09-04-13
13-MED-04-0544
0595-01
K29807

MASTER CONTRACT

Between

The Ayersville Local Board of Education

And

The Ayersville Education Association

August 1, 2013 – July 31, 2016

TABLE OF CONTENTS

ARTICLE I - RECOGNITION

A. Recognition 1
B. Elections 1
C. Scope of Bargaining 1
D. Recognition of Superintendent 1
E. Recognition of the Board 1

ARTICLE II – PROCEDURES FOR CONDUCTING NEGOTIATIONS

A. Scope of Bargaining 2
B. Negotiations Procedures 2
  1. Requests for Negotiations 2
  2. Representatives 2
  3. Information 2
  4. Recesses 3
  5. Item Agreement 3
  6. Schedule of Meetings 3
  7. Observers 3
  8. Agreement 3
  9. Disagreement 3
  10. General 4
    a. Executive Session 4
    b. Final Form 4

ARTICLE III – COMPENSATION AND REIMBURSEMENTS

A. Salary Schedule 4
  1. Regular Salary Schedule 4
  2. Supplemental Salary Schedule 4
B. Salary Schedule Placement 5
  1. Degree and Hours 5
  2. Experience 5
C. Pay Periods 7
D. Mileage Reimbursement 7
E Tuition Reimbursement 7
F. Payroll Deductions 7
G. Severance Pay 8
H. S.T.R.S. – Pick-up Utilizing the Salary Reduction Method 10
I. Retirement Bonus 10
J. Personal Leave Bonus 11
K. Curriculum Enrichment/Innovation 11
L. Workshop/In-service Day 12

ARTICLE IV – LEAVES OF ABSENCE

A. Sick Leave 12
B. Professional Leave 14
C. Personal Leave 14
D. Assault Leave 14
E. Parental Leave 15
F. Medical Leave 15
G. General Provisions 16
H. Legal Obligations 16

ARTICLE V - FRINGE BENEFITS

A. Hospital/Surgical/Major Medical 17
B. Medical Waiver 18
C. Group Life 18
D. Dental Insurance 19
Base Plan Benefits 20
E. Vision Insurance 21

ARTICLE VI – GRIEVANCE PROCEDURE

A. Definition 21
B. Purposes 21
C. Informal Procedures 21
D. Formal Procedures 21
Step I 21
Step II 22
Step III 22
E. General Provisions 22

ARTICLE VII – FAIR TREATMENT AND DISMISSAL

A. General Provisions 23
First Offense 24
Second Offense 24
Third Offense 24
Severe Offense 24
B. Termination of Contract 25
C. Suspension Pending Termination 25

ARTICLE VIII – PUBLIC COMPLAINT PROCEDURE

A. Complaint Procedure 25

ARTICLE IX – MULTI-YEAR CONTRACTS 26

ARTICLE X – EVALUATION

A. Classroom Evaluations 27

ARTICLE XI – WORKING CONDITIONS

A. Required Meetings or Hearings 37
B. Instructional Materials and Supplies 37
C. School Calendar/Work Year 38
D. Teaching Hours and Load 41

ARTICLE XII – PERSONNEL FILES 42

ARTICLE XIII – FAIR SHARE FEE 42

ARTICLE XIV – REDUCTION IN FORCE

A. Staff Reductions 43
B. Attrition 44
C. Reduction other than by Attrition 44
D. Seniority and Certification 44
E. Recall 45

ARTICLE XV – TRANSFER AND VACANCY

A. Advertising of Teachers Openings 45
B. Transfers, Voluntary or Involuntary 45
C. General and/or Definitions 45

ARTICLE XVI – MANAGEMENT RIGHTS 46

ARTICLE XVII – EFFECT AND DURATION

A. Separability 46
B. Modification of Agreement 47
C. Duration of Agreement 47
D. Successor Agreement..... 47

APPENDIX "A" SALARY SCHEDULE 49

-Effective 8/1/2013-7/31/2014
-Effective 8/1/2014-7/31/2015
-Effective 8/1/2015-7/31/2016

APPENDIX "B" EXTRA CURRICULAR PAY 52

-Effective 8/1/2013-7/31/2014
-Effective 8/1/2014-7/31/2015
-Effective 8/1/2015-7/31/2016

APPENDIX "C" PROFESSIONAL STUDY/GRADUATE COURSE APPROVAL APPLICATION 64

APPENDIX "D" PERSONAL LEAVE ROLLOVER REQUEST/ PAYMENT FORM 65

APPENDIX "E" CURRICULUM ENRICHMENT/INNOVATION..... 66

-Application
-Evaluation

APPENDIX "F" EMPLOYEE APPLICATION FOR LEAVE..... 68

APPENDIX "G" 69
-Overview of HDHP Plan
-Overview of Access+ 1A Plan

APPENDIX "H" GRIEVANCE REPORT 76

APPENDIX "I" TEACHER EVALUATION FORMS 78

ARTICLE I
RECOGNITION

A. RECOGNITION

The Ayersville Local Board of Education, hereinafter "employer" of "Board' recognizes the Ayersville Education Association hereafter the "Association" as the sole and exclusive bargaining representative, for the purposes of and as defined in Chapter 4117 Ohio Revised Code, for all certified classroom teachers both full and part-time excluding substitute teachers under written contract. The Association recognizes that the Superintendent, Principals, and other Administrative personnel as defined in Chapter 4117 Ohio Revised Code as well as all non-certificated personnel are specifically excluded from the bargaining unit. The Employer recognizes that Association representation will include any newly created position unless employment into the position is governed by Section 3319.02 of the Ohio Revised Code.

B. ELECTIONS

Elections to determine the exclusive bargaining unit representative shall be held in accordance with Section 4117.07 of the Ohio Revised Code.

C. SCOPE OF BARGAINING

Negotiable matters shall be all matters with respect to wages, hours, terms and conditions of employment and the continuation, modification or deletion of any existing provision of a collective bargaining agreement.

D. RECOGNITION OF SUPERINTENDENT

The Association and Board recognize the Superintendent as the chief executive officer and primary professional advisor of the Board.

E. RECOGNITION OF BOARD

The Association agrees that the functions, rights, powers, responsibilities, and authority of the Board as outlined by 4117.08 of O.R.C., not limited or modified by any provisions or terms of this Contract shall remain exclusively those of the Board.

ARTICLE II
PROCEDURES FOR CONDUCTING NEGOTIATIONS

A. SCOPE OF BARGAINING

Negotiable matters shall be all matters with respect to wages, hours, terms and conditions of employment and the continuation, modification or deletion of any existing provision of a collective bargaining agreement.

B. NEGOTIATIONS PROCEDURES

1. REQUESTS FOR NEGOTIATIONS

If either of the parties desires to negotiate changes in subject of negotiations as defined in the Scope of Bargaining it shall notify the other party in writing not earlier than 110 days nor later than 90 days prior to the expiration of the contract. Notification in writing from the Association shall be served on the Superintendent and notification from the Board shall be addressed to the President of the Association. A copy of said notification along with a copy of the existing collective bargaining agreement, shall be sent to the State Employment Relations Board.

Within fifteen (15) days after receipt of such notice, an initial meeting will be held for the purpose of exchanging negotiation packages and establishing a date for the next session.

2. REPRESENTATIVES

Representatives of the Board shall meet with designated representatives of the Association and the parties agree to negotiate in good faith. Representation shall be limited to four (4) representatives each of the Board and the Association and may include one (1) additional consultant for each party.

Neither party in any negotiations shall have any control over the selection of the negotiating or bargaining representatives of the other party.

While no final agreement shall be executed without ratification by both parties, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

3. INFORMATION

The Board shall furnish the Association upon request and in reasonable time, all available public information pertinent to the issues under negotiation. The Association shall reciprocate on like requests from the Board.

4. RECESSES

The chairman of either negotiation team may recess his group for independent caucus at any time. Caucuses shall be of reasonable length, not to exceed fifteen (15) minutes, unless an extension is mutually agreed upon.

5. ITEM AGREEMENT

As negotiation items receive tentative agreement they shall be reduced to writing and initialed by each party and removed from further bargaining and/or mediation unless mutually agreed.

6. SCHEDULE OF MEETINGS

Until all negotiation meetings are completed, each meeting shall include a mutually agreed time and place for the next subsequent meeting.

7. OBSERVERS

Each party may have up to two (2) observers at any meeting. Said observers are in addition to the regular negotiation teams. Observers have no speaking privileges and shall retain the confidentiality of the negotiations process.

8. AGREEMENT

When agreement is reached on those matters being negotiated, the outcome shall be reduced to writing and submitted to the membership of the Association and Board for ratification. Following ratification, the parties shall then sign the agreement. The resulting agreement shall be binding on both parties.

9. DISAGREEMENT

The following alternate dispute settlement procedure shall replace ORC 4117.14 (C)(2) through 4117.14 (D)(1) as provided for under ORC 4117 (C)(1)(f) in the negotiations for a successor contract.

a. If agreement is not reached by July 1, either the Board or the Association may declare a state of impasse to exist.
b. If impasse is declared, the Association and Board shall jointly call upon the services of the Federal Mediation and Conciliation Service to help resolve the impasse.
c. The Mediator shall meet with both parties and attempt to mediate a settlement up to the expiration date of the contract.
   With mutual agreement the services of the mediator may used following the expiration date of the contract.
d. ORC 4117.14 (D)(2) and provisions thereafter shall then apply.

10. GENERAL

a. Executive Session

Any and all negotiation session shall be conducted in executive session unless both parties mutually agree to do otherwise.

b. Final Form

As soon as practicable the Agreement shall be printed with a Table of Contents including all appendices, in booklet form, by the Board and distributed to all bargaining unit members. The Association and the Board each shall be provided ten (10) additional copies for their use. The cost of printing shall be borne equally by the Board and the Association.

ARTICLE III
COMPENSATION AND REIMBURSEMENTS

A. SALARY SCHEDULE

1. Regular Salary Schedule

The salary and index of each full-time bargaining unit member covered by this Agreement is calculated according to Appendix "A" from August 1, 2013, to July 31, 2016.

1st year (2013-2014) $650 Stipend. The stipend is for all employees that were employed during the 2012-2013 school year and are still employed in the 2013-2014 school year. Payment will be made the first pay period of the new contract.

2nd year (2014-2015) 1.5% increase on the base.

3rd year (2015-2016) 1.5% increase on the base.

Each part-time bargaining unit member shall receive a prorated salary calculated according to the schedule in effect and the number of hours worked.

2. Supplemental Salary Schedule

Bargaining unit members contracted for extracurricular positions will be paid according to Appendix "B."

The Board agrees to add an additional (10) extended service days annually to each counselor position with approval of Superintendent on an as needed basis.

B. SALARY SCHEDULE PLACEMENT

1. Degree and Hours

a) Bargaining unit members shall be placed annually on the salary schedule according to the highest degree which they have attained. The master's column and beyond must be graduate hours. The Superintendent must pre-approve all additional coursework for placement on the salary schedule. See Appendix C for form.

b) In order to receive a salary placement change during the contract year, the Bargaining unit member must present the original transcript noting successful completion of the course to the central office by September 1. For coursework completed prior to the beginning of the school year, the revised placement on the salary schedule will be retroactive to the first pay of the contract year.

Any other coursework completed or submitted after September 1 may be submitted for a salary placement change by February 1. This salary placement change will be effective and realized with the payroll that follows the pay that includes the first day of February.

2. Experience

a) All years of teaching service in the Ayersville Local School District, regardless of training level, with each year consisting of at least one hundred twenty (120) days under a teacher's contract;
b) All years of teaching service in a chartered, non-public school located in Ohio as a teacher certified pursuant to Section 3319.22 of the Ohio Revised Code or in another public school, regardless of training level, with each year consisting of at least one hundred twenty (120) days under a teacher's contract;
c) All years of teaching service in a chartered school or institution or a school or institution that subsequently became chartered or a chartered special education program or a special education program that subsequently became chartered operated by the state or by a subdivision of other local governmental unit of this state as a teacher certified pursuant to Section 3319.22 of the Ohio Revised Code, regardless of training level, with each year consisting of at least one hundred twenty (120) days;
d) All years of active military service in the armed forces of the United States, as defined in Section 3307.02 of the Ohio Revised Code, to a maximum of five (5) years. For purposes of this calculation, a partial year of active military service of eight (8) continuous months or more in the armed forces shall be counted as a full year.

e) Re-employment (Retired Teachers)

1. If the Board of Education elects to employ individuals who have retired and are receiving benefits through the State Teachers Retirement System, the conditions set forth in this article shall apply to the employment of these individuals.

2. Years of experience for service credit shall be determined by the Board for placement on the salary schedule. Teacher shall then remain at that step on the salary schedule.

3. Teachers employed pursuant to this provision shall receive one-year limited contracts and shall not be eligible to receive continuing contracts regardless of years of service or license held.

4. Each one-year contract shall automatically expire upon the completion of the year without Board action.

5. It is not necessary for the Board to conduct evaluations in according with ORC 3319.111, or take formal action not to reemploy the employee pursuant to ORC 3319.11.

6. Returning retirees are not entitled and/or not eligible to receive any severance benefits or retirement incentive programs provided by any collective bargaining agreement in effect between the Board and the Association if the retiree has already benefited from those provisions previously in any collective bargaining agreement.

7. In the event of a reduction in force, the re-employed teacher will not have any bumping rights.

8. Subject to these provisions, re-employed teachers are part of the bargaining unit.

9. No sick leave shall be carried forward from pre-retirement status. Thereafter, sick leave shall be governed according to this Negotiated Agreement.

10. Pursuant to the authority provided by ORC 4417.10, and to the extent that issues addressed in this provision are contrary to or in conflict with Ohio law, the issues addressed in this provision shall supersede and replace the statutory law of Ohio pertaining to that issue.

C. PAY PERIODS

All bargaining unit members will be paid in twenty-six (26) equal installments to be paid every other Friday commencing with the first Friday of the school year after which the individual has earned 1/26 of his/her salary.

D. MILEAGE REIMBURSEMENT

Bargaining unit members required in the course of their work to drive personal automobiles shall receive a car allowance paid in accordance with the IRS rate.

E. TUITION REIMBURSEMENT

1. Only bargaining unit members who are under contract with the Ayersville Local School at the time of the scheduled tuition reimbursement, i.e. September, will receive TR. Upon voluntarily leaving the district the certified employee foregoes any TR of the previous school year.

2. The Board of Education will reimburse any bargaining unit member $230.00 per semester hour to a maximum of $2,300 per year for graduate hours taken that relate to the field of education and/or in the area of technology, during the period September 1 through August 31 of the contract year .The maximum amount distributed is not to exceed $23,000 of the contract year. The minimum starting tuition fund shall be $23,000 each year.

3. Teachers will turn in official transcripts of their hours completed along with proof of payment. Reimbursement will not exceed cost of tuition paid by the teacher.

4. Reimbursement each year will be paid in September for all hours taken during the previous 12 months.

5. If total reimbursement exceeds the amount in the tuition reimbursement fund, payment per hour will be adjusted by dividing the total hours submitted into the total amount in the reimbursement fund.

6. No employee shall utilize the tuition fund in acquiring the Alternate License. Likewise, no employee shall utilize the tuition fund in acquiring his or her provisional license while in the Alternate Educators License program.

F. PAYROLL DEDUCTIONS

The Treasurer is authorized to make the following payroll deductions at the bargaining unit member's request:

1. Insurance
2. Annuities

3. Dues in the United Teaching Profession shall be deducted in equal amounts from the total number of pays, September – May of each year.
4. Charitable Donations

The district may limit the right of an individual unit member to designate the agent, broker, or company to write any deductions by requiring designation by at least five (5) full-time unit members.

If for any reason the Board fails to make a deduction for any employee as above provided, it shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention (in writing) by the employee. The Association agrees to hold the Board and its designees harmless for any and all errors arising out of the dues deduction procedure so long as there is no willful negligence on the part of the Board and its designee.

All newly hired teachers shall be enrolled in a direct deposit program. All current employees as of the 2000-2001 school year shall have the option of the direct deposit program.

G. SEVERANCE PAY

Bargaining unit members will be paid severance pay by the Board of Education at the rate of twenty-five (25) percent of his/her accumulated but unused sick leave or fifty (50) days – whichever is less.

Bargaining unit members with 200 or more unused sick leave days will receive 55 severance days. Members with less than 200 days will receive 25 percent of his/her accumulated but unused sick leave.

Three (3) days of severance will be added provided the bargaining unit member notifies the Superintendent in writing by March 1 of his/her intent to retire at the conclusion of the school year. The bargaining unit member who retires must complete the school year to qualify for those three (3) additional days of severance pay.

1. Each retiring bargaining unit member's eligibility for payment based upon accrued but unused sick leave shall be determined as of the final date of employment and under the following conditions and criteria:

    a) The bargaining unit member must have had not less than ten (10) years of service with this school district, the state or its political subdivisions;

    b) The bargaining unit member actually terminates his employment with the District and retires;

c) The words "retires" or "retirement," as used herein, mean disability or service retirement under any state, municipal, or other political subdivision retirement system in the state;

d) If the bargaining unit member is otherwise eligible for retirement, except for the attainment of retirement age, he shall be entitled to payment of accrued but unused sick leave if he attains retirement age during the six (6) month period following the date on which his employment is terminated;

e) The bargaining unit member must, at the time of receiving his payment as provided herein, certify that all of the conditions and criteria set forth in this policy have been met, and shall supply such proof of documentation as may reasonably be required.

2. Payment as provided herein shall be made in three (3) equal payments. The first payment shall be made within three (3) weeks after the employee receives their first retirement check from the retirement system. The second payment will be made two (2) months after the first. The third payment will be made two (2) months after the second.

   If an employee retires at or after the age of 55 and severance pay is greater than $7,500.00, severance payments will be paid directly into a 403(b) account belonging to the eligible employee. Such payment shall be an employer non-elective contribution. No severance shall be paid unless an employee has a 403(b) account into which the payment may be made.

   If an employee retires before the age of 55, severance pay will be paid directly to the employee (not into a 403(b) account).

   Employees do not have discretion to choose between a cash payment and an employer non-elective contribution into their 403(b) account. If paid into a 403(b) account, severance and other post-retirement payments set forth in this Agreement shall be paid in the shortest period of time possible while staying within the 403(b) contribution limits set forth in the law.

3. The amount of benefit due the retiring bargaining unit member shall be determined by:

   a) Multiplying the bargaining unit member's accrued but unused sick leave up to a maximum of two hundred (200) days by twenty-five (25) percent. Three (3) days will be added if the third paragraph of this section is satisfied.

