



13-CON-01-0200  
0200-01  
K30832  
04/16/2014

**CONTRACT AGREEMENT**

**BETWEEN**

**GEORGETOWN EXEMPTED VILLAGE BOARD OF  
EDUCATION**

**AND THE**

**GEORGETOWN FEDERATION OF TEACHERS, AFT/OFT**

**SEPTEMBER 1, 2013 THROUGH AUGUST 31, 2016**

## TABLE OF CONTENTS

Article I	Recognition	3
Article II	Negotiation Procedures	3
Article III	GFT Rights	5
Article IV	Management Rights	8
Article V	Grievance Procedure	8
Article VI	Teacher Contracts	10
Article VII	Contract Sequences	13
Article VIII	Personnel Files	14
Article IX	Teaching/Learning Conditions	14
Article X	Seniority	17
Article XI	Reduction in Force	18
Article XII	Leaves	19
Article XIII	Benefits and Compensation	23
Article XIV	Contrary to Law	26
Article XV	Complete Agreement and Duration	26
Article XVI	Direct Deposit & Electronic Pay Stubs	27
Appendix A	Certified Salary Schedule	28
Appendix B	Supplemental Salary Schedule	29

# **ARTICLE I**

## **Recognition**

### **A. Recognition**

1. The Georgetown Exempted Village Board of Education recognizes the Georgetown Federation of Teachers, AFT/OFT, as the sole and the exclusive bargaining agent for all teachers, librarians, nurses, guidance counselors, and coaches who teach in the Georgetown Exempted Village School District and are employed under a regular teaching contract. Excluded from the bargaining unit are the Superintendent, Administrators, and Psychologist.
2. The subjects of collective bargaining will be all matters relating to wages, hours, terms, and other conditions of employment. The Georgetown Federation of Teachers, AFT/OFT, will continue to be recognized as the collective bargaining agent for the employees in this bargaining unit until it is removed or replaced in accordance with provisions of the Ohio Revised Code 4117.

### **B. Definition of Terms**

1. The term “Board” when used herein will refer to the Georgetown Exempted Village Board of Education and its management, supervisory, and confidential personnel as that term is defined under provisions of the Ohio Revised Code 4117.
2. The term “GFT” when used herein will refer to the Georgetown Federation of Teachers, affiliated with the Ohio Federation of Teachers and the American Federation of Teachers.
3. The term “Teacher” when used herein will include all members of the bargaining unit as defined in Section A, above.

# **ARTICLE II**

## **Negotiations Procedure**

### **A. Statement of Principles**

1. The Board and the GFT state that the principles stated in succeeding sections of this document will govern the negotiation process between the Board and the GFT.
2. “Good Faith” requires that the Board and the GFT be willing to react to each other’s proposals. If a proposal is unacceptable, the other side is obligated to give reasons why. Nothing in this contract will compel either party to agree to a proposal or to make a concession.

### **B. Subject of Negotiations**

Representatives of the Board and the GFT will negotiate in good faith all matters relating to wages, hours, terms, and conditions of employment.

### **C. Requests for Negotiation**

1. If either party desires to open bargaining, it shall notify the other party in writing no sooner than one hundred twenty (120) days nor later than ninety (90) days prior to the expiration date of the agreement. Notification shall be served in writing. Within thirty (30) calendar days after receipt of such notice, the parties will have their initial meeting and exchange written proposals.
2. In the first negotiation session, proposals will be in form and detail specifying that to which agreement is sought. Topical listings of items proposed for negotiations will constitute a clear failure of compliance with this requirement and may be disregarded.
3. After the second (2<sup>nd</sup>) meeting, no new items may be submitted unless by mutual agreement of both parties. The remaining items of the then current contract shall remain in force and effect and shall be a part of any successor agreement.

### **D. Negotiation Meetings**

1. Negotiation meetings will be scheduled at the request of the parties and, until negotiations are concluded, either party may require at each meeting a decision on the date, time, and place of a subsequent meeting.
2. Meetings shall be scheduled at reasonable intervals, places, and times.
3. Either party may recess for caucuses at any time.
4. Minutes of meetings will be kept by each party only if it deems necessary and only in such form and detail as it may determine advisable.
5. Negotiations will be conducted outside of the normal workday unless the parties mutually agree otherwise.

### **E. Representation**

1. The representatives of the Board will consist of not more than five (5) designees.
2. The representatives of the GFT will consist of not more than five (5) designees.

### **F. Assistance and Study Committees**

Each party may call upon professional and lay persons to consider and make suggestions concerning matters under discussion.

### **G. Information**

The Board and the GFT agree to supply available public information that is specifically requested and routinely prepared.

### **H. News Releases**

Neither party will make a release to the news media regarding negotiations, unless mutually prepared, so long as good faith negotiations, as defined in Article II (A) (2), are in progress.

## **I. Agreement**

1. Tentative agreement on negotiated items will be reduced to writing and initialed by the representative of each party. All agreements are tentative, based upon the complete resolution of all issues.
2. The purpose of tentative agreements is to develop a package that will be submitted to the Teachers and the Board for ratification. Initialing of tentative agreements shall be done in good faith.
3. The membership of the GFT must affirm the acceptance of the contract first by a membership vote, and then the same will be presented to the Board for its decision. If approved by both parties, the contract will be binding on both parties.
4. Within thirty (30) working days after signing, the contract will be made available to all Teachers and the Board members. The GFT will be responsible for the typing of the final negotiated contract. The Board will be responsible for the duplication and distribution of the contract to bargaining unit personnel as well as administrative personnel and Board members.

## **J. Dispute Settlement Procedures**

Dispute settlement procedures shall be governed by the O.R.C. 4117.14.

# **ARTICLE III**

## **GFT Rights**

### **A. GFT Membership Meetings**

As the recognized bargaining agent, GFT shall have the right to use the school buildings to conduct membership meetings. Such meetings shall not interfere with nor interrupt normal instructional programs or school operations and shall be held outside the regular school day. GFT shall request use of a school facility from the Superintendent, except for regularly scheduled meetings held after the monthly Board meeting and a meeting to be held within four (4) working days after a special board meeting. Normally scheduled building staff meetings will not conflict with the GFT meetings.

### **B. Announcements at Staff Meetings**

The GFT shall have the right to make announcements at staff meetings. The GFT will be allotted thirty minutes for announcements on the opening day schedule.

### **C. Use of Board Equipment**

The GFT shall have the right, within established administrative procedures, to use facilities, equipment, computers, copy machines, and audio visual equipment, when operated by qualified bargaining unit members authorized by the GFT. The GFT shall pay for the consumable school supplies used. Any duplication or photocopying beyond two hundred exposures (200) will have specific prior approval of the building administrator. Use of such foregoing equipment shall not occur during the duty day and shall not interfere nor interrupt normal instructional programs or school operations.

#### **D. Bulletin Boards**

The GFT shall have the right to use school bulletin boards which are located in the staff dining room, if one exists, or in each teacher work room of every building. GFT representatives shall have the exclusive responsibility for posting and removing GFT notices.

#### **E. Internal Mail System**

The GFT shall have the right to the use of the internal mail system of the school and the district's e-mail system as long as that use complies with federal law.

#### **F. Use of GFT Insignia**

The GFT shall have the right to utilize the GFT insignia for the purpose of identifying membership on each member's mailbox.

#### **G. Dues Deduction and Cancellation**

The GFT shall have the right to payroll deduction of membership dues.

1. Members shall have the right to authorize the continuous deduction of said dues from year to year hereafter unless revoked by the GFT member according to the procedures listed below. Said deductions will be made upon receipt of a signed authorization form submitted to the Treasurer at least ten (10) working days prior to the next payroll date. Dues collected shall be transmitted monthly to GFT. The GFT will be responsible for collecting any dues not collected through payroll deduction.
2. The amount of dues to be deducted shall remain the same for a minimum of one (1) year. These deductions shall be made from each paycheck.
3. Revocation may be made by any member at any time in writing to the GFT treasurer. The GFT treasurer must forward such revocation to the Board Treasurer within (5) working days.
4. Dues, when increased or changed, shall be increased or changed only once a year in September.
5. The GFT shall indemnify the Board against any and all claims, demands, suits, cost, or other forms of liability that shall arise out of or by reason of action taken by the Board for the purpose of complying with this provision.

#### **H. GFT and Board Meetings**

The GFT President or designee shall be notified of and provided with the Agenda prior to public meetings of the Board and its subcommittees. The GFT President or designees shall be provided access to the Board of Education's website to obtain a copy of the Board minutes and/or changes to Board policy. The GFT President or designees shall be placed on the distribution list for all public information provided to members of the Board.

#### **I. Information**

Within ten (10) working days after receipt of a request from the GFT President to the Treasurer, the GFT shall be given such forms as the Seniority list, Reduction in Force list (if one exists), monthly financial reports, End of Year Financial Report (listing all receipts and expenditures for the general fund by object code), and any other forms of information deemed public.

## **J. GFT business**

The GFT members will not conduct GFT business during the regular duty day. However, the superintendent or administrator, at his/her discretion, may make exceptions.

## **K. GFT President and Superintendent Meetings**

The superintendent will meet with the President of the GFT, if requested by either party, at mutually convenient times to discuss matters of mutual concern.

## **L. New Hire Information**

Upon request of the President of the GFT, the Board shall provide the GFT with the names and addresses of newly employed teachers within seven (7) calendar days from the receipt of the request.

