this provision.

Caucus

Upon request of either party, the negotiating session shall be recessed to permit the requesting party to caucus.

Agreement

All items negotiated to tentative agreement will be reduced to writing, dated, and initialed by the chairperson of each negotiating team.

G. RATIFICATION OF AGREEMENT

When, for purposes of ratification, tentative agreement has been reached on matters being negotiated, this agreement shall be reduced to writing and submitted to the Association for its consideration. If ratified, such written agreement shall be submitted to the Board of Education for its consideration. The Board of Education shall take action at the next regular or special meeting of the Board of Education which shall be not more than fifteen (15) days after notification of ratification by the Association.

H. FAILURE OF RATIFICATION

In the event that either the Board or the Association shall fail or refuse to ratify the tentative agreement, then either party may reopen all or part of the tentative agreement or declare impasse with respect to any or all issues in the tentative agreement.

I. IMPASSE

The impasse resolution procedures herein shall supersede the dispute settlement procedures set forth under O.R.C. 4117.14.

If agreement is not reached on matters being negotiated at the end of the negotiation period or in any event not earlier than thirty (30) days prior to the expiration date of this Agreement, either party may declare an impasse and request that an impartial mediator be appointed. The mediator will be selected by agreement between the parties within five (5) calendar days after the call for mediation. In the event that a mediator has not been selected within that time, the mediator will then be selected from one or more of those provided by the American Arbitration Association. In the event that the parties, are unable to agree on the selection for a mediator, the mediator will be selected by the American Arbitration Association pursuant to its rules for voluntary mediation.

Both parties hereby agree to give, upon request, such information as the mediator deems necessary.

Except by mutual written consent, the selection and mediation process shall not extend for more than thirty (30) calendar days from the date of the declaration of impasse. The parties shall be permitted to postpone or extend the mediation process by not more than fifteen (15) days and shall not extend beyond the expiration of this agreement except by written agreement of the parties prior to such expiration. All such extensions shall be for a specified period of time.

The cost of securing and utilizing the services of a mediator shall be shared equally by the Board and the Association.

ARTICLE IV – GRIEVANCE PROCEDURE

A. DEFINITIONS

A grievance is a claim that there has been a violation, of any specific provision of this agreement.

The purpose of this procedure is to resolve that grievance.

The grievant shall be any member(s) of the bargaining unit alleging a grievance. The Association may be a grievant with respect to any provision of this agreement.

Unless otherwise specified, days referred to in the grievance procedure are the teacher's paid workdays other than holidays or calamity days. No grievance shall be informally discussed or filed during the summer recess when school is not in session, except by agreement of the Board and the Association.

B. RIGHTS OF THE GRIEVANT

A grievant may appear on his/her own behalf or may be represented at any and all steps of the grievant procedure (excluding informal conference) by an officer or legal counsel of the recognized bargaining agent. Nothing contained herein shall limit or otherwise exclude any grievant from seeking redress from any governmental agency, regulatory body, or any court of law.

Time limits for the processing and appeal of grievances are maximum but may be extended by written agreement of the superintendent and the grievant.

C. INFORMAL DISCUSSION OF PROPOSED GRIEVANCE

Any matter which may become the subject of a grievance under this agreement shall first be discussed informally by the proposed grievant with the administrator having direct responsibility over the circumstances giving rise to the proposed grievance or with the superintendent.

D. SUBMISSION AND PROCESSING OF GRIEVANCE

Level I – Administrative

After completing the informal discussion referred to in paragraph C, above, the grievant may submit a completed Grievance Form to his/her immediate supervisor. If such grievance is not presented in writing within twenty (20) working days after the date on which the grievance IS KNOWN, OR SHOULD HAVE BEEN KNOWN, the grievance shall be deemed waived. The written grievance shall be on a standard form supplied by the Board and shall contain a concise statement of the facts upon which the grievance is based, and a reference to the specified provision of the agreement allegedly violated as well as the relief sought. Unless otherwise mutually agreed to, the administrator shall conduct a meeting on those matters set forth in the grievance form. In the event that a meeting is conducted, the grievant and the Association President will be notified of the hearing not less than forty-eight (48) hours in advance. Failure of the grievant to attend any such grievance meeting, after notice, will be grounds for dismissal of the grievance. The administrator will provide a written response to the grievant and the Association President not less than twenty (20) school days after receipt of the grievance.

Level II – Superintendent

If the action taken by the immediate supervisor does not resolve the grievance to the satisfaction of the grievant, the grievant may complete the Grievance Report Form Step II and submit the grievance to the Superintendent. Failure to file such an appeal within five (5) working days from receipt of the written notice of the immediate supervisor's action on said grievance shall be deemed a waiver of the right to appeal. The Superintendent will conduct a meeting on the matters set forth in the grievance. The grievant and Association President will be notified of the meeting not less than forty-eight (48) hours in advance. Failure of the grievant to attend any such meeting, after notice, will be grounds for dismissal of the grievance. The Superintendent will provide a written response to the grievant and the Association President within fifteen (15) days after the meeting concerning the grievance.

Level III – Board of Education

If the grievant is not satisfied with the action taken by the Superintendent, the grievant may complete the Grievance Report Form Step III and submit the grievance to the Board. Failure to file such an appeal within five (5) working days from receipt of the written notice of the Superintendent's action on said grievance shall be deemed a waiver of the right of appeal. At the next regular Board meeting, the Board shall meet with the grievant. All grievance meetings will be conducted in executive session and will consist of a presentation by the grievant (or his/her personal representative) as to the reasons why the requested relief should be granted. The Board may receive such additional information as it deems necessary. No later than five (5) days after the Board meeting, the Board shall indicate in writing its disposition of the grievance by completing its portion of Step III and forwarding it to the grievant and the Association.

Advisory Arbitration

Within five (5) days after notice of the action of the Board of Education on the grievance, the grievant may submit the matter to advisory arbitration by filing the properly completed grievance report form with the Superintendent. The arbitrator will be selected by agreement between the designated representative of the Board and the Association. If the parties are unable to select the arbitrator by agreement, the arbitrator will be selected from one or more lists provided by the American Arbitration Association.

The arbitrator will after the hearing issue a written report setting forth his findings of fact and recommendations. The arbitrator's decision and award will be advisory only and not binding.

Costs of the arbitrator will be divided equally between the Board and the Associations. Each party will be solely responsible for costs of his/her representative and his/her transcripts if so desired.

E. ADVANCEMENT OF GRIEVANCE

Notwithstanding any other provision of this article, a grievance may be initiated at Level II if the Superintendent or Board action or inaction gave rise to the alleged grievance. Prior to filing a grievance at Level II (Superintendent) the grievant will first informally discuss the grievance with the Superintendent. Grievances commenced at Level II will indicate the reasons for filing at that level.

F. GENERAL PROVISIONS

All grievant meetings will be conducted at times other than the regular school day, except where not possible due to advisory arbitration.

The Association on its own may continue to advance and submit to arbitration any grievances filed and later dropped by a grievant. No reprisals of any kind shall be taken by or against any participant in the grievance procedure by reason of participation in or use of it.

In the event that the Administrator or Superintendent fails to provide a written response to a grievance within the time limits set forth in this agreement, the grievance will automatically be advanced for review at the next level.

The Association, when not a grievant, may be represented at each stage of the grievance for the purpose of insuring that the resolution of the grievances does not violate the provision of this agreement.

G. GRIEVANCE PROCEDURE FORM

LEVEL _____

Aggrieved Person, Persons, and/or Association _____

Address _____ Phone _____

School _____ Principal _____

Date Grievance Occurred _____ Date of Formal Filing _____

Person or Persons to Whom Grievance is Directed _____

_____ Initiated on Level _____

STATE THE SPECIFIC PROVISION OF THE AGREEMENT THAT YOU CLAIM HAS BEEN VIOLATED AND DESCRIBE THE CIRCUMSTANCES.

ACTION REQUESTED:

Have you discussed this with your immediate supervisor? _____ Yes _____ No

Signature of Grievant

Date

H. GRIEVANCE DECISIONS

LEVEL ONE (Formal) Decision and Reasons Therefore _____

Date _____ Signature _____
Administrative Representative

Date _____ Signature _____
Aggrieved and/or Association Representative *

LEVEL TWO (Formal) Decision and Reasons Therefore _____

Date _____ Signature _____
Administrative Representative

Date _____ Signature _____
Aggrieved and/or Association Representative *

LEVEL THREE (Formal) Decision and Reasons Therefore _____

Date _____ Signature _____
Administrative Representative

Date _____ Signature _____
Aggrieved and/or Association Representative *

WHERE DECISION REQUIRES ADDITIONAL SPACE, ATTACH PAGES AS NECESSARY

* Signature of the aggrieved and/or Association Representative indicates only receipt and not necessarily agreement with the decision.

ARTICLE V – EMPLOYMENT PRACTICES

A. EVALUATION

General

The Board and the Association believe that a determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall effective operation of the school district.

An ongoing evaluation program will be implemented to provide a record of the service of each teacher; to provide objective evidence for employment and personnel decisions; including promotions, reassignments, continuing contract status, limited contract renewal, or contract non-renewal or termination; and to help the employee to achieve greater effectiveness in performance of the work assignment and to promote improvement of instruction as a part of the goals of the school system. As part of the District's Race to the Top, Scope of Work, a standards based evaluation system is being developed. The RttT Committee by consensus shall recommend forms and procedures in Compliance with HB 153 to the Association and Board for final approval and shall then replace Section H of this Article. Pursuant to R.C. 3319.111 as amended by HB 153, not later than July 1, 2013 the standards based evaluation system will be adopted for use beginning in the 2013-2014 school year and be incorporated into this Master Agreement.

Section H of this Article shall remain in effect until the new evaluation system has been approved by the Association and the Board.

Definitions

Formal Observation – A formal classroom or work assignment visitation(s) in which the evaluator observes the staff member in the process of classroom instruction and/or supervision or otherwise in the performance of their assigned duties.

Informal or Casual Observation – Direct information concerning the staff member either in or outside the classroom or work assignment at any time other than the formal observation. Casual observations are recognized as part of the evaluation process. Any casual observation noted by the evaluator must be noted and discussed with the staff member within 5 days (or a reasonable period of time) following such casual observation. No casual observation may become a part of the evaluation unless the evaluator has discussed the casual observation with the staff member prior to the conference and evaluation report.

Parental or Citizen Complaints – Parental or citizen complaints considered serious enough to be considered in the evaluation of a staff member shall be brought to the attention of the staff member against whom they are lodged within 5 working days after they are brought to the attention of the administration or they will be forgotten. Any such staff member will be given the opportunity to respond and/or rebut the substance of any such complaint.

Evaluation – A written compilation of data and conclusions drawn from all observations, both formal and informal. As used in this agreement “evaluation” includes a minimum of one 30 minute formal observation followed by a written evaluation report as provided in this agreement.

Evaluator – Evaluation of an employee shall ordinarily be conducted by the employee’s immediate supervising principal. A staff member may request an additional evaluation or observation by another of the District’s administrative personnel at the building principal level or above as determined by the Superintendent. Such a request will be granted within a reasonable time.

Days – For the purpose of this article, days means weekdays other than holidays or calamity days. Calendar dates indicated in this article will automatically be pushed back by the number of calamity days this district uses.

Performance Objectives

At the beginning of each school year sometime prior to October 1, the administration shall acquaint all staff members not previously informed of the school district’s performance objectives, evaluation procedures, criteria, and instruments which may subsequently be used in the evaluation process, and will clearly set forth in writing and distribute same to all staff members who have not previously received such performance objectives, evaluation procedures, criteria, and instruments. A conference between an individual staff member and his/her principal may be necessary to establish individual goals.

All monitoring or observation of the work performance of a staff member shall be conducted openly and under circumstances such that the affected staff members should be expected to know that observation is taking place. (The use of eavesdropping, two way public address, or audio and/or video systems and similar surveillance devices or techniques for monitoring or observing staff shall not be permitted.)

Fair Consideration of Work Effort

While staff members may be observed on the day before or after a holiday recess, on the day after an extended absence of five (5) or more days, on Staff Development released-time days, such observation(s) shall not count toward the formal observation required herein.

Staff members in their first year of employment in the school system will be evaluated not less than two (2) times per year; the first evaluation will be conducted and completed by February 1, and the second will be completed not later than March 31. The second evaluation may not take place within 10 working days following the conference relating to the first evaluation. Post evaluation reports will take place on or before February 10 with respect to the first evaluation and April 10 with respect to the second. The dates may be extended where evaluation is not reasonably possible due to circumstances beyond the control of the local school administration, or by mutual agreement.

Staff members who are employed under limited teaching contracts which do not expire at the close of the current school year will be evaluated not less than once every two years, and will be evaluated at least once in the year he/she is up for renewal. If an employee is evaluated only once, that evaluation will be completed by February 1. If the employee is evaluated twice, the first evaluation will be completed by February 1, and the second will be completed not later than March 31. The second evaluation may not take place within 10 working days following the conference relating to the first evaluation. Post evaluation reports will take place on or before February 10 with respect to the first evaluation and April 10 with respect to the second. The dates may be extended where evaluation is not reasonably possible due to circumstances beyond the control of the local school administration, or by mutual agreement.

Staff members employed under continuing contracts will be evaluated as needed, as determined by the principal.

Each formal observation will be of sufficient length in order to watch the complete development of the lesson.