      Five (5) severance days will be added to this calculation if the unit member has accumulated 200 or more days of sick leave.

b) Dividing the annual salary of the bargaining unit member by the number of required work days to obtain the per diem rate;

c) Multiplying the product of "a" above by the bargaining unit member's per diem rate;

4. Receipt of payment for accrued but unused sick leave shall eliminate all other sick leave credit accrued but unused by the bargaining unit member.

H. S.T.R.S. – PICK-UP UTILIZING THE SALARY REDUCTION METHOD

The Board agrees with the Association to STRS "pick-up" utilizing the salary reduction method. Contributions to the State Teachers Retirement System will be paid on behalf of the unit member, at no cost to the Board, under the following terms and condition:

1. The amount to be picked-up and paid on behalf of each employee shall be each member's mandatory contribution on the employee's gross annual compensation. The employee's annual compensation shall be reduced by the amount equal to the amount "picked-up" by the Board for the purpose of State and Federal tax only.
2. The pick-up percentage shall apply uniformly to all members of the bargaining unit.
3. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
4. Payment for all paid leaves, sick leave, personal leave, severance and supplementals including unemployment and workman's compensation shall be based on the employee's daily gross pay prior to reduction as basis (e.g., gross pay divided by the number of days in a teacher's contract).

   Each teacher will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the "pick-up" in combination with other tax deferred compensation plans.

   If the foregoing "pick-up" provisions are nullified by subsequent Internal Revenue Service rulings, Ohio Attorney General Opinions, or other appropriate governing regulations, the Board and the Association will be held harmless and this article of the Agreement shall be declared null and void.

I. RETIREMENT BONUS

Upon a teacher's retirement after the first year of eligibility under STRS guidelines, the Board will pay to a retiring member of the bargaining unit twenty five percent (25%) of his/her final average salary as computed for STRS purposes.

Said payment will be made conditioned upon the following factors:

1. A teacher must resign effective at the end of the school year in which 30-33 years of STRS service credit is completed.

2. The retiring teacher must have at least twenty (20) years of service in the Ayersville Local School.

3. The retiring teacher must submit his/her resignation for purposes of retirement effective at the end of the school year. Such resignation must be submitted to the superintendent no later than March 1.

Retirement bonus pay will be made to the bargaining unit member on the same payment schedule as outlined in Section G(2) above. Effective with the 2002-2003 school year, newly hired employees will not be eligible for the Retirement Bonus.

J. PERSONAL LEAVE BONUS

At the end of each year, employees have 2 options concerning unused day of personal leave.

a.) At the end of each year, one (1) personal leave day may rollover to the next school year for a maximum of four (4) personal days.

b.) The employee may request compensation for personal leave days at $115.00 per unused personal days (maximum of 3 days). Less than full-time employees will receive $57.50. (See Appendix D.)

K. CURRICULUM ENRICHMENT/INNOVATION

The Ayersville Local Board of Education and the Ayersville Education Association are committed to provide the very best and most relevant education to the students of the Ayersville School District. To this end, the Board and the AEA have agreed to reward effort by a teacher(s) that would require time beyond the regular school day and/or time beyond the contracted number of school days. It is not the intent of this policy to supplant programs and initiatives that are already in place, but to motivate and reward teachers who involve themselves in curriculum enrichment or innovation that will directly affect classroom activity and performance.

The following guidelines may be helpful:

1. May be applied to planning time associated with implementing a new program, innovation, etc.

2. May not be applied to approved professional days, workshops, classes, etc., that total or partial reimbursement for expenses is made.

3. Individual or team applications that would include integrated or multi-grade (cross curriculum) activities are acceptable.

4. The amount of the award would depend on the after-school hours or time spent outside contracted days for planning and/or implementation.

5. Awards for days or partial days will be based on a seven (7) hour per day teacher work day.

6. Awards will be $125.00 per day with partial days rounded to the nearest tenth. (Example: 16 hours would equal 2.3 days.)

7. Teachers may be awarded up to three (3) days per year.

This is a voluntary program that would require interested teachers to make application to their principal. Approval by the principal and the superintendent will be necessary. Pay will be approved by the superintendent upon receipt of an evaluation at the conclusion of the curriculum enrichment/innovation activity.

Both the application form and the evaluation form can be picked up from your building principal. (Appendix E)

L. WORKSHOP (184th Day):

In addition to three (3) enrichment days and the one hundred eighty-three (183) contracted days, teachers may also attend one (1) workshop day (184th Day) approved by the Superintendent or designee. (Six hours is equivalent to one day.) The Board will pay per diem rate of pay, all mileage and registration fees. This day is optional. This day must be completed no later than August 15 each year if utilized.

ARTICLE IV
LEAVES OF ABSENCE

A. SICK LEAVE

1. Each member of the bargaining unit shall be entitled to sick leave of one and one-quarter (1 1/4) work days with pay for each completed month of service for a total possible of fifteen (15) days per year, cumulative to two hundred (200) days. After twenty-five years of experience, members will be allowed to accumulate up to a maximum of two hundred ten (210) days.

2. Certified employees without accumulated sick leave shall be advanced five (5) days for the remainder of the current contract year with the provision that such advanced sick leave may be recovered from final settlement with any employee who departs or terminates prior to the completion of the current

contract year. Those employees who remain employed by the Board will be allowed to restore advanced sick leave during subsequent years.

3. Bargaining unit members who are absent because of illness are still in the service of the District, and accumulate sick leave credit while absent. Bargaining unit members shall qualify for sick leave absences with full pay during any school year for any of the following reasons:

   a. Personal illness;
   b. Pregnancy, childbirth, and related medical conditions. (As per Title VII, this also applies to the father of the child being born.)
   c. Injury (personal);
   d. Exposure to contagious disease, which could be communicated to others.
   e. Absence due to illness, injury in the employee's immediate family (ORC 3319.141), which includes husband, wife, children, parents, employee's sister, brother, grandparents and a member of the same household.

4. Absence due to illness and injury of the employee's relatives outside of the immediate family will be limited to three (3) school days per year with additional days granted at the discretion of the superintendent in the case of multiple occurrences during a given school year.

5. Absence due to death of the employee's immediate family, which includes husband, wife, children, parents, or a member of the same household will be limited to ten (10) days per occurrence with additional days granted upon the approval of the Superintendent.

6. For death of relatives outside of the immediate family, absence may be approved not to exceed three (3) school days per occurrence.

7. For death of a close friend, two (2) days per year may be granted with prior approval of the Superintendent.

8. Upon request for sick leave, the bargaining unit member shall furnish a satisfactory signed statement indicating that he/she was absent for one of the qualified reasons above. The specifics of such reason do not have to be given.

9. Notification of accumulated days of sick leave will be stated on each pay notification.

10. Additional information may be required upon request by the administration. (i.e. note from health care provider)

B. PROFESSIONAL LEAVE

Professional days may be used by bargaining unit members to attend professional meetings relating to their specific teaching area or to observe an outstanding classroom program. These days may be granted by the Superintendent. Registration fees and housing for the professional meetings, mileage, per diem and substitute pay will be paid by the Board of Education. A report of the meeting attended will be made to the staff, the administration or the Board of Education if desired. Professional leave will be limited to three bargaining unit members in any one building per day. The Superintendent may approve additional members.

C. PERSONAL LEAVE

1. At the beginning of each school year each teacher shall be credited with three (3) personal days. The purpose of these days is for teachers to be able to transact necessary and personal business or attend to affairs of a personal nature, which cannot be conducted outside the regular school day.

2. A teacher planning to take a personal leave day or days shall notify his/her principal on the appropriate form (See Appendix F). Notification to use a personal leave day shall be made at least forty-eight (48) hours in advance except in case of an emergency. Personal leave will be granted based on the order of submission to the building principal.

3. Personal leave cannot be used during the following times unless the specific reason is identified by the teacher and approved by the Superintendent.

   a. First two weeks of school.
   b. Last two weeks of school.
   c. The day before or the day after any and all vacation periods.
   d. On three consecutive workdays.

4. Personal leave will be limited to Three (3) teachers in any one building on any one day, unless a specific reason is identified by the teacher and approved by the Superintendent.

5. The leave form can be picked up from your building principal.

D. ASSAULT LEAVE

1. Any teacher who is absent from employment due to disability resulting from an attack upon said teacher which occurs in the course of said teacher's employment with the Board of Education shall be granted up to twenty (20) working days assault leave which shall not accumulate from year to year. During the assault leave, the teacher shall be maintained on a full pay status.

2. Assault leave will not be granted under this policy unless the teacher in question: a.) signs a written statement justifying the granting and use of assault leave, on forms to be provided by the Board; b.) provides a certificate from a licensed physician stating the nature and probable duration of the disability and the necessity of absence from regular employment; c.) agrees to testify and cooperate in the prosecution of any juvenile or criminal proceedings that may be brought against the one responsible for the assault.

3. Falsification of either the aforesaid-signed statement or the physician's statement shall be grounds for suspension or termination of employment under Ohio Revised Code, Section 3319.16.

4. Assault leave provided hereunder shall not be charged against sick leave earned or earnable under Section 3319.141 of the Ohio Revised Code or leave granted under rules adopted by a Board of Education pursuant to Section 3319.08 of the Ohio Revised Code.

5. Any eligible benefits under the worker's compensation program of the State of Ohio would be utilized before provisions of the above become effective. The Board will pay the difference between worker's compensation and the Affected bargaining unit member's per diem rate.

E. PARENTAL LEAVE

1. A member of the bargaining unit who gives birth or adopts and/or assumes legal custody of a child under five (5) years of age shall be granted leave of absence without pay for a period not more than one (1) year.

2. Application for the leave shall be in writing and shall contain a statement of the expected date of birth, or the date of obtaining custody, the date on which the leave is to commence and the intended date of return to service. The application for the leave shall be submitted to the Superintendent at least (30) days prior to the commencement of the leave if at all possible.

3. Upon return to service at the expiration of such leave the bargaining unit member shall resume the contract status, which he/she held prior to such leave. In the event of reduction in force, the provisions of reinstatement shall be subject to the reduction in force agreement.

4. Upon notifying the Superintendent by April 1 of the preceding school year, a one-year extension of this leave may be granted.

F. MEDICAL LEAVE

A leave of absence without pay for a period of up to two (2) years shall be granted upon medical documentation of the need thereof.

1. The bargaining unit member shall supply statement from a physician specifically stating in terms of months, weeks, and/or days, the period of time the bargaining unit member will be unable to return to work because of illness.

2. If a bargaining unit member has been granted a leave of absence without pay for less than two (2) years and requests an extension of that leave of absence, then the Board will grant the request as long as the total time of the leave does not exceed two (2) years.

G. GENERAL PROVISIONS

1. Consistent with the Family Medical Leave Act, bargaining unit members on any approved unpaid leave may continue all of their group benefits for the duration of said leave providing they reimburse the Board for the portion of the premium costs not previously paid for by the Board. Those individuals on any approved unpaid leave not associated with the Family Medical Leave Act may continue all of their group benefits for the duration of said Leave providing they reimburse the Board for the premium costs. Those Individuals on paid leaves shall have their premium costs paid by the Board pursuant to the related sections of the Contract.

2. Should a bargaining unit member deem it necessary to request that an approved leave of absence be adjusted or terminated prior to the expected date of termination, he/she should immediately make said request to the Superintendent. The Superintendent will make reasonable efforts to accommodate the request of the teacher.

3. In order to maintain contract status the employee who has been granted a leave of absence must inform the Board by April 1 of his/her intention to resign, work or request an additional leave for the following year. Failure to do so may result in termination of the employee's contract.

    a. The Family and Medical Leave Act of 1993 (FMLA) requires that all eligible employees be allowed up to twelve (12) work weeks per year of unpaid leave. Paid sick leave will run concurrently with FMLA. For additional information see the district Treasurer.

To determine eligibility for FMLA, information from your health care provider may be required.

H. LEGAL OBLIGATIONS

In the case of jury duty, or when subpoenaed by a court, the Board will grant a leave for legal purposes. Pay for days of such absences shall be based on the difference between such bargaining unit member's regular compensation and the remuneration received for serving as a juror.

ARTICLE V
FRINGE BENEFITS

A. HOSPITAL/SURGICAL/MAJOR MEDICAL

1. The Board shall purchase from a carrier licensed by the State of Ohio hospital/surgical/major medical insurance coverage for each member of the bargaining unit and his/her family.

   Coverage plans will be Access + 1A (an NBHP plan) or high deductible plan (HDHP).

   Funding for the initial year's HSA will be as per item 3a listed below. Subsequent years will be funded per the schedule listed in item 3. HSA contributions will begin the first full month following employment.

2. The Board will pay full-time bargaining unit members' following percentage of premiums for the Access + 1A plan per calendar year:

   a. Coverage beginning January 1, 2011 and ending December 31, 2014:
      i. 93% Family/Single
   b. Coverage beginning January 1, 2015 and ending December 31, 2015:
      i. 91% Family/Single
   c. Coverage beginning January 1, 2016 and ending December 31, 2016:
      i. 90% Family/Single
   d. For employees hired to begin employment during the 2013-2014 school year, the Board will pay full-time bargaining unity members 90% of premiums for Access+ 1A plan.

3. The Board will match monthly contributions made to Health Savings Accounts (HSA) for bargaining unit members who choose to participate in the HDHP plan as per the following:

   a. Beginning January 1, 2014, and ending December 31, 2014, the Board will match 150% of the contributions of bargaining unit members, with a maximum Board contribution of $150 per month for family plans and $75 for single plans.
   b. Beginning January 1, 2015 and ending December 31, 2015, the Board will match 100% of the contributions of bargaining unit members with a maximum Board contribution of $100 per month and $50 for single plans.

c. Beginning January 1, 2016 and ending December 31, 2016, the Board will match the contributions of bargaining unit members to a maximum of $50 per month and $25 for single plans.

No partial months will be funded. HSA funding will begin the first day of the month following the beginning of employment or the month immediately following the effective day of enrollment.

4. The Board will pay 50% of the unit member's family monthly premium and 50% of the unit member's single premium for unit members who work less than full-time but more than three (3) hours per day.

5. Unit members must work a minimum of three (3) hours per day to receive health care benefits.

6. Benefits – Health insurance benefits are listed in Appendix "G."

7. Enrollment Period – The Access + 1A and HDHP plans have no open enrollment period for unit members, except for qualifying events.

B. MEDICAL WAIVER OPTION

Bargaining unit members may waive their right to medical insurance. Bargaining Unit members who are eligible for the health insurance as provided by the district shall inform the Treasurer of their intent not to accept such insurance by August 1 for the 2001-2002 school year and thereafter. These members shall then receive an incentive payment equal to $2,000. Bargaining unit members waiving this right will receive a lump sum payment on the first pay period in August. This payment will be granted each year so long as the individual is not reinstated in the Board medical plan.

Once a bargaining unit member opts out of the insurance and accepts such waiver, the bargaining unit member understands they cannot be reinstated into the district's insurance plan unless that person has a life altering event such as, but not limited to: marriage, retirement, loss of coverage from another carrier, death, etc.

C. GROUP LIFE

The Board shall purchase from a carrier licensed by the State of Ohio, group Term life insurance for each certificated employee in the amount of $40,000. The full cost of this program and any increases thereof, shall be paid by the Board.

D. DENTAL INSURANCE

1. Shared Costs

Dental insurance will be made available to members of the bargaining unit. The Board will pay eighty (80) percent of the cost per month per bargaining unit member and the bargaining unit member will pay twenty (20) percent of the cost per month for dental insurance.

2. Coverage

Coverage is as follows:

After a deductible amount, the plan will pay a percentage of the Reasonable and customary fees charged by a dentist. These two features provide for a sharing of cost by the dental plan and the insured person.

The deductible and co-insurance percentage that applies to each category of expense if illustrated as follows on page 20.

3. Enrollment Period

Dental insurance will have an annual enrollment period for bargaining unit members, except for qualifying events.

(Dental Plan)

BASE PLAN BENEFITS

COVERED EXPENSE	INDIVIDUAL DEDUCTIBLE (Per Calendar Year)	FAMILY DEDUCTIBLE (Per Calendar Year)	COINSURANCE AMOUNT
CLASS I	None	None	100%
CLASS II	$25	$50	80%
CLASS III	$25	$50	60%
CLASS IV	None	None	60%

CALENDAR YEAR MAXIMUM (For All Class I, II & III Expenses) $1,000 Per Person

ORTHODONTIC LIFETIME MAXIMUM (For All Class IV Expenses) $1,000 Per Person

SUMMARY OF COVERAGE

$25 CALENDAR YEAR DEDUCTIBLE

CLASS I PREVENTIVE & DIAGNOSTIC

Routine Oral Exams:
Once every 6 months
Teeth Cleaning
Once every 6 months
Fluoride Treatments
Once every 12 months
Emergency Pain Treatments
Diagnostic X-Rays
Tests & Lab Exams
Space Maintainers

100%

CLASS II BASIC RESTORATIVE

Fillings—Amalgams, Silicate, Acrylic
Root Canal Therapy
Treatment of Gum Disease
Repair of Bridgework & Dentures
Extractions & Oral Surgery
General Anesthesia only if *medically* necessary

80%

CLASS II MAJOR RESTORATIVE

Inlays, Onlays, Gold Fillings or Crown Restorations
Initial Installation of Fixed Bridgework
Installation of Partial or Full, Removable Dentures
Replacement of Existing Bridgework or Dentures

60%

CLASS IV ORTHODONTIA

Full Banded Orthodontic Treatment
Appliances for Tooth Guidance
Appliances to Control Harmful Habits
Retention Appliances--Not in connection with full banded treatment

60%

Calendar Year Maximum **$1,000 Per Person**

Lifetime maximum Per Person **$1,000**

E. VISION INSURANCE

The Board shall provide vision/optical insurance as listed below for each bargaining unit member. The Board shall pay 100% of the premium cost for each plan.

NBEC VISION INSURANCE PLAN 2B
$20 Total Co-payment
Exams every 12 months
Lenses every 12 months
Frames every 24 months

ARTICLE VI
GRIEVANCE PROCEDURE

A. DEFINITION

A "Grievance" is defined as a claim by a bargaining unit member, group of bargaining unit members, or Association [hereafter called the grievant] that there has been a violation, misinterpretation or misapplication of any provision of this Master Agreement.