## **M. GFT Representatives**

At the beginning of the school year, the GFT shall provide the Board with a list of its officers and representatives and all subsequent changes.

## **N. Fair Share Fee**

1. Beginning with employees hired for the 2006-2007 school year, as allowed by O.R.C. 4117.09(C), all employees covered by this Agreement who are not members of GFT shall pay to GFT, through deductions from each paycheck, a fair share fee for the cost of collective bargaining services. The obligation of non-members to pay such fair share fee commences with the first paycheck due in September, or with the first paycheck due sixty days after initial employment in the bargaining unit, whichever occurs later. The written consent of non-union members shall not be required as condition for payroll deduction of the fee.
2. Procedures shall be adopted and distributed annually by the GFT to all non-members allowing them to (1) annually object to payment of a fair share fee equal to union dues and thereafter receive a rebate and fee reduction, representing that portion of union dues deemed to be "non-chargeable" under state or federal law; and (2) challenge the manner in which the fee is calculated and obtain a hearing before an impartial arbitrator with respect to such challenge. Upon request, the GFT shall provide the Board with copies of the procedure adopted by the union to comply with this paragraph. In the absence of an objection, an amount equal to full Union dues shall be deducted from each non-member's paycheck. The GFT will timely inform the treasurer within ten days of a timely objection.
3. Fair share fee payments by non-union members shall be deducted by the Board from their paychecks and remitted to the GFT in the same manner that the dues of union members are deducted.
4. The GFT shall submit to the Board at least fourteen days prior to the first paycheck of each school year the annual notice sent to non-members describing the amount of the fair share fee for the upcoming school year and the rights of non-members to object to or challenge the fair share fee.
5. In the event the Board is held to be responsible for the repayment of moneys paid to the GFT pursuant to this Fair Share Agreement, the GFT, to the extent of those funds actually received by it, shall reimburse the same to the Board and/or the designated bargaining unit employees involved.
6. If any provision of this Section is declared by a court to be invalid under federal or state law, said provision shall be modified by agreement of the parties to comply with the requirements of said federal or state law, and only those portions of this Section that are held to be invalid shall no longer be binding upon the parties, and the balance of this Section shall remain in effect.
7. Pursuant to O.R.C 4117.09(C), any member objecting to the payment of GFT fair share fees based upon membership in a recognized religious denomination may make equivalent payments to a

charitable organization, which amount shall be deducted from such non-member's paycheck by the Board.

8. Any current GFT member who decides to drop membership shall have fair share fees deducted in the manner prescribed above.

## **ARTICLE IV Management Rights**

The Board, on its own behalf and on the behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities not specifically limited by the express terms of the contract.

## **ARTICLE V Grievance Procedures**

### **A. Definition**

1. A grievance shall mean a complaint by a teacher member in the bargaining unit or a group of teachers or the union that there is a violation, misinterpretation, or misapplication of the provisions of this contract.
2. A grievant shall mean either
  - a. an individual bargaining unit member,
  - b. group of bargaining unit members having the same grievance, or
  - c. the GFT.
3. The term "day" when used in this Article shall mean weekdays excluding holidays.

### **B. Procedures**

1. Informal: If a grievant member has a complaint, he/she shall discuss it informally with his/her administrator. The grievant may be represented or accompanied by a GFT representative before the administrator. The object of both parties shall be to resolve this matter as soon as possible in an informal manner.
2. Formal:
  - a. Step 1: If the issue is not resolved informally, the grievant shall, in writing, present a grievance to his/her administrator within ten (10) days following the occurrence or the knowledge of the occurrence which is the basis of the complaint. Both parties may mutually agree to by-pass Step 1 and forward the grievance on to Step 2 without a hearing at Step 1. However, if either party requests a hearing, it will be scheduled and held within five (5) days of the receipt of such grievance. The administrator or his/her designee will have five (5) days to give a written decision after the conclusion of the meeting.
  - b. Step 2: If the grievance is not resolved by the administrator at step 1, within five (5) days of the receipt of the step 1 response, the grievant and his/her GFT representative

may appeal to the superintendent in writing and such writing will set forth specifically the fact or condition on which the grievance was based in the first step above and the basis of the appeal. The superintendent or his/her designee will schedule and hold a meeting within five (5) days of the receipt of such grievance in an effort to resolve the grievance. The superintendent or his/her designated representative will communicate his/her decision in writing to the grievant within ten (10) days after the conclusion of the meeting.

When the grievant is not represented by the GFT at this step, the superintendent will furnish the GFT with a copy of the appeal from Step 1 together with a notice of the date of the meeting. In such cases when the GFT is not representing the grievant, the GFT representative may be present and state its views at the conclusion of the meeting.

The above time limits are to be maximums and may be extended by mutual agreement of the parties.

c. Step 3:

i. If the grievant is not satisfied with the disposition of the grievance at Step 2, the grievant may request a hearing before an arbitrator. The grievant's request for arbitration shall be made within ten (10) days following the receipt of the Step 2 disposition of the grievance. The grievant's request for arbitration shall be made by certified mail with return receipt requested to the Superintendent.

ii. The grievant and his/her designated representative shall file a joint request to the Federal Mediation and Conciliation Service to provide both parties with a list of seven (7) names from which an arbitrator will be selected by the rules of FMCS. The arbitrator shall hold the necessary hearing and issue his/her decision in accordance with the rules of the Federal Mediation and Conciliation Service.

iii. The decision of the arbitrator shall be final and binding on the Parties and the grievant and shall be rendered within thirty (30) days after the record has been closed. The arbitrator shall not have the authority to add to subtract from, modify, change, or alter any of the provisions of this Collective Bargaining Agreement nor add to, subtract from, or modify the language therein. The arbitrator shall not substitute his/her judgment for that of the Administration. The arbitrator shall limit himself/herself to the issue presented and shall have no authority to decide any other issue(s) not submitted. This shall be the sole and exclusive avenue of settling disputes that arise from this agreement.

iv. The cost of the arbitrator's services shall be borne by the losing party.

## **B. No Reprisals**

The fact that a grievance is raised by a GFT member of the bargaining unit, regardless of the ultimate disposition, will not be recorded in any teacher file nor in any file nor record utilized in the promotion process; nor will such fact be used in any recommendations for job placement; nor will such a teacher (and/or any GFT members who participate in any way in the grievance procedure) be subjected to reprisal for having processed a grievance.

### **C. Grievant's Rights**

1. Grievance procedures and all activities relating to a grievance will be conducted outside the member's regular workday.
2. A grievant will have the following rights:
  - a. To be present at the hearing,
  - b. To hear testimony, or
  - c. To give testimony in his/her own behalf.

## **ARTICLE VI Teacher Contracts**

### **A. Staff Vacancies**

1. When teaching assignments become vacant or new positions are created, the administration shall post the teaching assignment on the district's bulletin boards for five (5) days and shall e-mail vacancy listing to all teachers. If the vacancy occurs during summer break, the administration shall e-mail and use the district's automated phone system to inform teachers of vacancies and /or newly created positions.
2. Teachers shall notify the superintendent and/or the building principal in writing of their desire to compete for positions within five (5) days of the conclusion of the posting period.
3. All qualified bargaining unit members who express an interest in a vacant teaching assignment shall be interviewed for the position and shall have first consideration for vacancies.
4. Administration shall consider the bargaining unit member's training, experience, and individual qualifications to determine if the bargaining unit member is qualified for the position.
5. All teachers who have participated in the interview process for a particular teaching assignment shall be notified in writing of the granting or denial of their request for reassignment.
6. New hires who fill vacancies during the school year shall be subject to displacement at the end of the school year and that particular teaching assignment shall be listed as a vacancy for the ensuing year in the event that a teacher has provided the Superintendent with written notice by May 1<sup>st</sup> of an interest to fill the vacancy for the next school year.

### **B. Limited Contracts and Continuing Contracts**

1. O.R.C. 3319.11 will solely govern the issuance of limited contracts and continuing contracts and appeals of the non-renewal of limited contracts.
2. Any teacher eligible for a continuing contract may waive the right to a continuing contract by notifying the Superintendent in writing before April 30 of the final year of a limited contract.