Conference and Evaluation Report

All formal observations shall be followed, within five (5) school days, by a conference between the evaluating principal and the staff member involved. This conference will provide for the discussion of the staff member performance and any questions that may arise from the formal observation. The formal observation report will be completed at this time.

The evaluated staff member shall initial or sign all completed observation forms. Such signature or initials on any form shall indicate receipt of the document and shall not be construed to signify agreement or disagreement with the substance of such items. The staff member shall be provided with a true copy of the evaluation at the time of initialing or signature.

Any staff member shall have the right to review and respond in writing, to any evaluation material, such written response will be attached to the evaluation report.

Framework for Improvement

Should deficiencies be recorded in the observation of a staff member, the evaluating principal or superintendent shall provide the staff member with reasonable recommendations for improvement and the staff member shall implement those recommendations.

Due Process for Evaluation

If a bargaining unit member is non-renewed either wholly or primarily due to poor performance, and an arbitrator finds a substantial contractual violation of either procedural or substantive due process, the remedy shall be for the affected unit member to be re-employed under the shortest contract that the employee could have been eligible for at the time (e.g., one year limited contract for teachers not eligible for a continuing contract, one year limited where a teacher is first eligible for a continuing contract, and a continuing contract only upon a second consecutive substantial violation of due process by the Board). In order for a unit member to be eligible for the remedy listed in this section, the Superintendent must have been notified of the alleged violation in writing within five working days, and must have been given a reasonable opportunity to rectify the alleged violation.

This section in no way precludes or limits the Board's right to non-renew unit members for reasons other than poor performance.

Evaluations Procedures Supersede Revised Code

Compliance with the evaluation time-lines and procedures set forth in this agreement will fully satisfy any and all evaluation provisions of R.C. 3319.111 and R.C. 3319.112 as in effect as of the effective date of this agreement or as may be amended hereafter. The parties intend, to the fullest extent permitted by law, that the provisions of this negotiated agreement with respect to the observation and evaluation of bargaining unit members shall supersede and take the place of any conflicting provisions of law.

B. ACADEMIC FREEDOM

Building principals shall have the responsibility to supervise each member of the bargaining unit with respect to all teaching activity conducted in the building, in accordance with the course of study and curriculum guides as adopted by the Board of Education. Should differences arise between the member and the principal with respect to the acceptable boundaries of academic freedom, the member shall review the matter with the Superintendent, who shall make recommendations to resolve the issue.

Members of the bargaining unit are expected to create in the classroom an atmosphere of freedom which permits students to raise questions dealing with critical issues of the times and which maintains an environment conducive to investigation, interpretation, analysis, and evaluation of data on all sides of the critical issues arising from the prescribed course of study.

C. REDUCTION IN FORCE

General

To the extent possible, the number of persons affected by a reduction in force will be kept to a minimum by not employing replacements for employees who retire, resign or go on leave of absence. Limited contracts of employment will not be recommended for non-renewal if the reason for the recommendation is to accomplish a reduction in force that could otherwise be achieved through application of this provision.

Reasons for Reductions

To the extent that reductions are not achieved through attrition, and when by reasons of decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, by reason of suspension of schools or territorial changes affecting the District or lack of essential financial resources (as defined herein*), or curriculum reorganization, the Board of Education finds that it will be necessary to reduce the number of staff, it may suspend contracts in accordance with the provisions below.

Current staffing numbers will not be reduced due to the contracting out of any existing curriculum program excluding Driver's Education, those changes mandated by State law or court action, and such changes required to meet Vocational Education standards.

* Lack of financial resources of very significant proportions which have not been resolved even by one attempt to pass new millage of sufficient amounts and cannot be resolved by any other reasonable means then the layoff of staff as determined by the Board of Education. Failure of a renewal Levy would also constitute a lack of financial resources. Financial conditions would be reviewed with representatives of the Association.

Suspension

If staff reduction is deemed necessary for any of the above reasons and all other provisions of this section have been fulfilled, then the reduction shall be made as follows:

Reductions shall be made by suspension of existing limited contracts renewal/suspension of expiring limited contracts, and/or if necessary of continuing contracts. Those contracts to be suspended will be selected as follows:

Notice of Intent to Reduce Staff/Conference/Hearing

When staff reduction is necessary, the Superintendent shall give notice of the intent to recommend the suspension of contracts to all staff so affected and shall also give the complete list of affected individuals to the Association President and Vice President at the earliest practicable time, but not later than fifteen (15) days prior to Board action to reduce staff. The Association and each staff member whose contract is to be suspended under provision of this section shall, upon request, receive a copy of the entire seniority list at the time of notification of suspension.

Each professional staff member so notified shall, upon request, be entitled to a conference with the Superintendent or his designated representative as to the reasons for such reduction. Such conference will be scheduled within five (5) days of receipt of notice of the Superintendent's intent to recommend such reduction to the Board. Each such staff member may be accompanied or represented by an Association Representative.

Employee Rights While on Reduction

Staff members whose contracts are suspended under the terms of this section are to be considered as being reduced in force and awaiting recall and not as being terminated with the system provided that the suspension of a limited teaching contract will not extend the term of that contract. The right of recall will continue for a period of three (3) years. Notwithstanding the provision of Section 3319.11 of the Revised Code, the right of recall will automatically cease without any notification from the Board at the end for the term of the limited teaching contract expiring within the three (3) year recall period if the employee has not been recalled to duty prior to expiration of the limited teaching contract. Moreover, such limited teaching contract, if greater than the three (3) year recall period, shall automatically cease without any notification from the Board if the employee has not been recalled to duty prior to the expiration of the three (3) year recall period.

Reduced staff may, for the duration of their recall eligibility or for that period required by law, whichever is greater, elect to continue participation in any or all of the group insurance plans available to regular employees by remitting the premiums to the Treasurer of the Board of Education. Such remittance shall not be required more than ten (10) days prior to the insurance company(s) billing date. Each individual who is eligible to elect continuation of fringe benefits under COBRA or with the provision of this Agreement must take such application within the time prescribed by law and the applicable regulations. Notwithstanding the provision above, the Board of Education shall not be required to provide or pay insurance benefits to any bargaining unit member or dependent for whom coverage is denied beyond the period of COBRA eligibility.

During any term in which reduced staff remain unrecalled, no substitute staff or any other person new to the system will be hired except where:

- a. There are no staff member(s) on the recall list qualified to fill a vacant position or who have by retraining become qualified or;
- b. All qualified staff member(s) on the recall list decline the offer to fill the vacancy.

Notification of Recall

It shall be the responsibility of each staff member to notify the Board of any change of address or change in certification.

The Board shall give written notice of an offer to re-employment by sending a registered or certified letter to the Association President, Vice President, and to all qualified said staff members on the recall list at their last known address. All such notified staff members shall be required to respond in writing to the Superintendent's office. Prior to July 15, such response must be made within ten (10) days from the date said offer is delivered to the last known address. After July 15, any such response must be made within five (5) days from the date said offer is delivered to the last known address. The most senior of those responding will be given the vacant position. Any senior eligible staff member who fails to accept the offer of re-employment shall be considered to have rejected said offer, and shall be removed from the recall list.

Status Upon Recall

A staff member recalled to duty will, upon notification of the acceptance of a recall to service, return to active employment status with the same seniority as enjoyed at the time of layoff. Such affected staff member(s) shall be credited with such additional sick leave, if any, as may have been earned in other State employment during the period of layoff, and be placed on the salary schedule in accordance with their respective training and experience at the time of recall (not to exceed restriction of the contract).

D. SENIORITY

Seniority

All members of the bargaining unit will be placed on a seniority list for each educational field for which they are properly certificated. Staff members serving under continuing contracts will be placed at the top of the list, in descending order of seniority.

Staff members serving under limited contracts will be placed on the list under continuing contract staff, also in descending order of seniority. Seniority will be defined as the length of continuous service as a certificated employee under regular contract in this District beginning with the first date the staff member reported for duties.

Continuous service employment shall include all time on sick leave or other paid leaves of absence and all time during suspension if the staff member is reinstated. All time on other Board approved unpaid leaves of absence including but not necessarily limited to, all time on military leave of absence, all time on disability retirement to a maximum of five years, child care leave, and sabbatical leave will not interrupt seniority, but the time spent on such a leave shall not count toward seniority. Full or part-time staff, part of whose continuous service has included part-time service to the District shall be credited with a pro-rated share of seniority computed by dividing the days and/or hours of service by the number of days and/or hours of regular service required of a full-time staff member.

If two or more staff members have the same length of continuous service, seniority will be determined by:

- the amount of training in areas of certification and teaching assignment and then by:

- the number of accumulated days of substitute or part-time teaching service in the District not previously counted as continuous employment, and then by:
- the date of the board meeting at which the teacher was hired, and then by:
- the date the teacher signed his/her initial employment contract in the District, and then:
- any remaining ties will be broken by lot.

Seniority shall be lost when a teacher resigns or retires.

An updated seniority list will be available upon request. In addition to seniority and contract status, the list will give each staff member's areas of certification, and present assignment(s).

Reductions

Reductions in a teaching field will be made in accordance with the recommendations of the Superintendent. The Superintendent shall designate the teaching field(s) in which the reductions will be made. Reductions will be made first from among those teachers who are employed under a limited contract. Preference shall not be given to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations. If additional reductions are needed after all teachers within a specified teaching field who are employed under a limited contract have been reduced, then further reductions will be made from among those teachers who are employed under a continuing contract in accordance with the recommendations of the Superintendent. Preference shall not be given to any teachers based on seniority, except when making a decision between teachers who have comparable evaluations. A staff member so affected may elect to displace another staff member who holds a lower position on a seniority list in any other area of certification for which the affected teacher is also certificated only if the teachers have comparable evaluations. Once again, staff members are encouraged to maintain and expand their certificated areas. A staff member who is notified of suspension of contract and who is qualified to displace another teacher under this provision must notify the Superintendent, in writing, of his or her election within eight days.

E. PERSONNEL RECORDS

Official personnel files of all staff members shall be maintained only in the office of the Superintendent. While other personnel files may be maintained by the building principals, the files maintained in the office of the Superintendent shall be considered the only official file of recorded information of staff members maintained by the Board and administration. All such personnel files shall be considered strictly confidential except for that information which is directory information.

Individual staff members shall be able to review their office personnel files in the presence of an administrator or his designee within reasonable working hours. The staff member shall have the right to be accompanied by an Association representative. A representative of a member shall be given access to the file of said member upon presentation of written authorization from such member.

Members of the administration authorized to have access to such personnel file shall be limited to the Superintendent, his designee(s), and building principal(s).

All materials placed in the personnel file of the staff member shall include the following:

- Date the item was placed in the file;
- Initials of the administrator placing the entry;
- A copy of a reprimand would be hand-delivered by the building principal or superintendent and a receipt for that delivery shall be signed by the teacher and a refusal to sign it may be noted and witnessed by the principal and his or her designee that the teacher refused to sign for letter of reprimand. If employee would not be available for hand-delivery by the principal due to illness or absence from the building the letter could be sent by certified mail and the receipt of such letter would become part of the file.

The initials or signature of a staff member shall not constitute agreement with the contents of the file material.

The staff member will be provided, without cost, one true copy of any material placed in his/her file.

It shall be the responsibility of the individual staff member and the administration to jointly maintain all personnel information with such accuracy, relevance, timeliness, and completeness as is necessary to assure fairness in any determination made with respect to the staff member on the basis of the information in the file.

Any affected staff member shall have the right at any time to attach a written reply and/or rebuttal to any material in or being placed in his/her file. Such replies, rebuttals shall be initialed, dated and attached to the material in question by the receiving administrator.

Anonymous letters or materials shall not be placed in a staff member's file, nor shall they be made a matter of record.

Information in the personnel file may be removed upon mutual agreement of the staff member and the administrator making the entry or by the Superintendent.

Staff members may submit letter of merit, relative to their professional duties, which shall be placed in their file.

The provisions contained herein shall not be construed as a waiver or as a limitation of rights accorded to a staff member pursuant to ORC 1347.

The staff member, upon request, shall have the right to review the contents of his personnel files and to be accompanied by another individual of his/her choice, and to receive, at no cost, a copy of any documents contained herein. The Board of Education agrees to protect the confidentiality of the personnel files to the extent permitted by law.

F. CONTRACT RENEWAL CONSIDERATIONS

Auxiliary Personnel

Notwithstanding anything to the contrary in this contract or the Ohio Revised Code, auxiliary personnel are only eligible for one-year contracts that will automatically be non-renewed at the end of the school year.

Notice of Intent to Recommend Non-renewal

Staff members whose limited teaching contracts will be recommended for non-renewal by the local Superintendent will be notified of such recommendation not less than fifteen (15) days prior to the day of the Board meeting at which the recommendation will be presented to the Board. Such notice will include a statement of the Superintendent's reason or reasons for such recommendation, as well as notification of the staff member's right to a meeting with the Superintendent prior to the Board meeting at which such recommendation will be presented to the Board.

Meeting with Superintendent

A staff member requesting such a meeting must do so within three (3) school days after notice of the Superintendent's intended recommendation. If requested, the conference will be scheduled within five (5) school days and the teacher will be notified of the date, time, and place of the conference. The staff member and Superintendent may invite their representatives (no more than two) to attend the conference. At such meeting the staff member will have the opportunity to offer all relevant information including his/her personnel files as to why he/she should be awarded an additional employment contract. This provision does not include the right to subpoena witnesses nor shall it be construed to require the Superintendent or other administrator to offer any testimony or documents or to submit to cross-examination. A tape recording of the meeting may be made by the staff member or Superintendent or a verbatim transcript may be made provided that a copy of such transcript will be available to either party upon payment of the cost of the copy.