B. PURPOSES

The following purposes are presented as a framework from which the grievance procedures hereinafter set forth have been developed, and according to which they are to be conducted:

1. To secure, at the lowest possible administrative level, equitable solutions to grievances which arise from time to time. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. To insure that a complaint is considered fairly, with all due speed, and without prejudice or reprisal.

C. INFORMAL PROCEDURE

In the event that the grievant believes there is a basis for a grievance, he may first discuss the alleged grievance with the immediate administrative person who has the authority to bring about a resolution of the alleged problem. Said discussion may be held confidentially and personally by the grievant, and/or his Association representative.

D. FORMAL PROCEDURES

STEP I

No later than twenty **five (25)** working days after the grievant could reasonably be expected to know about the occurrence of the alleged violation giving rise to the grievance, the grievant may submit to the building principal, who has the authority to bring about a resolution of the alleged problem, a completed and

signed STEP I grievance. A copy of the completed form shall be given to the grievant and to the Association. Within five (5) school days of receipt of the Grievance Report, the administrator shall meet with the grievant and/or his Association representative in an effort to resolve the grievance. The administrator shall indicate in writing his disposition to the grievant and the Association within five (5) school days after such meeting.

STEP II

If the grievant is not satisfied or if no disposition of the grievance has been made within the time limits set forth in STEP I, the grievant, and/or the Association representative shall within ten (10) school days complete a written Grievance Report Form, STEP II, and submit the same to the Superintendent. Within ten (10) school days the Superintendent and/or his designated representative shall meet with the grievant and/or his Association representative. Within five (5) school days of the meeting, the Superintendent shall indicate in writing his disposition, and forward a copy thereof to the grievant, the Association, and Administrator(s) involved.

STEP III

If the grievant and/or Association is not satisfied with the disposition of the Superintendent, or if no disposition has been made within the above stated time limits in STEP II, the grievant and/or Association representative may within ten (10) school days submit the grievance to an impartial arbitrator by filing with the Superintendent a request for arbitration. A request for a list of seven (7) arbitrators shall be submitted to the American Arbitration Association in accordance with its rules, which rules shall likewise govern the arbitration proceeding. The arbitrator shall have no power to alter, add to, or subtract from the state policies and rights herein contained, and his award shall be final and binding upon the parties. The fees and expenses of the arbitrator shall be paid by the losing party.

E. GENERAL PROVISIONS

1. Grievances that relate to more than one building shall commence at STEP II.
2. The time limits provided for in his Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Superintendent shall use his best efforts to process such grievance prior to the end of the school term or as soon thereafter as reasonably possible.
3. Nothing herein contained shall be construed to limit the right of an individual teacher to discuss a personal complaint with a supervisory person without recourse to grievance procedure except that the Association will be informed of any results that affect the Agreement.
4. The grievant may be represented at all stages of the grievance procedure

by any person of his own choosing. When the grievant is not represented by the Association, the Association shall be notified by the Administration that a grievance has been filed and have the right to have its representative present to state the views of the Association at all stages of the grievance procedure.

5. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
6. A teacher engaged during the school day on behalf of the Association with any representative of the Board in any professional grievance, including arbitration, shall be released from regular duties during such participation without loss of salary.
7. Hearings and conferences under this procedure will be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present.
8. The Association shall have the exclusive right to determine whether the grievant may proceed to the arbitration step of the procedure.
9. If at any time during the grievance procedure the grievant and/or Association does not meet the time limitations as stated above, the grievance is considered waived. Likewise, if the Administration or Superintendent does not meet its time limitations, the grievance is sustained.

Note: See Appendix "H" for appropriate forms.

ARTICLE VII
FAIR TREATMENT & DISMISSAL

A. GENERAL PROVISIONS

Whenever any bargaining unit member is required to meet with any employer representative concerning any matter which could adversely affect the employee's status, the employee shall be given reasonable, prior, written notice of the time and nature of the meeting and shall be entitled to have present an Association representative.

After the fourth limited contract no bargaining unit member shall be discharged, officially reprimanded, suspended or non-renewed without due process and substantiated unsatisfactory evaluations. Any such action shall be subject to the grievance procedure set forth in the Agreement.

Formal reprimand or discipline of a teacher by an administrator for violation of reasonable Board regulations or rules, for reasons related to the bargaining unit member's professional performance or for other reasons that would inhibit the effectiveness of the bargaining unit member, shall be made in writing by the administrator making the charge or imposing the disciplinary action.

Prior to any formal action, the teacher shall be informed of his right to representation of his choice at the meeting in which the disciplinary action is to take place.

Said teacher shall have the right to present evidence and/or witnesses and to otherwise respond to the allegations brought against him.

Failure of the bargaining unit member to adhere to reasonable rules and regulations will result in the following procedure for disciplinary action.

First Offense – Verbal reprimand by the bargaining unit member's administrator. This verbal reprimand will be recorded but if no further infraction occurs, the record will not be placed in the employee's file.

Second Offense – The bargaining unit member will be notified at least two school days in advance of a conference regarding the second offense. A written reprimand will be given to the bargaining unit member during this conference. The bargaining unit member shall have the right to request that an association representative of his/her choosing be present at the conference. The bargaining unit member will be asked to sign as proof of receiving the written reprimand. A copy will be dated and placed in the bargaining unit member's file.

Third Offense – Two-day suspension. A bargaining unit member who continues behaviors necessitating the use of this provisions for reasons related to the bargaining unit member's professional performance or for other reasons that would inhibit the effectiveness of the bargaining unit member's work will, after the third occurrence, be suspended for two (2) workdays without pay. The bargaining unit member will be notified at least two school days in advance of a conference regarding the third offense. The bargaining unit member shall have the right to request that an association representative of his/her choosing be present at the conference. Upon return from suspension the bargaining unit member, principal, superintendent, and association representative will meet to discuss and to design a specific course of corrective action. Association representative will not assist in designing the specific course of corrective action.

Severe Offense – If the violation is severe enough to warrant immediate discipline at Step Two or Three (violations such as theft, sexual harassment or misconduct during working hours, physical violence, or other offenses involving gross misconduct), the above disciplinary steps may be waived, and the Superintendent may suspend a bargaining unit member for up to three (3) days without pay pending investigation of the charges.

Within five (5) days a hearing will be scheduled with the bargaining unit member, his/her representative, and the Superintendent, to respond to the charged violations. If after hearing all testimony the superintendent decides not to implement disciplinary action against the bargaining unit member, the written reprimand and/or notice of suspension will be removed from the bargaining unit member's file, and the member will return to his/her contractual duties.

B. TERMINATION OF CONTRACT

The termination of a contract during the term of such contract, shall be only for those grounds as set forth in Section 3319.16, Ohio Revised Code. The procedures for termination of a contract shall be as prescribed by Section 3319.16.

C. SUSPENSION PENDING TERMINATION

A teacher suspended without pay pursuant to Section 3319.16, Ohio Revised Code, shall be paid his full salary for the period of suspension if, after the hearing, the decision of the Board of Education is against termination.

ARTICLE VIII
PUBLIC COMPLAINT PROCEDURE

A. COMPLAINT PROCEDURE

COMPLAINTS AGAINST BARGAINING UNIT MEMBERS

1. Community and school communication ideally should be such that most complaints may be resolved through a pre-arranged personal conference with the bargaining unit member and the complainant. If such conferences do not lead to understanding and resolution of problems involved, a complainant may pursue further action by submitting a written complaint against a professional staff member to the principal of the school. The principal will give a copy to the professional staff member. If the individual(s) refused to submit the complaint in writing, then the matter will be considered closed.

2. Further action concerning the complainant will be initiated by the following procedures.

   a. If requested by the complainant or the professional staff member, a meeting involving the professional staff member and a representative if so desired, the principal and the complainant will be arranged at a mutually convenient time to discuss the complaint.

   b. If it is still unresolved, it may be appealed to the Superintendent.

   c. If it is still unresolved, the issue may be appealed to the Board.

3. Miscellaneous

   a. Complaints will not be placed in a bargaining unit member's personnel file.

b. The bargaining unit member shall have the right to a representative of his/her choosing at each step of this procedure.

c. The chain of appeal as outlined in Section 2 shall be followed in order. Any complaints received at an upper level (Superintendent and/or Board) shall be referred back to the appropriate level.

ARTICLE IX
MULTI-YEAR CONTRACTS

A. The Board of Education agrees that after a teacher successfully completes two one-year limited contracts, the Superintendent will recommend a two-year limited contract to that teacher.

After a teacher successfully completes a two-year limited contract, the Superintendent will recommend a three-year limited contract to that teacher.

Successive contracts will continue to be three-year contracts.

Continuing contracts may be issued mid-limited contract if qualified and with prior approval of the Superintendent

If unsuccessful evaluations are documented, a contract recommendation of less than what is stated above may be recommended by the Superintendent.

B. CONTINUING CONTRACTS

1. Any teacher employed by the Board who will become eligible for a continuing contract for the succeeding school year, and/or at the expiration of the current limited contract, shall provide written notice to the Superintendent that the staff member is eligible for a continuing contract no later than December 15TH of the school year in which they become eligible. Notice received after December 15th shall not serve as the notice required by this section for the following school year.

2. A teacher becomes eligible upon satisfaction of one of the following:

- Teacher is employed by the Board for a period of two years and the teacher has previously attained continuing contract status in another Ohio public school district.
- Teacher has worked in the School District for three of the last five years and has a professional certificate/license.

    a. If the teacher held his/her master's degree at the time of the issuance of the initial license, the teacher has started and

completed six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license; or

b. If the teacher did not hold a master's degree at the time of the issuance of the initial license, the teacher has started and completed thirty semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license.

3. Upon receiving the notice from a member that he/she is eligible for continuing contract and after having completed the evaluations of the member as required by Article X, if the Board or the Superintendent believes that the member is in need of further professional development, the Superintendent may recommend the issuance of a one (1) year extended limited contract to the member. If the Superintendent intends to recommend an extended limited contract, the Superintendent must advise the member, in writing, of the reasons for this recommendation and shall meet with the teacher upon the member's request.

4. In the event the administration fails to complete the evaluations as stipulated in Article X of the master agreement, the teacher will receive a successive contract as stipulated under section I. of this article. (Article IX.)

5. A member may withdraw their request for continuing contract at any time prior to Board action on their contract renewal.

6. The provisions of this section are intended to, and shall supersede and replace any conflicting provisions of Ohio Revised Code sections 3319.07, 3319.08, 3319.11, 3319.111, 3319.22, Chapter 3301-24 of the Ohio Administrative Code and any and all other provisions of the Ohio Revised Code or Ohio Administrative Code governing the issuance and granting of continuing contracts.

ARTICLE X
EVALUATION
(See Appendix I)

A. CLASSROOM EVALUATION

1. There will be classroom observation of the work performance of a teacher for the purpose of a formal written evaluation to assess the employee's teaching performance, to help the employee to achieve greater effectiveness in performance of the teaching assignment and to constitute the basis for

personnel decisions including reassignments, continuing contract status, limited contract renewal, limited contract non-renewal or termination.

B. DEFINITIONS

1. Ohio Teacher Evaluation System (OTES): The teacher evaluation system that is codified under sections 3319.111 and 3319.112 of the Ohio Revised Code.

2. Evaluation Framework: The document created and approved by the Ohio Department of Education (ODE) in accordance with section 3319.111(A) of the Ohio Revised Code that establishes the standards-based framework for the evaluation of teachers developed under section 3319.112 of the Ohio Revised Code.

3. Evaluation Procedure: The evaluation procedure will be the procedural requirements set forth in this agreement to provide specificity to the statutory obligations established under sections 3319.111 and 3319.112 of the Ohio Revised Code and to conform to the framework for the evaluation of teachers developed under section 3319.112 of the Ohio Revised Code.

4. Evaluation Factors: The two factors, which are required by law and weighted equally, are student growth measures at fifty (50) percent and teacher performance at fifty (50) percent.

5. Teacher Performance: The assessment of a teacher's performance, resulting in a performance rating. As an evaluation factor, the teacher performance dimension is based on direct observations and walkthroughs that are performed by a credentialed evaluator, as well as the evidence collected in the Teacher Evaluation Portfolio. Teacher performance results are reported as a teacher performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.

6. Student Growth Measure (SGM): A tool or assessment that is used to measure, or determine, student academic growth. As an evaluation factor, the SGM dimension is based on value-added scores, assessments from ODE's list of assessments for teachers where value-added scores are not available, and/or from local measures of student growth based on student learning objectives (SLOs) or other student growth measures. SGM results are reported as: above expected levels of student growth, expected levels of student growth, below expected levels of student growth.

7. Evaluation Rating: The final, summative evaluation rating that is assigned to a teacher based on evaluations that are conducted pursuant to the terms of this agreement. The evaluation rating is assigned at the conclusion of the evaluation cycle when the teacher performance rating is combined with the results of student growth measures where fifty (50) percent of the evaluation

rating is based on student growth measures and fifty (50) percent of the evaluation rating is based on a teacher performance rating. The evaluation rating will result in the assignment of a teacher to one of the following evaluation ratings: Accomplished, Proficient, Developing or Ineffective.

8. Evaluation Instrument: The process and forms used by the teacher's evaluator located in Appendix I of this agreement.

9. Student Learning Objective (SLO): A measurable, long-term academic growth target that a teacher sets at the beginning of the year for all students or for subgroups of students over a given interval of instruction based upon baseline data gathered at the beginning of the course.

10. Poorly Performing Teacher: A teacher who is assigned an evaluation rating of Ineffective for two (2) consecutive years so long as the teacher has been in the same position for those years.

11. Teacher of Record

    a. Is/Are responsible for assigning the grade to the student

    b. Is/Are required to have the proper credentials to teach the particular subject for which he/she has been designated "teacher(s)of record(s)"

    c. Is/Are responsible for a significant portion of a student's instructional time within a given subject or course:
       1. Minimum of 51% co-teaching;
       2. Minimum of 31% team teaching (classroom teacher(s));
       3. Minimum of 31% interventionist(s) (example: Title One and special education)

12. Linkage: The process of connecting the teacher (s) of record [based upon above definition] to a student's and/or defined group of students' achievement scores.

13. Shared Attribution: The practice of sharing student(s) achievement scores amongst a collaborative group of appropriately licensed educators who consistently meet, plan, and provide instruction and/or intervention for a student or defined group of students on a specific subject and/or grade level.

C. The following formal evaluation procedure will be followed:

1. The Formative Assessment including the current OTES Rubric shall include a pre-observation in-person conference between the teacher and the credentialed evaluating administrator and will take place prior to each observation.

2. The credentialed evaluating administrator will perform two observations no less than 30 minutes each in length to support the written evaluation.

3. A post-observation in-person conference will take place between the teacher and the credentialed evaluating administrator after each observation at which time the administrator will review the observation.

4. The written summative evaluation is to be completed within 10 working days following the final observation, unless an extension is mutually agreed upon by both parties.

5. Teachers will determine his/her own SGM or group SGM other than value-added including, but not limited to, type and duration (SLO and/or pre-post testing if applicable) and submit SGM to the SGM committee for approval.

6. SGM value added scores shall be prorated proportionate to the value added class schedule of a teacher.

7. Teacher performance shall consist of 50% of the evaluation rating. The Teacher Evaluation Portfolio and the current formative assessment OTES Rubric will be weighted equally.

8. Teachers will be granted at least 20 working days to correct identified deficiencies prior to the next observation. If after the second formal observation, a teacher's performance is found deficient to the extent that adverse personnel action may result, a third observation shall be conducted. The teacher will be granted at least 20 working days to correct deficiencies following the second observation.

9. Teachers will be given a copy of the written evaluation report prepared by their credentialed evaluator and will have a conference to discuss said report. In no event shall the teacher fail to receive the report later than one (1) day before such conference unless mutually agreed to otherwise by the teacher and supervisor. No such report will be submitted to the central office, placed in the teacher's file, or otherwise acted upon without prior conference with the teacher. No teacher will be required to sign a blank or incomplete form.

10. The written evaluation shall include recommendations that are specifically clear on what is to be done to improve in the event the credentialed evaluator finds need for improvement by a teacher. The credentialed evaluator involved in the evaluation shall assist the teacher by providing suggestions and a timeline for improvement in a written improvement plan.

11. Teachers have the right to give additional explanation to the credentialed evaluator's recommendations and have said explanations become an attachment to the teacher's written evaluation.

12. Should a teacher desire an additional observation by a properly qualified credentialed evaluator other than his/her immediate supervisor, the request should be made to the Superintendent of Schools. The Superintendent may assign another qualified credentialed evaluator from the qualifying list.

13. Any evaluation, which is ineffective or has below expected growth levels, must be accompanied by written improvement plan.

14. All evaluations will be completed by May 1 of each year and each teacher will receive the written evaluation report of his or her evaluation no later than May 10.

D. APPLICATION

1. The teacher evaluation procedure contained in this agreement applies to the following employees of the District:

   a. Teachers working under a license issued under sections 3319.22, 3319.26, 3319.222 or 3319.226 of the Ohio Revised Code who spend at least fifty (50) percent of their time providing student instruction.

   b. Teachers working under a permanent certificate issued under section 3319.222 of the Ohio Revised Code as it existed prior to September 2003 who spend at least fifty (50) percent of their time providing student instruction.

   c. Teachers working under a permanent certificate issued under section 3319.222 of the Ohio Revised Code as it existed prior to September 2006 who spend at least fifty (50) percent of their time providing student instruction.

   d. Teachers working under a permit issued under 3319.301 of the Ohio Revised Code who spend at least fifty (50) percent of their time providing student instruction.

   e. All others not covered under a-d above, shall remain on the previous evaluation system.

E. EVALUATORS

1. The person who is responsible for assessing a teacher's performance shall be:

a. The teacher's credentialed supervisor for those teachers with below expected level of student growth on the student growth measure dimension of the evaluation procedure.

b. A credentialed evaluator selected by the teacher for those teachers with an above expected level of student growth on the student growth measure dimension of the evaluation procedure. A qualifying list will be provided by the Superintendent that will include but is not limited to the building principals and Superintendent.

c. A credentialed evaluator selected with input by the teacher for those teachers with an expected level of student growth on the student growth measure dimension of the evaluation procedure.

2. All teachers will be notified of their credentialed evaluator by the midpoint of the first quarter of that school year. In the event a teacher is hired after this time, the credentialed evaluator will be determined and the teacher will be informed of the credentialed evaluator.