3. Employment of retired teachers will be in accordance with O.R.C. unless otherwise stated herein.
  - a. Salary

Retired teachers reemployed by the Board shall be placed on the teacher's salary schedule and advance in typical fashion from step to step. The initial placement on the salary scale will be at the discretion of the board based on the recommendation of the superintendent.
  - b. Contract Employment

Retired teachers who are reemployed by the Board shall receive a one year limited contract of employment. Such contracts shall automatically terminate at the end of each school year without further action, notice or procedure by the school district. Continued employment from contract to contract will be solely at the discretion of the Board. A retired teacher reemployed by the Board shall be ineligible for a continuing contract of employment, regardless of years of service with the district.
  - c. Supplemental Contracts

Retired teachers who are reemployed by the Board shall be eligible for supplemental contracts.
  - d. Leaves of Absences

Retired teachers reemployed by the Board shall receive sick leave (including bonus) and personal leave. Retired teachers reemployed by the Board are eligible for benefits of professional meetings, in-service meetings, association leave, and family and medical leave. In no event shall leave extend beyond the retiree's employment contract term.
  - e. Reduction in Force

Retired teachers reemployed by the Board shall have zero seniority in the bargaining unit and shall not accumulate seniority for any purpose. Retired teachers reemployed by the board shall have no right to displace or bump, nor any right of recall, in the event of a reduction in force.
  - f. Evaluation Procedures

The evaluation procedures required of a regular teacher by law (Revised Code 3319.11, 3319.111) and this contract shall not apply to retired teachers reemployed by the Board. It is not necessary for the Board to conduct evaluations in accordance with Revised Code 3319.11 or 3319.111, Board policy and/or this Agreement and the failure to evaluate or to follow negotiated or statutory practice or procedures shall not be a basis for automatic reemployment of a retiree.
  - g. Severance Pay

A retired teacher reemployed by the Board cannot receive severance pay from the district.
  - h. Insurance

Medical and prescription coverage will be available to retired teachers reemployed by the Board with the employee paying 20% of the monthly premium and the Board paying 80% of the monthly premium. Such employees may also purchase dental, vision, and life insurance, with the employee paying 100% of the premium. Employees receiving a pension from any other retirement system and are eligible for insurance benefits may purchase insurance from the Board at 100% of the premium.
  - i. Sick Leave

Retired teachers reemployed by the Board will start their employment with the district with zero sick days. Sick leave days accumulated from other districts will not be transferable.

j. Superseding Clause

All of the terms and conditions of employment set forth in Article VI(B)(3) shall supersede and replace any sections of the Ohio Revised Code with which they are in conflict, including, but not limited to: Sections 3313.202; 3317.13; 3317.14; 3319.08; 3319.11; 3319.111; 3319.12; 3319.17; and Chapter 3307.

**C. Assignment of Teachers**

1. The assignment of teachers shall be the responsibility of the superintendent. Each teacher will be assigned to a specific teaching assignment.
2. A change in assignment may be made on the request of the teacher; however, the superintendent may reassign teachers if the reassignment is based on the welfare of the teacher or the school (O.R.C. 3319.01).
3. The superintendent may reassign teachers to positions for which he/she is qualified.
4. When a teacher is administratively reassigned to a different teaching assignment, the teacher must be notified personally by the building principal if the teacher is changing buildings prior to the assignment being made public. Teachers will be notified in person and in writing prior to the reassignment being announced in any meeting or public forum. Written notification will include reasons for reassignment.
5. All teachers shall be notified of his/her tentative teaching assignment for the ensuing year by the last day of the school year.
6. If a change in assignment occurs during the summer, the principal or superintendent (as applicable) shall notify the teacher in writing at his/her home address.
7. A change in teaching assignment shall be defined as a change in grade level and/or subject area.

**D. Supplemental Contracts**

1. Supplemental contract shall be entered into for supplemental duties as determined by the Board. Supplemental contracts shall be one year contracts that expire automatically without evaluation or notice being provided by the Board of Education.
2. Supplemental contracts shall be filled by qualified bargaining unit members before all others in accordance with O.R.C.
3. All supplemental contracts shall be advertised and posted with job descriptions available at the district office.
4. Pay for supplemental assignments, with the exception of extended service, will be based upon work performed beyond regular duties and/or beyond the regular work duty day in accordance with the Supplemental Salary Scheduled attached hereto in Appendix B. Bargaining unit members shall receive no compensation for work performed in preparation for the next season in the event their supplemental contract is not renewed for the next school year or season.
5. Supplemental contracts will be evaluated for need on a yearly basis through negotiations between the GFT and the Board.

**E. Evaluation/Observation**

Instructional teachers, as defined by Ohio Revised Code section 3319.111 shall be evaluated in accordance with the Board adopted evaluation policy, a copy of which is attached as Exhibit A. The Board agrees that it will not adopt any amendments to the Board adopted evaluation policy that is in place as of the effective date of this Collective Bargaining Agreement unless the Evaluation Committee established under the Board adopted evaluation policy has first met to consider the proposed amendments to the policy.

Non-instructional teachers shall be evaluated using the previously utilized evaluation instrument. The timelines and frequency of observations for non-instructional teachers shall be in accordance with Ohio Revised Code section 3319.111 and 3319.112.

Any complaints of violations of either evaluation process shall be subject solely to the grievance procedure set forth in this agreement, and the provisions of this section shall supersede any evaluation requirements of Ohio Revised Code section 3319.11 to the extent that it conflicts with this Agreement.

**F. Resignation, Suspension, and Dismissal**

1. A teacher who has a contract covering the ensuing school year will be free to resign up to July 10, preceding that year. The Superintendent or his/her designee may accept the resignation upon receipt with the effective date being the day stated in the resignation. After that time, the consent of the Board must be given before a staff member may resign his/her position. Similarly, a staff member may not resign during a school year unless the Board of Education consents. Resignations will be submitted to the Superintendent for presentation to the Board.
2. The Board may suspend a teacher pending final action to terminate his/her contract if, in its judgment the character of the charges warrants such action.
3. The contract of a teacher may be terminated for gross inefficiency or immorality; for willful and persistent violations of reasonable regulations of the Board; or for other good and just cause. Before terminating any contract, the Board will furnish the teacher a written notice of its intention to consider termination of his/her contract, specification of the grounds for such consideration, and inform him/her of his/her rights to request a hearing. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses. A stenographic record of the proceeding will be made. After the hearing, the Board will make its determination by majority vote. Any order of termination of a contract will state the grounds for termination. The parties agree, acknowledge and understand that this provision supersedes the procedures for termination provided in R.C. 3319.16.

**ARTICLE VII  
Contract Sequence**

**A. Contract Sequence**

The normal contract sequence will be

- 1 year limited contract; then
- 1 year limited contract; then
- 2 year limited contract; then
- 3 year limited contract; then
- 4 year limited contract; thereafter

## **B. Contract Sequence Interruption**

Based upon deficient or exemplary evaluation, the Board may interrupt this contract sequence and issue a limited contract of lesser or greater duration.

# **ARTICLE VIII Personnel Files**

## **A. Office Personnel File**

1. A personnel file for each teacher containing all public information relating to said teacher will be maintained in the district office.
2. Each teacher will have the right, upon written request, to review the contents of his/her own personnel file, with the exception of employment recommendations provided to the district on a confidential basis. Such request will be made to the superintendent and scheduled for a time convenient for the parties involved.
3. Teachers may make written objections to any information contained in the file. Any written objection must be signed by the teacher and will become part of the teacher's personnel file.
4. Anonymous letters will not be placed in the personnel file.
5. Teachers will be provided copies of derogatory materials placed in their personnel files. The teacher shall sign for the receipt of said copies.

# **ARTICLE IX Teaching/Learning Conditions**

## **A. School Year**

The school year shall consist of one hundred and eighty-two (182) days. The teachers will be provided input prior to the establishment of the annual calendar. The Bargaining Unit President will be presented with a school calendar for comment prior to the Board approving the school calendar.

## **B. Teaching Day**

The normal duty day shall be seven and one-half (7 ½) hours, including a thirty-minute (30) duty free lunch period. The duty day may be changed due to emergency situations as determined by the Superintendent.

## **C. Meetings**

1. The administrator may call meetings of the entire staff in each building and the entire staff will be in attendance.

2. Each building shall have one regularly scheduled meeting of the entire staff per month as determined by the Administrator. Emergency meetings of the entire staff may be held as needed for emergency situations.
3. All meetings of the entire staff shall begin ten (10) minutes after the end of the school day.
4. The Superintendent will call district-wide staff meetings at his/her discretion.

#### **D. Communications**

The District shall provide a secured, shared drive system that will allow teachers to submit issues to the building principal, superintendent, leadership team, and/or etc. All submitted issues shall be addressed within five working days by the responding party. The responding party shall issue a resolution that shall be sent to the teacher and/or posted on the shared drive.

#### **E. Planning/Conference/Preparation Time**

1. All teachers shall receive daily planning time. Individual planning time shall be defined as a continuous amount of time assigned to teachers. Assigned planning time shall be used by teachers for the purpose of preparing, improving, and/or evaluating their instructional program. Planning time shall be no less than 260 minutes per week or one class period daily, whichever is greater. Planning time shall be of a continuous amount of time that is no less than forty (40) minutes.
2. When a teacher is displaced from their classroom during their individual planning time, they will be provided a space with the appropriate resources to adequately perform their responsibilities.
3. Collaborative/Team Planning time shall be defined as a continuous amount of time assigned to teachers during the teachers' workday and used for the purpose of engaging in professional discourse and/or professional meetings with colleagues.
4. Bargaining unit members shall be provided with one day of student early release each quarter (as determined by the Superintendent) for the purpose of recording grades.
5. In the event teachers are requested to attend meetings by an administrator, excluding staff meetings, IEP meetings, and PTO meetings, that do not occur within the work day, the teachers shall be compensated at the negotiated stipend rate.

#### **F. Mentorship**

All eligible teachers will participate in Ohio's Resident Educator Program and assigned a mentor by the Building Principal in accordance with Ohio law.

#### **H. Building Leadership Team**

##### 1. Purpose

The purpose of the Building Leadership Team (or equivalent in current practice) shall be to develop district level practices and procedures to support the implementation of best educational practices and use the OLAC reference guide, or other mutually agreed upon outside groups or agencies. The BLT shall share leadership to make decisions included but not limited to the following areas as defined in the OLAC Reference Guide Leadership Development Framework:

- Data and the decision-making process,
- Focused goal setting process,

- Instruction and the learning process,
- Community engagement process,
- Resource management process, and
- Board development and governance process.