Staff Members with Six or More Years of Service

Staff members who have been continuously employed by the Board of Education for six (6) or more years and whose limited teaching contract is recommended for non-renewal by the local Superintendent may request a meeting with the Superintendent within the time specified above. Such meeting will be conducted in the same manner and with the same rights and limitations as set forth above except that the Superintendent and other administrator recommending non-renewal of contract will discuss the reason or reasons for their recommendations and will indicate those facts, circumstances, events, and documents (if any) upon which they base the recommendation for non-renewal.

Contractual Substitutes

Contractual substitutes shall have no rights under the "Reduction in Force" procedure, nor shall they have other contractual rights.

Notice of Change of Recommendation

In the event that the Superintendent, after the conference, proposed to change the recommendation for non-renewal, the staff member will be notified of that change at least three (3) school days prior to the Board meeting.

Meeting with the Board of Education

Staff members with six (6) or more years of continuous service whose limited employment contracts are recommended for non-renewal by the local Superintendent may request a meeting with the Board of Education by submitting such request within the time for other scheduled agenda items. Such meeting will be conducted in executive session and the staff member may be accompanied by the representative of his/her choice. The staff member and/or his designated representative will have a reasonable opportunity to present relevant information as to why the staff member's limited contract of employment should be renewed. If the Board of Education doesn't support a recommendation of contract renewal they shall present reasons for non-renewal to the teacher in executive session.

Limitations

This provision does not apply to recommendation for the non-renewal of supplemental limited contracts.

Remedy

If any staff member for whom a grievance is sustained shall be found to have been unjustly discharged, he/she shall be reinstated with full reimbursement of all compensation lost. If he/she shall have been found to be improperly deprived of any professional compensation or advantage, the same or its equivalent in money shall be paid to him/her. The foregoing remedy provision shall not be construed to enlarge either the scope of a grievance, or the advisory authority of an arbitrator (or any other person) beyond that scope and authority which is expressly set forth in the grievance procedure.

G. CLARIFICATION OF PROFESSIONAL TERMS

Difference in student abilities – grouping, different leveled materials, recognition of learning styles.

Use of instruction resources – supplemental textbooks, charts, graphs, transparencies, equipment, community, multimedia.

Use of motivating techniques – use of awards, recognition, element of surprise, contracts, positive reinforcement, parents

Use of differentiated questioning techniques – phrasing, level of questions, repetition, restatement

Appropriateness of student assignments – timing, length, level, variety, relevant to objectives

Clear communications with students – clarity of presentation, listens, exchange of ideas

Involvement of students – exchange of ideas, group work, evidence of participation opportunity for students to evaluate instruction

Achievement of stated objectives – evidence of accomplishing what was stated

Understanding of subject matter – demonstrates current knowledge in field

Planning and sequencing of instruction – sequence of skills developed, sequence omissions, introductions, presentation, closure

Efficient classroom routine – organized procedures, movement, materials are ready, time on task, change of pace

An atmosphere conducive to learning – providing meaningful activities, non-threatening, warmth, positive atmosphere, positive student reaction to teacher, how teacher sets positive climate

Positive physical environment – relevant bulletin boards and displays, seating, cleanliness

Display of appropriate discipline – teacher control, mutual respect, demonstrates concern for others, evidence of a discipline plan, students on task

Evidence of positive behavior reinforcement – verbal and non-verbal recognition of desired behavior changes, telephone calls, notes home, positive strokes, genuine praise

Displays genuine interest in the student – cares, understands age level characteristics, empathy, attends programs and events

Is enthusiastic about teaching – positive, animated behavior, demonstrates a like for teaching

Is positive – willingness to consider ideas, sees the glass half-full, optimistic

Demonstrates composure and self-control – emotionally stable, even tempered, admits own mistakes, accepts constructive criticism

Exhibits fairness and impartiality in dealing with students – consistently treats students equally and fairly, firm, listens

Presents a professional appearance that is conducive to the learning process – appropriate dress, grooming, positive model

Is skillful in adapting to changing classroom situations – does teacher handle change in plans, flexibility, and can adapt

Lesson plans – objectives, procedures, resources, evaluations, reflect course of study, varies strategies, turned in on time

Concrete relationship to the real world – lesson begins and ends with familiar and relevant reference for students

H. TEACHER EVALUATION FORM

Introductory Statement

This form for the evaluation of teaching services has been designed for the purpose of maintaining and improving the quality of education in the Ottawa-Glandorf Schools and for improving the effectiveness of the individual teacher/educator. It may serve as a means of commendation for creditable work and leadership qualities as well as make specific suggestions in areas where improvement is needed. It may be used by the teacher/educator for self-appraisal of strengths and weaknesses and jointly by principal and teacher in achieving selected goals and job targets. Finally, it can be used to evaluate performance in terms of duties for which the teacher/educator can realistically and reasonably be held accountable.

Limited-Contract Teacher Evaluation Policy

All limited contract certified teaching employees shall be formally evaluated not less than once every two years, and will be evaluated at least once in the year he/she is up for renewal. Classroom observations shall be only one part of what is used to determine whether or not a teacher/educator is satisfactorily meeting specific job performance criteria and responsibilities. The evaluation portion of the Master Contract addresses what may and may not be included as part of an employee's evaluation.

The teacher shall receive a written copy of the evaluation. Both the teacher and evaluator shall sign and date the evaluation form. The teacher by affixing his/her signature to the evaluation indicates only that he or she has received and read such form and that it does not necessarily indicate that he/she agrees with the evaluation, comments, and ratings.

Continuing Contract Teacher Evaluation Policy

All continuing contract certified teaching employees should be formally evaluated as needed or requested. An evaluation shall in part consist of an observation lasting 30 minutes or more. Classroom observations shall be only part of what is used to determine whether or not a teacher/educator is satisfactorily meeting specific job performance criteria and responsibilities.

Rating System

A continuum from 1-5 will provide the rating scale for each item to be evaluated. A 5 is considered to be a "Master Teacher", a score of 1 or 2 would be considered to be unsatisfactory. Any item that is scored with a 1 or 2 will be addressed in the comment section with suggestions for improvement, a timeline for improvement, and plans for supervisory follow-up.

A score of 5 indicates a "Master Teacher". A master teacher is a teacher who is truly outstanding and dedicated staff member who has sufficient mastery of subject matter, motivation and instructional techniques to consistently have students reach high levels of accomplishment. A master teacher is one who demonstrates professional interest by a consistent pattern of college and/or in-service improvement. A master teacher is one who is actively involved in many phases of the total school program aiding pupils in many ways. A master teacher consistently sets a high performance standard in attendance, punctuality, thoroughness in all reports, and in positive relationships with pupils, parents, and fellow staff members, thereby commanding the respect of the total community.

NA = Not applicable

Teacher Appraisal Form

Teacher/Educator _____

Grade or Subject _____

Date of Observation _____ Time In _____ Out _____

_____ Knowledge of subject matter on job techniques is obvious and readily apparent.

- A. Teacher/educator has a good knowledge of the material to be taught or the job techniques to be used.
- B. Teacher/educator is well informed on many different subjects.
- C. Teacher/educator is well read and informed about teaching trends and theories.

_____ Routines are well established.

- A. Teacher/educator's lessons or work plans are well organized.
- B. Written lesson plans are always available in advance.
- C. Teacher/educator starts class or work programs promptly.

_____ Seating arrangements are conducive to learning when applicable.

- A. Teacher/educator gives attention to comfortable seating to provide interaction and best utilization of classroom.
- B. Seating charts are available and up-to-date.

_____ Stimulation to effective learning is provided in other appropriate ways.

- A. Bulletin boards are up-to-date and correspond with different activities.
- B. Various materials are displayed that stimulate curiosity for present and future learning.
- C. Example of student work is displayed in the classrooms when appropriate.
- D. Teacher/educator assures proper instructional and attitudinal environment with valuable and pleasant surroundings in which to learn and work.

_____ Classroom control and rapport is positive and effective.

- A. Teacher/educator maintains good discipline, is fair yet friendly, in dealing with pupils.
- B. Teacher/educator uses effective disciplinary techniques.
- C. Teacher/educator uses discretion in dealing with discipline problems.
- D. Teacher/educator uses factual evidence in order to solve disciplinary problems.
- E. Teacher/educator handles classroom problems quickly and personally.

_____ Planning and preparation is obvious, effective, and continuing.

- A. Teacher/educator has all necessary materials on hand before class or work time.
- B. Teacher/educator plans ahead to use audio-visual or other specialized equipment.
- C. Teacher/educator provides resource materials for students.
- D. Teacher/educator plans each day carefully but is flexible in utilizing immediate educational opportunities.
- E. Teacher/educator has written daily and long range plans; daily plans state the ideas to be taught and any materials needed to implement the lessons.
- F. Teacher/educator plans lessons or work in accordance with approved courses of study or other approved programs.

_____ Student involvement in learning activities is planned and intentional.

- A. Teacher/educator stimulates curiosity for future learning.
- B. Students are encouraged to participate in classroom activities.
- C. Student opinion and suggestions are accepted by teacher/educator.

_____ Effective organization and direction of pupil activities are primary teacher/educator objectives.

- A. Ability to pace:
 - The teacher/educator paces the lesson.
 - The teacher/educator makes provision for introduction and review activities.
- B. Ability to motivate:
 - The teacher/educator helps establish appropriate pupil goals.
 - The teacher/educator has the ability to present material in a way that challenges the curiosity and interests of pupils.
 - The teacher/educator constantly challenges the student to produce at the highest ability in all areas.
 - The teacher/educator utilizes individual student interest, aptitudes, learning styles, and physical traits to create a desire to learn.
 - The teacher/educator gives positive reinforcement, gives praise when praise is due, and demonstrates a belief that each student can learn.
 - The teacher/educator encourages and provides learning opportunities for students to become self-directed learners. (Samples may include independent study programs, contracting, provision for group leadership activities and student-initiated activities.)
 - The teacher/educator helps the students to understand the significance of a new task/technique.
- C. Ability to question:
 - The teacher/educator asks questions that are easily understood by pupils.
 - The teacher/educator asks questions that trigger general discussion.
 - The teacher/educator uses questions to evaluate learning.
- D. Ability to individualize instruction:
 - The teacher/educator uses ability grouping when appropriate.
 - The teacher/educator selects appropriate learning materials for various ability levels.
 - The teacher/educator is reasonably available for individual help.
- E. Ability to evaluate effectively:
 - The teacher/educator uses effective and fair evaluation processes.
 - The teacher/educator uses a variety of evaluative techniques.
 - The teacher/educator evaluates learning outcomes and modifies plans when necessary.

_____ The teacher/educator understands and accepts students as individual human beings with dignity and worth and helps them improve their self-image by helping them grow in their understanding of their capabilities and limitations.

- A. The teacher/educator has a reasonable understanding of the student's personal background, individual experiences, maturity, and physical and mental abilities and demonstrates such understanding by helping and caring about each student.

- B. The teacher/educator creates an atmosphere where students feel free to express their views, and encourages respect for the rights, opinions, property, and contributions of others.
- C. The teacher/educator creates an atmosphere in which students perceive that the teacher cares about what and how they learn.

_____The teacher/educator establishes a discernible pattern of professional growth.

- A. The teacher/educator attends faculty and professional meetings.
 - The teacher/educator assumes responsibility for attending meetings that directly affect personal teaching ability and responsibilities.
 - The teacher/educator serves on committees dealing with personal responsibilities.
- B. The teacher/educator takes constructive steps to improve teaching ability by initiating professional growth through additional college work, workshops, and professional meetings.

_____The teacher/educator displays a positive and professional attitude toward the total assignment.

- A. The teacher/educator is understanding, loyal, and discreet in personal relationships to others.
- B. The teacher/educator is enthusiastic.
- C. The teacher/educator makes a conscientious effort to be free from prejudice.
- D. The teacher/educator is prompt, dependable, and accurate in carrying out assigned responsibilities.
- E. The teacher/educator adjusts to necessary changes in procedure.
- F. The teacher/educator responds positively to supervision and suggestions for improvement.
- G. The teacher/educator positively conforms with authorized policies and procedures, regulations, state and federal laws, statutes, and minimum standards.
- H. The teacher/educator properly and consistently observes the ethics of the teaching profession and maintains relations with professional organizations.
- I. The teacher/educator demonstrates support for school sponsored student activities.

_____The teacher/educator is prompt, accurate, and dependable with reports and maintains high standards of promptness and attendance on the job.

_____The teacher/educator exhibits a positive attitude toward teaching.

_____The teacher/educator dresses professionally.

_____The teacher/educator is physically able to perform assigned duties.

_____ The teacher/educator consistently sets an example in using clear, concise, appropriate and acceptable language.

_____ The teacher/educator consistently uses good judgment in dealing with people.

_____ The teacher/educator consistently models professional behavior.

_____ The teacher/educator plans carefully for all conferences involving pupils, parents, and other school patrons.

- A. Insofar as practicable provides an impartial or non-threatening atmosphere for parental or patron conferences.
- B. Offers suggestions for new practices or arrangements to the parent(s)/guardian(s).
- C. Keeps majority of comments about pupils in a positive vein.