3. The evaluator shall not be a bargaining unit member.

F. TRAINING

1. Written instructions and training on the teacher evaluation procedure will be provided annually for all teachers and shall include the tools, processes, methodology, and the use of student growth measure data.

2. Updates to written instructions and evaluation procedures on the purpose, mechanics and dimensions of the evaluation procedure shall be presented to the teachers not later than September 15 of each year, or in the case of a teacher hired after September 15 they will receive this within 30 days of employment with the District.

G. INTENT TO NON-RENEW

1. If the Board has entered into a limited contract or extended limited contract with a teacher pursuant to section 3319.11 of the Ohio Revised Code, the credentialed evaluator shall perform a minimum of three formal observations during the evaluation cycle in any school year in which the Board may wish to declare its intention not to re-employ a teacher pursuant to division (B), (C)(3), (D), or (E) of that section.

H. CRITERIA FOR PERFORMANCE ASSESSMENT

1. Teachers shall be evaluated on his or her work performance based on the teacher evaluation portfolio, observations and walkthroughs of the teacher that are set forth in this agreement.

2. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

3. All results and conclusions of performance assessments must be documented and supported by evidence.

I. WALKTHROUGHS

1. The walkthrough shall be at least 3 minutes, but not more than 7 consecutive minutes in duration.

2. No later than two days after a walkthrough has been conducted, the teacher shall be provided feedback about the walkthrough. Including but not limited to the walkthrough form, including all scripted and anecdotal documents relative to the walkthrough.

3. No more than 15 walkthroughs shall be conducted per teacher each school year.

4. Walkthroughs can be requested by a teacher in addition to employer initiated walkthroughs.

5. Walkthroughs shall not disrupt and/or interrupt the learning environment in the classroom.

J. IMPROVEMENT PLAN FOR DEFICIENCIES IDENTIFIED DURING OBSERVATIONS AND/OR BELOW EXPECTED GROWTH MEASURES

1. A professional improvement plan is a clearly articulated assistance program for a teacher:

   a. Whose overall student growth measure dimension of the evaluation is below the expected level of student growth, and/or

   b. Improvement necessitated by formal observations resulting in the identification of teacher performance deficiencies.

2. All deficiencies shall be addressed during the post-observation conferences.

3. All deficiencies identified by the evaluator shall be compiled and reported in writing and a copy of the written report shall be provided to the teacher at the post-observation conference.

4. The evaluator involved shall make recommendations and otherwise assist the teacher for the purpose of improvement of identified deficiencies.

5. The evaluator and teacher shall develop a professional improvement plan to address the identified deficiencies and such plan shall be reduced to writing and provided to the teacher.

6. The improvement plan, as outlined in this section, shall detail:

   a. Performance issues documented as deficient;

   b. Specific performance expectations;

   c. The allocation of financial and other resources and assistance to be provided by the District to support professional development of the teacher;

   d. Sufficient, specific timelines, not less than 20 working days, as to allow for the improvement of identified deficiencies.

   e. The provision for a trained teacher instructional coach as stated in Article X, Section N of this agreement.

K. FINALIZATION OF REPORT

1. Completion of Evaluation Cycle

   a. The evaluation shall acknowledge the performance strengths of the teacher evaluated as well as performance deficiencies, if any. The evaluator shall note all the data used to support the conclusions reached in the formal evaluation report.

   b. The completed evaluation report shall be signed by the evaluator. The evaluation report will be presented to the teacher for signing as notification that said report will be placed in the personnel file.

   c. The teacher's signature cannot not be construed as evidence that the teacher agrees with the contents of the evaluation report.

   d. The evaluation report shall be completed no later than May 10, signed by both parties, and sent to the superintendent.

2. Response to Evaluation

   a. The teacher shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in

the teacher's personnel file. A copy, signed by both parties, shall be provided to the teacher.

3. Submission of ratings

   a. The District will report the aggregate final, summative teacher evaluation ratings as stipulated by the Ohio Department of Education.

L. PROFESSIONAL DEVELOPMENT

1. Professional growth plans shall be developed as follows:

   a. Teachers with above expected levels of student growth will develop a professional growth plan.

   b. Teachers with expected levels of student growth will develop a professional growth plan collaboratively with the credentialed evaluator.

   c. For the purposes of this agreement, professional growth shall be based on the overall student growth measure level, and not for individual subjects or classes taught.

   d. Professional growth for a school year shall be developed not later than October 1 of each school year.

   e. The Board shall provide for professional development and for the allocation of financial resources to accelerate and continue teacher growth and improvement and to provide support to poorly performing teachers as set forth in this agreement.

M. INSTRUCTIONAL COACH FOR TEACHERS ON AN IMPROVEMENT PLAN

1. The District may provide teachers under an improvement plan with an instructional coach who is not the credentialed evaluator.

2. Role of the Instructional Coach

   a. The instructional coach must have a minimum of 3 consecutive years of teaching experience.

   b. The instructional coach must hold a valid teaching certificate/license and may be assigned to teachers with the same area of certification/license.

   c. The instructional coach must have demonstrated the ability to work cooperatively and effectively with the professional staff members and have

extensive knowledge of a variety of classroom management and instructional techniques.

d. The instructional coach does not have a formal evaluation role. The instructional coach's role is to support the growth of the educator.

3. Release Time

a. Each instructional coach shall be granted release time for direct mentoring activities. Release time shall be separate from any other release time covered under this agreement and shall be coordinated by the building administrator upon approval by the Superintendent.

4. Protections

a. Other than a notation to the effect that a teacher served as a instructional coach the teacher's activities as an instructional coach shall not be part of that staff member's evaluation.

b. An instructional coach shall not be requested or directed to make any recommendation regarding the continued employment of the teacher.

c. No instructional coach shall be requested or directed to divulge information from the written documentation, or confidential mentor/mentee discussions.

d. All interaction, written or oral, between the instructional coach and the teacher shall be regarded with the same confidentiality as that represented by the attorney/client relationship. Any violation of this tenet by the instructional coach shall constitute grounds for immediate removal from his or her role as instructional coach.

e. At any time, the instructional coach or the teacher may exercise the option to have a new instructional coach assigned to the teacher. No specifics shall be given as basis for the exercise of this option and said change shall occur without prejudice or judgment to either the instructional coach or the teacher. This option may be exercised once a year by the instructional coach or the teacher. See Appendix I for request to change form.

N. DUE PROCESS

1. Teachers who disagree with the level of student growth, the rating of performance and/or the summative, or overall, evaluation rating shall be allowed to request a different evaluator.

2. Failure by the District to adhere to any timeline or condition established in this agreement shall render the summative rating of "Accomplished", providing the teacher was rated "Accomplished" the previous year, otherwise a rating of "Proficient" will be rendered. The District shall automatically re-employ the teacher under a continuing contract, if eligible, or an appropriate limited contract if the teacher is not eligible for a continuing contract.

O. PERSONNEL ACTION REQUIREMENTS

1. The evaluation procedure contained in this agreement shall not be used in any decision concerning the retention, promotion, removal, reduction, or recall of any teacher until three (3) years of data have been collected.

2. An evaluation cycle shall not be completed until all teachers have been provided a written report of the results of the evaluation.

3. The first year of collected data for the evaluation procedure shall be derived from assessments taken in the school year following the effective date of this agreement.

4. For the first evaluation cycle, following the effective date of this agreement, the District shall assign a rating of "Proficient" for all teachers for purposes of eTPES reporting.

5. In the event there is a change in the teacher's assignment or transfer, the teacher's summative rating will be based exclusively on the Teacher Performance dimension of the evaluation following the year of transfer or change.

Until 3 years of student data is available all certified staff are considered "comparable" should a Reduction In Force (RIF) be instituted.

ARTICLE XI
WORKING CONDITIONS

A. REQUIRED MEETINGS OR HEARINGS

Whenever any bargaining unit member is required to meet with any employer representative concerning any matter which could adversely affect the employee's status, the employee shall be given reasonable, prior, written notice of the time and nature of the meeting and shall be entitled to have present an Association representative.

B. INSTRUCTIONAL MATERIALS AND SUPPLIES

Each member of the bargaining unit shall be provided sufficient instructional materials and supplies necessary to perform in an effective manner.

C. SCHOOL CALENDAR/WORK YEAR

1. The work year for members of the bargaining unit shall consist of no more than one-hundred and eighty-three (183) days.

2. **PROFESSIONAL GROWTH**

   It is the goal of the Ayersville Board of Education to give opportunity for professional growth. This can be done by utilizing Curriculum Enrichment/ Innovation Days, Professional Days, and In-service days and still protect student contact time. Teaching kids is the most important thing we do.

3. Included in the one-hundred and eighty-three (183) days shall be the following:

   a) Two (2) teacher workdays with no students in attendance.

   b) One (1) professional in-service days will be planned and scheduled by a Local In-service Committee. This Committee will be made up of representatives from the Bargaining Unit and Administration. There may be one In-service Committee for each building.

   c) One hundred and eighty (180) days with students in attendance.

4. **PROFESSIONAL DEVELOPMENT COMMITTEE (TEACHER LICENSE)**

   The Ayersville Local Professional Development Committee shall be district-wide in scope and shall be the only committee of its type authorized to operate within the district. It shall consist of 3 teachers and 2 administrators. The Ayersville Local Professional Development Committee seeks to implement Ohio's vision of providing educators the freedom to shape their own professional development. We will accomplish this goal by assisting our educators and educational leaders to create high-quality professional development plans and activities of value to themselves, our students, and our district.

5. **CALENDAR COMMITTEE**

   School Calendar Committee will be established consisting of three (3) teachers selected by the Association and one (1) administrator and two (2) classified staff members. The purpose of this committee will be to develop at least two (2) calendars to be presented to the Ayersville staff for a vote. The successful calendar shall be submitted to the Board by the February Board meeting.

6. PERFORMANCE PAY EXPLORATORY COMMITTEE

We agree on the development of a committee to explore performance based compensation models for possible use in the future collective bargaining agreements. This committee will meet throughout the duration of the current contract. Committee will consist up to 4 members of the AEA and up to 4 members as designated by the Superintendent.

7. EVALUATION COMMITTEE

The evaluation committee will be established consisting of three (3) teachers selected by the Association and three (3) administrators. The purpose of this committee will be to annually review and recommend changes to the evaluation process used by the district. Recommendations will be made by consensus of the committee members and then presented to the Association and the Board for approval.

8. STUDENT GROWTH MEASURE COMMITTEE (SGM committee)

a. An SGM committee will be developed for the sole purpose of assessing, reviewing, approving the many facets of SGM and providing professional development in the area of SGM.

b. The SGM committee is responsible to jointly recommend the policies and procedures for the Student Growth portion of the Evaluation Procedures.

c. The committee shall consist of 9 members. Seven (7) members appointed by the Association, and two (2) administrators appointed by the Superintendent. One association member and one administrator will chair the committee.

d. The members shall be representative of the elementary school, the middle school, the secondary school, and specialty areas within the District.

e. The committee shall be chaired jointly by a committee member from the Association and a committee member from the Administration.

f. Association committee members will hold his/her position on the committee for a period of no less than two (2) years unless he/she leaves the district, retires, requests that the Association removes him/her from the committee, or is no longer able to serve on the committee due to unforeseen circumstances.

g. At the time that an Association or District committee member is no longer able to serve on the committee, the respective party will appoint a new member to the committee.

h. Members of the committee will receive training in the writing of SLO's including, but not limited to, SGM trainings with ODE trained trainers and any other trainings that become necessary for the committee.

i. The committee will establish by mutual agreement a meeting calendar.

j. Committee agendas will be developed jointly by the co-chairpersons of the committee.

k. The committee shall establish ground rules at the initial meeting, review them at each meeting, and update them thereafter as needed.

l. All decisions of the committee will be achieved by consensus.

m. The committee shall be authorized to utilize consultant(s) (examples are, but not limited to; educational consultants, software consultants, SGM trainers, etc.) as deemed appropriate. The cost, if any, shall be borne by the Board upon approval by the Superintendent.

n. Members of the committee shall receive release time for committee work and training as deemed necessary by the committee upon approval by the Superintendent.

o. The district will provide secretarial support and assistance to the committee. Responsibilities may include data entry, note taking, copying, committee notification, communications, and distribution of materials, preparation of forms/templates, and other duties as needed upon approval by the Superintendent.

p. The committee will review the multiple elements of SGM, using the approved established guidelines and return them to appropriate parties either for use for gathering data or for revision and resubmission to the committee.

q. The committee will develop a timeline by which teachers will turn in SGM and the timeframe the committee will return said SGM.

r. In the case that the committee returns an element of SGM for revision, feedback will be supplied to the individual or group as to what should be reviewed for revision prior to resubmission. A timeline will be developed for revisions and resubmission.

s. Association committee members will be paid the hourly rate of $25.00 for each hour he/she attends committee meetings outside of the contractual workday with hours upon approval by the Superintendent.

t. Association committee chair will be paid a supplemental rate of $1200.00.

D. TEACHING HOURS AND LOAD

1. Length of Workday

The maximum length of the regular workday for members of the bargaining unit shall be seven (7) hours and thirty (30) minutes. However, the day may be extended in the event of an emergency at the end of the school day.

2. Duty-Free Lunch

Each member of the bargaining unit shall be entitled to no less than a thirty (30) minute duty-free lunch period.

3. Planning and Conference Time

a. Elementary (K-4)

Members of the bargaining unit within the elementary buildings shall be provided no less than two hundred (200) minutes per week as planning and conference time.

b. Middle School (5-8)

1. Members of the bargaining unit teaching grades five (5) and six (6) shall be provided no less than two hundred (200) minutes per week as planning and conference time.

2. Members of the bargaining unit who teach grades seven (7) and eight (8) shall be provided a minimum of one (1) planning and conference period per day.

c. High School (9-12)

1. Members of the bargaining unit who teach grades nine (9) through twelve (12) shall be provided a minimum of one (1) planning and conference period per day.

d. Said planning and conference time shall not be scheduled during the time immediately preceding and/or following the student contact day.

4. The administration will attempt to eliminate certified teachers to be required to supervise recess through scheduling and the use of substitute aides when the situation presents itself.

ARTICLE XII
PERSONNEL FILES

A. There shall be only one official personnel file for each certificated staff member of the Ayersville Local Schools, which shall be maintained in the Superintendent's office. Building principals may maintain anecdotal personnel files but said files shall not be utilized for purposes of official Board action or discipline with regard to any bargaining unit member.

B. Any post employment materials in a teacher's personnel file may be reviewed by the teacher. Said teacher shall be entitled to have a representative of his/her choosing accompany him/her during such review.

C. The teacher shall receive upon request copies of any material in the file, which could impact on the unit member's employment status.

D. Anonymous letters or reports shall not be included in any evaluation nor placed in the teacher's personnel file or anecdotal file.

E. In any written communication between administrative offices, regarding a teacher, the teacher shall be sent a copy of the letter or memo.

F. All entries into the personnel file shall be dated as to entry.

G. Prior to placement in his/her personnel file, a teacher shall be entitled to review any clearly derogatory information, as determined by the Superintendent, and to have present at such review a representative of the teacher's choice. The teacher may respond in writing to such information and may have the response affixed to the information.

   Letters of reprimand or any material derogatory to a teacher's conduct, service, character, or person shall be removed from the employment record file at the end of three (3) years providing the teacher has taken appropriate action to correct the situation leading to the undesirable report.

The examination of an employee's personnel file shall be subject to State and Federal Law, which may apply in compliance with the Open Records Act.

ARTICLE XIII
FAIR SHARE FEE

The Ayersville Local Board of Education agrees to automatic payroll deduction, as a condition of employment, of an amount equal to the dues of the United Teaching Profession from the pay of all bargaining unit members who elect not to become members of the United Teaching Profession, (NEA, OEA, NWOEA, AEA) or who elect not to remain members.

Payroll deduction of such fair share fees shall begin with the first pay period after January 15 in any given year. In the case of employees hired after the beginning of the school year who are fair share fee payers, the payroll deduction shall commence of the first pay date after sixty (60) days of employment or January 15, whichever is later. In no case shall it be later than March 15.

Dues rates and fair share fee rates shall be transmitted by the Association to the Treasurer of the Board on or about January 1 of each year for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.

The Board further agrees to accompany each such transmittal with a list of the names of bargaining unit members for whom all such deductions were made, the period covered, and the amounts deducted for each.

Upon timely demand, non-members may appeal to the Association the payment of the fair share fee pursuant to the internal procedure adopted by the Association, or such non-members may submit such appeals as provided by law.

The amount to be deducted from the checks of all non-Association members shall be the full dues of the United Teaching Profession, unless the Association notifies the Treasurer of the Board to the contrary, and such deductions shall continue through the remaining number of payroll periods over which Association membership dues are deducted.

The above fair share fee provision shall be an exclusive right of the Association not granted to any other employee organization seeking to represent employees in the bargaining unit represented by the Association.

If for any reason the Board fails to make a deduction for any employee as above provided, it shall make that deduction from the employee's next pay in which such deduction is normally deducted after the error has been called to its attention [in writing] by the employee and/or the Association. The Association agrees to hold the Board and its designees harmless for any and all errors arising out of the dues deduction procedure. The Association agrees to assume full responsibility for correcting any and all errors arising out of the dues deduction process.

ARTICLE XIV
REDUCTION IN FORCE

A. STAFF REDUCTIONS

The following procedures shall govern the reduction of certified staff made necessary as a result of lack of sufficient operating funds, decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, suspension of schools, or territorial changes affecting the District. O.R.C. 3319.11 shall not be used for the purposes covered by this section.

B. ATTRITION

To the extent possible, the number of persons affected by a reduction in force will be kept to a minimum by not employing replacements for employees who retire or resign or whose limited contracts are not renewed in accordance with Ohio Revised Code 3319.11 and other related sections of this Master Agreement.

C. REDUCTION OTHER THAN BY ATTRITION

To the extent that reductions under "A" above are not achieved through attrition or the non-renewal of limited contracts, reductions will be achieved by layoff. Layoff shall mean that a teacher's contract(s) will be suspended. When layoffs of members of the bargaining unit are necessary, comparable evaluations and seniority and areas of certification shall be the only criteria in determining such layoffs. Due to the lack of student data in relation to the implementation of the OTES evaluation standards, all certified staff are considered "comparable" should a Reduction In Force (RIF) be instituted.

Layoffs shall be on the basis of last hired first to be laid off. However, no teacher on continuing contract status shall be laid off, regardless of seniority, unless all teachers on limited contract in the affected area of certification have been laid off.