## 2. Composition

The composition of the BLT shall include the principal, assistant principal (if applicable), a GFT worksite leader, and a teacher representative from each team. All teachers shall be assigned to a team. Each team shall select their representative. In addition, the BLT may include community members and other stakeholders as advisory members. Community members and other stakeholders shall be recruited through joint efforts of the administration and the Federation.

## 3. Decisions

The BLT shall make decisions using consensus model. The parties are committed to providing additional assistance to any BLT having difficulty working together.

The BLT may appoint subcommittees to assist in carrying out its responsibilities, including practices and procedures related to its purpose; however, the BLT must act upon any recommendations from subcommittees before implementing the subcommittee's recommendation.

All practices and procedures established and implemented by the BLT shall be consistent with the terms and conditions of the Collective Bargaining Agreement.

## 4. Meetings

All BLT's shall meet at least monthly.

The principal and all members of the BLT shall be empowered to set items on the agenda. The agenda shall be distributed to all teachers and staff at least 24 hours prior to each regular meeting. Minutes shall be taken and distributed to all teachers no later than five working days after the BLT meeting. Minutes shall include all decisions made by the BLT.

# **I. District Leadership Teams**

## 1. Purpose

The purpose of the District Transformation Team (or equivalent in current practice) shall be to develop district level practices and procedures to support the implementation of best educational practices and use the OLAC reference guide, or other mutually agreed upon outside groups or agencies. The DTT shall share leadership to make decisions included but not limited to the following areas as defined in the OLAC Reference Guide Leadership Development Framework:

- Data and the decision-making process,
- Focused goal setting process,
- Instruction and the learning process,
- Community engagement process,
- Resource management process, and
- Board development and governance process.

In addition, the DTT will review decisions made by the Building Leadership Teams.

2. Composition

The composition of the DTT shall include the superintendent, other administrators as appointed by the superintendent, the GFT President, members from Building Leadership Teams, and other members as the mutually agreed upon by the team. In addition, the DTT may include community members and other stakeholders as advisory members. Community members and other stakeholders shall be recruited through joint efforts of the administration and the Federation. As changes occur that require new missions and opportunities for the committee and the district (including team names and titles), the basic leadership structure and joint-decision making process shall remain, ensuring that a committee remains intact.

3. Decisions

The DTT shall make decisions using the consensus model. The parties are committed to providing assistance if the DTT has difficulty working together.

The DTT (or equivalent) may appoint subcommittees to assist in carrying out its responsibilities, including developing practices and procedures related to its purpose; however, the DTT must act upon any recommendation from subcommittees before implementing the subcommittee’s recommendation.

All practices and procedures established and implemented by the DTT shall be consistent with the terms and conditions of the Collective Bargaining Agreement.

4. Meetings

The superintendent and the GFT president shall set meetings for the DTT. The DTT will meet at least quarterly. The superintendent and GFT president shall both be empowered to set items on the agenda. The agenda shall be distributed to all teachers and staff at least 24 hours prior to each regular meeting. Minutes shall be taken and distributed to all teachers no later than five working days after the DTT meeting. Minutes shall include all decisions made by the DTT.

**J. Class Size**

When class sizes exceed twenty-six (26) students in the Elementary School or thirty (30) students in grades 7-12, the building administrator or GFT President may convene a meeting of the Building Leadership Team to discuss options and possible solutions.

**ARTICLE X**  
**Seniority**

**A. Definition**

1. Seniority shall be defined as the length of continuous service from the first day worked as a teacher of Georgetown Exempted Village Schools under a regular teaching contract.
2. Part-time teachers shall only have seniority as it relates to other part-time teachers.

**B. Seniority Modifications**

1. Seniority will not be interrupted by authorized leaves of absence.
2. Teachers who leave the bargaining unit for any reason and later return to the bargaining unit shall accrue seniority as of the date of the return and/or re-employment.

3. Teachers who are laid-off, and recalled shall maintain their accrued seniority but shall not accrue additional seniority during the period of layoff.
4. A seniority list shall be maintained by the Board showing the seniority of each member of the bargaining unit. Such list should be made on or about October 15<sup>th</sup> of each year with a copy being given to the union and posted on the bulletin board in the Teachers' workrooms. Within thirty (30) days after the receipt of the seniority list, the Board and GFT will meet to resolve any errors in the seniority list. Fifteen (15) days after the meeting or at the end of the thirty (30) day time period above, whichever is sooner, the parties agree that the seniority list is valid and accurate and waive raising the issue of the accuracy of the seniority list in any future proceeding until the next seniority list is created on or about October 15.
5. Teachers shall continue to accrue seniority as long as they occupy a position within the bargaining unit.
6. If two or more teachers have the same length of continuous service, seniority will be determined by:
  - a. The first contract day worked within the district.
  - b. The date of the Board meeting at which the teacher was hired, and then by
  - c. The date the teacher signed his/her initial limited contract in the district,
  - d. The last four digits of the teacher's social security number. The higher number shall have more seniority, and then,
  - e. A flip of the coin.

## **ARTICLE XI**

### **Reduction in Force**

#### **A. Definition**

1. A reduction in force may occur for the reasons set forth in O.R.C. 3319.17 as well as for curriculum changes and/or financial reasons.
2. A teacher whose contract is suspended shall retain the right to be placed on the recall list as provided in C below and shall distinguish him/her from members of the bargaining unit who are terminated for any other reason.

#### **B. Suspension of Contract**

When the Board of Education determines it necessary to reduce the number of certified staff positions, the following procedures shall apply:

1. To the extent possible, the number of teachers affected by a reduction in force will be minimized by not employing replacements for the employees who retire, resign, or whose limited contracts are not renewed for reasons other than reduction in force. Attrition alone may not be sufficient to accomplish the necessary reduction.

2. Reductions needed beyond those available by attrition will be made by suspending contracts in accordance with the recommendation of the Superintendent who shall, within each teaching area affected, give preference to teachers on continuing contracts. The Board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations. For purposes of this Article, bargaining unit members shall be considered to have comparable evaluations as follows:
    - a. For the 2013-2014 school year, bargaining unit members shall be considered to have comparable evaluations if they have an overall effectiveness rating above “ineffective” as assigned in their most recent completed final evaluation.
    - b. For the 2014-2015 and 2015-2016 school years, bargaining unit members shall be considered to have comparable evaluations if they have an overall effectiveness rating of “accomplished” or “skilled” or they have an overall effectiveness rating of “developing” or “ineffective.”
- In lieu of suspending a contract in whole, the Board of Education may suspend a contract in part.
3. Any teacher whose contract is to be suspended shall be advised of such decision within thirty (30) calendar days prior to the effective date of suspension of the contract, and further advised that the reason for his/her discontinuation is not due to dissatisfaction with his/her services.

### **C. Recall**

1. Teachers whose contracts have been suspended shall be placed on the recall list by the certification from which they were laid off and shall receive preference to positions for which they are qualified and certified over other applicants. Teachers whose contracts have been suspended will lose their right to restoration effective twenty-four (24) months after the effective date of the lay-off or if they:
  - a. Resign,
  - b. Fail to accept a position offered for which they are qualified and certificated,
  - c. Fail to respond, in writing, within ten (10) days after receiving notice of recall by registered or certified mail. and/or
  - d. Accept a contract with another school district.
2. It shall be the responsibility of the teacher to keep an updated address on file with the treasurer.

## **ARTICLE XII**

### **Leaves**

### **A. Sick Leave**

1. Use of Sick Leave
  - a. Sick leave is applicable for absence due to:
    - i. Personal illness, injury, disability due to pregnancy or childbirth, period of quarantine required by exposure to a contagious disease that could be communicated to others.

- ii. Illness or injury of the teacher's family member.
  - iii. Death of a Teacher's family member.
  - iv. For the purpose of sick leave usage, family member shall be defined to include you, your spouse, son, daughter, sister, brother, parent, aunt, uncle, nephew, niece, in-laws, grandparent, or any other person living in the same household unit, no matter what the degree of relationship.
- b. Sick leave shall be used in one quarter, one third, one half, or whole day increments. Day(s) of absence shall not be paid sick leave day(s) when the unit member does not use sick leave for the purposes as prescribed above or has not properly followed the notification procedure in Article XII(A)(5).

2. Sick Leave Entitlement

A teacher employed by the Board shall be entitled to accrue up to fifteen (15) days of paid sick leave per contract year. Part-time teachers will be credited and charged sick leave on a pro-rated basis according to their percentage appointment. Teachers will not accrue sick leave during the period of time they are on unpaid leave. Unused sick leave shall be cumulative up to two hundred twenty (220) sick days or to the number equal to the regular teaching contract plus supplemental extended days, whichever is greater.

3. Documentation

The Board shall require a teacher to furnish a written, signed statement on forms prescribed by such Board to justify the use of sick leave. For absences of three (3) or more consecutive duty days, the Board may require a statement from a doctor stating the specific medical condition of the teacher. If the teacher is taking care of a family member who is ill or injured for three or more consecutive duty days, the Board may require a doctor to certify that the teacher's absence is necessary for direct care to the family member. Falsification of a statement is grounds for suspension or termination of employment.

4. New Teacher Advancement and Credit

- a. New teachers shall have all accumulated sick leave days earned in other public employment in Ohio to a maximum of one hundred twenty (120) days transferred to the district, provided that employment with the Board takes place within ten (10) years of the last termination from public employment. Proof of sick leave credits must be in writing from the public employer.
- b. Each newly hired full-time teacher employee who has exhausted his/her accumulated sick leave shall be entitled to an advancement of up to five (5) days of sick leave each year, to be charged against the sick leave he/she subsequently accumulates.