_____ The teacher/educator demonstrates the ability to communicate through effective writing and speaking skills.

_____ The teacher/educator maintains a generally positive, fair, and friendly relationship with parents as well as with pupils and staff members.

_____ The teacher/educator keeps parents informed of classroom activities, concerns or academic achievement, and student behavior.

I. ENTRY YEAR/RESIDENT EDUCATOR PROGRAM

Purpose

The purpose of the Resident Educator Program is to provide entry level teachers with a formal program of support, including mentoring to foster professional growth of the individual teacher, and to provide assessment of the performance of the beginning teacher.

Entry Year Committee Structure

The Ottawa-Glandorf Local Professional Development Committee shall serve as the Entry Year Committee and will be responsible for development of the program. The Entry Year Committee shall develop the following:

- A Resident Educator mentor program philosophy
- Mentor teacher selection criteria
- Definition of mentor teacher responsibilities, including length and scope of program
- Mentor teacher training
- Procedures for the modification or termination of a mentoring situation

The Entry Year Committee shall operate in accordance with the Teacher Education and Licensure Standards, ODE Guidelines and all applicable laws and rules.

Compensation for Committee Members

LPDC Members shall be paid at the LPDC rate per hour for time spent on the development, implementation, and/or evaluation of the Entry Year Program, up to a maximum of \$500 per year.

Mentor Criteria

A teacher desiring to serve as a mentor for the Entry Year Program shall have been employed in the district for a minimum of five (5) years and shall be required to submit at least two (2) written recommendations from his/her peers or other professionals in the field of education. Additionally, mentors are encouraged to have successfully completed Pathwise Training.

Length of Program

The Entry Year Program shall be one (1) academic year in length, (minimum of 135 school days), and shall not exceed the contract year for any member of the teaching staff.

Selection Process for Assignment of Mentors

The Entry Year Committee shall establish the criteria for determining the most appropriate assignment of mentors to entry year teachers. Additionally, the Entry Year Committee shall determine the process by which the mentor or entry year teacher may request a change in assignment.

Training

The Board of Education shall provide committee members the opportunity to attend training in order to establish and maintain an effective Entry Year Program. The costs of training will be reimbursed to teacher members as per existing contractual agreements.

The Board of Education shall provide release time of two (2) days per year for mentors who are completing Pathwise observations. Two (2) days of release time per year will also be provided to entry year teachers to observe and conference with their mentor teacher and/or other bargaining unit members who teach the same grade level or curriculum. This release time will be granted in half-day increments.

Workload and Compensation

The mentor and entry year teacher shall meet at least once per week for 30 minutes in order to complete all entry year requirements. This meeting shall occur at a mutually agreeable time either before school, after school, or during a common preparation time. A log of such meetings will be kept and will be the responsibility of the mentor teacher. Following completion of this requirement, and other responsibilities as designated by the Entry Year Committee, the mentor will be paid an annual stipend of \$500 (if they have completed Resident Educator Training) in a lump sum not later than June 30 of that year.

A mentor may be assigned to work with no more than one entry year teacher during any given school year.

Contract Evaluation

The Entry Year Program shall not replace employment evaluation. Evaluation of Entry Year teachers shall be conducted in accordance with the provisions of the evaluation procedure contained in Article V of this collective bargaining agreement and per applicable state laws.

Confidentiality

No mentor shall participate in any informal or formal contractual evaluation of an Entry Year Teacher.

No mentor shall be directed, required or requested to make any recommendation regarding the employment of an Entry Year teacher.

ARTICLE VI – LEAVES OF ABSENCE

A. SICK LEAVE

Accrual of Sick Leave

Each member of the bargaining unit employed on a full-time basis will accrue sick leave at the rate of one and one-fourth days for each calendar month under contract for a total of fifteen days per year. New employees will begin to accrue sick leave when regular duties of employment are commenced. Sick leave shall be cumulative to two hundred twenty (220) days. Such staff members under regular, full-time contract, but absent because of illness, will continue to accumulate sick leave at the rate of one and one-fourth (1 1/4) days per calendar month.

Each newly hired bargaining unit member who has not accumulated sick leave, or any bargaining unit member who has exhausted their sick leave, will be advanced an accumulation of sick leave of at least five (5) days.

Sick leave advanced and used by such employee will be deducted from sick leave as accumulated. Any employee who leaves the employment of the Board with advanced sick leave will have the per diem amount deducted from his/her final pay.

Those employees who render part-time, seasonal, intermittent, per diem, or hourly service, will accrue sick leave in proportion to the time actually worked.

Members of the bargaining unit who are re-employed within ten years after leaving the employment of the Board of Education may transfer sick leave accrued by reason of other public service pursuant to Section 124.38 or 3319.141 of the Revised Code, not to exceed 220 days of accrued and unused sick leave.

Members of the bargaining unit who have accrued sick leave by reasons of other public employment pursuant to Section 124.38 or 3319.141 of the Revised Code within ten years of initial employment by the Board of Education will be credited with the amount of accrued and unused sick leave upon employment to a maximum of two hundred twenty (220) days. Any such credit will be subject to verification by the previous employer.

Accrued sick leave days, which have been converted to severance pay, will not be credited.

Use of Sick Leave

Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease that could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family.

1. Injury and illness in the immediate family.

For the purpose of determining eligibility to use sick leave in cases of injury or illness in the immediate family, immediate family shall be defined as: spouse, child, father or mother, sister, brother, grandparent, grandchild, and in-laws bearing any of these relationships, or any other member of the family unit in the same household no matter what degree of relationship.

2. In the event of death in the employee's family, immediate family means; parent, child, spouse, sister, brother, grandparent, grandchild, and in-laws bearing any of these relationships or any other member of the family unit living in the same household no matter what degree of relationship. Use of sick leave in the event of death for an aunt, uncle, niece, or nephew will be permitted once all personal leave has been exhausted.

Each member of the bargaining unit will furnish a written-signed statement on forms provided by the Board of Education to justify the use of sick leave. If medical attention is required, the employee shall list, on the same form, the name and address of the attending physician and the date when the doctor was consulted. Falsification of a statement is grounds for suspension or termination of employment under Section 3319.16 of the Revised Code.

Members of the bargaining unit absent for more than three (3) consecutive school days by reason of personal illness may be required to submit medical verification of ability to return prior to returning to work.

Members of the bargaining unit shall notify their immediate superior of any absence or anticipated absence as soon as possible so that appropriate arrangements can be made to secure a substitute. Except in emergency circumstances, lesson plans from the teaching staff must be available for use by the substitute.

Members of the bargaining unit absent for purposes of sick leave when school is canceled and when staff are relieved of their regular teaching duties for the entire school day will not be charged with sick leave.

Sick leave may not be used in increments of less than one-quarter (1/4) day. Members of the bargaining unit who are absent under a claim of sick leave for any fraction of a day during which schools are closed and which is not credited as instructional time for purposes of state minimum standards will not be charged sick leave for that segment.

Use of Family Leave

Notwithstanding anything to the contrary in the above provision of this Article or in any other Article of this Agreement, the Board and professional staff members shall each have all their respective rights and obligations under the Family and Medical Leave Act of 1993, provided that, except as otherwise mandated by that Act, any leave there under shall not be in addition to any leave set forth herein or otherwise required by law.

Transfer of Sick Leave

Members of the bargaining unit who have exhausted all available sick leave and advancement of sick leave may apply to the Board of Education for approval as a recipient of transferred sick leave under this provision. Upon Board approval of the application, members of the bargaining unit will be notified of the approved request for donated sick leave by notice posted in the same fashion as notice of vacant positions under this agreement. Members of the bargaining unit (donors) may submit to the Treasurer, on such forms as may be approved by the Treasurer, a request for transfer of sick leave to the approved donee. Such request will specify the number of donor sick leave days for which transfer is authorized and will include specific authorization for the deduction of accrued donor sick leave days up to the maximum number specified. Any one donor may donate no more than five sick leave days in any year.

The treasurer will then transfer to the donee as additional sick leave, the days from the donor(s). For purposes of this article only, one donor day will equal one day for the donee regardless of where each falls on the salary schedule.

General Procedures

- Allotments will be limited for use for the employee's catastrophic illness only.
- An application will be considered only after a member has used all of his/her accumulated sick leave days and available sick day advances. Allotments will be limited to use by the employee for his/her own illness, injury, or non-elective surgery occurring under unusual, severe, or emergency conditions as determined by the superintendent. The superintendent's decision cannot be grieved through the grievance procedure.
- Once qualified to receive an allotment from the transfer program, the maximum number of days a member may receive from the Sick Leave Transfer Program shall not exceed 20 days. After 20 days, the application procedure must be repeated.
- Allotments from the Sick Leave Transfer Program will be made only for absences under a member's normal teaching contract. Allotments will not be made for absences in programs such as summer school, extended service, or any other part-time or second position held by a member with a full time contract.
- Days may not be received from the Sick Leave Transfer Program for absences due to childbirth (natural or cesarean section).
- An applicant for donated sick leave may also be eligible to apply for temporary disability retirement with the appropriate retirement system at the time they initially apply for donated sick leave.

B. PERSONAL LEAVE

Any member of the bargaining unit will, subject to the provision of this Article, be authorized unrestricted personal leave for up to a maximum of three (3) days annually without loss of salary or fringe benefits. Such personal leave will not be cumulative. Such leave will be authorized upon notification given to the Principal one (1) week in advance unless circumstances make it impossible to comply herewith. In such event, the employee shall notify the Principal at the earliest possible time.

Requests for the same day of personal leave made from the same level at the same time (same day), then seniority within the system shall be used to determine first eligibility. No more than two (2) members of the bargaining unit from each building will be approved for personal leave on any given day.

These days cannot be taken during the week of state testing of the teachers grade level or subject area without special approval* by the building principal and/or superintendent. Employees shall be compensated at the rate of current substitute pay for each and every personal leave day not used. This pay will be prorated according to the number of contracted hours for employees who are employed less than full time.

* Special approval means that it is the intent of this contract to not allow the use of the personal day during state testing week but under special circumstances only, the building principal and/or superintendent may allow it.

C. DOCK DAYS

Dock Days may be granted by the superintendent after all personal leave days have been used and will result in the loss of salary and benefits for any dock day granted. All benefits will be maintained during the period of dock at the employees expense through the additional deduction of prorated compensation.

D. ASSAULT LEAVE

Any member of the bargaining unit who is assaulted during employment by the Board of Education as a result of the performance of the unit member's employment responsibilities and who is disabled as a result of such an assault may be entitled to assault leave for up to three days and may be granted more days at discretion of the Superintendent.

- The professional staff member must furnish the Superintendent with a signed statement, describing in detail all of the facts and circumstances surrounding the assault.

E. PROFESSIONAL LEAVE

Professional leave with pay may be granted by the Superintendent or his designee upon approval by the Board of Education in accordance with the following provisions: For the purpose of authorizing attendance at professional meetings, the words "professional meetings" shall mean any gathering which in the determination of the superintendent or his/her designee, lends itself to increasing the knowledge of the participant in his/her assigned teaching field in such a way as to make that individual more valuable to the school system, such as, but not limited to, related seminars, conferences, workshops, approved visitations to other schools and planned in-service programs. The teacher shall submit a request for professional leave including estimated costs and expenses to the building principal, no less than 20 workdays prior to the leave. The building principal will determine, on a case-by-case basis, which expenses will be allowable for each professional leave. Allowable expenses may include: registration, mileage, meals and lodging. Meals will be capped at \$35.00 per person per day. Mileage will be paid as per Federal Minimum Guidelines.

The principal shall notify the teacher of approval or denial on the professional leave form. If the request for leave is denied, the notice will include a reason or reasons for the denial. The denial of professional leave will not be subject to review through the grievance procedure.

Upon submission by the teacher on approved expense forms and approval by the Board of Education, the teacher will be reimbursed for the reasonable and necessary costs of transportation, hotel bills, meals, and registration connected with the leave. Only items that were initially approved for reimbursement will be paid. Costs will be reimbursed upon submission of an itemized receipt form with the proper receipts attached.

Each teacher taking professional leave will write a report regarding the information gained from the meeting and submit it to the superintendent with the expenditure report.

Any request that does not follow the negotiated timeline may be denied.

The Superintendent may require the attendance of teachers at professional meetings. If travel outside the district is required, at least five (5) school days prior notice will be given the teacher and expenses will be paid.

Leave for clinics and tournaments will be granted pursuant to Board policy.

F. CHILD CARE LEAVE

Upon written request, any regularly employed member of the bargaining unit who has been employed four (4) or more years in the Ottawa-Glandorf System, will be granted an unpaid leave of absence for child care purposes.

Such leave may begin at any time during the school year and extend up to the end of the current semester and one (1) additional semester. Additional childcare leave not to exceed one (1) additional semester may be requested but may be denied at the discretion of the Board.

Such leave of absence is available only for the direct and primary care of an infant child under one year of age. Childcare leave of absence is automatically revoked in the event that employee accepts employment with any other employer during the period of the leave.

Professional staff on such unpaid leave will be entitled to continue participation in District group health and life insurance plans, by remitting the monthly premiums to the Board Treasurer, provided the insurance carrier permits such participation. Such remittance will not be required more than thirty (30) days in advance the Board payment due date.

The professional staff member on such leave may request an early termination of leave by submitting such a request to the Superintendent. The staff member will be returned to service under this provision if a vacancy or a new position exists for which the staff member is certified or if the Superintendent otherwise authorizes such return.

Upon return from childcare leave of absence the staff member will be assigned to a position for which he/she is certified.