Any teacher who has been laid off shall have his name placed on a recall list.

D. SENIORITY AND CERTIFICATION

A seniority list shall be established listing all members of the bargaining unit, the date of hire-in, and the areas of certification held by each teacher.

Seniority shall be determined by the length of continuous service in the school system. Among those with the same length of continuous service, seniority shall be determined by:

a. The date of the Board meeting in which the teacher was hired; and then by
b. An agreed upon method of chance in which all affected parties have an equal opportunity.

Length of continuous service will not be interrupted or affected by authorized leaves of absence or layoff under the provisions of this Contract. However, once an individual's name is removed from the recall list pursuant to E-4 below, that person's seniority within the system is broken. The continuous service of a teacher who has returned to employment following resignation, or other termination of employment, will be measured from the date of return.
On or about January 30 of each school year, the Association President shall receive in writing a copy of the seniority list.

E. RECALL

1. Teachers on the Reduction in Force list shall be returned to active employment to fill vacancies in reverse order of reduction for any position that becomes available for which they are or have become certified before any permanent teacher full, part-time or substitute is hired.

2. In the event a vacancy(cies) becomes available, the Board shall recall the teacher to active employment status by giving written notice to the teacher.

   Said written notice shall be sent to the teacher by registered or certified letter addressed to the teacher's last known address. It shall be the responsibility of each teacher to notify the Board of any change in address.

3. A teacher on the Reduction Force list shall, have the right to accept or refuse a position which is offered. If the teacher refuses a position then the offer of the position shall go to the next certified teacher on the recall list.

4. A teacher's name shall remain on the Reduction in Force list for three (3) school years (July 1 to June 30) following the date he/she is first placed on the list.

ARTICLE XV
TRANSFER AND VACANCY

A. All teacher openings will be advertised to members of the bargaining unit prior to advertising outside the bargaining unit. When school is in session, the vacancy will be physically posted in each building and posted via email. If a vacancy occurs over the summer, notification shall be sent via email and posted on the school's official web site. Bargaining unit members will be given the option of having a vacancy notification sent via mail during the summer months.

B. In the determination of any transfer, voluntary or involuntary, it is understood that the educational requirements of the Ayersville Local Board of Education must be met. As such the following criteria, and in order of priority, will be used in the determination of voluntary and involuntary transfers:

   1. The instructional requirements of the Ayersville Local School District.

   2. The desires of the teacher to the extent that they do not conflict with #1 above.

C. GENERAL AND/OR DEFINITIONS

1. An opening and/or vacancy is defined as a current or new teaching position that is or will become available on or before the beginning of the next school year.

2. A transfer shall be defined as any of the following:

   a. A change from one building to another.

   b. A change from one grade level to another.

   c. A change in the majority of the teaching load from one department or another.

3. Teachers may request a voluntary transfer at any time by writing to the Superintendent.

4. Teachers shall be notified of assignments for the oncoming school year. Such notification shall be prior to July 1, preceding the school year in which the assignment is to take place. The notice shall include: building, grade level, and/or subjects. A change in assignment after July 1 shall occur only if an emergency exists. In cases of emergency, the superintendent will meet with the bargaining unit member affected and an association representative, immediately.

ARTICLE XVI
MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and constitution of the State of Ohio, and to the United States.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only to the extent of such specific and express terms of this contract and Ohio Statutes which include the Constitution and laws of the State of Ohio and the rules and regulations promulgated by the Ohio State Board of Education and the Constitution of the United States. Negotiable matters and management rights shall be in accordance with 4117.08 of the Ohio Revised Code.

ARTICLE XVII
EFFECT AND DURATION

A. SEPARABILITY

1. If any provision of this Agreement or any application of this Agreement to any bargaining unit member or employee or group of bargaining unit members or employees is held to be contrary to law by a court of competent jurisdiction, then such provision or application shall not be deemed valid and

subsisting, except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect.

2. If, during the term of this Contract, a mandatory state or federal law or regulation is passed that makes a part of this Contract invalid, representatives of the Board and the Association shall meet within thirty (30) days of a written request by either party to resolve the differences between the new mandatory state or federal law or regulation and the existing Contract.

3. All understandings and/or agreements reached under this procedure shall be reduced to writing, signed by each party, and made a party of the collective bargaining agreement.

B. MODIFICATION OF AGREEMENT

1. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by the parties.

2. Upon mutual consent to modify this Agreement, negotiations shall commence not more than ten (10) days thereafter.

C. DURATION OF AGREEMENT

This Agreement shall be effective as of August 1, 2013, through and including July 31, 2016.

D. SUCCESSOR AGREEMENT

This Agreement supersedes and cancels all previous agreements, between the Board and Association, and constitutes the entire written agreement between the parties.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries.

Ayersville Education Association

By: Kelly Wagner
President

Date: June 27, 2013

By: [illegible]

Date: June 27, 2013

By: Philip E. Liebrecht

Date: 6/27/13

Ayersville Local Board of Education

By: [illegible]
President

Date: 6-27-13

By: Tod Hug

Date: 6/27/13

By: Connie Neely

Date: 6/27/13

APPENDIX "A"

AYERSVILLE LOCAL SCHOOLS SALARY SCHEDULE
08/01/2013 - 07/31/2014

Base = $ 32,687

	BA		BA150		MA		MA15		MA30	
0	1.000	$ 32,687	1.060	$ 34,648	1.120	$ 36,609	1.172	$ 38,309	1.212	$ 39,617
1	1.040	$ 33,994	1.105	$ 36,119	1.170	$ 38,244	1.222	$ 39,944	1.267	$ 41,414
2	1.080	$ 35,302	1.150	$ 37,590	1.220	$ 39,878	1.272	$ 41,578	1.322	$ 43,212
3	1.120	$ 36,609	1.195	$ 39,061	1.270	$ 41,512	1.322	$ 43,212	1.377	$ 45,010
4	1.160	$ 37,917	1.240	$ 40,532	1.320	$ 43,147	1.372	$ 44,847	1.432	$ 46,808
5	1.200	$ 39,224	1.285	$ 42,003	1.370	$ 44,781	1.422	$ 46,481	1.487	$ 48,606
6	1.240	$ 40,532	1.330	$ 43,474	1.420	$ 46,416	1.472	$ 48,115	1.542	$ 50,403
7	1.280	$ 41,839	1.375	$ 44,945	1.470	$ 48,050	1.522	$ 49,750	1.597	$ 52,201
8	1.320	$ 43,147	1.420	$ 46,416	1.520	$ 49,684	1.572	$ 51,384	1.652	$ 53,999
9	1.360	$ 44,454	1.465	$ 47,886	1.570	$ 51,319	1.622	$ 53,018	1.707	$ 55,797
10	1.400	$ 45,762	1.510	$ 49,357	1.620	$ 52,953	1.672	$ 54,653	1.762	$ 57,594
11	1.440	$ 47,069	1.555	$ 50,828	1.670	$ 54,587	1.722	$ 56,287	1.817	$ 59,392
12	1.480	$ 48,377	1.600	$ 52,299	1.720	$ 56,222	1.772	$ 57,921	1.872	$ 61,190
13	1.520	$ 49,684	1.645	$ 53,770	1.770	$ 57,856	1.822	$ 59,556	1.927	$ 62,988
14	1.560	$ 50,992	1.690	$ 55,241	1.820	$ 59,490	1.872	$ 61,190	1.982	$ 64,786
15	1.600	$ 52,299	1.735	$ 56,712	1.870	$ 61,125	1.922	$ 62,824	2.037	$ 66,583
16							1.972	$ 64,459	2.092	$ 68,381
20	1.640	$ 53,607	1.780	$ 58,183	1.920	$ 62,759	2.022	$ 66,093	2.147	$ 70,179

***Step 25 longevity $1,000*
***Step 27 longevity $1,500 (additional $500)*

APPENDIX "A"

AYERSVILLE LOCAL SCHOOLS SALARY SCHEDULE
08/01/2014 - 07/31/2015

Base = $ 33,177

	BA		BA150		MA		MA15		MA30	
0	1.000	$ 33,177	1.060	$ 35,168	1.120	$ 37,158	1.172	$ 38,883	1.212	$ 40,211
1	1.040	$ 34,504	1.105	$ 36,661	1.170	$ 38,817	1.222	$ 40,542	1.267	$ 42,035
2	1.080	$ 35,831	1.150	$ 38,154	1.220	$ 40,476	1.272	$ 42,201	1.322	$ 43,860
3	1.120	$ 37,158	1.195	$ 39,647	1.270	$ 42,135	1.322	$ 43,860	1.377	$ 45,685
4	1.160	$ 38,485	1.240	$ 41,139	1.320	$ 43,794	1.372	$ 45,519	1.432	$ 47,509
5	1.200	$ 39,812	1.285	$ 42,632	1.370	$ 45,452	1.422	$ 47,178	1.487	$ 49,334
6	1.240	$ 41,139	1.330	$ 44,125	1.420	$ 47,111	1.472	$ 48,837	1.542	$ 51,159
7	1.280	$ 42,467	1.375	$ 45,618	1.470	$ 48,770	1.522	$ 50,495	1.597	$ 52,984
8	1.320	$ 43,794	1.420	$ 47,111	1.520	$ 50,429	1.572	$ 52,154	1.652	$ 54,808
9	1.360	$ 45,121	1.465	$ 48,604	1.570	$ 52,088	1.622	$ 53,813	1.707	$ 56,633
10	1.400	$ 46,448	1.510	$ 50,097	1.620	$ 53,747	1.672	$ 55,472	1.762	$ 58,458
11	1.440	$ 47,775	1.555	$ 51,590	1.670	$ 55,406	1.722	$ 57,131	1.817	$ 60,283
12	1.480	$ 49,102	1.600	$ 53,083	1.720	$ 57,064	1.772	$ 58,790	1.872	$ 62,107
13	1.520	$ 50,429	1.645	$ 54,576	1.770	$ 58,723	1.822	$ 60,448	1.927	$ 63,932
14	1.560	$ 51,756	1.690	$ 56,069	1.820	$ 60,382	1.872	$ 62,107	1.982	$ 65,757
15	1.600	$ 53,083	1.735	$ 57,562	1.870	$ 62,041	1.922	$ 63,766	2.037	$ 67,582
16							1.972	$ 65,425	2.092	$ 69,406
20	1.640	$ 54,410	1.780	$ 59,055	1.920	$ 63,700	2.022	$ 67,084	2.147	$ 71,231

***Step 25 longevity $1,000*
***Step 27 longevity $1,500 (additional $500)*

APPENDIX "A"

AYERSVILLE LOCAL SCHOOLS SALARY SCHEDULE
08/01/2015 - 07/31/2016

Base = $ 33,675

	BA		BA150		MA		MA15		MA30	
0	1.000	$ 33,675	1.060	$ 35,696	1.120	$ 37,716	1.172	$ 39,467	1.212	$ 40,814
1	1.040	$ 35,022	1.105	$ 37,211	1.170	$ 39,400	1.222	$ 41,151	1.267	$ 42,666
2	1.080	$ 36,369	1.150	$ 38,726	1.220	$ 41,084	1.272	$ 42,835	1.322	$ 44,518
3	1.120	$ 37,716	1.195	$ 40,242	1.270	$ 42,767	1.322	$ 44,518	1.377	$ 46,370
4	1.160	$ 39,063	1.240	$ 41,757	1.320	$ 44,451	1.372	$ 46,202	1.432	$ 48,223
5	1.200	$ 40,410	1.285	$ 43,272	1.370	$ 46,135	1.422	$ 47,886	1.487	$ 50,075
6	1.240	$ 41,757	1.330	$ 44,788	1.420	$ 47,819	1.472	$ 49,570	1.542	$ 51,927
7	1.280	$ 43,104	1.375	$ 46,303	1.470	$ 49,502	1.522	$ 51,253	1.597	$ 53,779
8	1.320	$ 44,451	1.420	$ 47,819	1.520	$ 51,186	1.572	$ 52,937	1.652	$ 55,631
9	1.360	$ 45,798	1.465	$ 49,334	1.570	$ 52,870	1.622	$ 54,621	1.707	$ 57,483
10	1.400	$ 47,145	1.510	$ 50,849	1.620	$ 54,554	1.672	$ 56,305	1.762	$ 59,335
11	1.440	$ 48,492	1.555	$ 52,365	1.670	$ 56,237	1.722	$ 57,988	1.817	$ 61,187
12	1.480	$ 49,839	1.600	$ 53,880	1.720	$ 57,921	1.772	$ 59,672	1.872	$ 63,040
13	1.520	$ 51,186	1.645	$ 55,395	1.770	$ 59,605	1.822	$ 61,356	1.927	$ 64,892
14	1.560	$ 52,533	1.690	$ 56,911	1.820	$ 61,289	1.872	$ 63,040	1.982	$ 66,744
15	1.600	$ 53,880	1.735	$ 58,426	1.870	$ 62,972	1.922	$ 64,723	2.037	$ 68,596
16							1.972	$ 66,407	2.092	$ 70,448
20	1.640	$ 55,227	1.780	$ 59,942	1.920	$ 64,656	2.022	$ 68,091	2.147	$ 72,300

***Step 25 longevity $1,000*
***Step 27 longevity $1,500 (additional $500)*

Ayersville Local Schools
Extracurricular Pay Schedule
2013-2014

A. All extra curricular contracts for 2013-2014 will be issued with $32,687.00 as base pay.

B. Extracurricular pay schedule:

				Base	$32,687
YEARS COMPLETED	**0-4**	**5-9**	**10-19**	**20-29**	**30+**
CATEGORY I	0.200	0.210	0.220	0.280	0.280
	$6,537	**$6,864**	**$7,191**	**$9,152**	**$9,152**
Instrumental					
CATEGORY II	0.185	0.195	0.205	0.215	0.225
	$6,047	**$6,374**	**$6,701**	**$7,028**	**$7,355**
Athletic Director					
CATEGORY III	0.150	0.160	0.170	0.180	0.190
	$4,903	**$5,230**	**$5,557**	**$5,884**	**$6,211**
Co-Athletic Director (2)					
Head Football					
Head Basketball (Boys)					
Head Basketball (Girls)					
Musical Director					
CATEGORY IV	0.140	0.150	0.160	0.170	0.180
	$4,576	**$4,903**	**$5,230**	**$5,557**	**$5,884**
Boys & Girls Swimming					
Boys and Girls Track					
CATEGORY V	0.120	0.130	0.140	0.150	0.160
	$3,922	**$4,249**	**$4,576**	**$4,903**	**$5,230**
Head Wrestling					
CATEGORY VI	0.095	0.105	0.115	0.125	0.135
	$3,105	**$3,432**	**$3,759**	**$4,086**	**$4,413**
Girls & Boys Cross Country					
CATEGORY VII	0.090	0.100	0.110	0.120	0.130
	$2,942	**$3,269**	**$3,596**	**$3,922**	**$4,249**
Assistant Football (4)					
Assistant Basketball (Boys)					
Assistant Basketball (Girls)					
Head Baseball					
Head Softball					
Head Volleyball					
Boys Head Track					
Girls Head Track					

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY VIII	0.075	0.085	0.095	0.105	0.115
	$2,452	**$2,778**	**$3,105**	**$3,432**	**$3,759**
9th Basketball (Boys)					
9th Basketball (Girls)					
9th Football					
CATEGORY IX	0.072	0.082	0.092	0.102	0.112
	$2,353	**$2,680**	**$3,007**	**$3,334**	**$3,661**
Asst. Wrestling					
CATEGORY X	0.065	0.075	0.085	0.095	0.105
	$2,125	**$2,452**	**$2,778**	**$3,105**	**$3,432**
7th Basketball (Boys)					
7th Basketball (Girls)					
8th Basketball (Boys)					
8th Basketball (Girls)					
JH Football (2)					
Stage Manager					
CATEGORY XI	0.060	0.070	0.080	0.090	0.100
	$1,961	**$2,288**	**$2,615**	**$2,942**	**$3,269**
Boys Cross Country					
Girls Cross Country					
Golf					
Tennis					
Asst. Volleyball					
Asst. Baseball					
Asst. Softball					
JH Wrestling					
HS Vocal					
Flag/Majorette					
Senior Advisor					
Junior Advisor					
Asst. Track (2)					
CATEGORY XII	0.050	0.060	0.070	0.080	0.090
	$1,634	**$1,961**	**$2,288**	**$2,615**	**$2,942**
9th Volleyball					
JH Track (Boys)					
JH Track (Girls)					
JH Volleyball					
Musical Assistant					
CATEGORY XIII	0.045	0.055	0.065	0.075	0.085
	$1,471	**$1,798**	**$2,125**	**$2,452**	**$2,778**
HS Yearbook					

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY XIV	0.040	0.050	0.060	0.070	0.080
	$1,307	**$1,634**	**$1,961**	**$2,288**	**$2,615**
Variety Show					
Show Choir					
Career Exploration					
Aquatics Director					
Basketball Cheerleading					
Football Cheerleading					
CATEGORY XV	0.035	0.045	0.055	0.065	0.075
	$1,144	**$1,471**	**$1,798**	**$2,125**	**$2,452**
HS Paper					
CATEGORY XVI	0.030	0.040	0.050	0.060	0.070
	$981	**$1,307**	**$1,634**	**$1,961**	**$2,288**
HS Student Council					
JH Cheerleading					
Orchestra Director					
District Mentor Coordinator					
CATEGORY XVII	0.025	0.035	0.045	0.055	0.065
	$817	**$1,144**	**$1,471**	**$1,798**	**$2,125**
Art Show Director (2)					
HS Academic Fair					
JH Academic Fair					
Middle School Yearbook					
CATEGORY XVIII	0.020	0.030	0.040	0.050	0.060
	$654	**$981**	**$1,307**	**$1,634**	**$1,961**
National Honor Society					
Business Club					
Spanish Club					
Science Club					
Math Club					
SADD					
Volunteens					
Art Club					
Quiz Bowl (2)					
Elementary Yearbook					
Mentor Teacher (maximum of two mentees per contract)					

MENTOR QUALIFICATION STIPEND: $300

Upon initial qualification as a mentor, as prescribed by the Ohio Department of Education, the teacher will receive a one-time stipend of $300. That teacher must be deemed "mentor qualified" by May 1 of the school year in which he/she receives mentor training. Payment will be made upon Principal authorization on the last pay of the fiscal year.