5. Notification and Substitution

- a. Teachers shall call the Building Principal or his/her designee to notify him/her of the teacher's absence on a daily basis at least two (2) hours prior to the teacher's starting time, unless it is impossible to do so for emergency medical reasons.
- b. The Administrator and/or his/her designee will attempt to arrange for substitute coverage. The ill teacher will not be required to cover his/her assignment if a substitute is not available.

## **B. Personal Leave**

### 1. Personal day

Three days of paid personal leave shall be granted to a teacher each year.

### 2. Notification

- a. Personal leave shall be requested forty-eight (48) hours in advance of the desired date.
- b. In the event of an emergency, the written request period may be waived by the Superintendent.
- c. No more than four teachers per building will be permitted to take the same personal day, which shall be awarded based on the order submitted.

### 3. At the end of each school year, teachers shall receive \$100 for each full unused personal day or may convert unused personal days to sick days at 100% conversion rate. Partial personal days will not be compensated or converted.

## **C. Family Leave**

Family leave will be granted in accordance to the provision of the Family and Medical Leave Act of 1993.

## **D. Jury Duty**

1. Jury Duty Leave shall be granted to a teacher reporting for jury duty provided that the teacher has provided prior notice of the need for Jury Duty Leave to the Treasurer.
2. While on jury duty, teachers are required to report daily their schedule for the following day, and must report to work when excused for a day or part of a day or suffer loss of pay. Any jury duty leave will not be charged against any other leave and will count as time on the job.
3. Teachers must submit to the Superintendent a record from the county of the number of days served.

## **E. Georgetown Federation of Teachers (GFT) Leave**

The President of GFT and/or his/her designees who are delegated or appointees to the convention or meetings of the Ohio Federation of Teachers, American Federation of Teachers, or the AFL-CIO, shall be granted collectively a maximum of sixteen (16) days release time per year leave, with full pay to attend such functions. Such leave shall be granted only upon the request of the GFT President fifteen (15) days prior to the leave date. GFT will compensate the district at the established substitute rate after the eighth day of a substitute teacher being employed to cover for GFT leave.

Upon written request by the Federation, the Board shall grant leave of absence to any GFT member elected or hired for a full-time position with the Federation's state or national affiliates. For an elected position, the request shall be honored indefinitely, if the Federation so desires. For a member hired for a position, the request shall be honored for up to four years, if the Federation so desires. Benefits and leaves shall be granted to the Federation President as other bargaining unit members, and seniority shall continue to accrue. The Federation shall reimburse the Board for salary, medical, dental, term life benefits, retirement contributions paid on their behalf, and any other expenses related to salary and

fringe benefit costs. Leave will be granted contingent upon receiving a written contract from the Ohio Federation of Teachers and/or the American Federation of Teachers.

## **F. Professional Leave**

1. The teacher may request the use of professional leave from the building administrator. The building administrator will make a recommendation to the Superintendent as to whether to approve or deny the day. The Superintendent may either approve or deny the request for professional leave at his/her discretion. The following guidelines will be used when determining whether to approve or deny the day:
  - Does the activity apply to the individual's IPDP?
  - Does the activity apply to the building or district CIP?
  - Does the activity apply to current teaching or supplemental duties?
  - Are funds available to cover the costs?
2. The teacher's actual expenses shall be reimbursed in the following manner:
  - a. Registration fees shall be paid by the Board, provided that the teacher completes a purchase order prior to the meeting. The purchase order must be completed and sent to the superintendent in a timely manner.
  - b. Actual costs of in-state hotel accommodations to a maximum reimbursement at the conference approved rate with approval from the Treasurer's office.
  - c. Actual cost of meals will be reimbursed up to a maximum of \$20.00 per day only in the event that an overnight stay is required. No alcoholic beverages will be reimbursed.
  - d. Actual in-state travel in which the teacher uses his/her own personal vehicle will be reimbursed at the IRS rate.
  - e. Itemized Receipts will be required for the reimbursement of the above actual expenses.

## **G. Assault Leave**

1. A teacher may be granted assault leave in the event that said teacher is absent due to physical disability resulting from an assault by a student or his/her parent that occurs in the course of Board employment. In no event shall assault leave extend beyond five (5) consecutive working days. Assault leave will be granted upon the bargaining unit member meeting the following conditions.
  - a. An application for assault leave shall be on prescribed forms supplied by the administration and shall be signed by the bargaining unit member and a licensed physician of the Board choosing that attests to the teacher's disability and expected return to work.
  - b. Prior to the teacher's return to work or the expiration of the assault leave the Board may have the teacher examined by a doctor of the Board choosing to decide the teacher's fitness to return to work.
  - c. The teacher agrees to cooperate in the prosecution and investigation of the person who assaults him/her by the local police authorities and prosecutor.
  - d. If the teacher's disability extends beyond the five (5) consecutive workdays provided, the teacher shall use sick leave for the remaining period of disability. If the teacher fails to

use sick leave for the remainder of the period of disability, the teacher will forfeit all payment for assault leave and reimburse the Board through payroll deduction for all assault leave used.

2. If a teacher becomes permanently disabled due to an assault, he/she shall apply for disability retirement. If disability retirement is granted, assault leave benefits shall end on the effective date of his/her retirement.
3. Assault leave granted under this policy by the Superintendent shall not be charged against sick leave earned or leave granted under other leave policies adopted by the Board of Education. With respect to granting assault leave, the decision of the Superintendent is final.

#### **H. Local Professional Development Committee (LPDC)**

1. The LPDC shall be established along the guidelines of the ORC. The Committee shall be formed with the cooperation of the GEVS administration and the GFT. The rules and procedures as they affect the bargaining unit members will become appendix D of this document.
2. Teachers serving on the LPDC shall be compensated at the Board approved hourly rate.

### **ARTICLE XIII Benefits and Compensation**

#### **A. Eligibility**

A teacher who works fifteen (15) hours or more per week and is employed on a regular teaching contract will be eligible to receive benefits in accordance with this article.

#### **B. Hospitalization**

1. The Board shall make the current plan or plans offered by the Brown County Benefit Consortium or an alternative hospitalization plan available for the eligible teachers and their families in which to enroll. The Board shall pay 90% per month of the premiums and the teacher shall pay 10% of the monthly premium.
2. The board shall provide in lieu of health insurance a payment of \$500, to be paid with the last paycheck of the contract year. Employees who choose this option shall notify the district by August 30<sup>th</sup>.
3. A husband and wife who work for the school district will be entitled to one of the following:
  1. Only one family plan where the Board will pay 95% per month of the premiums and the teacher shall pay 5% of the monthly premium.
  2. One family plan where the Board will pay 90% per month of the premiums and the teacher shall pay 10% of the monthly premium and one payment of \$500.
4. Teachers will pay their monthly premium costs through payroll deduction.
5. The District will develop an insurance committee to meet quarterly and as needed to monitor and review the District's insurance program.

### **C. Dental Insurance**

The Board shall make a dental plan available for the teachers and their families in which to enroll. For those who enroll, the Board will pay 100% of the monthly premiums. A husband and wife who work for the school district will be entitled only to one family plan.

### **D. Term Life Insurance**

The Board will provide a \$40,000 term life insurance to each teacher eligible for benefits.

### **E. 125 Plan**

The Board will provide the 125 Program to each full time teacher.

### **F. Vision Insurance**

The Board shall make a vision plan available for the teachers and their families in which to enroll. For those who enroll, the Board will pay 100% of the monthly premiums. A husband and wife who work for the school district will be entitled to only one family plan.

### **G. Payroll Deductions and Optional Benefits**

1. The following deductions are required from a teacher's paycheck:
  - a. Federal, state, and local income tax (when applicable).
  - b. Employee's share of retirement contribution according to the current rate as set by law.
  - c. Authorized absence not covered by paid leave.
2. The following voluntary deductions from a teacher's paycheck are approved by the Board:
  - a. Teacher's contributions to the district's health insurance, life insurance, and dental insurance programs. Teachers on unauthorized or unpaid leave shall pay the cost of the benefits provided in this article either through payroll deductions or by a check paid directly to the Treasurer.
  - b. The full cost of other insurance/annuity programs that are authorized and approved by the Board.
  - c. Association dues deduction and COPE deductions, provided that at least five teachers participate on an ongoing basis.
  - d. If the Board approves a credit union, the Board will deduct contributions from the employee's check.

### **H. Salary**

1. The teachers shall be paid in accordance with the salary schedules in Appendix A. Part-time teachers shall be paid a pro-rated amount based upon their percentage of appointment.
2. Salary schedule placement for Bachelor Five-Years, Masters Plus 15, and Masters Plus 30 shall be based upon accumulated semester hours.

3. In the 2013-2014 school year there shall be a zero percent (0%) increase on the base salary. Teachers shall be paid a one-time stipend equal to the amount of one and a half percent (1.5%) of their base salary effective with the first pay period in December, 2013. The amount of this stipend shall not be added to the amount of the District salary schedule. For the 2014-2015 school year there shall be a reopener on salary and benefits; the definition of “family member” in Article XII(A)(1)(a)(iv); and the Building Leadership Teams and District Leadership Teams in Article IX(H) and (I).