The grant of a childcare leave of absence shall not be construed to extend the term of a limited or supplemental contract.

If the Board determines that the financial status of the district is such that the number of child care leaves would/could create a serious financial detriment to the District, the number of bargaining unit members on child care leave may be limited to no more than three (3) on such leaves of absence. No members of the bargaining unit shall under the provisions herein have a right to more than two (2) child care leaves.

G. DISABILITY LEAVE

Where due to disability and upon written request, any of the bargaining unit members will be granted an unpaid leave of absence not to exceed two (2) years in duration. Such requests shall indicate the expected period of disability that shall be supported by evidence of the disability. The Board may request a physician's statement to indicate the expected period of disability.

Members of the bargaining unit who are granted disability leave may continue to participate in group health and life insurance policies upon payment of the full amount of the monthly premiums, in advance, to the Treasurer, provided the insurance carrier permits such participation. Such remittance will not be required more than thirty (30) days in advance of the Board's payment due date. The member of the bargaining unit on such leave may request an early termination of leave by submitting such a request to the Superintendent. The staff members will be returned to service under this provision if a vacancy or new position exists or if the Superintendent authorizes such return. Upon return to service at the expiration of disability leave or early termination of such leave, the member of the bargaining unit may be requested to present evidence from his/her personal or attending physician demonstrating his or her physical or mental ability to resume the duties of employment. The Board may, at its expense, require the member to submit to examination by a school physician for the purpose of determining the ability of the member to return to work.

Upon return from such leave the member will resume the teaching contract status previously held except that the grant of disability leave will not extend the term of a limited teaching contract. The member will be assigned to a teaching position for which he or she is properly certified.

H. SABBATICAL LEAVE

Sabbatical leave will be granted of not less than one semester nor more than two semesters to members of the bargaining unit subject to the following provisions.

1. No leave will be granted unless the Board has approved a written plan of professional improvement submitted by the teacher. Such plan must include full-time attendance at an accredited college or university.
2. No sabbatical leave shall be granted to any teacher who has not been a full-time employee for at least seven (7) full years in the District prior to the effective date of the leave of absence or who has previously been granted a sabbatical leave.
3. A request for leave must be submitted by March 31, immediately preceding the leave.

All sabbatical leave granted should be under the following conditions:

1. No sabbatical leave shall exceed one (1) school year in length.
2. No more than one member of the bargaining unit may be on sabbatical leave at any one time. Requests for sabbatical leave may be denied if the Board cannot secure a fully certified and otherwise satisfactory substitute teacher.
3. The teacher may continue to participate in group health and term life insurance by paying, in advance, the monthly premiums for such coverage provided the insurance carrier permits such participation. Such remittance shall not be required more than thirty (30) days in advance of the Board's payment due date.
4. Upon return, the teacher shall resume the remaining portion of his/her contract after the deduction of the term of leave of absence and the teacher shall be assigned to position for which she/he is certified.

5. At the end of the second year following return from sabbatical leave, the teacher will be advanced to that step on the teacher's salary scale where he or she would have been had the teacher taught during the period of the sabbatical leave.
6. Sabbatical leave may be denied if three or more members of the bargaining unit have been granted child care leave.

I. JURY DUTY

Each employee selected for jury duty shall notify his/her building principal and the Superintendent in ample time so that arrangements may be made for the time absent. The money received from jury duty shall be subtracted from the regular school pay. This leave of absence will not be deducted from the teacher's sick leave, personal leave or other leaves of absence. While on jury duty, the teacher's sick leave, severance pay and all other benefits shall accrue to the teacher the same as any other regularly employed classroom teacher.

J. MILITARY LEAVE

Any regular employee, who may enlist or be conscripted into the defense forces of the United States for service or training, shall be granted a military leave. Upon discharge, other than dishonorable, he/she shall be reinstated to his/her position in this school system with full credit including the annual increment(s) under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position (only at the end of the semester). The application for reinstatement shall be made in a reasonable time after the discharge or release from military service and not later than 90* days from the date of said release or discharge. Reinstatement shall be effective at the beginning of the next semester, which begins thirty (30) days or more after the date of application for reimbursement.

* All reference to days in the Article refers to calendar days.

ARTICLE VII – COMPENSATION

A. PAY PERIODS

All members of the bargaining unit will receive their pay in twenty-six equal installments. Paydays will fall on alternate Fridays throughout the year. All employees will participate in Direct Deposit and Direct Deposit forms will be emailed to employees.

Contingency

If a scheduled payday is a legal holiday and the banks are closed, money will be in the employees' accounts on Thursday prior to the payday. In the summer, money will be in the employees' accounts on Friday morning. Retirement deductions will be made equally over all pay periods regardless of the number of pay periods.

B. SALARY SCHEDULES

**OTTAWA-GLANDORF SCHOOLS
TEACHER SALARY SCHEDULE
EFFECTIVE AUGUST 1, 2012**

Base \$31,844 Increase 0.75%

	Bachelors	Index	150 SEM 225 QTR	Index	Masters	Index	MA + 15	Index	MA + 30	Index
Experience		0.0430		0.0480		0.0530		0.0530		0.0530
0	31,844	1.0000	33,054	1.0380	34,869	1.0950	36,143	1.1350	37,417	1.1750
1	33,213	1.0430	34,583	1.0860	36,557	1.1480	37,831	1.1880	39,104	1.2280
2	34,583	1.0860	36,111	1.1340	38,245	1.2010	39,518	1.2410	40,792	1.2810
3	35,952	1.1290	37,640	1.1820	39,932	1.2540	41,206	1.2940	42,480	1.3340
4	37,321	1.1720	39,168	1.2300	41,620	1.3070	42,894	1.3470	44,168	1.3870
5	38,690	1.2150	40,697	1.2780	43,308	1.3600	44,582	1.4000	45,855	1.4400
6	40,060	1.2580	42,225	1.3260	44,996	1.4130	46,269	1.4530	47,543	1.4930
7	41,429	1.3010	43,754	1.3740	46,683	1.4660	47,957	1.5060	49,231	1.5460
8	42,798	1.3440	45,282	1.4220	48,371	1.5190	49,645	1.5590	50,919	1.5990
9	44,168	1.3870	46,811	1.4700	50,059	1.5720	51,333	1.6120	52,606	1.6520
10	45,537	1.4300	48,339	1.5180	51,747	1.6250	53,020	1.6650	54,294	1.7050
11	46,906	1.4730	49,868	1.5660	53,434	1.6780	54,708	1.7180	55,982	1.7580
12	48,276	1.5160	51,396	1.6140	55,122	1.7310	56,396	1.7710	57,669	1.8110
13	49,645	1.5590	52,925	1.6620	56,810	1.7840	58,083	1.8240	59,357	1.8640
14	51,014	1.6020	54,453	1.7100	58,497	1.8370	59,771	1.8770	61,045	1.9170
17	52,734	1.6560	56,332	1.7690	60,535	1.9010	61,809	1.9410	63,083	1.9810
27	53,734		57,332		61,535		62,809		64,083	
HOURLY RATES:										
SAT SCHL	\$ 19.69									
L.D. TUTORS	\$ 24.84									
GYM COOR	\$ 23.49									
SCHL NURSE	\$ 19.04									

**OTTAWA-GLANDORF SCHOOLS
TEACHER SALARY SCHEDULE
EFFECTIVE AUGUST 1, 2013**

Base \$32,003 Increase 0.50%

	Bachelors	Index	150 SEM 225 QTR	Index	Masters	Index	MA + 15	Index	MA + 30	Index
Experience		0.0430		0.0480		0.0530		0.0530		0.0530
0	32,003	1.0000	33,219	1.0380	35,043	1.0950	36,323	1.1350	37,604	1.1750
1	33,379	1.0430	34,755	1.0860	36,739	1.1480	38,020	1.1880	39,300	1.2280
2	34,755	1.0860	36,291	1.1340	38,436	1.2010	39,716	1.2410	40,996	1.2810
3	36,131	1.1290	37,828	1.1820	40,132	1.2540	41,412	1.2940	42,692	1.3340
4	37,508	1.1720	39,364	1.2300	41,828	1.3070	43,108	1.3470	44,388	1.3870
5	38,884	1.2150	40,900	1.2780	43,524	1.3600	44,804	1.4000	46,084	1.4400
6	40,260	1.2580	42,436	1.3260	45,220	1.4130	46,500	1.4530	47,780	1.4930
7	41,636	1.3010	43,972	1.3740	46,916	1.4660	48,197	1.5060	49,477	1.5460
8	43,012	1.3440	45,508	1.4220	48,613	1.5190	49,893	1.5590	51,173	1.5990
9	44,388	1.3870	47,044	1.4700	50,309	1.5720	51,589	1.6120	52,869	1.6520
10	45,764	1.4300	48,581	1.5180	52,005	1.6250	53,285	1.6650	54,565	1.7050
11	47,140	1.4730	50,117	1.5660	53,701	1.6780	54,981	1.7180	56,261	1.7580
12	48,517	1.5160	51,653	1.6140	55,397	1.7310	56,677	1.7710	57,957	1.8110
13	49,893	1.5590	53,189	1.6620	57,093	1.7840	58,373	1.8240	59,654	1.8640
14	51,269	1.6020	54,725	1.7100	58,790	1.8370	60,070	1.8770	61,350	1.9170
17	52,997	1.6560	56,613	1.7690	60,838	1.9010	62,118	1.9410	63,398	1.9810
27	53,997		57,613		61,838		63,118		64,398	
HOURLY RATES:										
SAT SCHL	\$ 19.79									
L.D. TUTORS	\$ 24.96									
GYM COOR	\$ 23.61									
SCHL NURSE	\$ 19.14									

**OTTAWA-GLANDORF SCHOOLS
TEACHER SALARY SCHEDULE
EFFECTIVE AUGUST 1, 2014**

Base \$32,163 Increase 0.50%

	Bachelors	Index	150 SEM 225 QTR	Index	Masters	Index	MA + 15	Index	MA + 30	Index
Experience		0.0430		0.0480		0.0530		0.0530		0.0530
0	32,163	1.0000	33,385	1.0380	35,218	1.0950	36,505	1.1350	37,792	1.1750
1	33,546	1.0430	34,929	1.0860	36,923	1.1480	38,210	1.1880	39,496	1.2280
2	34,929	1.0860	36,473	1.1340	38,628	1.2010	39,914	1.2410	41,201	1.2810
3	36,312	1.1290	38,017	1.1820	40,332	1.2540	41,619	1.2940	42,905	1.3340
4	37,695	1.1720	39,560	1.2300	42,037	1.3070	43,324	1.3470	44,610	1.3870
5	39,078	1.2150	41,104	1.2780	43,742	1.3600	45,028	1.4000	46,315	1.4400
6	40,461	1.2580	42,648	1.3260	45,446	1.4130	46,733	1.4530	48,019	1.4930
7	41,844	1.3010	44,192	1.3740	47,151	1.4660	48,437	1.5060	49,724	1.5460
8	43,227	1.3440	45,736	1.4220	48,856	1.5190	50,142	1.5590	51,429	1.5990
9	44,610	1.3870	47,280	1.4700	50,560	1.5720	51,847	1.6120	53,133	1.6520
10	45,993	1.4300	48,823	1.5180	52,265	1.6250	53,551	1.6650	54,838	1.7050
11	47,376	1.4730	50,367	1.5660	53,970	1.6780	55,256	1.7180	56,543	1.7580
12	48,759	1.5160	51,911	1.6140	55,674	1.7310	56,961	1.7710	58,247	1.8110
13	50,142	1.5590	53,455	1.6620	57,379	1.7840	58,665	1.8240	59,952	1.8640
14	51,525	1.6020	54,999	1.7100	59,083	1.8370	60,370	1.8770	61,656	1.9170
17	53,262	1.6560	56,896	1.7690	61,142	1.9010	62,428	1.9410	63,715	1.9810
27	54,262		57,896		62,142		63,428		64,715	
HOURLY RATES:										
SAT SCHL	\$ 19.89									
L.D. TUTORS	\$ 25.08									
GYM COOR	\$ 23.73									
SCHL NURSE	\$ 19.24									

C. STRS PICKUP

The Board of Education agrees to deduct from the earnings of each member of the bargaining unit and pay to the STRS that amount determined to be the member's contribution to the STRS. To the extent possible under the regulations of the STRS the amount deducted and paid will be reported in such a fashion as to cause inclusion of those amounts in the final average salary for retirement purposes.

Amount deducted and paid to the STRS as retirement "pickup" payments shall not be discretionary with any employee. So long as permitted under State, Local, and Federal tax laws and regulations such amount will be not be reported as taxable income to the member. Such amounts will be included in those informational reports required by the Internal Revenue Service and other taxing authorities. Members of the bargaining unit for whom STRS retirement payments are "picked up" under this provision assume the full and total responsibility for any excess withholding or other penalties that may result from compliance with this section by the Board of Education and agree to hold the Board harmless from any such penalties.

The Association acknowledges that the salary reduction provided by this provision is a proper, lawful and uniform salary reduction.

All employee contributions to the State Teachers Retirements System will be picked-up by the Board on behalf of each employee in the bargaining unit on the following terms and conditions.