Teachers who have less than three years teaching experience in the district, as stipulated by the ODE and the NWOESC, are not considered "mentor qualified" as stipulated in the master contract and will not be eligible to receive the $300, unless, due to necessity, the District appoints that teacher with less than three years of experience to be a mentor. That teacher will then receive the $300 as per the Mentor Qualification criteria discussed above.

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY XIX	0.015	0.025	0.035	0.045	0.055
	$490	**$817**	**$1,144**	**$1,471**	**$1,798**
MS Paper MS Student Council Washington, D.C. Trip Coordinator					
CATEGORY XX	0.007	0.017	0.027	0.037	0.047
	$229	**$556**	**$883**	**$1,209**	**$1,536**
Sophomore Advisor Freshman Advisor					

C. Any coach who coaches two sports during the same season will receive full pay for one and one-half pay for the other.

D. Any teacher who accepts two extracurricular contracts will receive a $150 bonus.

E. Any teacher who accepts three extracurricular contracts will receive a $300 bonus.

F. Any teacher who accepts four extracurricular contracts will receive a $500 bonus.

G. Bonuses will be paid at the end of the 2013-2014 school year.

H. Credit towards experience increases will require verifiable paid experience in the same sport regardless of level. Boys and girls athletics are the same for the purpose of this section. All other positions will require verifiable paid years of experience specific to the supplemental position at any level.

Ayersville Local Schools
Extracurricular Pay Schedule
2014-2015

A. All extra curricular contracts for 2014-2015 will be issued with $33,177.00 as base pay.

B. Extracurricular pay schedule:

				Base	$33,177
YEARS COMPLETED	**0-4**	**5-9**	**10-19**	**20-29**	**30+**
CATEGORY I	0.200	0.210	0.220	0.280	0.280
	$6,635	**$6,967**	**$7,299**	**$9,290**	**$9,290**
Instrumental					
CATEGORY II	0.185	0.195	0.205	0.215	0.225
	$6,138	**$6,470**	**$6,801**	**$7,133**	**$7,465**
Athletic Director					
CATEGORY III	0.150	0.160	0.170	0.180	0.190
	$4,977	**$5,308**	**$5,640**	**$5,972**	**$6,304**
Co-Athletic Director (2)					
Head Football					
Head Basketball (Boys)					
Head Basketball (Girls)					
Musical Director					
CATEGORY IV	0.140	0.150	0.160	0.170	0.180
	$4,645	**$4,977**	**$5,308**	**$5,640**	**$5,972**
Boys & Girls Swimming					
Boys and Girls Track					
CATEGORY V	0.120	0.130	0.140	0.150	0.160
	$3,981	**$4,313**	**$4,645**	**$4,977**	**$5,308**
Head Wrestling					
CATEGORY VI	0.095	0.105	0.115	0.125	0.135
	$3,152	**$3,484**	**$3,815**	**$4,147**	**$4,479**
Girls & Boys Cross Country					
CATEGORY VII	0.090	0.100	0.110	0.120	0.130
	$2,986	**$3,318**	**$3,649**	**$3,981**	**$4,313**
Assistant Football (4)					
Assistant Basketball (Boys)					
Assistant Basketball (Girls)					
Head Baseball					
Head Softball					
Head Volleyball					
Boys Head Track					
Girls Head Track					

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY VIII	0.075	0.085	0.095	0.105	0.115
	$2,488	**$2,820**	**$3,152**	**$3,484**	**$3,815**
9th Basketball (Boys)					
9th Basketball (Girls)					
9th Football					
CATEGORY IX	0.072	0.082	0.092	0.102	0.112
	$2,389	**$2,721**	**$3,052**	**$3,384**	**$3,716**
Asst. Wrestling					
CATEGORY X	0.065	0.075	0.085	0.095	0.105
	$2,157	**$2,488**	**$2,820**	**$3,152**	**$3,484**
7th Basketball (Boys)					
7th Basketball (Girls)					
8th Basketball (Boys)					
8th Basketball (Girls)					
JH Football (2)					
Stage Manager					
CATEGORY XI	0.060	0.070	0.080	0.090	0.100
	$1,991	**$2,322**	**$2,654**	**$2,986**	**$3,318**
Boys Cross Country					
Girls Cross Country					
Golf					
Tennis					
Asst. Volleyball					
Asst. Baseball					
Asst. Softball					
JH Wrestling					
HS Vocal					
Flag/Majorette					
Senior Advisor					
Junior Advisor					
Asst. Track (2)					
CATEGORY XII	0.050	0.060	0.070	0.080	0.090
	$1,659	**$1,991**	**$2,322**	**$2,654**	**$2,986**
9th Volleyball					
JH Track (Boys)					
JH Track (Girls)					
JH Volleyball					
Musical Assistant					
CATEGORY XIII	0.045	0.055	0.065	0.075	0.085
	$1,493	**$1,825**	**$2,157**	**$2,488**	**$2,820**
HS Yearbook					

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY XIV	0.040	0.050	0.060	0.070	0.080
	$1,327	**$1,659**	**$1,991**	**$2,322**	**$2,654**
Variety Show					
Show Choir					
Career Exploration					
Aquatics Director					
Basketball Cheerleading					
Football Cheerleading					
CATEGORY XV	0.035	0.045	0.055	0.065	0.075
	$1,161	**$1,493**	**$1,825**	**$2,157**	**$2,488**
HS Paper					
CATEGORY XVI	0.030	0.040	0.050	0.060	0.070
	$995	**$1,327**	**$1,659**	**$1,991**	**$2,322**
HS Student Council					
JH Cheerleading					
Orchestra Director					
District Mentor Coordinator					
CATEGORY XVII	0.025	0.035	0.045	0.055	0.065
	$829	**$1,161**	**$1,493**	**$1,825**	**$2,157**
Art Show Director (2)					
HS Academic Fair					
JH Academic Fair					
Middle School Yearbook					
CATEGORY XVIII	0.020	0.030	0.040	0.050	0.060
	$664	**$995**	**$1,327**	**$1,659**	**$1,991**
National Honor Society					
Business Club					
Spanish Club					
Science Club					
Math Club					
SADD					
Volunteens					
Art Club					
Quiz Bowl (2)					
Elementary Yearbook					
Mentor Teacher (maximum of two mentees per contract)					

MENTOR QUALIFICATION STIPEND: $300

Upon initial qualification as a mentor, as prescribed by the Ohio Department of Education, the teacher will receive a one-time stipend of $300. That teacher must be deemed "mentor qualified" by May 1 of the school year in which he/she receives mentor training. Payment will be made upon Principal authorization on the last pay of the fiscal year.

Teachers who have less than three years teaching experience in the district, as stipulated by the ODE and the NWOESC, are not considered "mentor qualified" as stipulated in the master contract and will not be eligible to receive the $300, unless, due to necessity, the District appoints that teacher with less than three years of experience to be a mentor. That teacher will then receive the $300 as per the Mentor Qualification criteria discussed above.

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY XIX	0.015	0.025	0.035	0.045	0.055
	$498	**$829**	**$1,161**	**$1,493**	**$1,825**
MS Paper MS Student Council Washington, D.C. Trip Coordinator					
CATEGORY XX	0.007	0.017	0.027	0.037	0.047
	$232	**$564**	**$896**	**$1,228**	**$1,559**
Sophomore Advisor Freshman Advisor					

C. Any coach who coaches two sports during the same season will receive full pay for one and one-half pay for the other.

D. Any teacher who accepts two extracurricular contracts will receive a $150 bonus.

E. Any teacher who accepts three extracurricular contracts will receive a $300 bonus.

F. Any teacher who accepts four extracurricular contracts will receive a $500 bonus.

G. Bonuses will be paid at the end of the 2014-2015 school year.

H. Credit towards experience increases will require verifiable paid experience in the same sport regardless of level. Boys and girls athletics are the same for the purpose of this section. All other positions will require verifiable paid years of experience specific to the supplemental position at any level.

Ayersville Local Schools
Extracurricular Pay Schedule
2015-2016

A. All extra curricular contracts for 2015-2016 will be issued with $33,675.00 as base pay.

B. Extracurricular pay schedule:

				Base	$33,675
YEARS COMPLETED	**0-4**	**5-9**	**10-19**	**20-29**	**30+**
CATEGORY I	0.200	0.210	0.220	0.280	0.280
	$6,735	**$7,072**	**$7,409**	**$9,429**	**$9,429**
Instrumental					
CATEGORY II	0.185	0.195	0.205	0.215	0.225
	$6,230	**$6,567**	**$6,903**	**$7,240**	**$7,577**
Athletic Director					
CATEGORY III	0.150	0.160	0.170	0.180	0.190
	$5,051	**$5,388**	**$5,725**	**$6,062**	**$6,398**
Co-Athletic Director (2)					
Head Football					
Head Basketball (Boys)					
Head Basketball (Girls)					
Musical Director					
CATEGORY IV	0.140	0.150	0.160	0.170	0.180
	$4,715	**$5,051**	**$5,388**	**$5,725**	**$6,062**
Boys & Girls Swimming					
Boys and Girls Track					
CATEGORY V	0.120	0.130	0.140	0.150	0.160
	$4,041	**$4,378**	**$4,715**	**$5,051**	**$5,388**
Head Wrestling					
CATEGORY VI	0.095	0.105	0.115	0.125	0.135
	$3,199	**$3,536**	**$3,873**	**$4,209**	**$4,546**
Girls & Boys Cross Country					
CATEGORY VII	0.090	0.100	0.110	0.120	0.130
	$3,031	**$3,368**	**$3,704**	**$4,041**	**$4,378**
Assistant Football (4)					
Assistant Basketball (Boys)					
Assistant Basketball (Girls)					
Head Baseball					
Head Softball					
Head Volleyball					
Boys Head Track					
Girls Head Track					

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY VIII	0.075 **$2,526**	0.085 **$2,862**	0.095 **$3,199**	0.105 **$3,536**	0.115 **$3,873**
9th Basketball (Boys) 9th Basketball (Girls) 9th Football					
CATEGORY IX	0.072 **$2,425**	0.082 **$2,761**	0.092 **$3,098**	0.102 **$3,435**	0.112 **$3,772**
Asst. Wrestling					
CATEGORY X	0.065 **$2,189**	0.075 **$2,526**	0.085 **$2,862**	0.095 **$3,199**	0.105 **$3,536**
7th Basketball (Boys) 7th Basketball (Girls) 8th Basketball (Boys) 8th Basketball (Girls) JH Football (2) Stage Manager					
CATEGORY XI	0.060 **$2,021**	0.070 **$2,357**	0.080 **$2,694**	0.090 **$3,031**	0.100 **$3,368**
Boys Cross Country Girls Cross Country Golf Tennis Asst. Volleyball Asst. Baseball Asst. Softball JH Wrestling HS Vocal Flag/Majorette Senior Advisor Junior Advisor Asst. Track (2)					
CATEGORY XII	0.050 **$1,684**	0.060 **$2,021**	0.070 **$2,357**	0.080 **$2,694**	0.090 **$3,031**
9th Volleyball JH Track (Boys) JH Track (Girls) JH Volleyball Musical Assistant					
CATEGORY XIII	0.045 **$1,515**	0.055 **$1,852**	0.065 **$2,189**	0.075 **$2,526**	0.085 **$2,862**
HS Yearbook					

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY XIV	0.040	0.050	0.060	0.070	0.080
	$1,347	**$1,684**	**$2,021**	**$2,357**	**$2,694**
Variety Show					
Show Choir					
Career Exploration					
Aquatics Director					
Basketball Cheerleading					
Football Cheerleading					
CATEGORY XV	0.035	0.045	0.055	0.065	0.075
	$1,179	**$1,515**	**$1,852**	**$2,189**	**$2,526**
HS Paper					
CATEGORY XVI	0.030	0.040	0.050	0.060	0.070
	$1,010	**$1,347**	**$1,684**	**$2,021**	**$2,357**
HS Student Council					
JH Cheerleading					
Orchestra Director					
District Mentor Coordinator					
CATEGORY XVII	0.025	0.035	0.045	0.055	0.065
	$842	**$1,179**	**$1,515**	**$1,852**	**$2,189**
Art Show Director (2)					
HS Academic Fair					
JH Academic Fair					
Middle School Yearbook					
CATEGORY XVIII	0.020	0.030	0.040	0.050	0.060
	$674	**$1,010**	**$1,347**	**$1,684**	**$2,021**
National Honor Society					
Business Club					
Spanish Club					
Science Club					
Math Club					
SADD					
Volunteens					
Art Club					
Quiz Bowl (2)					
Elementary Yearbook					
Mentor Teacher (maximum of two mentees per contract)					

MENTOR QUALIFICATION STIPEND: $300

Upon initial qualification as a mentor, as prescribed by the Ohio Department of Education, the teacher will receive a one-time stipend of $300. That teacher must be deemed "mentor qualified" by May 1 of the school year in which he/she receives mentor training. Payment will be made upon Principal authorization on the last pay of the fiscal year.

Teachers who have less than three years teaching experience in the district, as stipulated by the ODE and the NWOESC, are not considered "mentor qualified" as stipulated in the master contract and will not be eligible to receive the $300, unless, due to necessity, the District appoints that teacher with less than three years of experience to be a mentor. That teacher will then receive the $300 as per the Mentor Qualification criteria discussed above.

YEARS COMPLETED	0-4	5-9	10-19	20-29	30+
CATEGORY XIX	0.015	0.025	0.035	0.045	0.055
	$505	**$842**	**$1,179**	**$1,515**	**$1,852**
MS Paper MS Student Council Washington, D.C. Trip Coordinator					
CATEGORY XX	0.007	0.017	0.027	0.037	0.047
	$236	**$572**	**$909**	**$1,246**	**$1,583**
Sophomore Advisor Freshman Advisor					

C. Any coach who coaches two sports during the same season will receive full pay for one and one-half pay for the other.

D. Any teacher who accepts two extracurricular contracts will receive a $150 bonus.

E. Any teacher who accepts three extracurricular contracts will receive a $300 bonus.

F. Any teacher who accepts four extracurricular contracts will receive a $500 bonus.

G. Bonuses will be paid at the end of the 2015-2016 school year.

H. Credit towards experience increases will require verifiable paid experience in the same sport regardless of level. Boys and girls athletics are the same for the purpose of this section. All other positions will require verifiable paid years of experience specific to the supplemental position at any level.

AYERSVILLE LOCAL SCHOOLS

Professional Study/Graduate Course Approval Application

(to be completed **PRIOR** to taking course work)

Please refer to the terms and conditions of tuition reimbursement and salary schedule placement in the current master contract.

Applicant's name_____

College/University_____

Name of class and #_____

# of Credit hours _____ Semester _____Quarter

Date course begins_____Date course ends_____

Do you believe these hours would qualify you for move on the pay scale? YES NO

If so, BA to 150hrs_____ 150hrs to MA_____ MA to MA15_____ MA15 to MA30_____

Upon completion of course work an itemized bill from the college/university, proof of payment (credit card statement, canceled check, etc.) and an **OFFICIAL transcript** must be presented to the superintendent's office.

Employee's Signature_____Date_____

Superintendent's signature_____Date_____

_____Approval _____Disapproval

* * * * * * * * * * * * *

Office Use Only

To receive tuition reimbursement the following documentation must be provided:

_____itemized bill from the college or university
_____proof of payment (credit card statement, canceled check, etc.)
_____ **OFFICIAL** transcript

Amount to be reimbursed_____ To be reimbursed in September 20___

Approval to move on the salary schedule to column 150HRS MA MA15 MA30

Move will be effective 1st pay of contract year 2nd pay of February

Superintendent's signature_____Date_____

AYERSVILLE LOCAL SCHOOL DISTRICT
PERSONAL LEAVE ROLLOVER/PAYMENT FORM

School Year _____

Name _____

Personal Leave Balance at end of school year: _____ days

I request the following distribution for the balance of my unused personal leave days:

Rollover to next school year (maximum one day): _____ days

Payment for unused days (maximum three days): _____ days

Total distribution of days may not exceed three days.

Payment will be made the second pay in June.

I understand that failure to submit this completed form to my supervisor by the end of my last scheduled work day will result in forfeiture of the ability to rollover or receive payment for my unused personal leave days for this school year.

_____
Employee Signature Date

_____
Administrative Approval Date

Treasurer's office use

Day to rollover: _____ Entered into USPS: ☐

_____ x _____ = _____
Days Rate Total Payment

Coding: ☐

CURRICULUM ENRICHMENT/INNOVATION APPLICATION

School Year _____

Name_____Grade level & subject taught_____

Check one

_____Additional time beyond regular school day (after school)
_____Additional time beyond regular contracted days
_____Both of the above

Purpose(Please describe specific reasons for this request)

_____
_____
_____
_____
_____
_____
_____

Expected Results (How will this day(s) improve your teaching and/or your students' learning?)

_____
_____
_____
_____
_____
_____

Total time required for this Curriculum Enrichment/Innovation Activity _____

*** Seven (7) hours would equal one (1) day.**
_____Number of Curriculum Enrichment/Innovation days requested

I understand that this application is subject to approval by my building principal and the school district superintendent.

_____ _____
Teacher Date

Approved Rejected

_____ _____ _____ _____
Building Principal Date

_____ _____ _____ _____
Superintendent Date

Reason if rejected

_____
_____

(White: Central Office)
(Canary: Principal)
(Pink: Teacher)

APPENDIX "E"

CURRICULUM ENRICHMENT/INNOVATION EVALUATION
School Year _____

_____ _____
Name Grade level & subject taught

What evidence can you give that the knowledge and information gained during the approved Curriculum Enrichment/Innovation (days) were implemented?

_____
_____
_____
_____
_____
_____
_____

What results can you show that would support the value of your Curriculum Enrichment/Innovation day(s)?

_____
_____
_____
_____
_____
_____
_____

How has this opportunity for paid Curriculum Enrichment/Innovation days motivated you to become more innovative and relevant in your teaching?

_____
_____
_____
_____
_____
_____
_____

_____Requested Number of Curriculum Enrichment/Innovation days to be paid for
*** Seven (7) hours would equal one (1) day.**

_____ _____
Teacher Date

_____ _____
Building Principal Date

_____ _____
District Superintendent Date

_____**Number of days approved for payment.**

(White: Central Office)
(Canary: Principal)
(Pink: Teacher)

AYERSVILLE LOCAL SCHOOLS
Employee Application for Leave

EMPLOYEE NAME: _____ TODAY'S DATE: _____

TYPE OF LEAVE: (enter amount of time requested i.e. ½, 1, 2, etc.)