#### **I. Distribution of Compensation**

1. The first payroll date shall be established by the treasurer for each contract year. Salaries will be paid in twenty-six (26) installments.
2. Supplemental lump sums will be paid upon the full completion of the supplemental duties as verified by the administrator.

#### **J. Supplemental Compensation**

Supplemental compensation shall be paid in accordance with the salary schedules in Appendix B. When the Board establishes new supplemental positions under this contract, the Board will bargain salaries with the GFT/OFT.

#### **K. Tuition Reimbursement**

The Board shall allocate a sum of \$10,000 per year for tuition reimbursement. The Board shall reimburse at the rate established by the LPDC for successful completion of graduate course which qualifies for licensure renewal or re-certification of the teacher. Successful completion shall be considered the earning of a grade of a “C” or better and based upon official documentation from the institution attended. Administration of the tuition reimbursement program including development of policies and procedures will be the responsibility of the LPDC committee.

#### **L. Attendance Bonus**

Bargaining unit members who have perfect attendance during a semester of the school year shall receive an attendance bonus of \$150. Bargaining unit members who miss no more than one day in a semester shall receive an attendance bonus of \$50. Perfect attendance is defined as not using any personal days, sick days, FMLA leave, or unpaid leave. Professional days, workers’ compensation days, jury duty leave, GFT leave, and assault leave will not disqualify a bargaining unit member from earning the attendance bonus. The attendance bonus shall be paid to qualifying bargaining unit members on the pay date covering the pay period which includes the last day of the semester.

#### **M. Severance Leave**

1. Severance pay will be a one-time, lump sum payment to eligible retired teachers. A teacher’s eligibility for severance pay will be determined as of the final date of employment. All the below criteria must be met:
  - a. The teacher retires from the Georgetown Exempted Village school system and retires from all other public employers who are under a state retirement system in which the teacher has retirement credit.
  - b. The teacher must be eligible for disability or service retirement as the last date of employment.

- c. The teacher must within 120 days of the last day of retirement prove acceptance into the retirement system(s) by having received and cashed his/her first retirement check(s).
  - d. The teacher must have not less than ten (10) years of service with Georgetown Exempted Village school district.
  - e. Prior to receiving a severance check, the teacher must attest that all eligibility criteria have been met.
2. The amount of the benefit due an employee shall be calculated by:
    - a. Multiplying the teacher's accrued but unused cumulative sick leave up to two hundred twenty (220) days by one-third.
    - b. Multiplying the product times the per diem rate of pay appropriate for that teacher's placement of the salary schedule.
  3. Receipt of payment for accrued but unused sick leave will eliminate all sick leave credit accrued by the employee.

**N. Negotiated Stipend Rate**

The Board approved hourly rate will be \$20.00 per hour.

**ARTICLE XIV  
Contrary to Law**

The collective bargaining contract shall supersede, to the extent permitted by ORC 4117.10(A), provisions of the Ohio Revised Code which are contrary to the express provisions of this contract.

If any section(s) of this contract is found to be in conflict with the federal or state law, by a court of competent jurisdiction and after all appeals have been exhausted, the parties shall bargain to place the contract in compliance with such court decision within thirty (30) days after such finding. Those remaining sections of the agreement not found in conflict with federal or state laws remain in full force.

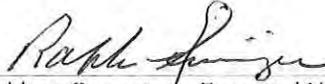
**ARTICLE XV  
Complete Agreement and Duration**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right to make demands and proposals on any subject matter not removed by law from the area of collective bargaining, and that the understandings and agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. The provisions of this Agreement constitute the entire Agreement between the Board and the Association and all prior agreements, either oral or written, are hereby canceled. Therefore, the Board and the Association for the life of this Agreement, each voluntarily and unequivocally waives the rights, and each agrees that the other shall not be obligated, to bargain collectively or individually with respect to any subject or matter or referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matters may not have been within the knowledge of either or both parties all the time they negotiated or signed this Agreement.

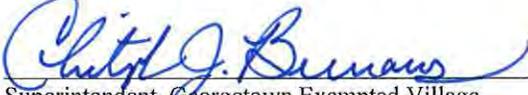
**ARTICLE XVI**  
**Direct Deposit & Electronic Pay Stubs**

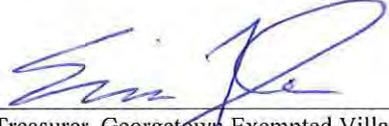
Effective with the first pay period during the 2013-2014 school year, all members of the bargaining unit shall be paid pursuant to direct deposit and provided copies of all pay stubs electronically unless a member of the bargaining unit has an extenuating circumstance that justifies the need for an actual paycheck.

The agreement shall be effective upon ratification by both parties and shall remain in full force and effect until midnight August 31, 2016. This contract attested to this 20<sup>th</sup> day of November, 2013, by and between the parties will bind the Board and GFT as agreed.

  
\_\_\_\_\_  
President, Georgetown Exempted Village  
Board of Education

  
\_\_\_\_\_  
President, Georgetown Federation of Teachers

  
\_\_\_\_\_  
Superintendent, Georgetown Exempted Village  
School District

  
\_\_\_\_\_  
Treasurer, Georgetown Exempted Village  
School District

<b>Certified Salary Schedule</b>					
<b>2013-2014 School Year</b>					
<b>(Per Master Contract - 9/1/13 - 8/31/16)</b>					
<i>One-time stipend payment of 1.5% of base salary approved</i>					
<i>for bargaining unit members - payable first pay in December '13</i>					
				<b>Masters</b>	<b>Masters</b>
<b>Experience</b>	<b>Bachelor</b>	<b>Five-Years</b>	<b>Masters</b>	<b>Plus 15</b>	<b>Plus 30</b>
0	30,260	31,407	33,125	35,929	38,969
1	31,407	32,703	34,573	37,376	40,406
2	32,552	33,999	36,020	38,824	41,847
3	33,698	35,297	37,468	40,272	43,284
4	34,845	36,593	38,916	41,719	44,723
5	35,990	37,888	40,362	43,165	46,163
6	37,136	39,186	41,811	44,614	47,606
7	38,282	40,484	43,257	46,061	49,048
8	39,428	41,780	44,706	47,509	50,491
9	40,575	43,076	46,152	48,956	51,930
10	41,720	44,374	47,621	50,424	53,392
11	42,868	45,673	49,053	51,856	54,564
12	43,302	46,107	49,487	52,290	54,997
13	43,736	46,540	49,920	52,724	55,431
14	44,169	46,974	50,354	53,157	55,865
15	44,603	47,408	50,788	53,591	56,298
16	45,037	47,841	51,221	54,025	56,732
17	45,471	48,275	51,655	54,459	57,166
18	45,904	48,709	52,089	54,892	57,600
19	46,338	49,143	52,523	55,326	58,033
20	46,772	49,576	52,956	55,760	58,467
21	47,205	50,010	53,390	56,193	58,901
22	47,639	50,444	53,824	56,627	59,334
23	48,073	50,877	54,257	57,061	59,768
24	48,507	51,311	54,691	57,495	60,202
25	51,109	53,913	57,293	60,097	62,804

<b>Supplemental Salary Schedule</b>		
<b>2013-2014 School Year</b>		
<i>(Per GFT Master Contract - 9/1/13 - 8/31/16)</i>		
<b>Number</b>	<b>Position</b>	<b>Salary</b>
1	10 Extended Days - Family and Consumer Science	per diem
2	20 Extended Days - Instrumental Music	per diem
3	55 Extended Days - Vocational Agriculture	per diem
4	3 Extended Days - Elementary Media Specialist	per diem
5	Activities Director	2,828
6	Art Club Advisor / Coordinator - Jr./Sr. High School	1,188
7	Art Coordinator	1,188
8	Baseball - Varsity	2,524
9	Basketball - 7th Grade Boys	1,310
10	Basketball - 8th Grade Boys	1,310
11	Basketball - 7th Grade Girls	1,310
12	Basketball - 8th Grade Girls	1,310
13	Basketball - Reserve Boys	3,277
14	Basketball - Reserve Girls	3,277
15	Basketball - Varsity Boys	4,846
16	Basketball - Varsity Girls	4,846
17	Basketball - Ticket Seller	955
18	Cheerleader - Junior High	1,593
19	Cheerleader - Varsity and Reserve	2,320
20	Cross Country - Boys and Girls Jr. High and High School	2,807
21	Drama Club Advisor - Junior High School	852
22	Drama Club Advisor - High School	1,535
23	Drug Free Schools Coordinator	1,363
24	Golf - Varsity Boys and Girls	2,524
25	It's Academic Team Advisor - Jr. High School	459
26	It's Academic Team Advisor - High School	783
27	Peer Assistance Leader	500
28	Mock Trial Advisor	783
29	National Honor Society Advisor	783
30	Newspaper Advisor	2,005
31	Pep Band	614
32	Prom Advisor	1,805
33	Soccer - Varsity Boys	2,524
34	Soccer - Varsity Girls	2,524
35	Softball - Varsity	2,524
36	Spanish Club Advisor	852
37	Student Council - High School	852
38	Track - Junior High Boys and Girls	1,261
39	Track - High School Boys and Girls	2,831
40	Vocal Music Extra - Jr./Sr. High School	614
41	Volleyball - Varsity	2,524
42	Volleyball - Junior High	1,466
43	Yearbook Advisor - High School	1,535
44	Softball - Junior Varsity	1,706



## STANDARDS-BASED TEACHER EVALUATION

The Georgetown Exempted Village School Board of Education is responsible for a standards-based teacher evaluation policy which conforms to the framework for evaluation of teachers as approved by the State Board of Education and aligns with the “Standards for the Teaching Profession” as set forth in State law. Therefore, the GEVS Board adopts the Ohio Teacher Evaluation System (“OTES”) model as approved by the State Board of Education.