1. The employee's annual compensation shall be reduced for purposes of State and Federal Income tax only by an amount equal to that pick-up and paid by the Board as set forth in this division.
2. The Board shall compute and remit its statutory required contributions to STRS based upon annual salary and/or earned compensation that includes the amount of pick-up computed herein.
3. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
4. Payment for all leaves: sick leave, personal leave, professional leave; severance pay, supplemental, and extended service pay and insurance benefits which are indexed to or otherwise determined by reference to the employee's rate of pay shall be calculated based upon the employee's daily gross pay prior to any reduction for "pick-up" purposes (e.g., gross pay divided by the number of days in the individual's contract).

If necessary, the Board Treasurer will prepare and distribute an addendum to each employee's contract, which states that the employee's salary consists of:

- a. A cash component
- b. A pick-up component, which is equal to the amount of the employee's contribution being "picked up" by the Board on behalf of the employee.

D. EXTRA DUTY SALARY SCHEDULE

The percentage is computed on the base bachelor's degree salary schedule regardless of which training schedule the teacher has attained. Experience of present employees will be based on the number of years the individual has held that particular position under contract with the Ottawa-Glandorf Local Schools. Coaches will be granted experience for the number of years they have coached the same sport for which they are being granted a contract regardless of grade level in the Ottawa-Glandorf Schools. Present head varsity coaches will be granted prior experience for the number of years they were head coach in another district if they are presently coaching that sport at Ottawa-Glandorf. Experience granted employees new to the Ottawa-Glandorf Local Schools will be evaluated and determined at the initial time of employment. Final determination will be made by the Board of Education based upon recommendation from the Superintendent of Schools.

* Note – all bargaining unit members that have spring supplemental contracts should be aware of the language in their contract.

Notice is hereby given to the recipient of this contract of the Board's intention to non-renew this contract on or before April 30. This notice herein will constitute the notification requirements in Ohio Revised Code.

High School Department Heads will assist the Principal as described in the job description. For this position they will receive a stipend of \$100 per year. Department Head will be selected on the basis of 50% of time taught in that area and years of service in that department.

SUPPLEMENTAL SALARY SCHEDULE - EFFECTIVE AUGUST 1, 2012

Base = 31,844

	0-2 years		3-5 years		6-8 years		9+ years	
Baseball								
Head	3,821	12.0%	4,299	13.5%	4,617	14.5%	5,095	16.0%
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
JV	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
Frosh	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
Basketball, Boys								
Head	4,936	15.5%	5,573	17.5%	6,210	19.5%	6,846	21.5%
Asst Varsity	3,344	10.5%	3,821	12.0%	4,140	13.0%	4,617	14.5%
JV	3,344	10.5%	3,821	12.0%	4,140	13.0%	4,617	14.5%
Frosh	3,184	10.0%	3,662	11.5%	3,981	12.5%	4,458	14.0%
Jr. Hi.	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
Basketball, Girls								
Head	4,936	15.5%	5,573	17.5%	6,210	19.5%	6,846	21.5%
Asst Varsity	3,344	10.5%	3,821	12.0%	4,140	13.0%	4,617	14.5%
JV	3,344	10.5%	3,821	12.0%	4,140	13.0%	4,617	14.5%
Frosh	3,184	10.0%	3,662	11.5%	3,981	12.5%	4,458	14.0%
Jr. Hi.	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
Cross Country								
Head	2,707	8.5%	3,184	10.0%	3,503	11.0%	3,981	12.5%
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
Football								
Head	4,936	15.5%	5,573	17.5%	6,210	19.5%	6,846	21.5%
Asst Varsity	3,344	10.5%	3,821	12.0%	4,140	13.0%	4,617	14.5%
Head Frosh	3,344	10.5%	3,821	12.0%	4,140	13.0%	4,617	14.5%
Asst Frosh	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
Jr. Hi.	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
Asst Jr. Hi.	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
FB Assistance	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
Golf								
Head	2,388	7.5%	2,866	9.0%	3,184	10.0%	3,662	11.5%
Softball								
Head	3,821	12.0%	4,299	13.5%	4,617	14.5%	5,095	16.0%
JV	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
Soccer, Boys								
Head	2,707	8.5%	3,184	10.0%	3,503	11.0%	3,981	12.5%
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
JV	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
Soccer, Girls								
Head	2,707	8.5%	3,184	10.0%	3,503	11.0%	3,981	12.5%
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
JV	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
Swim Team								
Head	2,707	8.5%	3,184	10.0%	3,503	11.0%	3,981	12.5%
JV	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%
Tennis, Boys								
Head	2,388	7.5%	2,866	9.0%	3,184	10.0%	3,662	11.5%
Tennis, Girls								
Head	2,388	7.5%	2,866	9.0%	3,184	10.0%	3,662	11.5%
Track								
Jr. Hi.	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%
Asst Jr. Hi.	1,274	4.0%	1,592	5.0%	1,911	6.0%	2,229	7.0%

Track, Boys									
Head	3,821	12.0%	4,299	13.5%	4,617	14.5%	5,095	16.0%	
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%	
Track, Girls									
Head	3,821	12.0%	4,299	13.5%	4,617	14.5%	5,095	16.0%	
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%	
Volleyball									
Head	3,821	12.0%	4,299	13.5%	4,617	14.5%	5,095	16.0%	
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%	
JV	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%	
Frosh	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%	
Jr. Hi.	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%	
Wrestling									
Head	3,821	12.0%	4,299	13.5%	4,617	14.5%	5,095	16.0%	
Asst	2,070	6.5%	2,548	8.0%	2,866	9.0%	3,344	10.5%	
Cheerleader									
HS Fall	2,388	7.5%	2,866	9.0%	3,184	10.0%	3,662	11.5%	
HS Winter	2,388	7.5%	2,866	9.0%	3,184	10.0%	3,662	11.5%	
Frosh	1,115	3.5%	1,274	4.0%	1,433	4.5%	1,592	5.0%	
Jr. Hi.	1,115	3.5%	1,274	4.0%	1,433	4.5%	1,592	5.0%	
Faculty Manager	3,184	10.0%	3,662	11.5%	3,981	12.5%	4,458	14.0%	
Athletic Director									
High School	8,916	28.0%	9,553	30.0%	10,509	33.0%	11,464	36.0%	
Junior High	2,548	8.0%	3,025	9.5%	3,344	10.5%	3,821	12.0%	
Gym Coordinator									
Hourly rate to a maximum of \$1,100									
Academic Bowl									
Head	1,115	3.5%	1,274	4.0%	1,433	4.5%	1,592	5.0%	
Assistant	318	1.0%	398	1.25%	478	1.5%	557	1.75%	
Art Club	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
German Club	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Mock Trial	1,115	3.5%	1,274	4.0%	1,433	4.5%	1,592	5.0%	
National Honor Society	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Science Fair	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Science Olympiad	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Spanish Club	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Student Council, HS	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Student Council, Jr Hi	716	2.25%	876	2.75%	1,035	3.25%	1,194	3.75%	
Varsity Club	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Yearbook, HS	1,274	4.0%	1,592	5.0%	1,911	6.0%	2,229	7.0%	
Yearbook, Jr Hi	318	1.0%	398	1.25%	478	1.5%	557	1.75%	
Class Advisors									
Senior	1,274	4.0%	1,592	5.0%	1,911	6.0%	2,229	7.0%	
Junior Prom	1,274	4.0%	1,592	5.0%	1,911	6.0%	2,229	7.0%	
Junior Concessions	1,274	4.0%	1,592	5.0%	1,911	6.0%	2,229	7.0%	
Sophomore	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Freshmen	796	2.5%	955	3.0%	1,115	3.5%	1,274	4.0%	
Music									
Summer Band	4,458	14.0%	5,095	16.0%	5,732	18.0%	6,369	20.0%	
Show Choir	1,274	4.0%	1,592	5.0%	1,911	6.0%	2,229	7.0%	
Dinner Theatre Director	1,115	3.5%	1,274	4.0%	1,433	4.5%	1,592	5.0%	
Pep Band	716	2.25%	876	2.75%	1,035	3.25%	1,194	3.75%	
Musical									
Senior Musical	1,592	5.0%	2,070	6.5%	2,388	7.5%	2,866	9.0%	
Asst Director	1,115	3.5%	1,274	4.0%	1,433	4.5%	1,592	5.0%	

SUPPLEMENTAL SALARY SCHEDULE - EFFECTIVE AUGUST 1, 2013

Base = 32,003

	0-2 years		3-5 years		6-8 years		9+ years	
Baseball								
Head	3,840	12.0%	4,320	13.5%	4,640	14.5%	5,120	16.0%
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
JV	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
Frosh	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
Basketball, Boys								
Head	4,960	15.5%	5,601	17.5%	6,241	19.5%	6,881	21.5%
Asst Varsity	3,360	10.5%	3,840	12.0%	4,160	13.0%	4,640	14.5%
JV	3,360	10.5%	3,840	12.0%	4,160	13.0%	4,640	14.5%
Frosh	3,200	10.0%	3,680	11.5%	4,000	12.5%	4,480	14.0%
Jr. Hi.	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
Basketball, Girls								
Head	4,960	15.5%	5,601	17.5%	6,241	19.5%	6,881	21.5%
Asst Varsity	3,360	10.5%	3,840	12.0%	4,160	13.0%	4,640	14.5%
JV	3,360	10.5%	3,840	12.0%	4,160	13.0%	4,640	14.5%
Frosh	3,200	10.0%	3,680	11.5%	4,000	12.5%	4,480	14.0%
Jr. Hi.	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
Cross Country								
Head	2,720	8.5%	3,200	10.0%	3,520	11.0%	4,000	12.5%
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
Football								
Head	4,960	15.5%	5,601	17.5%	6,241	19.5%	6,881	21.5%
Asst Varsity	3,360	10.5%	3,840	12.0%	4,160	13.0%	4,640	14.5%
Head Frosh	3,360	10.5%	3,840	12.0%	4,160	13.0%	4,640	14.5%
Asst Frosh	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
Jr. Hi.	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
Asst Jr. Hi.	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
FB Assistance	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
Golf								
Head	2,400	7.5%	2,880	9.0%	3,200	10.0%	3,680	11.5%
Softball								
Head	3,840	12.0%	4,320	13.5%	4,640	14.5%	5,120	16.0%
JV	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
Soccer, Boys								
Head	2,720	8.5%	3,200	10.0%	3,520	11.0%	4,000	12.5%
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
JV	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
Soccer, Girls								
Head	2,720	8.5%	3,200	10.0%	3,520	11.0%	4,000	12.5%
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
JV	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
Swim Team								
Head	2,720	8.5%	3,200	10.0%	3,520	11.0%	4,000	12.5%
JV	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%
Tennis, Boys								
Head	2,400	7.5%	2,880	9.0%	3,200	10.0%	3,680	11.5%
Tennis, Girls								
Head	2,400	7.5%	2,880	9.0%	3,200	10.0%	3,680	11.5%
Track								
Jr. Hi.	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%
Asst Jr. Hi.	1,280	4.0%	1,600	5.0%	1,920	6.0%	2,240	7.0%

Track, Boys									
Head	3,840	12.0%	4,320	13.5%	4,640	14.5%	5,120	16.0%	
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%	
Track, Girls									
Head	3,840	12.0%	4,320	13.5%	4,640	14.5%	5,120	16.0%	
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%	
Volleyball									
Head	3,840	12.0%	4,320	13.5%	4,640	14.5%	5,120	16.0%	
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%	
JV	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%	
Frosh	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%	
Jr. Hi.	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%	
Wrestling									
Head	3,840	12.0%	4,320	13.5%	4,640	14.5%	5,120	16.0%	
Asst	2,080	6.5%	2,560	8.0%	2,880	9.0%	3,360	10.5%	
Cheerleader									
HS Fall	2,400	7.5%	2,880	9.0%	3,200	10.0%	3,680	11.5%	
HS Winter	2,400	7.5%	2,880	9.0%	3,200	10.0%	3,680	11.5%	
Frosh	1,120	3.5%	1,280	4.0%	1,440	4.5%	1,600	5.0%	
Jr. Hi.	1,120	3.5%	1,280	4.0%	1,440	4.5%	1,600	5.0%	
Faculty Manager	3,200	10.0%	3,680	11.5%	4,000	12.5%	4,480	14.0%	
Athletic Director									
High School	8,961	28.0%	9,601	30.0%	10,561	33.0%	11,521	36.0%	
Junior High	2,560	8.0%	3,040	9.5%	3,360	10.5%	3,840	12.0%	
Gym Coordinator									
Hourly rate to a maximum of \$1,100									
Academic Bowl									
Head	1,120	3.5%	1,280	4.0%	1,440	4.5%	1,600	5.0%	
Assistant	320	1.0%	400	1.25%	480	1.5%	560	1.75%	
Art Club	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
German Club	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Mock Trial	1,120	3.5%	1,280	4.0%	1,440	4.5%	1,600	5.0%	
National Honor Society	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Science Fair	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Science Olympiad	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Spanish Club	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Student Council, HS	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Student Council, Jr Hi	720	2.25%	880	2.75%	1,040	3.25%	1,200	3.75%	
Varsity Club	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Yearbook, HS	1,280	4.0%	1,600	5.0%	1,920	6.0%	2,240	7.0%	
Yearbook, Jr Hi	320	1.0%	400	1.25%	480	1.5%	560	1.75%	
Class Advisors									
Senior	1,280	4.0%	1,600	5.0%	1,920	6.0%	2,240	7.0%	
Junior Prom	1,280	4.0%	1,600	5.0%	1,920	6.0%	2,240	7.0%	
Junior Concessions	1,280	4.0%	1,600	5.0%	1,920	6.0%	2,240	7.0%	
Sophomore	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Freshmen	800	2.5%	960	3.0%	1,120	3.5%	1,280	4.0%	
Music									
Summer Band	4,480	14.0%	5,120	16.0%	5,761	18.0%	6,401	20.0%	
Show Choir	1,280	4.0%	1,600	5.0%	1,920	6.0%	2,240	7.0%	
Dinner Theatre Director	1,120	3.5%	1,280	4.0%	1,440	4.5%	1,600	5.0%	
Pep Band	720	2.25%	880	2.75%	1,040	3.25%	1,200	3.75%	
Musical									
Senior Musical	1,600	5.0%	2,080	6.5%	2,400	7.5%	2,880	9.0%	
Asst Director	1,120	3.5%	1,280	4.0%	1,440	4.5%	1,600	5.0%	