_____ SICK LEAVE	Date of Illness:	_____
_____ PERSONAL LEAVE	Date of Leave:	_____
_____ PROFESSIONAL LEAVE	Date of Leave:	_____
_____ DEDUCTION OF PAY	Date of Deduct:	_____
_____ JURY DUTY	Date of Duty:	_____

COMPLETE THIS SECTION FOR SICK LEVE ONLY:

REASON FOR LEAVE:
_____ PERSONAL ILLNESS
_____ PERSONAL INJURY
_____ IMMEDIATE FAMILY INJURY/ILLNESS
_____ OUTSIDE IMMEDIATE FAMILY INJURY/ILLNESS
_____ DEATH IN IMMEDIATE FAMILY
_____ DEATH OF CLOSE FRIEND OR RELATIVE

COMPLETE FOR PROFESSIONAL LEAVE ONLY:

Name of meeting _____

Place of meeting _____

Topic of meeting _____

Please estimate expenses for which you expect to be reimbursed:

Registration _____
Travel _____ _____(# miles-round trip-x rate) School vehicle MUST be used unless prior approval is given otherwise.
Lodging _____ (# nights x rate)
Meals _____
Parking fees _____ Sharing room with _____
Total _____ _____

Other ALS staff members attending this meeting: _____

_____

EMPLOYEE SIGNATURE: _____

BUILDING PRINCIPAL APPROVAL: _____

SUPERINTENDENT APPROVAL: _____

*Each employee is responsible to initiate the application for leave.
*Forms are available in each administrative office.
*Personal leave and professional leave are approved initially by your building principal then given to the superintendent for final approval. A verified copy will be returned to the teacher.
*A leave request that is not approved will be returned to the teacher with a written explanation by the appropriate administrator.

This is a general overview of the plans. Please refer to NBEC plan booklet and updates for current information.

SCHEDULE OF COVERED MEDICAL EXPENSES

BENEFITS and PROVISIONS	HDHP Plan	
	In-Network	Out-of-Network
Calendar Year Deductible ***There is no limit to the amount that any one person may apply towards the family deductible. However, note that the entire family deductible amount must be met before any benefits are payable for any individual in the family (except for Wellness benefits where Deductible is waived).***	$1,500/Employee only Plan $3,000/family Plan*	$1,500/Employee Only Plan $3,000/family Plan*
	In and Out of Network Deductible amounts are combined toward the annual maximums.	
Out-of-Pocket Maximum per Calendar Year *(excludes Deductibles). After amount is reached, 100% level of benefits applies for that Calendar Year.* ***Penalties, expenses not covered and amounts over Plan maximums do not apply to, and are not affected by, this provision.***	$1,000/person $2,000/family	$2,000/person $3,000/family
	In and Out of Network Out of Pocket Maximum amounts are separately tracked	
LIFETIME BENEFIT MAXIMUM	**$2,500,000 per person**	
Benefits subject to the penalty as stated per occurrence *(In addition to Deductible)* when pre-certification procedures are not followed.	TO PRE-CERTIFY, CALL THE TOLL-FREE NUMBER ON YOUR ID CARD	

PRESCRIPTION DRUG COVERAGE

Prescription Drug Card Benefit *(up to 34-day supply through participating pharmacies)* Covered drugs may be obtained through participating pharmacies and paid at 100% "out of pocket" (note that substantial discounts are available through these pharmacies) until the In-Network Calendar Year Deductible is met. After that Deductible is met, additional covered drugs are available at the co-pays shown at right for the remainder of that Calendar Year.	The following co-pays per prescription or refill apply only after the In-Network Calendar Year Deductible is met. These co-pays will apply to the In-Network Out of Pocket Maximum. • $10 co-pay Generic • $25 co-pay Formulary Brand • $45 co-pay Non-Formulary Brand
Mail Order Drug Benefit *(up to 90-day supply through Mail Order vendor)* Covered maintenance drugs may be obtained through contracted Mail Order Program and paid at 100% "out of pocket" (note that substantial discounts are available through this program) until the In-Network Calendar Year Deductible is met. After that Deductible is met, additional covered drugs are available at the co-pays shown at right for the remainder of that Calendar Year.	The following co-pays per prescription or refill apply only after the In-Network Calendar Year Deductible is met. . These co-pays will apply to the In-Network Out of Pocket Maximum. • $20 co-pay Generic • $40 co-pay Formulary Brand • $60 co-pay Non-Formulary Brand
Penalty *(applies to co-pay structure shown above after In-Network Calendar Year Deductible is met)* **for purchasing non-Generic when Generic Drug is Available**	For both the Drug Card and Mail Order Drug benefit, if a Covered Person purchases a brand name medication when a generic is available, then, in addition to the brand co-pay, he must also pay the difference in price between the generic and brand medication.

BENEFITS and PROVISIONS	HDHP Plan	
	In-Network	Out-of-Network
WELLNESS AND ROUTINE CARE SERVICES		
Specific Well Care Services *(Pap Test, Prostate Specific Antigen (PSA) Test and Mammogram, limited to one each per Calendar Year, and including the related office visit)*	100% Deductible waived	70% after Deductible
All Other Covered Well Care Services *(routine physical exams, inoculations, immunizations, flu shots and diagnostic/ laboratory tests including, but not limited to, fecal occult testing and routine hearing exams. All such services (except see routine colonoscopy benefit below) are limited to a combined maximum payment of $500 per person per Calendar Year.*	100% Deductible waived	70% after Deductible
Routine Colonoscopy *(applies to Covered Persons age 40 and over as follows:* • One baseline procedure at age 40 or after, and limited thereafter to • One procedure no earlier than five years following the last such procedure.	100% Deductible waived	Not applicable
PHYSICIAN'S OFFICE / URGENT CARE / CLINIC EXPENSES		
Office/Urgent Care Visit (Exam)Charge	80% after Deductible	70% after Deductible
All Other Expenses in Office/Urgent Care Facility	80% after Deductible	70% after Deductible
OUTPATIENT (non-office) X-RAY/LAB AND DIAGNOSTIC TESTING EXPENSES		
Facility Expenses	80% after Deductible	70% after Deductible
Professional Expenses	80% after Deductible	70% after Deductible
OTHER PROFESSIONAL SERVICES		
Second Surgical Opinions	80% after Deductible	70% after Deductible
Chiropractic Treatment (maximum of 24 visits per Calendar Year)	80% after Deductible)	70% after Deductible
Therapy Services *(including, but not limited to, physical, occupational and speech therapy).*	80% after Deductible	70% after Deductible
Inpatient Physician Visits *(limited to one visit per Physician per day)*	80% after Deductible	70% after Deductible
All Other Covered Professional Expenses *(except as previously stated or as clarified under "Additional Coverage Details."*	80% after Deductible	70% after Deductible

BENEFITS and PROVISIONS	HDHP Plan	
	In-Network	Out-of-Network

HOSPITAL SERVICES AND SPECIALIZED TREATMENT FACILITIES

Inpatient Hospital Facility Services *limited to facility's semi-private room rate (unless private room is medically required for isolation) and all Medically Necessary services including, but not limited to, intensive care and cardiac care.*	80% after Deductible	70% after Deductible
Outpatient Hospital Facility Services *including Ambulatory Surgical Center Facility services*	80% after Deductible	70% after Deductible
Emergency Room Care *including all related expenses performed during the same visit.*	80% after Deductible	70% after Deductible
Birthing Center Facility Services	80% after Deductible	70% after Deductible
Rehabilitation Facility	80% after Deductible	70% after Deductible
Skilled Nursing Facility Services *(Maximum payment of $10,000 per Calendar Year)*	80% after Deductible	70% after Deductible

MISCELLANEOUS SERVICES

Home Health Care (Facility and Professional Expenses)	80% after Deductible	70% after Deductible
Home Health Aide Services	50% after Deductible	50% after Deductible
Hospice Care *(Inpatient and/or Home services).* **Maximum payment of $10,000 per Lifetime.** *Includes separate maximum of two bereavement counseling visits per course of Hospice treatment.*	80% after Deductible	70% after Deductible
Inpatient /Outpatient Private Duty Nursing	80% after Deductible	70% after Deductible
Ambulance Services **subject to the In-Network Deductible and Out of Pocket Maximum*	80% after Deductible	*80% after Deductible
Human Organ and Tissue Transplants *(see also "Additional Coverage Details")*	80% after Deductible	Not Applicable
Durable Medical Equipment	80% after Deductible	70% after Deductible
Morbid Obesity *(surgery or any other treatment for) See also "Additional Coverage Details"*	80% after Deductible	70% after Deductible
Other Covered Services/Items *(see following pages for possible additional details or clarifications)*	80% after Deductible	70% after Deductible

SCHEDULE OF COVERED MEDICAL EXPENSES

BENEFITS and PROVISIONS	Access + Plan	
	In-Network	Out-of-Network
Calendar Year Deductible *(taken before benefits are payable unless waived). Charges applied to Deductible during last three months of a Calendar Year also apply toward Deductible for the next Calendar Year.*	**$250/person** **$500/family**	**$750/person** **$1,500/family**
	In and Out of Network Deductible amounts are separately tracked	
Out-of-Pocket Maximum per Calendar Year *(excludes Deductibles). After amount is reached, 100% level of benefits applies for that Calendar Year. Co-pays, penalties, expenses not covered, amounts over Plan maximums and patient's portion of Co-Insurance for Outpatient psychotherapy treatment of substance abuse do not apply to, and are not affected by, this provision..*	**$1,000/person** **$2,000/family**	**$3,000/person** **$6,000/family**
	In and Out of Network Out of Pocket Maximum amounts are separately tracked	
LIFETIME BENEFIT MAXIMUM	**$2,500,000 per person**	
Benefits subject to the penalty as stated per occurrence *(in addition to Deductible)* when pre-certification procedures stated on pages 1-3 are not followed.	TO PRE-CERTIFY, CALL THE TOLL-FREE NUMBER ON YOUR ID CARD	

PRESCRIPTION DRUG COVERAGE

Prescription Drug Card Benefit *(up to 34-day supply through participating pharmacies)* Deductible does not apply - see covered drugs and special considerations.	• Generic Drugs - $10 co-pay per prescription or refill; then 100% • Formulary Brand Name Drugs - $20 co-pay per prescription or refill; then 100% • Non Formulary Brand Name Drugs - $30 co-pay per prescription or refill; then 100% Note: ***Maintenance drugs must be filled through Mail Order after 3 pharmacy fills.***
Mail Order Drug Benefit *(up to 90-day supply through Mail Order vendor)* Deductible does not apply – :	• $20 co-pay Generic • $40 co-pay Formulary Brand • $60 co-pay Non-Formulary Brand
Penalty for purchasing non-Generic when Generic Drug is Available	For both the Drug Card and Mail Order Drug benefit, if a Covered Person purchases a brand name medication when a generic is available, then, in addition to the brand co-pay, he must also pay the difference in price between the generic and brand medication.

WELLNESS AND ROUTINE CARE SERVICES

BENEFITS and PROVISIONS	Access +1 Plan	
	In-Network	Out-of-Network
Specific Well Care Services *(Pap Test, Prostate Specific Antigen (PSA) Test and Mammogram, limited to one each per Calendar Year, and including the related office visit)*	100% Deductible waived	60%
All Other Covered Well Care Services *(routine physical exams, inoculations, immunizations, flu shots and diagnostic/ laboratory tests including, but not limited to, fecal occult testing, routine hearing exams and colonoscopies. All services limited to a combined maximum payment of $300 per person per Calendar Year.*	100% Deductible waived	100% Deductible waived

ACCIDENT EXPENSE BENEFIT (Outpatient)

Within First 72 hours of an Accident (Deductible waived)	100%	100%
After 72 hours (Facility Expenses)	80%	60%
After 72 hours (Professional Expenses)	80%	60%

URGENT CARE FACILITY (see "Definitions") & PHYSICIAN EXPENSES

Within First 72 hours of onset (Deductible waived)	100%	100%
After 72 hours (Facility Expenses)	80%	60%
After 72 hours (Professional Expenses)	80%	60%

PHYSICIAN'S OFFICE / CLINIC EXPENSES

Office Visit Charge ***Primary Care Physician** is an M.D., D.O., or a Nurse Practitioner who is a general or family practitioner, obstetrician/gynecologist, internist or pediatrician who has contracted with the PPO organization.	*PCP - $15 co-pay per visit, then 100%. Deductible waived Specialist - $30 co-pay per visit, then 100%. Deductible waived	60%
All Other Expenses in Office *(except as stated above or under "Other Professional Services")*	80%	60%

OUTPATIENT (non-office) X-RAY/LAB AND DIAGNOSTIC TESTING EXPENSES

Facility Expenses	80%	60%
Professional Expenses	80%	60%

OTHER PROFESSIONAL SERVICES

BENEFITS and PROVISIONS	Access +1 Plan	
	In-Network	Out-of-Network
Second Surgical Opinions	100% (Deductible waived)	100% (Deductible waived)
Chiropractic Treatment (maximum of 24 visits per Calendar Year)	$15 co-pay per visit, then 100% (Deductible waived)	60%
Therapy Services *(including, but not limited to, physical, occupational and speech therapy).*	$15 co-pay per visit, then 100% (Deductible waived)	60%
Inpatient Physician Visits *(limited to one visit per Physician per day)*	80%	60%
All Other Covered Professional Expenses *(except as previously stated or as listed under "Emergency Room Services", "Mental Health Services" or as clarified under "Additional Coverage Details."*	80%	60%

HOSPITAL SERVICES AND SPECIALIZED TREATMENT FACILITIES

Inpatient Hospital Facility Services *limited to facility's semi-private room rate (unless private room is medically required for isolation) and all Medically Necessary services including, but not limited to, intensive care and cardiac care.*	80%	60%
Outpatient Hospital Facility Services *including Ambulatory Surgical Center Facility services*	80%	60%
Emergency Room Care *including all related expenses performed during the same visit.*	$100 co-pay*, then 100% (Deductible waived)	$100 co-pay*, then 100% (Deductible waived)
	*Co-pay waived if admitted	
Birthing Center Facility Services	80%	60%
Rehabilitation Facility	80%	60%
Skilled Nursing Facility Services *(Maximum payment of $10,000 per Calendar Year)*	80%	60%

MISCELLANEOUS SERVICES

BENEFITS and PROVISIONS	Access +1 Plan	
	In-Network	Out-of-Network
Home Health Care (Facility Expenses)	80%	60%
Home Health Care (Professional Expenses)	80%	60%
Home Health Aide Services	50%	50%
Hospice Care *(Inpatient and/or Home services).* **Maximum payment of $10,000 per Lifetime.** *Includes* separate *maximum of two bereavement counseling visits per course of Hospice treatment.*	80% (facility) 80% (professional)	60% (facility) 60% (professional)
Inpatient /Outpatient Private Duty Nursing	80%	60%
Ambulance Services **subject to the In-Network Deductible and Out of Pocket Maximum*	80%	*80%
Human Organ and Tissue Transplants *(see also "Additional Coverage Details")*	80%	Not Applicable
Durable Medical Equipment	80%	60%
Morbid Obesity *(surgery or any other treatment for) See also "Additional Coverage Details"*	80%	60%
Other Covered Services/Items *(see "Additional Coverage Details" and "General Limitations" for possible impact or clarifications to coverage as shown at right).*	80%	60%- Professional 60%- Facility

Grievance # _____ School District

Distribution of Form
1. Superintendent
2. Principal
3. Association
4. Employee

GRIEVANCE REPORT

Submit to Principal or Immediate Supervisor in Duplicate

_____

Building Assignment Name of Grievant Date Filed

STEP 1

A. Date Cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

_____

_____

_____

3. Relief Sought _____

_____

_____

[If additional space is needed in reporting Sections B1 & 2, attach an additional sheet.]