The evaluation policy is intended to provide an evaluation model that is research-based, transparent, fair, and adaptable to the needs of the District. The Board believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved teaching performance and student growth, as well as promotion and retention decisions for teachers.

This policy shall be implemented as set forth herein and included in the collective bargaining agreement with the Georgetown Federation of Teachers, and in all extensions and renewals thereof.

This policy has been developed in consultation with teachers employed by the Board.

A committee of 8 members shall be established to oversee the teacher evaluation process. Four administrative members of the committee shall be appointed by the superintendent and four bargaining unit members shall be appointed by the Georgetown Federation of Teachers. The committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment. The committee shall meet annually, or when called into session by request of the Superintendent or The Federation, to review the effectiveness of the policy, procedures, or processes, including the evaluation instrument, governing the evaluation of teachers in the District. Any recommendations made by the committee during annual meetings or special sessions concerning evaluation policy revisions shall be subject to ratification by the Board.

In the event of legislative action by the Ohio General Assembly that impacts in any way on teacher evaluation, the parties to this agreement shall discuss the matter to determine whether adjustments are appropriate during the term of this agreement, following the same processes outline above.

## Definitions

**“OTES”** – Stands for the Ohio Teacher Evaluation System as adopted by the Ohio State Board of Education in 2011, or as otherwise modified by the State Board of Education.

**“Teacher”** – For purposes of this policy, “teacher” means a licensed instructor who spends at least 50% of his/her time providing content-related student instruction and who is working under one of the following:

- a. A license issued under ORC Sections 3319.22, 3319.26, 3319.222 or 3319.226; or
- b. A permanent certificate issued under ORC Section 3319.222 as it existed prior to September, 2003; or
- c. A permanent certificate issued under ORC Section 3319.222 as it existed prior to September, 2006; or
- d. A permit issued under ORC Section 3319.301.

Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy. Regular and Part Time bargaining unit members who do not meet the definition will be evaluated utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the Georgetown Federation of Teachers.

The Superintendent, Treasurer, Business Manager and any “other administrator” as defined by ORC Section 3319.02 are not subject to evaluation under this policy.

**“Credentialed Evaluator”** – For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:

- a. Meets the eligibility requirements under ORC Section 3319.111(D); and
- b. Holds a credential established by the Ohio Department of Education for teacher evaluation; and
- c. Has completed state-sponsored evaluation training and has passed an online credentialing assessment.

The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy. The evaluator conducting evaluations of teachers must be full-time employees of Georgetown Exempted Village Schools.

**“Core Subject Area”** – means reading and English language arts, mathematics, science, foreign language, government, economics, fine arts, history and geography.

**“Student Growth”** – For the purpose of the district’s evaluation policy, student growth is defined as the change in student achievement for an individual student between two or more

points in time.

**“Student Learning Objectives” (“SLOs”)** – include goals identified by a teacher or group of teachers that identify expected learning outcomes or growth targets for a group of students over a period of time.

**“Shared Attribution Measures”** - The building-level average of all teacher-level value-added reports generated during a single school year. Examples include, but are not limited to, Ohio Achievement Assessments, vendor approved assessments including Terra Nova Assessments, and end-of-course exams.

**“Value-Added”** – refers to the EVAAS Value-Added methodology provided by SAS, Inc., which provides a measure of student progress at the district and school level based on each student’s scores on state issued standardized assessments.

**“Vendor Assessment”** – Student assessments approved by the Ohio Department of Education that measure mastery of the course content for the appropriate grade level, which may include nationally normed standardized assessments, industry certification exams, or end-of-course examinations for grade level and subjects for which the Value-Added measure does not apply. Additional examples include, Terra Nova, vendor approved assessments such as MAP, and end-of-course exams.

### **Standards-Based Teacher Evaluation**

Teacher evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each teacher and assigning an effectiveness rating based in equal part upon teacher performance and student growth.

Each teacher evaluation will result in an effectiveness rating of:

- a. Accomplished;
- b. Proficient;
- c. Developing; or
- d. Ineffective

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually cause to be filed a report to the department of education the number of teachers for whom an evaluation was conducted as well as the number of teachers assigned each rating as set forth above, aggregated by teacher preparation programs from which and the years in which the teachers graduated.

Fifty percent (50%) of each evaluation will be based upon teacher performance and fifty percent (50%) on multiple measures of student growth as set forth herein.

## Assessment of Teacher Performance

Teacher performance will be evaluated during formal observations and periodic informal observations also known as “classroom walkthroughs.” Such performance, which will comprise fifty-percent (50%) of a teacher’s effectiveness rating, will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for the Teaching Profession*:

- a. Understanding student learning and development and respecting the diversity of the students they teach;
- b. Understanding the content area for which they have instructional responsibility;
- c. Understanding and using varied assessment to inform instruction, evaluate and ensure student learning;
- d. Planning and delivering effective instruction that advances individual student learning;
- e. Creating learning environments that promote high levels of learning and student achievement;
- f. Collaborating and communicating with students, parents, other educators, district administrators and the community to support student learning; and
- g. Assuming responsibility for professional growth, performance and involvement.

### Formal Observation and Classroom Walkthrough Sequence

- All instructors who meet the definition of “teacher” under R.C. 3319.111 and this policy shall be evaluated based on at least **two** formal observations (minimum of 30 minutes) and periodic classroom walkthroughs **each school year**.
- Teachers on a limited contract who are under consideration for renewal/nonrenewal shall receive at least **three** formal observations, in addition to periodic classroom walkthroughs, unless the Superintendent waives the third observation.
- A teacher who has been granted a continuing contract by the board of education and who receives a rating of “Accomplished” on his/her most recent evaluation shall be evaluated **every other school year**.

Evaluations will be completed by May 1<sup>st</sup> and each teacher will be provided a written report of the results of his/her evaluation, as well as notice of intent to non-renew, if applicable, by May 10<sup>th</sup>. The board of education will take action on non-renewals after 10 calendar days following notice of non-renewal

In the event that a teacher goes on an extended leave which prevents the second round of evaluations, the board shall have the right to determine to renew or non-renew that teacher's contract based upon the first evaluation.

In evaluating teacher performance in these areas, the Board shall utilize the measures set forth by the Ohio Department of Education's OTES "Teacher Performance Evaluation Rubric" for instructional planning, instruction and assessment, and professionalism, set forth herein as Appendix B.

Each teacher evaluated under this policy shall annually complete a "Self-Assessment," utilizing the Self-Assessment Summary Tool set forth herein as Appendix A.

### **Formal Observation Procedure**

- a. The first formal observation shall be preceded by a conference between the credentialed evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed. All subsequent observations will be unannounced.
- b. A post-observation conference shall be held after each formal observation. If teachers wish to share information/evidence with the evaluator this must be done at the post-observation conference. The information must be categorized and labeled using the same format as the evaluation rubric.
- c. A separate final evaluation conference will be held with the teacher.

### **Informal Observation/Classroom Walkthrough Procedure**

- Classroom walkthroughs shall not unreasonably disrupt and/or interrupt the learning environment.
- Data gathered from the walkthrough must be placed on the form designated in Appendix E.
- A final completed form must be distributed to the employee within 2 teacher work days.

### **Assessment of Student Growth**

In determining student growth measures, the Board adopts the Ohio Department of Education's Ohio Teacher Evaluation System (OTES), which calculates student growth by assessing achievement for an individual student occurring between two points in time. It is important to note that a student who has sixty (60) or more unexcused absences for the school year will not be included in the determination of student academic growth.

In general, the Board will utilize the following categories to determine this aspect of a teacher's evaluation, depending upon the instructor involved. Every teacher will fall into one of the following categories:

**A1:** Teachers instructing in value-added subjects (Grade 4-8, reading and

mathematics) exclusively

- A2:** Teachers instructing in grade 4-8 value-added courses, but not exclusively
- B:** Teachers instructing in areas with Ohio Department of Education approved vendor assessments with teacher-level data available; or
- C:** Teachers instructing in areas where no teacher-level value-added or approved vendor assessments are available

### **Evaluation Methodology for Teacher Classifications:**

**A1.** Teachers will utilize 100% of their value-added data to compile a rating encompassing 50% of the evaluation.

**A2.** Teachers that instruct in value-added courses along with other courses will utilize the following formula to determine the amount of value added and other LEA measures used for evaluation purposes. The calculation is as follows:

$$\# \text{ of minutes teaching VA} \div \text{total \# of minutes of instruction} = \% \text{ of time teaching VA}$$

The # of minutes teaching VA is then divided by 2, to determine what percentage of the evaluation comprises a VA score.

An example is a teacher that teaches 80 minutes of VA classes and 220 minutes of non-VA classes:  $80 \div 220 = 36\% \div 2 = 18\%$  of their evaluation is based on VA data. The remaining 32 % of the evaluation will be determined by vendor assessment if applicable.

**B.** Teachers that have assessment data (other than VA) will utilize that data for a total of 10% of their evaluation. The remaining 40% will be shared attribution.

**C.** Teachers that do not have data to support student growth will utilize shared attribution data for the entire 50% of the evaluation.