SUPPLEMENTAL SALARY SCHEDULE - EFFECTIVE AUGUST 1, 2014

Base = 32,163

	0-2 years		3-5 years		6-8 years		9+ years	
Baseball								
Head	3,860	12.0%	4,342	13.5%	4,664	14.5%	5,146	16.0%
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
JV	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
Frosh	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
Basketball, Boys								
Head	4,985	15.5%	5,629	17.5%	6,272	19.5%	6,915	21.5%
Asst Varsity	3,377	10.5%	3,860	12.0%	4,181	13.0%	4,664	14.5%
JV	3,377	10.5%	3,860	12.0%	4,181	13.0%	4,664	14.5%
Frosh	3,216	10.0%	3,699	11.5%	4,020	12.5%	4,503	14.0%
Jr. Hi.	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
Basketball, Girls								
Head	4,985	15.5%	5,629	17.5%	6,272	19.5%	6,915	21.5%
Asst Varsity	3,377	10.5%	3,860	12.0%	4,181	13.0%	4,664	14.5%
JV	3,377	10.5%	3,860	12.0%	4,181	13.0%	4,664	14.5%
Frosh	3,216	10.0%	3,699	11.5%	4,020	12.5%	4,503	14.0%
Jr. Hi.	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
Cross Country								
Head	2,734	8.5%	3,216	10.0%	3,538	11.0%	4,020	12.5%
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
Football								
Head	4,985	15.5%	5,629	17.5%	6,272	19.5%	6,915	21.5%
Asst Varsity	3,377	10.5%	3,860	12.0%	4,181	13.0%	4,664	14.5%
Head Frosh	3,377	10.5%	3,860	12.0%	4,181	13.0%	4,664	14.5%
Asst Frosh	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
Jr. Hi.	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
Asst Jr. Hi.	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
FB Assistance	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
Golf								
Head	2,412	7.5%	2,895	9.0%	3,216	10.0%	3,699	11.5%
Softball								
Head	3,860	12.0%	4,342	13.5%	4,664	14.5%	5,146	16.0%
JV	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
Soccer, Boys								
Head	2,734	8.5%	3,216	10.0%	3,538	11.0%	4,020	12.5%
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
JV	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
Soccer, Girls								
Head	2,734	8.5%	3,216	10.0%	3,538	11.0%	4,020	12.5%
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
JV	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
Swim Team								
Head	2,734	8.5%	3,216	10.0%	3,538	11.0%	4,020	12.5%
JV	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%
Tennis, Boys								
Head	2,412	7.5%	2,895	9.0%	3,216	10.0%	3,699	11.5%
Tennis, Girls								
Head	2,412	7.5%	2,895	9.0%	3,216	10.0%	3,699	11.5%
Track								
Jr. Hi.	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%
Asst Jr. Hi.	1,287	4.0%	1,608	5.0%	1,930	6.0%	2,251	7.0%

Track, Boys									
Head	3,860	12.0%	4,342	13.5%	4,664	14.5%	5,146	16.0%	
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%	
Track, Girls									
Head	3,860	12.0%	4,342	13.5%	4,664	14.5%	5,146	16.0%	
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%	
Volleyball									
Head	3,860	12.0%	4,342	13.5%	4,664	14.5%	5,146	16.0%	
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%	
JV	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%	
Frosh	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%	
Jr. Hi.	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%	
Wrestling									
Head	3,860	12.0%	4,342	13.5%	4,664	14.5%	5,146	16.0%	
Asst	2,091	6.5%	2,573	8.0%	2,895	9.0%	3,377	10.5%	
Cheerleader									
HS Fall	2,412	7.5%	2,895	9.0%	3,216	10.0%	3,699	11.5%	
HS Winter	2,412	7.5%	2,895	9.0%	3,216	10.0%	3,699	11.5%	
Frosh	1,126	3.5%	1,287	4.0%	1,447	4.5%	1,608	5.0%	
Jr. Hi.	1,126	3.5%	1,287	4.0%	1,447	4.5%	1,608	5.0%	
Faculty Manager	3,216	10.0%	3,699	11.5%	4,020	12.5%	4,503	14.0%	
Athletic Director									
High School	9,006	28.0%	9,649	30.0%	10,614	33.0%	11,579	36.0%	
Junior High	2,573	8.0%	3,055	9.5%	3,377	10.5%	3,860	12.0%	
Gym Coordinator									
Hourly rate to a maximum of \$1,100									
Academic Bowl									
Head	1,126	3.5%	1,287	4.0%	1,447	4.5%	1,608	5.0%	
Assistant	322	1.0%	402	1.25%	482	1.5%	563	1.75%	
Art Club	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
German Club	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Mock Trial	1,126	3.5%	1,287	4.0%	1,447	4.5%	1,608	5.0%	
National Honor Society	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Science Fair	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Science Olympiad	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Spanish Club	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Student Council, HS	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Student Council, Jr Hi	724	2.25%	884	2.75%	1,045	3.25%	1,206	3.75%	
Varsity Club	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Yearbook, HS	1,287	4.0%	1,608	5.0%	1,930	6.0%	2,251	7.0%	
Yearbook, Jr Hi	322	1.0%	402	1.25%	482	1.5%	563	1.75%	
Class Advisors									
Senior	1,287	4.0%	1,608	5.0%	1,930	6.0%	2,251	7.0%	
Junior Prom	1,287	4.0%	1,608	5.0%	1,930	6.0%	2,251	7.0%	
Junior Concessions	1,287	4.0%	1,608	5.0%	1,930	6.0%	2,251	7.0%	
Sophomore	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Freshmen	804	2.5%	965	3.0%	1,126	3.5%	1,287	4.0%	
Music									
Summer Band	4,503	14.0%	5,146	16.0%	5,789	18.0%	6,433	20.0%	
Show Choir	1,287	4.0%	1,608	5.0%	1,930	6.0%	2,251	7.0%	
Dinner Theatre Director	1,126	3.5%	1,287	4.0%	1,447	4.5%	1,608	5.0%	
Pep Band	724	2.25%	884	2.75%	1,045	3.25%	1,206	3.75%	
Musical									
Senior Musical	1,608	5.0%	2,091	6.5%	2,412	7.5%	2,895	9.0%	
Asst Director	1,126	3.5%	1,287	4.0%	1,447	4.5%	1,608	5.0%	

E. SEVERANCE PAY

Any certified employee of the school district with a minimum of ten (10) or more years of accumulated service with the state, any political subdivision, or any combination thereof who elects to retire shall be paid 25% of his/her accumulated and unused sick leave. The maximum payment, which shall be made, is 25% of 220 days or 55 days.

An additional six (6) days of severance shall be paid if the employee notifies the Superintendent in writing of his/her decision to retire prior to March 1st of the school year in which the employee plans to retire or 90 calendar days prior to the employee's effective retirement date, whichever comes first.

The rate of pay for all such accumulated days shall be the per diem rate of the annual salary as determined by the salary schedule and any supplemental or other salary in effect at the time of last service. The per diem rate will be computed by dividing the annual salary as per the section above by the number of days or regular required duty.

As used in this section, retirement means disability or service retirement under any state or municipal retirement system in the State of Ohio. Nothing in this policy shall be construed to prevent an employee either sick or disabled from using the accumulated sick leave for the duration of the disability.

Unless the Board receives written notice within twenty (20) days from the employee electing not to receive severance pay, the Board shall forward such payment in one (1) installment not less than (30) days following retirement. Such payment shall be made only once to any employee and shall extinguish all accumulated sick leave to the credit of such employee.

Any employee who meets the service requirements of the above division and who dies while in the employment of the school district, shall on the day of death be deemed to have terminated employment by means other than retirement, and payment of all severance pay shall be paid to the beneficiary(ies) designated by the employee on the form attached in the forms sections of this Agreement. In the absence of a beneficiary designation, severance is to be paid to the estate of the deceased employee in the manner prescribed in 2113.04 ORC. Maximum which shall be paid is 25% of 220 days.

F. REIMBURSEMENT FOR PROFESSIONAL TRAINING

Reimbursement

Certified employees who hold a valid Ohio teaching certificate or license are eligible to be reimbursed for additional semester hours of college credit earned per fiscal year (July 1 to June 30). Employees may be reimbursed at a rate of up to \$250.00 per semester hour. All additional hours to be eligible for reimbursement must first be approved by the LPDC and must support building and district goals as determined by the LPDC and administration. Requests for reimbursement can only be made within six weeks of the beginning of the class. Only those hours paid by the employee and not reimbursed by a stipend will be eligible through the district program. The Board's responsibility will be capped at \$35,000 per fiscal year for the duration of the contract. The initial amount that any one employee is eligible for reimbursement during any one fiscal year will be capped at \$1,500.00. All employees who apply for reimbursement during any one fiscal year will be placed on a list by order of application. At the end of the fiscal year, any remaining funds will be disbursed to those employees on the list whose actual expenses exceed the \$1,500.00 on a first come first serve basis until all funds for that fiscal year are disbursed. For this section of the agreement, a year is defined as

beginning at the end of the Spring/Winter semester. All teachers employed by Ottawa-Glandorf School District and who elect to enroll in continuing education courses after they are under contract qualify for the provisions of this section.

Any coursework taken after the end of the school year shall be reimbursed from the funds for the following fiscal year.

Credentials to be submitted to the Superintendent's Office include:

- An official transcript (If an official transcript is not available at the time the request for reimbursement is made, a letter from the professor of the course stating that the coursework has been successfully completed can be substituted until a transcript is available.)
- An itemized invoice for the course.

Salary Step Change

All lateral salary step changes must be approved by the Board of Education and are approved twice every school year. For a lateral salary step change to take effect in the first semester, individuals must have their credentials on file with the Superintendent's Office no later than seven days before the October board meeting. For a lateral salary step change to take effect in the second semester, individuals must have their credentials on file with the Superintendent's Office no later than seven days before the February board meeting. Classes must have been completed prior to the beginning of the semester that the lateral salary step change will take place.

Credentials to be submitted to the Superintendent's Office include:

- An official transcript or
- A letter from the professor of the course stating that the coursework has been successfully completed (acceptable if transcript is unavailable).

G. EXTRA TIME (HOURLY)

All extra time that is not included in the contract language and requested of bargaining unit members by the administration and/or board, or that is considered necessary by the bargaining unit member with the prior approval of the principal will be paid at the following rates:

\$25.00 per hour	LPDC
\$25.00 per hour	RttT committees
\$25.00 per hour	Home Instruction of students
\$25.00 per hour	School Sponsored Student Activities not listed on the Supplemental Salary Schedule.
\$20.00 per hour	After School Programs and Summer School Programs

The above shall not be construed as a waiver of a person's right to refuse the extra time.

The treasurer shall provide a form for this purpose.

* The usual and customary duties before or after school are not subject to hourly extra pay.

H. INSURANCE STATEMENT

1. General Provisions

The Board will pay 90% for the health insurance premiums for single and family coverage for the health insurance plan Option 1 currently offered by the Putnam County Schools Insurance Group.

The Board will pay 95% of the premium for the SuperMed Plus Option 2 plan for single and family coverage currently offered by the Putnam County Schools Insurance Group.

The Board will pay 98% of the premium for Plan Option 3 of the Super Med Plus HSA health insurance premium. The Board will also contribute \$1,500.00 for a family plan and \$1,000.00 for a single plan to the employee's Health Savings Account in January of the first year they enroll in this option. Each year thereafter, the Board will contribute \$62.50 per pay period for a family plan and \$40.00 per pay period for a single plan not to exceed a total of \$1,500.00 for a family plan and \$1,000.00 for a single plan. Employees who choose this option are not eligible for the Section 125 plan.

If changes occur in the current health insurance plans offered by the Putnam County Schools Insurance Group a reopener on insurance may be initiated by either party.

Bargaining unit members who fall under one FTE will pay a prorated medical and dental premium.

Premium co-pays are withheld from employee paychecks in the month before the coverage period.

The Board will pay 90% of a single dental plan. All bargaining unit members electing the family dental plan will pay a monthly premium of 15%.

If both husband and wife are employed by the Board of Education, one member is eligible for a family health insurance plan and the other family member is eligible for the cash benefit in lieu of insurance coverage. Dual employment families are also eligible for either two dental family plans with co-pays or one family member receiving the dental plan with 100% Board paid.

2. Cash Benefit in Lieu of Insurance Coverage

For each member of the bargaining unit that elects not to enroll in any Board paid medical insurance programs, the Board agrees to pay a cash benefit of \$1,500 each year, on or before June 30. In any year (defined as August 1 through July 31) that the bargaining unit has 17 or more FTEs not enrolled in a Board paid medical insurance program, the cash benefit will be \$2,500.