_____

Signature Date

C. Disposition by Principal or Immediate Supervisor _____

_____

_____

Signature of Principal or Immediate Supervisor Date

D. Position of Grievant and/or Association _____

_____

_____

Signature Date

STEP II

A. Date Received by Superintendent or Designee _____

B. Disposition of Superintendent or Designee _____

_____

_____

_____
Signature Date

C. Position of Grievant and/or Association _____

_____

_____
Signature Date

STEP III

A. Date Submitted to Arbitration _____

B. Disposition & Award of Arbitrator _____

_____

_____

_____
Signature of Arbitrator Date

Aversville Local School

Observation Date:
Observer:

Teacher:
Grade/Subject:

Section A: Organization

A1: Knowledge of Student 1. Knowledgeable about students' knowledge base and skill level. 2. Perceptive of background experiences that may influence a student's performance. 3. Understands why it is important to know and understand students' knowledge base, skill level, and background experiences. 4. Evaluates student progress regularly and maintains records for report cards and conferences.	1 2 3 4 5 N/A COMMENTS:
A2: Learning Goals 1. Articulates appropriate learning goals for students. 2. Correlates instructional goals and objectives with appropriate standards and courses of study.	1 2 3 4 5 N/A COMMENTS:
A3: Methods, Activities, and Resources 1. Chooses methods, activities, and resources that are appropriate for the students and that are aligned with the goals of the lesson. 2. Has a rationale for the methods, activities, and resources to be used for the lesson. 3. Provides differentiated learning experiences when needed.	1 2 3 4 5 N/A COMMENTS:

Section B: Student Learning Environment	
B1: Classroom Behavior 1. Maintains consistent standards of classroom behavior. 2. Maintains an orderly and efficient classroom. 3. Shows consistency and fairness in dealing with student behavior. 4. Classroom rules are clearly displayed and/or communicated.	1 2 3 4 5 N/A COMMENTS:
B2: Classroom Space 1. Makes the classroom safe and functional. 2. Organizes the classroom to facilitate learning. 3. Maintains an attractive classroom and a pleasant learning environment.	1 2 3 4 5 N/A COMMENTS:
B3: Fairness and Rapport 1. Creates a climate that promotes fairness and mutual respect. 2. Establishes and maintains rapport with students.	1 2 3 4 5 N/A COMMENTS:
B4: Learning Expectations 1. Encourages and expects participation and involvement from all students. 2. Expectations are in line with the differing needs of students.	1 2 3 4 5 N/A COMMENTS:

Section C: Instruction

C1: Clear Goals and Procedures 1. Communicates the goals of the lesson. 2. Gives explanations, assignments, and directions clearly. 3. Presents a variety of activities to spark student interest.	COMMENTS:	1	2	3	4	5	N/A
C2: Comprehensible Content 1. Uses appropriate instructional techniques. 2. Employs a variety of materials, resources, and instructional techniques. 3. Utilizes effective questioning strategies. 4. Provides students with intervention opportunities when appropriate or necessary. 5. Provides students with accurate information about the content. (Demonstrates knowledge of subject area).	COMMENTS:	1	2	3	4	5	N/A
C3: Extends Thinking 1. Uses questioning techniques that encourage students to use higher level thinking skills. 2. Student assignments are designed to challenge students. 3. Students are encouraged to think independently, critically, or creatively.	COMMENTS:	1	2	3	4	5	N/A

C4: Monitoring and Feedback 1. Uses a variety of techniques to monitor student understanding of content and assignments (circulating, questioning, etc.). 2. Provides students with appropriate and specific feedback. 3. Makes instructional adjustments when and if necessary. 4. Provides opportunities for students to talk about what they learned (questioning, small group, discussion, etc.).	COMMENTS:	1	2	3	4	5	N/A
C5: Using Instructional Time Effectively 1. Students are engaged in instructional matters throughout the entire class period. 2. Any non-instructional matters are completed quickly and efficiently. 3. Transitions are performed effectively.	COMMENTS:	1	2	3	4	5	N/A
Section D: Teacher Professionalism							
D1: Lesson Reflection 1. Teacher was able to accurately describe the strengths and weakness of the lesson. 2. Teacher was able to describe where the class would be going in the future based on the observed lesson. 3. Teacher was able to describe techniques, activities, methods, etc. used to meet the needs of students who struggled during the lesson. 4. Teacher was able to describe techniques, activities, methods, etc. used to meet the needs of students who excelled during the lesson. 5. Teacher demonstrates responsibility for student learning.	COMMENTS:	1	2	3	4	5	N/A

D2: Professional Relationships 1. Builds professional relationships with colleagues to share teaching insights and to coordinate learning activities for students. 2. Teacher communicates with others to address the needs of students. 3. Teacher works with others to address the learning goals of students. 4. Keeps current with developments in the field. 5. Participates in district and building level professional activities.	COMMENTS:	1	2	3	4	5	N/A
D3: Parent Communication 1. Teacher demonstrates a variety of techniques for communicating with parents. 2. Teacher demonstrates an understanding of the reasons for communicating with parents.	COMMENTS:	1	2	3	4	5	N/A
D4: Professionalism 1. Is in assigned place of duty from 8:00 a.m. to 3:30 p.m. daily. 2. Attends faculty meetings, parent-teacher conferences, and open houses. 3. Provides adequate lesson plans for a substitute. 4. Devotes self to school duties during school hours. 5. Returns records and reports to the office on time. 6. Assists in maintaining control and enforcing rules throughout the school. 7. Supervises students (doesn't leave them unattended in classroom/assemblies).	COMMENTS:	1	2	3	4	5	N/A

8. Speaks and writes clearly using correct rules of grammar and spelling. 9. Maintains a professional and ethical behavior. 10. Appearance is professional and appropriate to the teacher's job assignment. 11. Complies with policies as set forth by the Board of Education.	

Summary Statement by Administrator

Recommendations

Commendations

Administrator's Signature_____ Date_____

Teacher's Signature_____ Date_____

*Your signature on this document acknowledges that you have seen it, not that you necessarily agree with the evaluation. You may include any comments you feel appropriate.

APPENDIX "I"

Pre-Observation Conference

Date:_____ Time:_____
Teacher:_____ Grade/Subject:_____
Observer:_____

Below are questions that principals may ask during the pre-observation conference. Teachers should be prepared to answer these questions.

Knowledge of Student

1. How do you become familiar with the skills and cultural resources students bring to the classroom? Share your knowledge of your students—characteristics, background experiences, prior knowledge, skill level.

2. Why is it important to know these things?

Learning Goals

1. What are the goals for the lesson?
2. What will the students be expected to learn?
3. Why have you chosen these goals?
4. How do they align with the standards and with this discipline as a whole?
5. How does today's content fit in with previous and future lessons?

Methods, Activities, and Resources

1. Describe the methods, activities, grouping, and resources you plan to use for the lesson.
2. Explain why you have chosen these.

Evaluation and Assessment

1. What types of evaluation will you use to determine if students have mastered the goals for the lesson?
2. How will you use the information from the evaluation?

APPENDIX "I"

Post-Observation Conference

Date:_____ Time:_____
Teacher:_____ Grade/Subject:_____
Observer:_____

Below are questions that principals may ask during the post-observation conference. Teachers should be prepared to answer these questions.

1. Describe how the lesson went in terms of your instructional goals.
   -Were the activities and materials effective?
   -Did students learn what you wanted them to learn? How do you know?
   -If you were to teach this lesson again, what changes would you make?

2. Describe what you will do next with the class.

3. Describe the ways in which you work with other professionals in planning instruction and meeting the needs of students.

4. Describe the methods you use to communicate with parents and the reasons you communicate with them.

5. How do you meet the needs of students who struggle in the classroom?

6. How do you meet the needs of students who excel in the classroom?

Classroom Walkthroughs / Informal Observation

An informal observation/ classroom walkthrough is a:

- Tool to inform evaluation that provides the opportunity to gather evidence of instruction over a series of short classroom visits;
- Process for giving targeted evidenced-based feedback to teachers; and
- Means for principals to visit classrooms more frequently and more purposefully.

An informal observation/ classroom walkthrough is not a(n):

- Formal observation;
- "Gotcha" opportunity for supervisors or evaluators;
- Isolated event; or
- Shortcut to the observation protocol required as part of the teacher evaluation process.

Classroom walkthroughs/ Informal observations, as part of the teacher evaluation system, may be general in nature or focused on observing a specific aspect of teacher performance. Summary data collected through a series of walkthroughs along with evidence documented through formal observations will come together to inform the teachers' summative performance rating: *ineffective, developing, proficient or accomplished.*

Guidelines for Informal Classroom Observations

Informally Observe All Teachers

All teachers benefit from informal classroom observations. Informal observations should last from 15 to20 minutes; therefore, conduct only as many observations in a day as you can follow up with on either the same or next day. Teachers need and deserve some type of immediate feedback.

Informally Observe As Often As You Can

The principal's presence in the classroom sends a positive message to teachers: *the principal cares*. Including informal classroom observation as a school-wide initiative requires consistency and frequency. Find times in the day to observe teachers at varying times of the day: *for most teachers, what occurs in the morning is much different than what occurs in the afternoon.*

Focusing on One or Two Areas

Although there may be no predetermined focus established (because of no pre-conference), find a focus based on the instruction, events or discussions that are occurring in the classroom. A focus may also occur based upon past conferences and the need for follow up observations.

Make Time to Follow Up

Follow-up communication to informal classroom observations is a critical component. Follow-up will often be in writing but the evaluator should extend to the teacher an invitation to discuss any comments provided face-to-face. The evaluator may also offer resources to help teachers refine their practice.

Teacher Driven Observations

While it is recognized that evaluators have many demands on their time, encouraging teachers to identify instructional periods for the evaluator to observe can be a means for the evaluator to collect evidence related to a specific focus the teacher and evaluator may be working on.

Types of Data

Data collected as evidence of teacher practice may be quantitative, qualitative, or a combination of both. Quantitative data includes frequencies, distributions and other counts or tallies. For example the observer could use a checklist to tally how many questions were asked of children in the front row or children who had their hands raised versus not. The evaluator might also chart the types of questions asked (higher versus lower levels). Qualitative data can include scripted notes detailing patterns of activities, vocabulary used, and events observed. In both cases accuracy is essential to ensure the credibility of the process and the evaluator.

Informal Observation: General Form

Teacher Name: ____ **Grade(s)/Subject Area(s):** ____ **Date:** ____

Evaluator Name: ____ **Time Walkthrough Begins:** ____ **Time Walkthrough Ends:** ____

Directions: This form serves as a record of an informal walkthrough by the teacher's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation. This record, along with records of additional informal observations, will be used to inform the summative evaluation of the teacher.

EVALUATOR OBSERVATIONS	
☐ Instruction is developmentally appropriate	☐ Lesson content is linked to previous and future learning
☐ Learning outcomes and goals are clearly communicated to students	☐ Classroom learning environment is safe and conducive to learning
☐ Varied instructional tools and strategies reflect student needs and learning objectives	☐ Teacher provides students with timely and responsive feedback
☐ Content presented is accurate and grade appropriate	☐ Instructional time is used effectively
☐ Teacher connects lesson to real-life applications	☐ Routines support learning goals and activities
☐ Instruction and lesson activities are accessible and challenging for students	☐ Multiple methods of assessment of student learning are utilized to guide instruction
☐ Other:	☐ Other:

Evaluator Summary Comments:

Recommendations for Focus of Informal Observations:

Evaluator Signature: ____ ☐ **Photocopy to Teacher**

Informal Observation: Open-Ended Form

Teacher Name: **Grade(s)/Subject Area(s):** **Date:**

Evaluator Name: **Time Walkthrough Begins:** **Time Walkthrough Ends:**

TIMES	OBSERVATIONS

Evaluator Summary Comments:

Evaluator Signature:

☐ **Photocopy to Teacher**

Final Summative Rating of Teacher Effectiveness

Proficiency on Standards 50%	INEFFECTIVE	DEVELOPING	PROFICIENT	ACCOMPLISHED
Cumulative Performance Rating (Holistic Rating using Performance Rubric)				
Areas of reinforcement/ refinement:				

Student Growth Data 50%	BELOW EXPECTED GROWTH	EXPECTED GROWTH	ABOVE EXPECTED GROWTH
Student Growth Measure of Effectiveness			
Areas of reinforcement/ refinement:			

Final Summative (Overall) Rating	INEFFECTIVE	DEVELOPING	PROFICIENT	ACCOMPLISHED

☐ Check here if Improvement Plan has been recommended.

Teacher Signature ____ **Date** ____
Evaluator Signature ____ **Date** ____

The signatures above indicate that the teacher and evaluator have discussed the Summative Rating.
Note: The teacher may provide additional information to the evaluator within 10 working days of the receipt of this form, and may request a second conference with the evaluator. Any additional information will become part of the summative record. Challenges may be made according to the local contract agreement.

Professional Growth Plan

As a result of the evaluation process, teachers and evaluators should focus on accelerating and continuing teacher growth through professional development. Professional development should be individualized to the needs of the teacher, and specifically relate to his/her areas of refinement as identified in the teachers' evaluation. The evaluator should recommend professional development opportunities, and support the teacher by providing resources (e.g., time, financial).

☐ **Self-Directed**

☐ **Collaborative** Teacher Evaluator

Annual Focus These are addressed by the evaluator as appropriate for this teacher.	**Date** Record dates when discussed	**Areas for Professional Growth** **supports needed, resources, professional development** Comments during conference with teacher and evaluator are made appropriate to the needs of the teacher.
***Goal 1**: Student Achievement/Outcomes for Students* *Goal Statement:* *Evidence Indicators:*		
***Goal 2** : Teacher Performance on the Ohio Standards for the Teaching Profession* *Goal Statement:* *Evidence Indicators:*		

Evaluator Signature **Date** **Teacher Signature** **Date**

The signatures above verify that the teacher and evaluator have discussed and agreed upon this Professional Growth Plan.

Improvement Plan

Teacher Name: _____ Grade Level/ Subject: _____

School year: _____ Building: _____ Date of Improvement Plan Conference: _____

Written improvement plans are to be developed in the circumstances when an educator makes below expected academic growth with his/ her students AND/OR receives an overall ineffective rating or an ineffective rating on any of the components of the OTES system. The purpose of the improvement plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If corrective actions are not made within the time as specified in the improvement plan, a recommendation may be made for dismissal or to continue on the plan.

Section 1: Improvement Statement - List specific areas for improvement as related to the *Ohio Standards for the Teaching Profession*. Attach documentation.

Performance Standard(s) Addressed in this Plan	Date(s) Improvement Area or Concern Observed	Specific Statement of the Concern: Areas of Improvement

Section 2: Desired Level of Performance – List specific measurable goals to improve performance. Indicate what will be measured for each goal.

Beginning Date	Ending Date	Level of Performance Specifically Describe Successful Improvement Target(s)

Improvement Plan (continued)

Section 3: Specific Plan of Action

Describe in detail specific plans of action that must be taken by the teacher to improve his/her performance. Indicate the sources of evidence that will be used to document the completion of the improvement plan.	
Actions to be Taken	Sources of Evidence that Will Be Examined

Section 4: Assistance and Professional Development

Describe in detail specific supports that will be provided as well as opportunities for professional development.

Date for this Improvement Plan to Be Evaluated:

Teacher's Signature: _____Date: _____

Evaluator's Signature: _____Date: _____

The evaluator's signature on this form verifies that the proper procedures as detailed in the local contract have been followed.

Improvement Plan: Evaluation of Plan

Teacher Name: _____ Grade Level/ Subject: _____

School year: _____ Building: _____ Date of Evaluation: _____

The improvement plan will be evaluated at the end of the time specified in the plan. Outcomes from the improvement plan demonstrate the following action to be taken;

- ☐ Improvement is demonstrated and performance standards are met to a satisfactory level of performance*
- ☐ The Improvement Plan should continue for time specified:
- ☐ Dismissal is recommended.

Comments: Provide justification for recommendation indicated above and attach evidence to support recommended course of action.

I have reviewed this evaluation and discussed it with my evaluator. My signature indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

Teacher's Signature: _____Date: _____
Evaluator's Signature: _____ Date: _____
The evaluator's signature on this form verifies that the proper procedures as detailed in the local contract have been followed.

*The acceptable level of performance varies depending on the teacher's years of experience. Teachers in residency—specifically in Years 1 through 4—are expected to perform at the Developing level or above. Experienced teachers—with five or more years of experience—are expected to meet the Proficient level or above.

Instructional Coach/Teacher Change Form

Teacher _____ Date _____

_____ I am requesting a different instructional coach.

_____ I am requesting to be released from my instructional coach position with the following teacher (_____).

_____ _____

Signature Date

Ayersville Local Schools - Teacher Evaluation Portfolio

Standard 1: Student Learning		
C.E. Avg.	**C.E. | Self**	**Teachers understand student learning & development and respect the diversity of each student.** • Give examples of lesson plans, activities, or assessments that show differentiated instruction. o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4) • Log activities that have been completed to learn about student background, interests, and experiences. (ie. Interest inventory, student's permanent records, talk to previous teachers) o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4)
_____	____ | ____ ____ | ____	
Standard 2 Understanding of Content Area		
C.E. Avg.	**C.E. | Self**	**Teachers know/understand the content area for which they have instructional responsibility.** • Create a list of completed standards and benchmarks in each unit of instruction for all courses. o Not completed – Ineffective (1) o Completed – Accomplished (4) • Give examples of the situations in which you connect your content to life experiences or career opportunities. o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4)
_____	____ | ____ ____ | ____	

Ayersville Local Schools - Teacher Evaluation Portfolio

Standard 3: Assessment		
C.E. Avg.	**C.E. | Self**	**Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.**
	____ | ____	• Give examples of the situations in which you use formative and summative assessment to show student learning. o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4)
_____	____ | ____	• Give examples of the situations in which you analyze the data from assessments to monitor or modify instruction. o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4)
	____ | ____	• Show records of communication with parents and students. o ___ 0-3 examples – Ineffective (1) o ___ 4-6 examples – Developing (2) o ___ 7-10 examples – Proficient (3) o ___ 11+ examples – Accomplished (4)

Ayersville Local Schools - Teacher Evaluation Portfolio

Standard 4: Student Learning and Instruction		
C.E. Avg.	**C.E. | Self**	
_____	_____ | _____ _____ | _____	• **Teachers plan and deliver effective instruction that advances the learning of each individual student.** • Provide examples of how you show progression, sequenced build up to understanding based on student needs. o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4) • Log activities that have been paced to match student learning. o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4)

Standard 5 Learning Environment		
C.E. Avg.	**C.E. | Self**	**Teachers create learning environments that promote high level of learning and achievement for all students.**
_____	_____ | _____	• Provide examples of how you create an environment that is conducive to learning and promotes student achievement. o ___ 0-1 example – Ineffective (1) o ___ 2 examples – Developing (2) o ___ 3 examples – Proficient (3) o ___ 4+ examples – Accomplished (4)

Ayersville Local Schools - Teacher Evaluation Portfolio

Standard 6: Collaborate and Communicate		
C.E. Avg.	**C.E. | Self**	**Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.**
_____	____ | ____	• Keep a log of parent communication. o ____ 0-3 examples – Ineffective (1) o ____ 4-6 examples – Developing (2) o ____ 7-10 examples – Proficient (3) o ____ 11+ examples – Accomplished (4)
	____ | ____	• Keep a log of collaborative efforts with teachers, administrators, and community. o ____ 0-2 examples – Ineffective (1) o ____ 3-5 examples – Developing (2) o ____ 6-9 examples – Proficient (3) o ____ 10+ examples – Accomplished (4)
	____ | ____	• Keep a log of student interventions. o ____ 0-2 examples – Ineffective (1) o ____ 3-5 examples – Developing (2) o ____ 6-9 examples – Proficient (3) o ____ 10+ examples – Accomplished (4)

Ayersville Local Schools - Teacher Evaluation Portfolio

Standard 7: Professional Growth and Professionalism		
C.E. Avg.	**C.E. | Self**	**Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.**
_____	____ | ____	• Create a log of workshops, conferences, etc., for professional development. o ____ 0-1 example – Ineffective (1) o ____ 2 examples – Developing (2) o ____ 3 examples – Proficient (3) o ____ 4+ examples – Accomplished (4)
	____ | ____	• Submit professional growth plan and/or IPDP. o Accomplished (4)
	____ | ____	• Listed professional organizations, clubs, committees and extra-curricular activities that you advise, or assist with. o ___ 0 examples – Ineffective (1) o ___ 1 example – Developing (2) o ___ 2 examples – Proficient (3) o ___ 3+ examples – Accomplished (4)

Ayersville Local Schools - Teacher Evaluation Portfolio

Scoring	
Standard 1 Credentialed Evaluator Average:	_____
Standard 2 Credentialed Evaluator Average:	_____
Standard 3 Credentialed Evaluator Average:	_____
Standard 4 Credentialed Evaluator Average:	_____
Standard 5 Credentialed Evaluator Average:	_____
Standard 6 Credentialed Evaluator Average:	_____
Standard 7 Credentialed Evaluator Average:	_____
Total:	_____
Average of Total:	_____ *(Average of Total Here)*