### **Shared Attribution Computation**

Because Shared Attribution is defined as “the building-level average of all teacher-level value-added reports generated during a single school year,” each building’s composite score shall be determined using the following method:

- Any report using a ranking scale with more than three points shall have a value of one (1) assigned to the lowest possible ranking, and a five (5) assigned to the highest possible ranking.
- Any score that falls in between rankings one (1) and five (5) shall be given a value of three (3) (see graphic below for visualization).

## Evaluation Matrix & Teacher Value-Added Report Connection

EVAAS® Teacher Value-Added Report Categories

		Teacher Performance			
		4 Accomplished	3 Proficient	2 Developing	1 Ineffective
Student Growth Measures	Above	Accomplished	Accomplished	Proficient	Developing
	Expected	Proficient	Proficient	Developing	Developing
	Below	Developing	Developing	Ineffective	Ineffective

5 Most Effective	→
4 Above Average	→
3 Average	→
2 Approaching Average	→
1 Least Effective	→

### Evaluation Matrix

Data from these approved measures of student growth will be scored on five (5) levels in accordance with the Ohio Department of Education/OTES guidance and converted to a score in one of three (3) levels of student growth:

- a. Above
- b. Expected
- c. Below

#### Final Evaluation Procedures

Each teacher’s performance rating will be combined with the assessment of student growth measures to produce the summative evaluation rating, based upon the following “Evaluation Matrix”:

The credentialed evaluator shall provide that each evaluation is submitted to the teacher for his/her acknowledgement by written receipt, by May 10th. If signed, by the teacher, the receipt is to be sent to the Superintendent as soon as received.

#### Professional Growth Plans

For the 2013-2014 school year, each teacher will create a Professional Growth Plan or implement an existing Improvement Plan based upon the teacher performance rating from the 2012-2013 school year. Additionally, credentialed evaluators will be assigned to all teachers.

Based upon the results of the annual teacher evaluation as converted to the “Evaluation Matrix” above, beginning in the 2014-2015 each teacher must develop a Professional Growth Plan as follows:

- a. Teachers whose student growth measure rating indicates above expected levels of student growth will develop a professional growth plan and may choose their credentialed evaluator from those available to the Board for that purpose, utilizing the components set forth in the Appendix B. The credentialed evaluator must be approved for the building that the teacher is assigned to.
- b. Teachers whose student growth measure rating indicates expected levels of student growth or teachers who do not student growth measures who will develop a professional growth plan collaboratively with his/her credentialed evaluator and will have input on his/her evaluator for the next evaluation cycle, utilizing the components set forth in the Appendix B.
- c. Teachers whose student growth measure rating indicates below expected levels of student growth will develop a professional improvement plan with their credentialed evaluator. The administration will assign the evaluator for the subsequent evaluation cycle and approve the professional improvement plan, utilizing the components set forth in Appendix B.

### **Professional Improvement Plans**

Improvement Plans are developed for a teacher by the credentialed evaluator in response to Ineffective ratings in performance and/or below expected student growth. The Improvement Plan is intended to identify specific areas for improvement of performance and/or below expected student growth and for identifying guidance and support needed to help the teacher improve.

Based upon the results of the annual teacher evaluation as converted to the “Evaluation Matrix” above, a Professional Improvement Plan must be given for teachers that are being considered for non-renewal. The plan is as follows:

- a. A plan of improvement may be initiated at anytime during the evaluation cycle by the credentialed evaluator based on deficiencies in performance documented in evidence collected by the credentialed evaluator.
- b. Professional Improvement Plans remain in place until one of the following occurs.
  1. The goals of the plan have been met by the teacher or
  2. The teacher has been terminated or non-renewed by the GEVSD.

The Professional Improvement plan shall be reviewed after each post-conference. If the evaluator determines that the goals in the plan have been met, the evaluator may terminate the improvement plan. Teachers on professional improvement plans shall be informed whether their plan is to be terminated or continued during post-observation conferences. For example, if an improvement plan is created in the spring, the improvement plan shall be reviewed for termination after the next observation in the fall (if applicable). It shall be the decision of the credentialed evaluator whether the plan has been successfully completed, and therefore terminated,

or whether the plan needs to continue to the next formal observation.

- c. A Lead Teacher will be assigned to a teacher receiving a Professional Improvement Plan during their contract year. The Lead Teacher, credentialed evaluator, and teacher will meet to compile Section 3 and Section 4 of the Professional Improvement Plan.
- d. During a non-contract year, the credentialed evaluator, teacher, and Lead Teacher (if applicable) will meet to compile Section 3 and Section 4 of the Professional Improvement Plan. The use of Lead Teachers during non-contract years is left to the discretion of the credentialed evaluator. The teacher receiving the Professional Improvement Plan may request Lead Teacher assistance.

### **Lead Teacher Assistance Program**

- Lead Teachers are teachers who, in displaying excellence in their own classrooms, are to serve as advisors and coaches for teachers that have been placed on a Professional Improvement Plan.
- Any teacher who holds the title “Collaborative Learning Network (CLN)” practitioner or “Collaborative Learning Practitioner (CLP)” shall be eligible to serve as a Lead Teacher.
- Teachers may be identified as needing Lead Teacher assistance by administrative referral or may request assistance in order to accomplish improvements suggested by an administrator, or other credentialed evaluator.
- Requests for Lead Teacher Assistance shall be submitted in writing to the GFT President. The GFT President will then forward the request to the CLP/CLN’s for consideration in choosing an appropriate Lead Teacher, based upon sections 1 and 2 of the Professional Improvement Plan. The team shall meet and submit its top 2 candidates for Lead Teacher, noting their #1 and #2 choices. These recommendations will be forwarded to the administration and GFT, who will make a final decision regarding the selection of the Lead Teacher. If no lead teacher is selected, the process begins again.
- The administration shall provide a substitute teacher for the Lead Teacher, if no other arrangements can be made, so that the Lead Teacher will be able to observe the teacher on the Professional Improvement Plan, as agreed to by the credentialed evaluator and the Lead Teacher.
- The Lead Teacher and credentialed evaluator shall observe the teacher during the same observation at least once during the Professional Improvement Plan.
- Lead Teachers will provide documentation of the steps taken to accomplish sections 3 and 4 of the Professional Improvement Plan. This documentation shall be included with the final summative evaluation.
- While Lead Teacher assistance is guaranteed through the period of the

improvement plan during a contract year, Lead Teachers may be reassigned after each period of formal observation (if the Professional Improvement Plan is to be continued) at the request of the teacher, Lead Teacher or credentialed evaluator. All reassignments shall be agreed upon by the GFT and the administration.

### **Core Subject Teachers – Testing for Content Knowledge**

Beginning with the 2015-2016 school year, core subject area teachers must register for and complete all written examinations of content knowledge selected by the Ohio Department of Education if the teacher has received an effectiveness rating of “Ineffective” on his/her annual evaluation for two (2) of the three (3) most recent school years.

If a teacher passes the examination set forth above and provides proof of that passage to the Board, the teacher will be required, at the teacher's expense, to complete professional development that is targeted to the deficiencies identified in the teacher's evaluations conducted under this policy.

Any teacher passing the examination set forth above will not be required to take the examination again for three years, regardless of the teacher's evaluation ratings or the performance index score ranking of the building in which the teacher teaches.

No teacher shall be responsible for the cost of taking an examination set forth above.

### **Board Professional Development Plan**

In accordance with the Ohio State Board of Education’s statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of teachers covered by this policy. The plan will be reviewed annually.

### **Retention and Promotion Decisions/Removal of Poorly Performing Teachers**

It is the purpose of this Standards-Based Teacher Evaluation Policy to improve the quality of instruction, enhance student learning and strengthen professional competence through meaningful feedback and targeted professional development. In addition, the evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of teachers, renewal of teaching contracts, and the removal/nonrenewal of poorly performing teachers.

The removal of poorly performing teachers shall be in accordance with the Ohio Revised Code and any applicable provisions of a Collective Bargaining Agreement.

Nothing in this policy will be deemed to prevent the Board from exercising its rights to non-renew, terminate, or suspend a teaching contract as provided by law and the terms of the collective bargaining agreement in effect between it and the Georgetown Federation of Teachers. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for teachers on a limited contract that are evaluated under this policy. The Board reserves the right to non-renew a teacher evaluated under this policy in accordance with R.C. 3319.11 notwithstanding the teacher’s summative rating.

R.C. 3319.02, 3319.11, 3319.111, 3319.112, 3319.22, 3319.222, 3319.226,  
3319.26, 3319.58, 3333.0411  
A.C. 3301-35-03(A)

This policy was developed by the attorneys of ***Britton, Smith, Peters & Kalail Co., LPA*** in Cleveland, Ohio, and ***Ennis, Roberts & Fischer Co., LPA*** in Cincinnati, Ohio. Contributors include:

John Britton, Director, Britton, Smith, Peters & Kalail Co., LPA  
Bill Deters, Shareholder, Ennis, Roberts & Fischer Co., LPA  
Pamela Leist, Attorney, Ennis, Roberts & Fischer Co., LPA

*Special thanks to our partners:*

Jackie Miller, Brown County Educational Service Center  
Kathy Leist, Hamilton City School District

## **Appendices**

Appendix A – OTES Self-Assessment  
Appendix B - Professional Development Plan/Improvement Plan  
Appendix C – OTES Rubric  
Appendix D – Final Summative Evaluation  
Appendix E – Walk-Through