All bargaining unit members who choose the cash benefit must provide proof of health insurance coverage.

Any bargaining unit member who elects to receive the cash benefit and who involuntarily loses other medical insurance coverage due to the unemployment of his or her spouse, death of his or her spouse, or divorce or legal separation from his or her spouse will be permitted to revoke his or her election of the cash benefit and to elect medical insurance coverage, subject to the Internal Revenue Code Section 125 rule permitting mid-year change in elections and the terms of the medical insurance policy.

For any bargaining unit member who starts or leaves employment during the contract year, or drops out of the cash benefit option pursuant to the Section 125 rules, the cash benefit will be prorated for the period of the contract that the member is employed by the Board and not enrolled in the Board's medical insurance plan.

Part-time staff members may participate on a percentage basis prorated based on the ratio of their service to that of a full-time employee, using the same method of calculation as is used to determine their pay.

The cash payment shall be part of the Section 125 Plan as set forth below (in subsection 4).

3. Section 125 Plan

The Board has established and maintains a Section 125 Plan on behalf of the bargaining unit members, subject to the provisions of Section 125 of the Internal Revenue Code as amended thereunder. The Section 125 Plan is to permit the funding through pre-tax contributions of the bargaining unit member's liability for any allowable Section 125 expenses as provided by the Internal Revenue Service and the O-G Section 125 Plan Documents. The Board will contribute \$250.00 to each employee's Section 125 account, each year of the contract for use during the Plan Year of the Section 125 Plan that begins within the contract year. The employee has the option to contribute his or her own funds to this account in accordance with provisions of the Section 125 Plan. The Board will match each employee's contribution to his/her Section 125 account on a dollar for dollar basis up to a maximum contribution by the Board of \$500 per employee each year of the contract. The matching contributions are available for use by the employee during the Plan Year of the Section 125 that begins within the contract year. The total contribution from the Board will not exceed \$750.00 per employee for each year of the contract. The maximum annual combined (employee + Board) contribution to any one employee's Section 125 account shall not exceed \$2,400.00 for use during the Plan Year of the Section 125 Plan that begins within the contract year.

4. Life Insurance

Life insurance is not provided to OGCTA members through this contract.

I. REIMBURSEMENT FOR BCII/FBI FINGERPRINTING

The Board will pay the cost of an employee's BCII and FBI background check conducted by the Putnam County Educational Service Center for the purpose of recertification. If a bargaining unit member resigns from the District within twelve months of the District paying this cost, the bargaining unit member must reimburse the District for the cost.

ARTICLE VIII - WORKING CONDITIONS/SCHOOL CALENDAR

A. WORKING CONDITIONS

The starting and ending times for each building are as follows:

	Starting Time	Ending Time
Ottawa Elementary	7:40 a.m.	3:00 p.m.
Glandorf Elementary	7:40 a.m.	3:00 p.m.
Ottawa-Glandorf High School	7:25 a.m.	2:45 p.m.

The board of education reserves the right to change any or all of these times if educationally necessary.

Extra-Time (Contractually)

1. Teachers required to report prior to the beginning or after the completion of the regular school year for services related to the school program, but not those considered as part of their regular contracted duties that should have been completed during the regular school year shall be paid for each working day according to current policy in effect for the school year or the per diem rate whichever is greater, excluding those people on extended duties or those under supplemental contracts.
2. The length of school day for members of the bargaining unit shall not exceed seven hours and twenty minutes. Said workday shall provide for no less than thirty minutes uninterrupted duty-free lunch period. When weather conditions necessitate alteration of the starting time for the school day, the Superintendent shall use his/her best judgment in determining the need for a three-hour delay for the start of school. When the Superintendent calls a three-hour delay there shall be a corresponding addition of one (1) hour at the end of the regular school day. The length of the scheduled school day may exceed in the following instances:
 - a. *Staff Meetings* – Staff meetings will be scheduled no more often than once per month on average over the course of the school year for duration of not more than one hour. Reasonable effort will be made to schedule staff meetings at least one week in advance to commence no later than fifteen minutes after student dismissal time or no earlier than 15 minutes prior to beginning of teachers’ contracted day. Attendance at staff meetings is mandatory unless excused by the principal.
 - b. *Open House*
 - c. *Parent/Teacher Conferences* – Conferences will not be scheduled to take place after 8:30 p.m. unless no reasonable alternative can be identified. It will be the responsibility of each member of the bargaining unit to be available for and to participate fully in Parent/Teacher Conferences. All conferences shall provide for at least one-half hour of duty-free time for lunch if conferences are scheduled to begin prior to noon and the same for supper, if conferences extend beyond 6:00 p.m.
3. *Time Required Outside Contracted Hours* – Teachers shall be expected to attend a total of 7 hours of meetings outside the contract day for the purposes of IAT meetings, IEP meetings, or

district meetings (described below) annually with no additional pay. For required meeting hours beyond 7 hours, they will be paid at the LPDC rate of pay.

- a. *IAT/IEP Meetings* – Every effort will be made to schedule IAT/IEP meetings within the teacher’s contract day.
- b. *District Meetings* – District meetings requiring the attendance of teachers from 2 or more buildings, such as curriculum development or mapping, textbook review, or technology meetings, or building level meetings for the same purposes, may be necessary throughout the year. Whenever feasible, early dismissals, school delays, or waiver days will be utilized in order to hold such meetings within the staff members’ contracted hours. Such meetings will begin no earlier than 7:00 a.m. and/or end no later than 4:30 p.m.
- c. *Record Keeping* – The Treasurer will provide a form for the purpose of keeping records of time outside contract hours. It will be the responsibility of teachers to record such time and get the signature of the building administrator or other administrator in charge of the meeting(s) in question to verify attendance. The teacher must submit this form to the Treasurer’s Office by June 15 of each year to receive reimbursement of any hours over the 7 hour limitation.

B. PREPARATION TIME

1. The term “preparation and conference time” shall mean work time during the student day, exclusive of the professional staff member’s daily duty-free lunch period. This time may be used by a professional staff member for any teacher-related duties.
2. The elementary professional staff member (K-8), and special area elementary professional staff members (art, music, physical education) shall have the equivalent of two hundred (200) minutes per week for preparation and/or conference time.
3. The secondary professional staff member (9-12) shall be provided with a daily preparation period or the equivalent of five (5) or more preparation periods per week. Such preparation periods shall be the same length as a regular class period, but not less than forty (40) minutes in length.

C. SCHOOL CALENDAR

Calendar Year

The work year for members of the bargaining unit (exclusive of contracted extended service time) will consist of not more than one hundred eighty-two (182) days in any school year. In the event that the State Board of Education should require additional school days in order to satisfy minimum state standards, or to qualify for school foundation funds, members of the bargaining unit will be paid at their respective per diem rates for any such additional days.

School Days

All scheduled days will be during the regular work week of Monday through Friday, exclusive of scheduled holidays; Saturdays and holidays may be scheduled only for purposes of make-up days when school has been canceled in excess of the five (5) days currently permitted by statute.

School Closings

The official closing of schools by the Superintendent of Schools on account of severe weather or other emergency conditions shall not result in loss of pay or additional days of work without pay for the first five (5) such days per year. Any days in excess of five (5) during which schools are closed shall be made up without additional compensation, except as may be provided by action of the state legislature or governor.

Any Calendar – No Earlier

It is our intent barring calamity or legislative mandates to start school no earlier than August 19th and complete school by May 31st, in this period of time completing the required one hundred eighty two (182) days of contracted service.

D. CLASS SIZE

The Board of Education understands that class size is a relevant factor in the success of students in the Ottawa-Glandorf School System. With this philosophy in mind, the Board will, in the students best interest, attempt to maintain classroom ratios at a maximum of 25 to 1 in K-4 and 27:1 in other classrooms.

It must be kept in mind that the right of a teacher to request larger classroom sections for purposes of lecture or instruction are acceptable by agreement between the said teacher and building administrator.

Other elements that may require larger class size may be an influx of new students and lack of financial resources.

Reasonable attempts will be made to keep teacher preparation to 3 or less per day per semester, except in areas of specialization including, but not limited to i.e., Home Economics and Vocational Education courses, Art, Music, and P.E.

E. GRADE CHANGES

The Board of Education and the Administration hereby recognize the classroom teacher as the person responsible for the day-to-day assessment of pupil performance and progress for all pupils assigned to such classroom teachers. Teachers are to monitor student performance and progress in a professional manner as designed by the Board of Education and the Administration.

Administrators will not change grades arbitrarily. When grade changes are deemed necessary, notification of grade change will be made to the classroom teacher. The administration must retain the final authority of awarding of grades and the passing and/or retention of pupils.

F. ASSIGNMENT, TRANSFER, AND POSTING OF VACANCIES

Assignment

Prior to the end of each school year, each principal will meet with each member of the bargaining unit then under consideration for a change of assignment for the subsequent year. If a change in assignment occurs during the summer months, the teacher will be notified as soon as possible. If a

change of assignment is made, the member will be notified in writing of the change and the reason for the change. Any person reassigned may request a meeting with the superintendent to discuss the new assignment.

Vacancy and Posting

The superintendent shall prepare a list of all vacancies within the bargaining unit as soon as they become known or they are reasonably anticipated. Notice of the vacancies will be posted. The information to be included in the posted vacancies are: positions available, requirements for position, deadline for submission of application, effective or projected starting dates, and any additional pertinent information. Applicants from current full-time or part-time employees shall be given first consideration. A new application shall be necessary for each position posted. Such applications shall be submitted to the superintendent by 4 p.m. of the deadline for submission of applications. Secondary vacancies, which may arrive from the award of a bid, will be posted for a period of one week. Only one secondary vacancy is required to be posted. If a vacancy occurs after the July 10 deadline and before school is in session, the above requirements are not in effect. However, all reasonable efforts will be made to contact employees who may be interested in this position and would have first opportunity, if qualified and recommended by the superintendent of schools.

G. JOB DESCRIPTIONS/ASSIGNMENTS

All job descriptions will be reduced to writing with a copy provided to each affected employee. As revisions are made in such job descriptions, copies will be provided to each affected employee within five (5) days of any changed adoption.

The employer retains the right to assign other duties, and modify or change job descriptions. The Association and/or an employee may grieve a job description if the Association and/or employee believes the responsibilities are beyond the scope of the job description, or that any future modifications to the job description are arbitrary or capricious.

ARTICLE IX – OTHER PROVISIONS

A. SEVERABILITY PROVISION

In the event there is a conflict between a provision of this Agreement and any applicable state law, or valid rule or regulation adopted by a state agency pursuant thereto, the applicable provision of this contract shall prevail except as stated in 4117.10 (A) of the State Code. All provisions of this agreement which are not in conflict with any applicable federal law, or valid rule or regulation adopted by a federal agency pursuant thereto, shall continue in full force and effect in accordance with their terms.

Changes which are the result of compliance with any applicable state or federal law or regulation will be subject to collective bargaining only to the extent they impact wages, hours, or terms and other conditions of employment.

B. MANAGEMENT RIGHTS

Unless otherwise specifically limited by this Agreement and the provisions of Chapter 4117 or ORC, the Board shall have the right to all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Ohio, and of the United States.

C. WAIVER OF NEGOTIATIONS/AMENDMENT

The Board of Education and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, except as to those matters for which bargaining is required by Chapter 4117 of the Revised Code.

D. NO STRIKE PLEDGE

The Association does hereby affirm and agree that it will not call, sanction, encourage, or instigate any strike, concerted action in failing to report to duty; willful absence from duty; stoppage of work, slowdown, or abstinence in whole or part from the full, faithful, and proper performance of the duties of employment during the term of this Agreement except as may be otherwise specified herein.

E. DURATION OF AGREEMENT

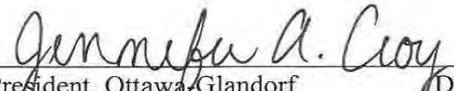
This agreement shall become effective as of July 1, 2012, and, except as otherwise set forth below, shall remain in effect until June 30, 2015.

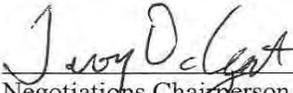
**SIGNATURE PAGE
OGCTA MASTER CONTRACT**

2012-2015

 07.10.2012
President, Ottawa-Glandorf Board of Education Date

 7-10-12
Superintendent Date
Ottawa-Glandorf Local Schools

 7-10-12
President, Ottawa-Glandorf Classroom Teachers Association Date

 8-13-12
Negotiations Chairperson Date
Ottawa-Glandorf Classroom Teachers Association

Negotiations Chairperson Date
Ottawa-Glandorf Classroom Teachers Association

OTTAWA-GLANDORF SCHOOLS

(Revised Code Section 5705.412)

CERTIFICATION OF AVAILABLE
RESOURCES

It is hereby certified that the Ottawa-Glandorf Local School District has in effect for the remainder of the current fiscal year and the succeeding fiscal year the authorization to levy taxes including the renewal of existing levies which, when combined with the estimated revenue from all other sources available to the district at the time of this certification, are sufficient to provide the operating revenues necessary to enable the district to operate an adequate educational program for all the days set forth in its adopted school calendars for the current fiscal year and for the 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.

Date 7/10/12

OTTAWA-GLANDORF SCHOOL DISTRICT

By: *Kathy Finney*
Treasurer

By: *Bucky Raden*
Board President

By: *J. Beinhorn*
Superintendent

*OGCTA contract
7/1/2012 - 6/30/2015*